



राष्ट्रीय प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF TECHNOLOGY GOA
कुनकोलिम, दक्षिण गोवा जिला, गोवा, पिन-403703
Cuncolim, South Goa District, Goa, PIN-403703

REPORT REGARDING THE PERMANENT VACATION OF ROOM & LIABILITY

1	Name of the student			
2	Roll Number			
3	Hostel		Room Number-	
4	Date & Time on which the room has been vacated		Reason: Completion of Course/Other (Please specify):	
5	Condition of the room /walls/floor/fittings/furniture/doors/windows/cupboards to be verified by the Hostel Caretaker (Necessary fine shall be charged for damages/defects)			
	Items	Condition	Fine (₹)	Name & Signature of the Hostel Caretaker
a	Furniture: Table/Chair/Coat			
b	Light/fan/switches			
c	Door & Windows/cupboards			
6	Liabilities if any in the hostels, where the student stayed earlier :			
	Hostel	Room No.	Dues/Liabilities/Damages including common area damages	Fine (₹) Recommended
	Total Dues			
Other Hostel Dues				
	Nature of the Dues	Amount (₹)	Signature of the Office Assistant	
	Total Dues			
*Total Caution Money Deposit paid by the student at the time of admission: ₹ 5000/-				
I Mr. / Ms _____ prefer the Caution Money Deposit amount (after deducting the dues, if any) to be paid to the account given below :				
Name of the A/C holder				
Account Number				
Name of the bank				
Name of the branch				
IFSC code				
Mobile Number of the student				
Signature of the student				

SIGNATURE OF THE WARDEN