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

FUNCTION REQUIREMENT FORM

DEPARTMENT: CSE   **DATE:2023-03-01**

1. Name of the Function   :   Python training

2. Date & Number of Days   :   2023-03-01   &   4 days

3. Time Duration   :   From   10:30:00   To   11:30:00

4. Venue   :   A - Block - West Seminar Hall

5. Type of Training   :   Alumini Lecture Series

    No. of Students(Internal)   : 100   Class: I - CSE - A

    No. of Students(External)   : 25   Class: NA

    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: College

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

FACILITIES REQUIREMENT
(i) GUEST HOUSE

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

No. of Days   :   7 Days   From   2023-02-23   To   2023-03-01

(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   : Nill

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 :2023-03-01   Location   :chitra

Pickup Time at NGPIT   : 12:30   Drop Time:15:00

Name and Contact No. of the person to pick up the Guest   :Hero & 1234567890

(iv) POWER / SYSTEM / CAMERA REQUIREMENT

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

A/c Arrangement   :   No   LCD Projector   : No

Laptop   :   No

Photograph Facility   :   Yes   If Yes   Official Photographer

(v) MEMENTO / SEATING / RECEPTION ITEM REQUIREMENT

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

No. of Seating Arrangements : 1000 a) Dias - 5   b) Audience - 120

No. of Table Cloths   : 1

Reception Item Requirements: Flower

Function Form Submitted Date and Time   : 26/02/2023 and 09:38 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 :