GOVT. DENTAL COLLEGE AND HOSPITAL

JAMNAGAR, GUJARAT (INDIA)

Pathikashram, Main Road, Navagam, Jamnagar Gujarat-361008

[Phone No: 0288-2550352] [www.gdchjam.org] [Email: dean.gdchjamnagar@gmail.com]

ACCOMMODATION INVENTORY FORM TO BE FILLED AT THE BEGINNING AND END OF THE COURSE, AND IN CASE OF ANY INTERNAL MOVEMENT

NAME: _____ **REG. NO.:** _____

FACULTY: _____

YEAR OF STUDY: _____ (1ST / 2ND / 3RD / 4TH)

HOSTEL: _____ **ROOM:** _____

ROOM ALLOCATION FROM (DATE): _____ **TO (DATE):** _____

ROOM INVENTORY DETAILS

Sr. No.	ITEM NAME	NUMBER AT CHECKING IN	NUMBER AT CHECKING OUT	COMMENTS
1	Bed			
2	Table			
3	Side Table			
4	Chair			
5	Curtain (Set)			
6	Cupboard			
7	Dustbin			
8	Mattress			
9	Pillow			
10	Mattress & Pillow Cover (Set)			
11	Door Lock & Key			
12	Room Number Plate			
13	4 Feet Light			
14	15 Inch Light			
15	Down Light			
16	Ceiling Fan			
17	Smoke Detector			
18	Any Other Item (Specify)			

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CONTACT DETAILS

Student Phone No.: _____

Parents / Guardian Name: _____

Telephone / Mobile No.: _____

Address: _____

_____

DECLARATION

I have checked the above inventory and found it correct. I therefore undertake full responsibility for the loss or damage of the above-mentioned items which may occur in the room during my occupation.

I further commit myself to remain in the allocated room for one full academic year except for any reason approved by the Hostels' Officer.

CHECKING-IN

Date:_____

Student / Resident Sign.: _____
(Confirms items received & condition checked)

Verified by Hostel Staff Sign.: _____
(Storekeeper / Hostel Clerk / Authorized Staff)
Confirms physical verification

Approved by Warden Sign.: _____
(Official approval of room allotment)

CHECKING-OUT

Date:_____

Student / Resident Sign.: _____
(Confirms handover of the room and all allotted items)

Verified by Hostel Staff Sign.: _____
(Housekeeper / Hostel Clerk / Authorized Staff)
Verifies the condition of the room, furniture, and checks for any loss or damage)

Approved by Warden Sign.: _____
(Grants final approval and clearance, including recovery of dues, if any)