

**JUBILEE HALL
(UNIVERSITY OF DELHI)**

The Provost
Jubilee Hall
University of Delhi
Delhi-110007

Sir,

I request you to please allow me to change my present Room No..... to Room No..... as per rules*

- 1. Name :
- 2. Course to which admitted :
- 3. Date of Admission in the Hall :
- 4. Did you change your room earlier also : YES / NO
- 5. Presently residing in : Jubilee Hall, Room No.....
- 6. To be shifted to (Room Number) :
- 7. Reason for change of Room :

Yours faithfully,

Signature.....
Name.....
Room No.....

Date:.....

Office Remarks.....
.....

Caretaker

Section Officer

Permitted/ Not Permitted

RESIDENT TUTOR

WARDEN

PROVOST

*** Rules for Change of Room**

- 1. A resident shall be allowed to change his room only once during the entire period of his residence (Except where change of room becomes necessary on medical grounds, for which a medical certificate would have to be produced from WUS health Centre, Delhi University, Delhi and where students are shifted from double seated rooms to single seated rooms).
- 2. Application for change of room shall be entertained in August every year at the time of re-admission, and in the month of February/March at the time of admission.
- 3. The criteria for change of room shall be the seniority of the resident concerned in the Hall where two or more residents apply for the same room.