INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD Office of the Provost (Male Hostels) ******

Date	<u>.</u>	
Date	,	

Best time to visit the room

Name of Boarder	Registration No.			
Seat No. Hostel No.	Mobile No. Email :			
Nature of Complaint (Please tick relevant column)				
i. Allotment	vii. Carpentering Issues	xiii. Electrical Issues		
Seat Possession	Drawer under bed (Hostel 1-4)	Study Table Light (Hostel 1-4)		
ii. Renewal	Study Table Drawer (Hostel 1-4)	Light Plug/switch		
Seat Extension	Study Table (Hostel 5-6)	Power Plug		
Delay in Hostel Fee	Main Door Lock	Fan (Switch, dimmer etc.)		
Late Form Submission	Main Door bolt	Tube Light		
iii. Change/Interchange	Washroom doors/bolts/pegs etc.	Exhaust fans (washrooms & small kitchens)		
Change	Wardrobe / Almirah	Masjid related		
Interchange	Handle / Lock	a. Mic / Loud speaker		
iv. Cancellation	viii. Welder Issues	b. Air Cooler/Air Conditioner		
Non-Renewal	Window / back door	c. Light		
RHT Report	Ventilator	xiv. Glass Fitter Issues		
v. Mess Issue	Pane	Window / back door		
Mess Bill Payment Dues	Gauze (Jali)	Ventilator		
Food Issue/ Hygienic	Lock/handle/bolt	Pane		
Equipment Cleanliness	Bracket	Looking glass (washrooms)		
Staff Behavior	Cot (Hostel 5-6)	xv. Painter Issues		
vi. <u>Permission</u>	ix. IT / Wi-fi Issues	Room's paint		
Tour Stay	Wi-fi/router / data speed	xvi. <u>Plumber Issues</u>		
Seminar / Meeting	Cable issues	Тар		
Any Activity in Hostel	x. Masonry Work	Shower		
	Fixation of marble slab at room entrance	Basin		
Brief description of complaint:	xi. <u>Cleanliness</u>	Geyser		
	Poor cleanliness (mention site)	Stove issues (small kitchens)		
	Blockage (mention site)	Sinks		
	xii. Miscellaneous Issues	Blockage		
	Mattress	xvii. Electric Water Cooler		
	Study Table	Filter		
	Study Chair	Blockage (mention site)		
Use extra sheet (if required)	Cot (Hostel 5-6)	Cleanliness		
Please ensure your presence at the time of visit of our worker in your room/site. Signature of Boarder				
For Official Use Only				
Date of Receipt Complaint/Dispatch No.				
Received by				
Signature				
Referred to				

AD Hostels Provost, Male Hostels