

होटल एवं प्रबंध संस्थान
INSTITUTE OF HOTEL & TOURISM MANAGEMENT
म दयानंद विश्वविद्यालय - रोहतक
MD UNIVERSITY – ROHTAK

Fact Sheet

Conference Hall:

- Seating capacity: 175 PAX
- Banner Size: (L*B) (152 inches – 22 inches)
- Facilities: Air Conditioned Conference Hall, Public Addressal System on all seats, nearby well equipped washrooms (for Male /Female and Differently abled), Cushioned Elegant Chairs)

Board Room:

- Seating capacity: 75 PAX
- Banner Size: (L*B) (48 inches – 48 inches)
- Facilities: Air Conditioned Board Room, Public Addressal System on all seats, nearby well equipped washrooms (for Male /Female and Differently abled), Cushioned Elegant Chairs, Wall Mounted LCD TV for presentations.

Smart Room/ Class Room:

- Seating capacity: 90 PAX (Class Room Style)
- Banner Size: (L*B) (72 inches – 48 inches)
- Facilities: near by sensor system equipped washrooms, Tripple Seater Dual Benches, Wall Mounted LCD TV with provision of connection with laptop for presentations.

For Reservations Contact: Office Director IHTM MDU Rohtak. 01262 393370/71/72
dir.ihtm@mdurohtak.ac.in / office.ihtm@mdurohtak.ac.in

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Resc. No. 115 of Executive Council's meeting held on 29.06.2016.

115. Revision of booking amount of Institute of Hotel and Tourism Management Conference Hall, Board Room and Restaurant

Considered and decide increase in the booking amount of Institute of Hotel and Tourism Management Conference Hall, Board Room and Restaurant to meet out various expenses of furniture, fixtures and equipment etc. The following rates have been proposed:

Sr. No.	Booking Locations	Existing Rates	Proposed Rates
1	Conference Hall	4000/- Per day	10000/- Per day
2	Board Room	2000/- Per Day	4000/- Per Day
3	Restaurant		7000/- Per Day

The following amount shall be charged from University Teaching Departments as maintenance costs:

Sr. No.	Booking Locations	Proposed Rate
1	Conference Hall	2500/- Per day
2	Board Room	1000/- Per Day
3	Restaurant	3000/- Per Day

RESOLVED THAT THE PROPOSAL AS ABOVE BE APPROVED.

Director

Endst No. 5208-5268

Dated: 20/7/16

Copy of the resolution No. 115 of Executive Council's meeting dated 29/06/2016 along with its annexure is forwarded to the following for information and necessary action.

1. All HoDs/ Directors of the UTDs/ Institutes, MDU, Rohtak
2. F.O., M.D. University, Rohtak
3. The superintendent (General Branch), M.D. University, Rohtak
4. Director, UCC, M.D. University, Rohtak with the request to upload on the university website
5. Director, IIM, M.D. University, Rohtak
6. Superintendent, Academic Branch, M.D. University, Rohtak for information of action taken.


20/7/16
Director

This is for your kind information that vide resolution No. 115 of EC meeting held on 29/06/2016 there are certain charges for the same. Details are as attached herewith. Therefore, in view of above, it is requested that availability of Conference Hall/Board Room may please be first ascertained from the office of IHTM and upon confirmation of availability on the said date the receipt from University Cash Counter may be sent along with booking request to Director IHTM.

IHTM CONFERENCE HALL/ BOARD ROOM BOOKING FORM

Please complete all sections and e-mail to: dir.ihtm@mdurohtak.ac.in and office.ihtm@mdurohtak.ac.in in order to confirm your booking

Contact Official Name:

University Teaching Department/ Others/ Outside MDU Organisation:

Address:

Telephone Number:

E-mail address:

Signature:

Date of event:

Brief purpose of meeting:

Time of event - from: to:

Number of delegates:

Please note that the Tea/Coffee arrangements have to taken care by the organiser only. The banners should be of the sizes as mentioned in fact sheet. We discreate pinning of nails in furniture and walls for flowers and posters.

Please note that we don't allow Food/ Refreshments in Conference Hall/ Board Room/ Smart Class Room.

To comply with Fire Safety Regulations, all groups/organisations using this facility must ensure that they have apprised their guests about fire fighting systems installed in IHTM and Fire/ Emergency Exits, please ensure you adhere to this process at all times.

Office IHTM: Available on the said Date and Slot :

Regret:

Permitted by Director:

Permitted by University Authorities

Payment of Charges by Booking Team at University Cash Counter:

Receipt No:

Amount:

Date of Payment:

Please Note: The above facilities shall be only made available after booking charges paid at University Cash Counter.

Completed form received from client

Entered in Register/ Record File

Office Assistant IHTM

Cost breakdown: (If Any)