

INSTITUTE OF MATHEMATICS AND APPLICATIONS

ANDHARUA, BHUBANESWAR-751029

Student Hostel Accommodation Check-Out Form

Student Information			
Name		Student Roll No	
Major	<input type="checkbox"/> B. Sc. <input type="checkbox"/> M. Sc. <input type="checkbox"/> Project <input type="checkbox"/> Research Scholar <input type="checkbox"/> Guest	Year of study	
Email address and Mobile number			
<u>Place of Accommodation:</u> Hostel (Boys/Girls) _____, Room No. _____, Bed No. _____ 1. Clearance from IMA Mess 2. Clearance from Store Section, IMA Hostel 3. Clearance from Accounts Section, IMA Hostel I would like to check out from Student Hostel Accommodation at (time) _____ on (date) _____ _____. All the equipments on loan to me in the student hostel are in good condition.			
Signature of student		Date	
1. Room checked-out in good condition: <input type="checkbox"/> 1. Light <input type="checkbox"/> 2. Fan <input type="checkbox"/> 3. Cup Board <input type="checkbox"/> 4. Table <input type="checkbox"/> 5. Window Net <input type="checkbox"/> 6. Chair <input type="checkbox"/> 7. Bucket <input type="checkbox"/> 8. Mug <input type="checkbox"/> 9. Steel Almirah <input type="checkbox"/> 10. Others (Specify)			Signature of the Security Supervisor with date
2. Items returned are in good condition: <input type="checkbox"/> 1. Bed <input type="checkbox"/> 2. Mattress <input type="checkbox"/> 3. Bed sheet <input type="checkbox"/> 4. Pillow <input type="checkbox"/> 5. Pillow Case <input type="checkbox"/> 6. Blanket <input type="checkbox"/> 7. Blanket Cover <input type="checkbox"/> 8. Steel Almirah key			
<u>For office Use</u>			
Clearance Certificate from the Office of IMA Hostel :			
Signature of the Office personnel with date			
Remark		Hostel Superintendent/ Asst. Superintendent's Signature with date	