

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Dated 14th September 2016.

Notice of mutual hall swap for 2nd year UG students

Reviewing the present scenario and exalting the request made by the VP of the Students' Gymkhana, only for this academic year (2016-2017), the competent authority has decided to allow the mutual hall swap for willing 2nd year students. Necessary form for hall swapping may be downloaded from the HMC website. Student pair interested in mutual hall swap needs to visit both the offices of relevant Warden to submit the duly filled-in form in person. The list of registered students for the current academic session may be found in the HMC website. The two swapping students themselves must agree in black and white to settle their mess accounts till the date of swapping. The swap request of students found illegally staying in halls other than their original allocated halls will immediately be cancelled by the Warden office and appropriate disciplinary action will be taken against them. Any hall swap for the 2nd year UG students must be completed between 15th September to 23rd September 2016. Students are prohibited to swap until the office order from HMC is released.

It is also to notify that in consultation with the student body led by the VP student gymkhana, the competent authority has decided to stop the practice of mutual hall swapping of the 2nd year UG students subsequent to the random hall allocation made after the commencement of autumn academic session. In view to this no such hall swap will be entertained from next academic year onwards.



(S.B. Majumder)

Coordinating Warden, (Allot.), HMC

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Submission date: on or before 23rd September, 2016

Sub: Request for mutual change of Hall

1	Name	
2	Roll No.	
3	Present Hall & Room No.(H-1)	
4	Mobile No.	
5	E-mail ID	

I agree that, once my request for mutual exchange is approved, I will not request for withdrawal in future. My request (for mutual exchange) is purely my own decision and I have visited the room where I would like to move. I will settle my mess dues till date with the person I am swapping with.

Date:

Signature of the candidate

Forwarded
Warden / Asstt. Warden of Hall-1

1	Name	
2	Roll No.	
3	Present Hall & Room No.(H-2)	
4	Mobile No.	

I agree that, once my request for mutual exchange is approved, I will not request for withdrawal in future. My request (for mutual exchange) is purely my own decision and I have visited the room where I would like to move. I will settle my mess dues till date with the person I am swapping with.

Date:

Signature of the candidate

Forwarded

Warden / Asstt. Warden of Hall-2

To
The Co-ordinating Warden (Allotment), HMC
IIT Kharagpur