



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: guesthouse@nitttrchd.ac.in																					
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.	Mess/Canteen Services Requirements <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:35%;">Particulars</th> <th style="width:10%;">Tick(✓)</th> <th style="width:50%;">Details/Special Requirements (If any)</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Breakfast</td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td>Lunch</td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td>Dinner</td> <td></td> <td></td> </tr> <tr> <td>d.</td> <td>Snacks, High tea etc.</td> <td></td> <td></td> </tr> </tbody> </table>					Particulars	Tick(✓)	Details/Special Requirements (If any)	a.	Breakfast			b.	Lunch			c.	Dinner			d.	Snacks, High tea etc.		
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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) 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 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).