

**Dr. N.G.P. INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

**Coimbatore – 48**

**FUNCTION REQUIREMENT FORM**

**DEPARTMENT: CSE DATE:2023-02-25**

1. Name of the Function : Henosis

2. Date & Number of Days : 2023-02-25 & 1 days

3. Time Duration : From 10:00 To 17:00

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

5. Type of Training : Codewars

No. of Students : 50 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 : Mahi

Designation : Rep College / Industry: College

7. Name and Contact Number of the Organizer : Hari & 9056823147

**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 & 2

A/c Arrangement : yes LCD Projector : no

Laptop : no

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: 2

No. of Seating Arrangements : 60 a) Dias - 2 b) Audience - 56

No. of Table Cloths : 2

Reception Item Requirements : 6

Function Form Submitted Date and Time : 14/02/2023 and 12:15 PM

|  |  |
| --- | --- |
| **PREPARED BY**  Signature of the Staff | **APPROVED BY**  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 :