



Form for Hostel Shifting

Name of the Student: _____ Space for photo
Roll No. of the Student: _____
Current Address: _____
E – mail: _____
Mobile Number: _____
Hostel to be shifted: _____

Signature of the Student with date: _____

(To be filled by the _____ Hostel (New Hostel) Office)

Vacancy in _____ Hostel: Yes/No

Student Can be accommodated in _____ Hostel with room no: _____
from _____ (Date).

Signature of _____ Hostel Warden with date: _____

(To be filled by the _____ Hostel (Old Hostel) Office)

Current Room No: _____

Staying since: _____

Date Vacation: _____

Signature of _____ Hostel Warden with date: _____

Hostel Shift is: **approved/not approved**

Signature of the Chief Warden with date: _____

Enclosures:

1. No dues certificate from _____ (current) hostel Warden

2. Mess account details

Original should be retained with the Dean Office. Dean Office should send Photocopy to

1. Existing hostel warden

2. New Hostel Warden

3. Student