

Checklist at the time of vacating the hostel room
(to be verified by the room residents and caretaker)

Roll No-

Name of the student-

Hostel Room No-

Serial No.	Item	Quantity	Working condition	Remarks
1	Almirah			
2	1 Table and 1 chair			
3	Cot			
COMMON ITEMS				
4	Fan and remote			
5	Tube Lights/light bulbs			
6	Doors			
7	Windows			
8	Locks/keys			
9	Drying Stand			
10	Switch boards			

It is to certify that I have collected all my belongings from the Hostel room and the working condition of all the furniture and materials provided by the institute as mentioned above are correct to the best of my knowledge.

Date:

Signature of the student

For Office use

Details of damage/loss of hostel property:

Caretaker

HoME Administrator



HoME — Hostel and Mess Establishment
INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517619

Donation form for the Hostel

It is to certify that I, Mr/Ms/Miss _____(With Roll number) have collected all my belongings from Hostel room no _____.The following items are in good condition and I wish to donate them to the hostel/Institute library/destitute centre.

S. No.	Item name	Quantity	Remarks

Signature of the student with date

Signature of the caretaker with date

