

REQUEST FORM FOR TEMPORARY RETURN OF PERSONAL DOCUMENTS

Name of the Student	:	
		(Hosteller / Day Scholar)
Semester / Section / Branch	:	
Registration Number	:	
Documents being taken back temporarily	:	<input type="checkbox"/> Class X Mark Sheet <input type="checkbox"/> Class XII Mark Sheet <input type="checkbox"/> UG Certificate (M.Tech. Students) <input type="checkbox"/> UG Grade Sheets (M.Tech. Students) <input type="checkbox"/> Any Other (specify)
Purpose for request	:	
Date on which the documents will be taken	:	
Date on which the documents will be returned	:	
Signature of the Student with date	:	

Cleared by :
Associate Dean

Date :

FOR OFFICE USE

Documents handed over : 1)
2)
3)
4)

Expected date of return of documents :

Documents handed over by
(Name, Signature & Date) :

Actual date of return of documents :

Documents received by
(Name, Signature & Date) :

(Note : After the documents are received, this form should be filed in the personal file of the student.)