

Application cum record form for U.G. hostel accommodation
Maulana Azad Medical College
New Delhi-110002

Filled form to be submitted in duplicate to caretaker OBH/OGH after verification from Academic section. Duplicate copy to be sent by Hostel Care taker to Academic section

To be filled by the hostel caretaker / office

Date of receipt of application: __ / __ / ____

Date of Admission to the hostel: __ / __ / ____

Hostel allotment upto December _____ (In case course not completed within the stipulated period, then student will apply again. In exceptional cases extension will be given.)

Payment receipt no. _____

Room No. _____ & Hostel I.D/Unique ID No. _____

Signature of Caretaker: _____ Warden's signature: _____

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

INSTRUCTIONS TO CARETAKER

The caretaker should issue challan in triplicate to the student mentioning the amount of money to be paid towards room rent, security deposit, hostel welfare fund etc. The student should be asked to deposit money in the bank. Student should be asked to submit MAMC's copy of the challan to the academic section. Student should submit his copy/attested photocopy to the caretaker.

A copy of hostel rules should be given to the student.

Section I (To be filled by the applicant)

For Allotment rules, please visit website: www.mamc.ac.in

1. Course: MBBS / BDS Selection through: AIPMT / DPMT / Others
(specify) _____
2. Year of Admission: _____ 3. Semester : _____ 4. College Roll No. _____
5. Full name of the applicant: _____
6. Gender : M / F _____
7. Contact nos: Mobile _____ email: _____
8. Category: GEN / SC / ST / OBC: _____

9. Father's Name: _____ 8. Occupation: _____
10. Contact Nos. (1) _____ (2) _____

11. Permanent Address: _____

12. Residence Category: Outside Delhi & NCR / NCR / Local (If local, distance from the College ___ Kms). **Attach valid residential proof (Telephone bill / Electricity bill / Water bill)**

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

14. Contact numbers of the LG : _____

15. Personal details:

a) Date of birth: __ / __ / ____ b) Diet preference: Veg./Non-veg

c) Hobbies: _____

Date: _____ Signature of Applicant _____

Section II

Verification

(For Academic Section only)

Above information has been verified from records and found correct

Administrative Officer / Registrar Academics
(Signature with stamp)

Section III

Post admission details:

I. Accommodation changes:

Date: New room no:

Recommended for transfer to NBH/NGH (Form to be sent to the warden):

Warden (OBH/NGH)

(Signature and date)

Warden (OBH/NGH)

(Signature and date)

Room no allotted:

Again subsequent shifting during internship, if any:

Room no allotted:

Room no allotted:

II. Subsequent payment details:

S.N.	Due date	Payment date	Amount (Rs.)	Receipt No.	Remarks

III. Participation in hostel activities:

IV. Indiscipline, if any, and actions taken:

**Section IV
(Undertaking by the student)**

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 received a copy of the rules and carefully read the same and have understood their full implications.

I hereby undertake to abide by the above rules and in case of violation of these 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.

Students 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 fails to abide by these hostel rules, the authority can take suitable disciplinary action against him /her. He / she will not indulge in / support any act of ragging.

Signature with date of Parent/Guardian: _____

Name: _____ **Relationship with the student:** _____

Maulana Azad Medical College, New Delhi
STUDENT'S COPY OF UNDERGRADUATE HOSTEL RULES

(Amended September 2010)

(Rules are also available on the website: www.mamc.ac.in)

1. Mess is compulsory and the charges will be fixed by the Mess Committee and payable strictly in advance every month by the due date.
2. Hostel fee has to be paid once a year in the month of Feb-March. The defaulters can pay the fee along with a fine of Rs. 10/- per day till 15 days from the last date prescribed for the same. In case the hostel fee and other charges along with fine are not paid by the due date, overstay shall be treated as unauthorized occupation of the room and the action in accordance with rules shall be taken.
3. No resident shall remain absent from the hostel during night without written permission of the warden.
4. Application for leave for absence from the hostel shall be made in advance to the warden. Residents will make sure that their leave applications are sanctioned before they leave the hostel.
5. The Warden has the right to refuse admission to the hostel premises to any one considered undesirable. Guests shall not be allowed to stay in the hostel. However, in exceptional circumstances they may be allowed to stay for not more than 48 hours with the prior written permission of the warden.
6. No combustible fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any resident.
7. All hostellers should sign their attendance daily between 10.00 PM and 11.30 PM on the attendance register available with the Chowkidar on duty. They should also mention the time. In case biometric attendance system is installed then they should mark their attendance with the same.
8. All hostellers except those who are on hospital duties should be present in the hostel after 10.00 PM
9. No resident shall use or keep in his/her possession intoxicating drug or liquor.
10. Interference with the electric installations of the hostel by resident is not permitted. Residents must ensure that the lights and fans are switched off when the rooms are unoccupied. Use of A/Cs & heaters are not permitted. Failure to comply with rules will make them liable to pay fine of any amount fixed by warden/Dean.
11. Residents are liable to punishment by the warden if found responsible for allowing the water running waste or keeping bathroom light on after use.

12. Students should not avail services from unauthorized personnel and only authorized dhobis, barbers and tailors (as authorized by the warden) will work in the hostel premises.
13. No meeting or gathering of the residents for political purpose shall be held inside/outside the hostel:- The warden may not permit the girls residents to be absent from the hostel after roll call or to stay out unless prior written permission of their parents/guardians has been obtained and shown to the warden .
14. The Warden may at his discretion, refuse permission to see a girl resident unless the written permission of her parents/guardian has been obtained.
15. All visitors shall have to sign , their names showing relationship with the resident concerned in the register available with the Chowkidar on duty.
16. An allottee of a room shall not sublet his/her room even for a short period to another student either on paid or unpaid basis.
17. Every allottee is required to carry with him/her at all times hostel identity card issued by the warden and produce the same to the authorities as and when demanded.
18. An allottee of a room should not exchanged his/her room with another resident under any circumstances except with the prior written permission of the Warden.
19. The resident shall have to vacate the room within 7 days of the expiry of his/her lien or earlier in the event of early termination of his/her employment/admission. In case he/she does not vacate the accommodation, notice of 7 days shall be served and on the expiry of notice period the room shall be broke opened in the presence of two Gazetted officers. An inventory of the articles of the allottee shall be prepared and warden will take over the charge of such articles of room. A penalty of Rs 200/- per day along with room rent and Hostel Welfare Fund shall be charged for over stay.
20. A hostel welfare fund @ INR 500/- per month will be charged on an annual basis. No refund will be given if the student leaves the hostel or is expelled from the hostel.
21. The student will not indulge in or support in any manner any act of ragging.
22. Rent, charges, penalty are subject to revision from time to time. The hosteller will pay the amount as per the latest revisions.
23. The room will be allotted for a maximum period of 5 ½ (4 ½ + 1) years only. Only in exceptional case it will be extended for those who have yet to clear their examination. They will have to apply again.
24. Failure to comply with the Hostel rules may result in fine up to Rs.2000/- (Two thousand only) or expulsion from the Hostel or College or both depending upon the gravity or the violation.

Dean, MAMC