



**Dr. N.G.P. INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institution)  
**Coimbatore – 48**

**FUNCTION REQUIREMENT FORM**

**DEPARTMENT:** CSE **DATE:** 2023-02-21

1. Name of the Function : Angular workshop

2. Date & Number of Days : 2023-02-21 & 1 days

3. Time Duration : From 10:30 To 13:30

4. Venue : Avai arangam (C-Block)

5. Type of Training : Workshop

No. of Students(Internal) : 100 Class: III - CSE - A & B

No. of Students(External) : 50 Class: NA

Transport Required for Students : No

If Yes, Name of the Stage & No. of Students : --- & 0

6. Name of the Chief Guest : Ambedkar

Designation : Politics College / Industry: Industry

7. Name and Contact Number of the Organizer : India & 856134889

**FACILITIES REQUIREMENT**

**(i) GUEST HOUSE**

Required : Yes If Yes: No. of Persons: 1

No. of Days : 1 Days From 2023-02-20 To 2023-02-21

**(ii) REFRESEMENT / LUNCH**

Refreshment for Guest :Yes Tea : 5 Coffee : 2 Snacks : 5

Required Time : 22:24

Refreshment for Students :Yes Tea : 150 Coffee : 0 Snacks : 150

Required Time : 10:25

Payment Through : Institution Account

Mention the Exact Nos. : 160 Tiffin: 5 Normal Lunch: 2

Special Lunch (Veg) : 4 Special Lunch (Non Veg): 3

Required Time : 12:30

**(iii) TRANSPORT**

Transport Requirement Date :---

Location :---

Pickup Time at NGPIT :---

Drop Time:---

Name and Contact No. of the person to pick up the Guest :--- & 0

**(iv) POWER / SYSTEM / CAMERA REQUIREMENT**

Mic Arrangement : Yes Type & No of Mic :Wired Mic & 5

A/c Arrangement : Yes LCD Projector : Yes

Laptop : Yes

Photograph Facility : Yes If Yes Lab Technician

**(v) MEMENTO / SEATING / RECEPTION ITEM REQUIREMENT**

Memento / Honorarium  
for Chief Guest : Yes (If Yes.) Worth of: 5000 Quantity: 1

No. of Seating Arrangements : 200 a) Dias - 5 b) Audience - 200

No. of Table Cloths : 5

Reception Item Requirements: Palam, flower vash,paneer,

Function Form Submitted Date and Time : 17/02/2023 and 12:27 PM

<b><u>PREPARED BY</u></b>	<b><u>APPROVED BY</u></b>
Signature of the Staff	HOD AO Principal

**Check List**

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Principal Office : | 6. Canteen (3 Copies) :        |
| 2. Madam Office :     | 7. Computer Cell :             |
| 3. Admin Office :     | 8. Electrical Department :     |
| 4. Memento Incharge : | 9. Transport :                 |
| 5. Stores :           | 10. House Keeping Supervisor : |