



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 : trainers meet

2. Date & Number of Days : 2023-02-21 & 4 days

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

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

5. Type of Training : evolution

No. of Students(Internal) : 10 Class: III&II - CSE - A & B

No. of Students(External) : 0 Class: NA

Transport Required for Students : yes

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 & 9874561230

FACILITIES REQUIREMENT

(i) GUEST HOUSE

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

No. of Days : 1 Days From 2023-02-22 To 2023-02-23

(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 : 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 :---

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 : No

Laptop : No

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 : 17/02/2023 and 12:09 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 : |