

APPLICATION FOR ALLOTMENT OF ACCOMMODATION IN THE BACHELOR BHAWANS FOR THE STUDENTS FROM OTHER INSTITUTIONS

The Dean of Students' Welfare
I.I.T Roorkee

Sir,
I have come to Roorkee for the purpose of training as mentioned at Sr. no. 5 below and require accommodation in the students' hostels for on campus stay. It is, therefore, requested that I may kindly be allotted a room in any one of the students' hostels for the period noted below at Sr. no. 3. I shall pay the hostel and mess charges in advance as per the rules of the Institute. My particulars are given below.

1. Name (Capital Letters)
2. Class/Designation Branch.....Deptt.....Year.....
(In the parent Institute)
3. Period for which accommodation is required From.....to.....
4. Complete Home address
5. a) Purpose of stay
- b) Place of training
6. Complete address of parent Institution
- With the name of Head of the Institution
7. Gender (Male/Female)
- Mobile.....
- Email.....

Declaration:

- (a) In the event of allotment of accommodation in any hostel, I shall abide by the hostel and mess rules, regulations and obey the Instructions of the Chief Warden. In case, I am found violating any rules of the hostel/mess and the Institute, the room may be vacated immediately and my parent Institution may be informed.
- (b) In case the room is required by the Institute at any time, I shall vacate the same immediately as and when asked for and shall not have any claim for any alternative accommodation.
- (c) A letter of recommendation/authority is enclosed herewith.

Dated..... **Signature of the Applicant**
.....

RECOMMENDATION OF INCHARGE, TRAINING/P.I. AND HEAD OF THE DEPARTMENT, I.I.T ROORKEE

The above information is correct and it is recommended that he/she may be provided with a boarding and lodging facility on payment of prescribed hostel and mess charges. I am fully responsible for him/her and his/her presence here has the approval of the competent authority.

Dated..... **In-charge, Training/P.I.** **Head of the Deptt.**
Deptt..... **(seal of the Deptt.)**

ORDERS OF THE DEAN OF STUDENTS' WELFARE

Chief Warden/Warden
.....**Bhawan**
Mr./Ms.....From.....
(Name of parent Institution)
may be allotted a room/seat in.....Bhawan and room/hostel charges @ Rs..... per month/day and mess charges @ Rs.....per month/day may be taken in advance at the concerned hostel for the period from.....to.....
Date.....

ADOSW (Bhawan & Mess) **DEAN OF STUDENTS' WELFARE**

- Cc:**
1. H.O.D
 2. All concerned.