



# Hostel Office

Indian Institute of Technology Hyderabad  
Ordnance Factory Campus, Yeddumailaram 502205  
Phone: 040-23016047, Email: hostel@iith.ac.in  
Telangana, INDIA

## Vacation Report

(B.Tech/M.Tech/M.Sc./M.Phil./Ph.D/Project Staff/Interns/ Others\_\_\_\_\_).

Department: \_\_\_\_\_ Room No. : \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Student: \_\_\_\_\_ Roll No. \_\_\_\_\_

Personal Email ID: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Sl. No.	Name of the item	Quantity	Remarks
1.	Steel Cot	One	
2.	Godrej Study Table with keys	One	
3.	Godrej Chair	One	
4.	Store Well (Almirah) with keys	One	
5.	Hanger	One	

Handing over the above mentioned items.

Also, I am handing over the following common items in the room in good condition.

1. Ceiling Fan 1 No.
2. Tube Light sets 2 Nos.
3. 15 ampere Socket 2 No's/3 No's.
4. Switches 6 No's.
5. Fan regulator.

Signature of the Student

### For Office Use

Checked /Verified by

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Ref: Reg. No. (If any): \_\_\_\_\_

Ok (No Fine).

Not Ok/Remarks.

Signature & Office seal