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Jigme Namgyel Engineering College,
Dewathang

Room Change Application Form

To
The Dean of Student Affairs,
JNEC: Dewathan.

Date.....

Sub: Request for Change of Room

Sir,

I, Mr./Ms., Student No..... of
..... (Class) would like to change my room from (Current
Room No.) to (New Room No.) because of the following reason:
.....

I hereby agree to pay for any damage of facility in the current room, if there is any.

I hereby hand over the previous room along with the items issued to me as mentioned
in the table below.

Handing over of CURRENT ROOM by Student

Room No.:

Date:

Sl. No.	Name of Items	Qty.	Remarks

The above items are handed over by:

Mr./Ms. (Name & Signature of Student)

Taken over by:

Mr./Ms.

Mr./Ms.

(Signature of Student Service Officer)

(Counter signed by Block Councillor)

Taking over of NEW ROOM by Student

Room No.:

Date:

Sl. No.	Name of Items	Qty.	Remarks

The above items are taken over by:

Mr./Ms. (Name & Signature of Student)

Handed over by:

Mr./Ms.

Mr./Ms.

(Signature of Student Service Officer)

(Counter signed by Block Councillor)

Approved by Dean, SA

Signature of Dean, SA

Copy to:

1. Estate Manager & Accounts Section for information
2. Above student's personal file for records
3. Student Service Officer & Block Councillor for information and action