**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 Gate  With Date |  |
| Reason for leaving |  | | |

Hostel office Signature & Stamp