



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

FUNCTION REQUIREMENT FORM

DEPARTMENT: CSE **DATE:** 2023-02-17

1. Name of the Function : Workshop

2. Date & Number of Days : 2023-02-17 & 1 days

3. Time Duration : From 11:00 To 13:56

4. Venue : East seminar hall (A-Block)

5. Type of Training : Handson

No. of Students : 100 Class: II-CSE-A & B

Transport Required for Students : no

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

6. Name of the Chief Guest : Anand

Designation : Software engineer College / Industry: Industry

7. Name and Contact Number of the Organizer : Suresh & 9940933148

FACILITIES REQUIREMENT

(i) GUEST HOUSE

Required : No If Yes: No. of Persons: 0

No. of Days : 0 Days From --- To ---

(ii) REFRESHMENT / LUNCH

Refreshment for Guest :No Tea : 0 Coffee : 0 Snacks : 0

Required Time : ---

Refreshment for Students :No Tea : 0 Coffee : 0 Snacks : 0

Required Time : ---

Payment Through : Institution Account

Mention the Exact Nos. : 0 Tiffin: 0 Normal Lunch: 0

Special Lunch (Veg) : 0 Special Lunch (Non Veg): 0

Required Time : 00:00

(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 & 2

A/c Arrangement : no LCD Projector : yes

Laptop : yes

Photograph Facility : Yes If Yes Official Photographer

(v) MEMENTO / SEATING / RECEPTION ITEM REQUIREMENT

Memento / Honorarium
for Chief Guest : yes (If Yes.) Worth of: 2000 Quantity: 1

No. of Seating Arrangements : 100 a) Dias - 2 b) Audience - 100

No. of Table Cloths : 2

Reception Item Requirements: Flowers

Function Form Submitted Date and Time : 16/02/2023 and 04:55 PM

<u>PREPARED BY</u>	<u>APPROVED BY</u>
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 : |