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

FUNCTION REQUIREMENT FORM

DEPARTMENT: **CSE**   **DATE:2023-01-27**

1. Name of the Function   :   Java training

2. Date & Number of Days   :   2023-01-27   &   1 days

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

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

5. Type of Training   :   Software

   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   :   xxxx

   Designation   :   yyyy   College / Industry: College

7. Name and Contact Number of the Organizer   : Suresh & 987654321

FACILITIES REQUIREMENT
(i) GUEST HOUSE

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

No. of Days   :   1 Days   From 2023-01-26 To 2023-01-26

(ii) REFRESEMENT / LUNCH

Refreshment for Guest   :Yes Tea : 1   Coffee : 1   Snacks : 1

Required Time   : 10:00

Refreshment for Students   :Yes Tea : 100   Coffee : 0   Snacks : 100

Required Time   : 10:00

Payment Through   : Association Account

Mention the Exact Nos.   : 10   Tiffin: 10   Normal Lunch: 10

Special Lunch (Veg)   : 0   Special Lunch (Non Veg): 10

Required Time   : 12:30

(iii) TRANSPORT

Transport Requirement Date :2023-01-27   Location   :chitra

Pickup Time at NGPIT   : 10:00   Drop Time:15:30

Name and Contact No. of the person to pick up the Guest   :xxxxx & 1223344566

(iv) POWER / SYSTEM / CAMERA REQUIREMENT

Mic Arrangement   :   yes   Type & No of Mic   :Wired & Wireless Mic & 5

A/c Arrangement   :   no   LCD Projector   : yes

Laptop   :   yes

Photograph Facility   :   yes   If Yes   (Lab Technician / Official Photographer)

(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 - 5   b) Audience - 100

No. of Table Cloths   : 1

Reception Item Requirements: Flower

Function Form Submitted Date and Time   : 02/02/2023 and 12:19 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 :