NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH – 160 019
(Deemed University Under Distinct Category, Ministry of Education, Government of India)

DINING HALL / SYNDICATE ROOM BOOKING FORM (AT GUEST HOUSE - I) / MINI DINING HALL (AT HOSTEL MULTIPURPOSE HALL – FIRST FLOOR)

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)	☐ Dining Hall – GH 1 (Max. 80-90 people) ☐ Syndicate Room – GH 1 (Max. 15-20 people) ☐ Mini Dining Hall – Multipurpose Hall First Floor (Max. 50-60 people)		
10.	Expected Number of Participants (Also mention in Words)			
11.	Whether Accommodation Required in Institute Guest House / Hostel?	☐ Yes ☐ No	If yes, please fill out the Guest House / Hostel Booking Form or send the details by email to: guesthouse@nitttrchd.ac.in / hostel.office@nitttrchd.ac.in	
12.	Charges to be Paid	By NITTTR, Chandigarh (For Sponsored Programmes) ☐	By Concerned Organization ☐	Free (Institute Programme) ***Approval of Director / VC is mandatory ☐
13.	Billing Address (Please mention details)			

14. Mess/Canteen Services Requirements

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. _____

MTS	Staff Incharge	Chairperson / Warden	***Director / VC
Guest House / Hostel	Guest House / Hostel	Guest House / Hostel	

Note: -

- For any other information, kindly contact: Guest House / Hostel Reception No. (O) 0172-2759512/511/612.In case of official booking, scanned copy of request can be sent (guesthouse@nitttrchd.ac.in / hostel.office@nitttrchd.ac.in) or can be submitted directly at Guest House -1 / Hostel 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 /mini dining hall room will be permitted only after obtaining approval from the Director / Vice-Chancellor (VC).