

Format of Room Vacating Slip

Room No. :
Name of the Student :
Class :
Date :

The student must ensure himself/herself that the following things are working properly and is in right condition in his/her room while handing over the room to the Warden/Assistant Warden.

1. One bed :
2. One reading table :
3. One chair :
4. One fan :
5. Electric board :
6. Electric fittings :
7. Door & windows :
8. Almirah & Keys :
9. Any other :

Signature of the Student

Signature of Hostel Assistant

Signature of Warden