**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESING AND MANUFACTURING**

**KANCHEEPURAM**

**HOSTEL OFFICE COPY (At the time of vacating the hostel)**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF STUDENT |  | ROLL NO. |  |
| ROOM NO. & HOSTEL NAME |  | STUDENT PH. NO. |  |
| PARENT NAME |  | PARENT PH. NO. |  |
| ADDRESS FOR COMMUNICATION |  |
| LEAVING TIME | OUT DATE & TIME |
| IN DATE & TIME |
| REASON FOR LEAVE |  |
| ALL THE FURNITURE AND ASSETS ARE IN PROPER PLACE AND CONDITION (Should be verified by security/caretaker) |  |
| DETAILS OF LUGGAGE STORED |  |

My parent is fully aware of my travel plan and assures you that I will abide by the hostel rules. In the event of violation, I lose my eligibility to stay in hostel.

Student Signature with date Hostel office Signature & Stamp

**✂---------------------------------------------------------------------------------------------------------------------------**

**To be handed over at Main Gate**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF STUDENT |  | ROLL NO. |  |
| ROOM NO. |  | STUDENT PH. NO. |  |
| PARENT NAME |  | PARENT PH. NO. |  |
| Out Time / Date |  | Time at Main GateWith Date  |  |
| Reason for leaving |  |

Hostel office Signature & Stamp