



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH  
SECTOR-26, CHANDIGARH -160019**

**(Deemed University - Distinct Category, Ministry of Education, Government of India)**

**Rules and Regulations for availing accommodation in Guest House**

- ❖ GST Extra shall be charged as per Govt. of India rules.
- ❖ All bookings must be made at least 48 hours (two days) prior to the check-in date through a duly filled booking form submitted to the Guest House-1 Reception or sent via the official Guest House email ID (guesthouse@nitttrchd.ac.in). Room reservations over telephone, WhatsApp, etc. will not be accepted. Bookings shall be processed only on working days during office hours (9:00am to 5:30pm), and on-the-spot bookings will not be entertained.
- ❖ In case of official booking, scanned copy of request for booking to be sent at (guesthouse@nitttrchd.ac.in) or to be submitted directly at Reception Guest house-1.
- ❖ Check-in time: 12:30 PM (noon) and Check-out time: 11:00 AM.
- ❖ All booking applications shall be forwarded for approval of Chairperson / Co-Chairperson Guest House by Member Convenor / Staff Incharge after checking the availability, applicable charges/tariff and Guest Eligibility.
- ❖ Approval of the Director / Vice-Chancellor (VC) is mandatory for booking of rooms in Har Gobind Khorana Guest House-1.
- ❖ For availing concessional quota under S.No. 3 (Institute employees and their immediate family member (Blood relative)) of Guest House tariff document (Eligibility & Charges / Tariff Details), it is mandatory to give Undertaking in the prescribed form.
- ❖ Accommodation is on a twin-sharing basis i.e. with a maximum of two persons per room. In case of emergency, a single occupant of the room may be asked to share the accommodation with another guest.
- ❖ Request for booking will be entertained one week before only, not earlier than that. Please get confirmation before leaving your headquarter / station.
- ❖ A valid Govt. issued photo identity proof (with address) is mandatory for all guests/participants at the time of check-in.
- ❖ For the concessional quota, one room booking for one day will be counted as one day quota consumed. No extra mattress will be provided in the rooms. Booking is not permitted for guests who are suffering from any communicable disease.
- ❖ Visitor(s) of guests are not allowed to stay in Guest House rooms overnight. No person is permitted to reside in a room without prior written approval from the Chairperson of Guest House. Visitor(s) are not allowed to enter the rooms for visiting guests without prior permission.
- ❖ Acts of violence, abuse, bullying, or ragging in any form are strictly prohibited and will be dealt with as per rules & regulations of the Institute.
- ❖ Under the concessional quota, a guest is permitted to stay for a maximum continuous period of four days (4 days) only.
- ❖ For official visits, submission of visit purpose, valid Government Office ID, and proof of the official meeting/program is mandatory to avail concessional rates; otherwise, full charges will be applicable.
- ❖ Experts visiting for Institute's work would be provided free boarding & lodging, with prior approval from the Director / Vice-Chancellor (VC).
- ❖ Alumni quota is applicable for himself or herself only and application must be routed through the concerned HoD. Room under Alumni quota will be allotted only after the concerned HoD's verification / recommendation.
- ❖ Room allotment shall be made strictly as per availability and not as per the guest's request.
- ❖ If you are currently studying in the institute and are using any type of Institute-provided accommodation, you will not be considered eligible for Guest House facilities under the Alumni category.
- ❖ Concessional quota applicable to any employee shall not be extended to STC/FDP/Workshop/Course Work participants.
- ❖ Priority will be given to Institute's Programs. In case of institute's requirement, the booking may be cancelled even after confirmation.



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- ❖ For non-official purpose Bulk booking (minimum 3 rooms) for outside agency/ non-official booking by employees: 100 % Advance payment is must, which is non-refundable.
- ❖ All guests are required to sign the Guest Entry Register available at the Guest House reception at the time of both check-in and check-out. At the time of check-out, guests must inform the Guest House staff or reception and return the room key. The staff will conduct a room inspection during check-out. In case the room key is not returned, or if a guest check-out without prior information, appropriate action will be taken as per Institute rules.
- ❖ Smoking, drinking of alcohol, tobacco, drugs, inflammable materials etc. and any illegal activities or items are strictly prohibited within the guest house premises. If any prohibited activity or item is found, appropriate action will be taken as per Institute rules.
- ❖ Keep all personal belongings secure. Residents should lock their rooms securely when they leave the room even for short periods and close the latch when they are inside the room. Institute will not be responsible for the loss of any items due to theft or otherwise. Guest House Staff is not responsible for personal items left in the allotted room.
- ❖ While staying in the room, the guests are materially responsible for all the items, amenities, etc. in the Guest House or its territory damaged or destroyed because of their faults/activities. One has to pay for damaged things or other tangible at once as per Estate Office recommendation. Any non-functional/damaged things may be reported at Guest House reception immediately after check-in. Any damage to Guest House property, whether willful or accidental, must be reported immediately. The cost of repair/replacement will be borne by the resident(s) responsible if the damage occurred by them.
- ❖ Free booking of the Dining Hall / Syndicate Room will be permitted only after obtaining approval from the Director / Vice-Chancellor (VC).
- ❖ Bringing and using any personal electrical appliances or equipment from outside is strictly prohibited within the guest house premises. In case any prohibited item or activity is found, appropriate action will be taken as per Institute rules. Pets are not allowed in the Guest House.
- ❖ Possessing of illegal gun/arms/ammunition on the premises of Guest House is totally banned and strict action shall be taken against defaulters.
- ❖ Food Arrangements: For breakfast, lunch, and dinner arrangements, please directly contact our Mess & Canteen Manager, at +91-7508587286, Phone No. 0172-2759954/611 email id: rk7pandey@gmail.com for food-related bookings on payment basis.
- ❖ Playing loud music or causing noise that disturbs others is not allowed. Loitering around the premises is not permitted. It is prohibited to cause inconvenience in any way to other guests of the Guest House. Cooperation of all Guests staying in Guest House is solicited for cleanliness of rooms and proper use of facilities as per rules.
- ❖ By filling up the requisition form for allotment of Guest House, the indenter/forwarding official/ visitor shall be treated to have accepted to abide by all the rules & regulations and take personal responsibility for the genuineness of the guest / visitor, behavioral issue with the guests/ visitors and any damages caused by the guests / visitor during the stay.
- ❖ Permission from the competent authority is required for the guests/visitors holding foreign passport for staying in the Guest House.
- ❖ Please note that in case the Institute requires the Guest House facilities for any official / bonafide use, the reservation/booking is liable to be cancelled, even after confirmation.
- ❖ Fine/Penalty for violation of Guest House rules & regulations will be decided by the Guest House committee.
- ❖ Based on the feedback / experience, these rules and regulations shall be updated / renewed for time to time.

**Chairperson, Guest house**

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