

Checklist at the time of occupying 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 taken possession of 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

Remarks on occupancy/condition of the hostel room

Caretaker

HoME administrator