

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

**Filled form to be submitted in duplicate to caretaker after recommendation from Head of Department and verification from Academic section. Duplicate copy to be**

**sent by Hostel Care taker to Academic section**  
**PG Men's hostel accommodation for boys and married man**  
**And woman, New Girls hostel for PG woman**

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

**To be filled by the hostel caretaker / office**

Date of receipt of application: \_\_ / \_\_ / \_\_\_\_

Date of Admission in the hostel: \_\_ / \_\_ / \_\_\_\_

Hostel allotted till completion of academic session of degree/diploma. Date \_\_\_\_\_.

(Accommodation extended upto one attempt, date \_\_\_\_\_ on written request

Duly recommended by HOD).

Challan counterfoil received: Yes. \_\_\_\_\_ (Attach with form)

Room No. \_\_\_\_\_ & Hostel I.D/Unique ID No. \_\_\_\_\_

Signature of Caretaker: \_\_\_\_\_ Warden's signature: \_\_\_\_\_

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**Charges and Payment Procedure**

**Charges:** Security Deposit (refundable) Rs 2000, Hostel Welfare Fund: Rs 250 Per month for entire period (see hostel allotment rules for refund), Identity card: Rs 5

**Payment Procedure:** *The caretaker should issue challan in triplicate to the student mentioning the amount of money to be paid towards 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.*

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**Section I (To be filled by the applicant)**

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

1. Name of the subject \_\_\_\_\_
2. Name of Diploma / Degree \_\_\_\_\_
3. Selection through: AIPMT / DPMT \_\_\_\_\_
4. Date of Admission to the course in MAMC: \_\_ / \_\_ / \_\_\_\_

5. Ist/2<sup>nd</sup>/3<sup>rd</sup> year \_\_\_\_\_
6. University examination due in: (Month and year ) \_\_\_\_\_
7. Full name of the applicant: \_\_\_\_\_
8. Gender : M / F \_\_\_\_\_
9. Category: GEN / SC / ST / OBC: \_\_\_\_\_
10. Contact numbers : Mobile \_\_\_\_\_, email: \_\_\_\_\_
11. Father's Name and occupation: \_\_\_\_\_
12. Parents' contact Nos. (1) \_\_\_\_\_ (2) \_\_\_\_\_
13. Present address (local):

14. Permanent Address:

15. Residence Category: Outside Delhi & NCR / NCR / Local (If local, distance from the College \_\_\_ Kms). **Attach valid residential proof (Ration card/Telephone bill/Election ID card/Passport/Electricity bill/Driving License)**

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

\_\_\_\_\_

A. Name:

B. Employed: YES/NO

C. If YES ,details of the employment:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

18. Contact number of the LG :

Date:

Signature of Applicant

RECOMMENDED/ANY OTHER REMARK:

Signature of the Head of the Department with stamp: \_\_\_\_\_

Date: \_\_\_\_\_

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**Section II**

**Verification**

(For Academic Section only)

Above information has been verified from records and found correct

Administrative Officer / Registrar Academics  
(Signature with stamp)

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**Section III**

**(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 read the hostel rules (available on website [www.mamc.ac.in](http://www.mamc.ac.in)) carefully 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:** \_\_\_\_\_

## Section IV

### Post admission details (To be filled by the caretaker)

**I. Accommodation changes:**

**Date:**                      **New room no:**

**II. Subsequent payment details:**

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

**III. Participation in hostel activities:**

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**IV. Indiscipline, if any, and actions taken:**

Maulana Azad Medical College, New Delhi  
PG HOSTEL RULES  
(Amended September 2010)  
(Rules are also available on the website: [www.mamc.ac.in](http://www.mamc.ac.in))

1. 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.
2. 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.
3. No combustible fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any resident.
4. All hostellers except those who are on hospital duties should be present in the hostel after 10.00 PM
5. No resident shall use or keep in his/her possession intoxicating drug or liquor.
6. Cooking is not permitted in the hostel rooms.
7. 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.
8. Residents are liable to punishment by the warden if found responsible for allowing the water running waste or keeping bathroom light on after use.
9. 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.
10. No meeting or gathering of the residents for political purpose shall be held inside/outside the hostel.
11. The warden may not permit the girls residents to be absent from the hostel or to stay out unless prior written permission of their parents/guardians has been obtained and shown to the warden.
12. The Warden may at his/her discretion, refuse permission to see a girl resident by visitors unless the written permission of her parents/guardian has been obtained.
13. All visitors shall have to sign, their names showing relationship with the resident concerned in the register available with the Chowkidar on duty.
14. 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.

15. 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.

16. 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.

17. 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. The student may retain accommodation with request by him/her and duly recommended by HOD, maximum upto first attempt on payment of Rs.1000/- month. The sum will be paid in advance for the duration.

18. A hostel welfare fund @ INR 250/- 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.

19. The student will not indulge in or support in any manner any act of ragging.

20. Rent, charges, penalty are subject to revision from time to time. The hosteller will pay the amount as per the latest revisions.

21. Failure to comply with the Hostel rules may result in fine up to Rs.1000/- (One thousand only) or expulsion from the Hostel or College or both depending upon the gravity or the violation.

22. In case of dispute, Dean's decision will be final.