**MUTUAL EXCHANGE FORM**

This form is to be used for inter hostels or intra-hostels exchange of seat (Room).

1. I, Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reg No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hostel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

want to exchange my seat (Room) with

1. Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reg No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hostel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Approved by\*

Convener, Hostel Allotment Committee or

Concerned Resident Warden

**For office use only**

Certified that the approved changes are made in the database.

Deputy Provost

\*

* Resident Warden is authorized for intra-hostel exchange.
* Convener, Hostel Allotment Committee needs to approve intra-hostel exchange of seat.