

Form: H3**Application No:**

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APPLICATION FOR ROOM VACATING FORM 2025-2026

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

(An Institute of National Importance under MoE, GoI)
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127
मेलकोटैयुर, वंडलूर-केलमपाक्कमराड, चेन्नई-600127

1.	Name of the Student					
2.	Student Roll No. & Phone No.					
3.	UG/PG Program title and Current Semester					
4.	Department					
5.	CGPA & No. of Backlogs					
6.	Parent's Name and Phone No.					
7.	Permanent Address					
8.	Name of the Hostel & Room No.					
9.	Room No. and tick items to be kept in common room (specify all items by name)	Mattress	Pillow and blankets	Bucket and Mug	Books carton 1	Books carton 2
		Suitcase 1 / Bag 1	Suitcase 2 / Bag 2			
10.	Mention the dates of leaving and return	Leaving - Date			Return - Date	

Date:

Signature of the Student

For Office Use Only – Status and number of inventory in the room belong to the student							
No. of cots		No. of tables		No. of chairs		No. of almirahs	
Good	Damaged	Good	Damaged	Good	Damaged	Good	Damaged
Comments of the Security Guard				Signature			
Verified		Not Verified		Name:			
Comments of the Caretaker				Signature			
Verified		Not Verified		Name:			
Comments of the warden related to damages				Signature			
Quantum of penalty				Name:			
Received Date and Sign at Hostel Admin office							

Note: Door should be latched (unlocked) outside at the time of vacating the hostel room

