

**Application form for Postgraduate hostel accommodation**  
**Maulana Azad Medical College**  
**New Delhi-110002**

For Hostel Allotment rules and hostel rules, please visit website: [www.mamc.ac.in](http://www.mamc.ac.in)

**Application is to be submitted to:** For Men and married women PG Men's Hostel. For single women from preclinical and clinical disciplines to New Girls' hostel and For single women from clinical disciplines, Lok Nayak Resident doctors hostel.

<i>For Office use only</i>	
Date of receipt of application: ___/___/___	Date of allotment: ___/___/___
Room allotted: _____	Name of Hostel: _____
Priority category: All India quota – outside Delhi / Delhi quota – outside Delhi / Delhi NCR / Other	
Caretaker signature: _____	Warden's signature: _____

**Charges and Payment Procedure**

1. Security deposit Rs 5000/- (Refundable). Fine for violation of rules Rs 5000/-
2. No room rent. For supple students room charges Rs 5000/- per month for one attempt. Delay in vacation of room, fine of Rs 2000/- per day (see rules)
3. Hostel Welfare Fund at the rate of Rs 250/- per month for entire period.
4. For AC in PG Men's Rs 2210/- per month or as revised from April to September. Advance to be deposited before April every year by present inmates and on admission for remaining months by cheque in favor of P.A.O.No XV, Govt of NCT of Delhi with caretaker PGMH.

**Section I (To be filled in block letters by the applicant)**

1. Name of the applicant: \_\_\_\_\_
  2. Name of the Subject: \_\_\_\_\_
  3. Name of Degree/Diploma: \_\_\_\_\_
  4. Date of admission to the course in MAMC: \_\_\_/\_\_\_/\_\_\_
  5. Year of the course: 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year.
  6. University examination due in: \_\_\_/\_\_\_/\_\_\_
  7. Date of Birth: \_\_\_/\_\_\_/\_\_\_      Age: \_\_\_ years
  8. Gender :                      Male / Female
  9. Category:                      GEN / SC / ST / OBC
  10. Contact:                      Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
  11. Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Contact Nos. (1) \_\_\_\_\_ (2) \_\_\_\_\_ Email: \_\_\_\_\_
  12. Permanent Address: \_\_\_\_\_
13. Residence Category: Outside Delhi NCR / Local (If local, distance from the college in km .....)  
*Accepted residence proof – Passport, Voter I card, Driving license, Recent 3 month Electricity or Telephone bill)*

Paste a recent passport size photograph here (Also provide 2 extra photos)

14. Details of the spouse (in case of married accommodation):

A. Name: \_\_\_\_\_

B. Employed : Yes/No

C. If Yes, Details of the employment: \_\_\_\_\_

15. Name & Address of the local guardian (LG):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Contact numbers and e mail ID of the local guardian :

\_\_\_\_\_

17. Have you ever been expelled from hostel? Yes / No

Date:

Signature of Applicant

\_\_\_\_\_  
(Rules are available on the college website: [www.mamc.ac.in](http://www.mamc.ac.in))

**Section II(Undertaking)**

I hereby declare that the information given by me in application form for Hostel Accommodation is true to the best of my knowledge. I have read the Hostel rules and understood their full implications.

I hereby undertake to abide by the Hostel rules and in case of violation the college authorities can take suitable disciplinary action against me.

I assure that my conduct during my stay in the hostel will be good.

I will not indulge in / support any act of ragging.

Student's Signature

Name.....

Date.....

***Certificate of good conduct & Undertaking by the parent / guardian***

I certify that my son / daughter / ward bears a good moral character.

I have read the hostel rules. If my son / daughter / ward does not abide by the hostel rules, the authority can take suitable disciplinary action against him /her. He / she will not indulge in or support any act of ragging.

**Parent / Guardian's Signature**

Name.....Relationship with the student: .....

Date.....

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**Section III (For Academic Section only)**

**Verification**

Above information has been verified from records and found correct

Administrative Officer / Registrar Academics  
(Signature with stamp)

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*General instructions:*

1. Form (Section I and II) is to be completed by student / parent and verified from Academic section (Section III of form) before submission to caretaker.
2. Caretaker will issue challan in triplicate, mentioning the amount of money to be paid towards room rent, security deposit, hostel welfare fund, etc. The total amount is to be deposited in Syndicate bank. Account details are available from Academic Section.
3. Copy of bank challan duly stamped (after payment) is to be submitted to Academic section and Caretaker. Student is advised to retain copies of all fees paid, to be produced at time of leaving college and for refund of security.

**Section IV**(for use in hostel)

It is recommended that student will fill form only once, and the same form will be used for change of room. Only one change permitted.

A. Room allotted (*first allotment also*):

S.no	Room no	Allotment date	Remarks	Signature of caretaker
1.				
2.				

B. Payment details ( *hostel welfare fund, security deposit, fines, AC fine, to be deposited in Hostel Welfare Fund in Syndicate Bank, MAMC and counterfoil to be submitted to caretaker..AC electricity charges and rent for supplementary students are to be deposited by cheque in favor of P.A.O.No.XV, Govt of NCT of Delhi with caretaker PGMH. )*

S.no.	Type of payment	For period	Amount	Receipt no.	Receipt date	Signature of caretaker
1.						
2.						
3.						
4.						
5.						
6.						
7.						

C. Indiscipline, if any, and actions taken:

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**Checklist for furniture in room:**

*(to be filled and signed on allotment of room, and on provision of any item later. To be checked on vacating hostel)*

Date of allotment: \_\_\_\_\_

Name: \_\_\_\_\_

Room no. \_\_\_\_\_

<b>Furniture item (no.)</b>	<b>Present in room?</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature of student</b>
Wooden Bed ( )				
Mattress ( )				
Study table ( )				
Office Chair ( )				
Almirah ( )				
Bookrack ( )				

Caretaker signature

\_\_\_\_\_

**Checklist for furniture in room:**

*(to be filled and signed on change of room, and on provision of any item later. To be checked on vacating hostel)*

Date of allotment: \_\_\_\_\_

Name: \_\_\_\_\_

Room no. \_\_\_\_\_

<b>Furniture item (no.)</b>	<b>Present in room?</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature of student</b>
Wooden Bed ( )				
Mattress ( )				

Study table ( )				
Office Chair ( )				
Almirah ( )				
Bookrack ( )				

Caretaker signature