

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY MANIPUR

(An Autonomous Institute under the MHRD, Government of India)

Mantripukhri, Imphal – 795002, Manipur, India. Phone: 2421017, [www.iiitmanipur.ac.in](http://www.iiitmanipur.ac.in)

FORM: ADM/4D

**HOSTEL CLEARANCE FORM**

|  |
| --- |
| Name: |
| Roll No.: | Semester: |
| Department: | Batch: |
| Hostel Name: | Room No.: |
| Date & Time:(Leaving Hostel) | Reason: |

|  |  |
| --- | --- |
|  **A. Academic Clearance:** CS LAB EC LAB HOD | **Remarks** |

|  |  |
| --- | --- |
| **B.** **Library Clearance:** Library in charge | **Remarks** |

|  |  |
| --- | --- |
| **C.** **Sports:**Sport in charge | **Remarks** |

|  |  |
| --- | --- |
| **D. Mess Clearance:**Manager | **Remarks** |

|  |  |
| --- | --- |
| **E. Account Section:**  Account & Finance | **Remarks** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **F. Hostel Clearance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items Returned** | **Any Damage (YES/NO)** | **Remarks** | **Any Deduction from caution money (YES/NO)****If, yes mentioned the amount.** |
| 1. Almirah no./Key no. |  |  |  |
| 2. Table no./Key no. |
| 3. Bed/Cot no. |
| 4. Chair no. |
| 5. Miscellaneous  |

Establishment sectionHostel Warden |

Declaration: I do not have any other dues from any other section.

(Signature of the student)

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 Certified that as per record nothing is due on the part of Mr/Ms.......................................................................................................................................................

It is further certified that he/she has removed the entire personal luggage from the room. He/she is, therefore, allowed to vacate the room.

‘No Dues’ outstanding against him/her.

Signature of Hostel Warden

 Date: