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

FUNCTION REQUIREMENT FORM

DEPARTMENT: **CSE**   **DATE:2023-02-16**

1. Name of the Function   :   Python training

2. Date & Number of Days   :   2023-02-16   &   6 days

3. Time Duration   :   From   10:30   To   12:30

4. Venue   :   Seminar hall (D-Block II floor)

5. Type of Training   :   Python

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

   Transport Required for Students   :   no
   If Yes, Name of the Stage & No. of Students   :   --- & 0

6. Name of the Chief Guest   :   Hariharan

   Designation   :   College   College / Industry: Industry

7. Name and Contact Number of the Organizer   : HHP & 123456789

FACILITIES REQUIREMENT
(i) GUEST HOUSE

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

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

(ii) REFRESEMENT / 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   : Association 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 & 5

A/c Arrangement   :   no   LCD Projector   : yes

Laptop   :   yes

Photograph Facility   :   No   If Yes   ---

(v) MEMENTO / SEATING / RECEPTION ITEM REQUIREMENT

Memento / Honorarium
for Chief Guest   :   yes   (If Yes.) Worth of: 1000   Quantity: 1

No. of Seating Arrangements : 100   a) Dias - 1   b) Audience - 100

No. of Table Cloths   : 1

Reception Item Requirements: Flower

Function Form Submitted Date and Time   : 16/02/2023 and 04:10 PM

PREPARED BY	APPROVED BY		
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 :