



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH**  
**SECTOR 26, CHANDIGARH – 160 019**  
 (Deemed University - Distinct Category)

**DINING HALL / SYNDICATE ROOM BOOKING FORM (AT GUEST HOUSE - I)**

For Workshop/Seminar/Conference/Any Other Official Activity

1.	Name of the Organization			
2.	Name of the Programme / Purpose			
3.	Department			
4.	Date and Duration	From ..... to..... Total No. of days .....		
5.	O.Plan /TAC Number (If applicable)			
6.	Name of the Coordinator			
7.	Coordinator's Mobile No.			
8.	Coordinator's Email Id			
9.	Venue (Please Tick)	<input type="checkbox"/> Dining Hall – GH 1 (Max. 80-90 people) <input type="checkbox"/> Syndicate Room – GH 1 (Max. 15-20 people)		
10.	Expected Number of Participants (Also mention in Words)			
11.	Whether Accommodation Required in Institute Guest House?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please fill out the Guest House Booking Form or send the details by email to: <a href="mailto:guesthouse@nitttrchd.ac.in">guesthouse@nitttrchd.ac.in</a>	
12.	Charges to be Paid	By NITTTR, Chandigarh (For Sponsored Programmes) <input type="checkbox"/>	By Concerned Organization <input type="checkbox"/>	Free (Institute Programme) ***Approval of Director / VC is mandatory <input type="checkbox"/>
13.	Billing Address (Please mention details)			
14.	<b>Mess/Canteen Services Requirements</b>			
		Particulars	Tick(√)	Details/Special Requirements (If any)
	a.	Breakfast		
	b.	Lunch		
	c.	Dinner		
d.	Snacks, High tea etc.			
15.	Applicable Charges (In ₹) For office use Only			

Signature of the Coordinator \_\_\_\_\_

Date: \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Member Convenor  
Guest House**

**Staff Incharge  
Guest House**

**Chairperson  
Guest House**

**\*\*\*Director / VC**

**Note:-**

- ❖ For any other information, kindly contact: Guest House Reception No. (O) 0172-2759512/511. In case of official booking, scanned copy of request can be sent ([guesthouse@nitttrchd.ac.in](mailto:guesthouse@nitttrchd.ac.in)) or can be submitted directly at Guest House -1 Reception.
- ❖ For meal arrangements (breakfast, lunch, dinner, etc.), kindly coordinate directly with the Mess & Canteen Committee. Please contact Mess and Canteen Manager, at +91-7508587286, Phone No. 0172-2759954/611 email id: [rk7pandey@gmail.com](mailto:rk7pandey@gmail.com) for food-related bookings on payment basis.
- ❖ \*\*\*Free booking of the dining hall /syndicate room will be permitted only after obtaining approval from the Director / Vice-Chancellor (VC).