

Disclaimer: The Hostel authorities shall have no liability towards the hostel resident when she is on Leave from the hostel or she is outside the hostel campus. They shall not be held responsible, if the resident leaves the hostel without prior permission or information or does not report for attendance at night in the hostel when she leaves the hostel after taking leave.

Form No

For office use
Hostel _____

Room No. _____

Category _____



**NEW HALL OF GIRLS' RESIDENCE
JAMIA MILLIA ISLAMIA**

Maulana Mohammed Ali Jauhar Marg
New Delhi-110025

**Affix a passport
size self**

**attested
photograph**

APPLICATION FOR HOSTEL RE- ADMISSION (2016-17)

Marks in Last Examination..... Percentage.....

Instructions :

1. Read the Hostel Guidelines before filling the form.
2. All entries are to be filled in ink by the candidate in English.
3. Application form should be accompanied by photographs and documents of the following:
 - a. Fee receipt of department
 - b. Mark-sheet of Last Examination passed
 - c. Affidavit from parents/Guardian for financial guarantee and authorization of local guardian.
 - d. Affidavit from local guardian I & II, separately
 - e. Residence proof of both Local Guardian (One of the following documents should be submitted Water/Telephone (landline or post paid mobile bill)/Electricity bill/Statement of running bank account (Scheduled Commercial bank excluding Regional Rural banks and local area banks)/ Income Tax Assessment Order/Election Commission Photo ID card/Gas connection bill/Certificate from Employer of reputed and widely known companies on Letter head/Aadhaar Card/Passport/Ration Card)
4. The Re-admission will be valid for current academic session only.
5. The applicants are advised to check the hostel Notice Board regarding interview dates, and re-admission information
6. **Incomplete form, without the above documents, will be rejected and Incorrect information shall cause cancellation of admission at any time.**

PARTICULARS OF THE APPLICANT

- 1 (a) Name (In Block Letters).....
- (b) Course.....Year.....Subject.....Duration.....
- Internship required in the current session (Yes/No) Duration.....
- (c) Student ID..... Enrolment No.....
- (d) Date of Birth.....Nationality..... Marital Status.....
- (e) Contact No..... e-mail ID.....
- (f) Details of the scholarship/Fellowship awarded if any, to the applicant for the above course.....
- (g) Whether all previous dues cleared: Yes/No.....(to be verified by office)
- HostelMess.....
- (h) For Ph.D/M.Phil students: Progress report of last semester on a prescribed Performa available in Provost Office.

Date.....

.....
Signature of the Applicant

DECLARATION BY RESEARCH SCHOLARS

I, Ms..... hereby declare that I am a bonafide regular research student
in..... (mention subject), working for the M.Phil/Ph.D. Degree of Jamia Millia Islamia.
My registration date is and I have deposited Tuition and other fee vide Receipt
No.....Dated.....I further declare that I am a full time Student. If I take up employment during the
tenure of my residency in the Hostel or I submit the thesis/dissertation I undertake to inform the Hostel Authorities
about it immediately.

Forwarded by:
(Supervisor)

Signature of Research Scholars

Signature of HOD/Director

Date.....

& Seal of the Department/ Centre

FOR FOREIGN/NRI STUDENTS ONLY

- 2 (a) Name of the Applicant (with e mail):
- (b) Course.....
- (c) Nationality.....
- (d) Passport No..... Valid Up to.....
- (e) Student's Visa.....Embassy Name and Contact NO.....
- (f) Particulars of a person to be contacted in case of emergency in Delhi with phone no. and email
.....

Recommendation of the Foreign Students' Advisor, Jamia Millia Islamia, New Delhi
.....

.....
Foreign Student's Advisor

CERTIFICATE TO BE SIGNED BY THE DEAN OF FACULTY/ HEAD OF THE DEPARTMENT/ PRINCIPAL OF COLLEGE CONCERNED/ DIRECTOR OF CENTRE(S)

Certified that Ms..... is a bonafide, full time
student of(Class) Year/Semester..... of the Center/
Department/ Faculty of She is neither employed nor is she an ex-student.
She has paid fees vide Bank scroll No..... dated.....

Date

.....
Signature of HOD/Director
(Seal of the Department/ Faculty/ Centre

MEDICAL FITNESS DECLARATION

1. I declare that I am not suffering from any infectious, chronic or any other disease, which makes me, unfit for stay in the Hostel.
2. I also declare that I am not suffering from asthma, epilepsy or any other medical problem which requires immediate medical attention.
3. In case I have any medical problem requiring any specific facility in the Hostel the same is indicated along with supporting documents.

Signature of the Applicant

All students are required to submit a Medical Certificate (to be filled in by the Medical Officer of the University Health Centre, after proper Check up).

This is to certify that I have examined Ms.

D/o..... on..... And have found her medically fit for study in the University Hostel.

Date...

.....
Signature of Doctor with Stamp & Designation
Ansari Health Centre

In addition to above certificate the **foreign students** are also required to produce a **Medical Certificate from the National Institute of Communication Diseases, 22 Sham Nath Marg, Delhi-110054** in terms of letter No. F-14-6-86 ES II Dated 29th April, 1987, from the Ministry of Human Resources Development, Department of Education, Government of India, New Delhi.

DECLARATION BY THE APPLICANT

1. This application is being made in full knowledge of my parents/ husband and local guardians.
2. I declare that my parents/ husband/guardian does not reside in Delhi/NCR
3. I hereby declare that in case I remain absent from the hostel for more than one month without intimation to the Hostel Authorities, the room allotted to me is liable to get vacated by the Hostel Authorities.
4. I am aware of the Hostel Rules and Regulations, according to which no resident is permitted to stay after the annual examinations or after submission of Ph.D./M.Phil thesis unless otherwise permitted by the hostel authorities. I shall inform the Hostel authorities immediately after completion of Examinations/ submission of the thesis/ dissertation.
5. I declare that I am neither employed nor doing any paid job anywhere, full time or part time.
6. I have read the rules and regulations of the hostel contained in the Hostel Manual and undertake to abide by them. I shall not plead ignorance of regulations that are notified from time to time.
7. I vouch for the correctness of the particulars given by me in the application form. I understand that if the particulars given by me are found to be incorrect my admission will be cancelled.
8. I declare that I do not possess a Ration Card/ or my name has been not included in any Ration card in the National Capital Territory (NCR).
9. I hereby declare that I shall be responsible for any kind of theft/ fire in my room.
10. I undertake to inform the authorities, in writing of any change in any of the particulars given above as and when they occur.
11. I declare that the information provided in this form is correct and can be verified any time.

UNDERTAKING BY THE APPLICANT

I undertake that I shall abide by the following Code of Conduct:

1. I understand that I have been given admission in the hostel provisionally. I shall
2. not allow any unauthorized person/guest in my room.
3. I shall abide by the hostel Bye-laws/ norms.
4. I shall abide by the hostel rules to take meals in the hostel mess or as per office order.

5. I shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
6. I shall accept the present condition of hostel and room allotted to me.
7. I shall not indulge in any act of indiscipline during stay in the hostel.
8. I shall only use the authorized form of redressing any grievances and shall not participate in any form of signature campaign or any other disruptive activities what so ever.
9. I shall regularly participate in all the hostel meetings, committees and other cultural/sports activities.
10. I shall not degrade the hostel environment.
11. I shall not cause any discomfort to my fellow residents.
12. I shall not misbehave with any of the hostel authorities or staff serving in the hostel and shall not obstruct them from performing their duties for the smooth functioning of the hostel administration.
13. I shall not indulge in any indiscipline or illegal activities outside the hostel campus during her stay in the hostel.
14. As the hostel is allotted to me to further my academic performance, I will take utmost effort to improve my academic performance during my stay in the hostel.
15. The non-compliance of any of the above clauses of the Hostel code of conduct shall lead to cancellation of my hostel admission with immediate effect.
16. I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, Provost and other authorities of the Jamia, who may be vested with the authority to exercise discipline under the Act, the statutes, the Ordinances and the Rules that have been framed there under by the University and Hostel.

Date..... Name.....

Signature of Applicant

PARENTS'/GUARDIAN'S PARTICULARS

3 (a) Father's/Guardian's/Husband's Name (a) Mother's Name.....

(b) Occupation..... (b) Occupation

(c) Official Address..... (c) Official Address

..... Tel No.....

(f) Residential Address (f) Residential Address.....

.....

..... Tel.No.....

..... Tel No..... E.Mail E.Mail I.D.....

I.D.....
(Any subsequent changes shall be notified immediately).....

Date:.....

Signature of Parent//Husband/ Guardian

Name of Parent/Husband/ Guardian.....

*In absence of both the natural parents due to demise or otherwise, person under whose guardianship the applicant has been brought up and got education.

Particulars of Local Guardian*

Affix a recent
passport size
photograph of
Local
Guardian 1

Affix a recent
passport size
photograph of
Local
Guardian 2

Local guardian-I

5 (a) Name

(b) Residential Address.....

.....

.....

.....Tel.No.....

E. Mail I.D.....

c) Office Address

.....

.....Tel.No.....

(d) Relation with Applicant

Local Guardian-II

6 (a) Name.....

(b) Residential Address.....

.....

.....

.....Tel.No.....

E. Mail I.D.....

(c) Office Address

.....

.....Tel.No.....

(d) Relation with Applicant.....

Signature of Local Guardian - I

Signature of Local Guardian - II

Endorsed By _____
(Signature of Parent/Husband/Guardian)

(Name of Parent/husband/Guardian)

UNDERTAKING BY LOCAL GUARDIAN**

1. I,..... do hereby agree to be the Local Guardian of Ms..... I will take her away from the hostel in times of illness and distress or as may be required by the hostel administration. I understand that the hostel administration is not liable to look into the details of hospitalization & treatment etc.
2. I undertake that I will be available as and when hostel authorities require me in case of emergency. 3. I undertake to duly sign her Night leave Application and Performa as per hostel rules.
4. I hereby declare that the address and contact numbers given above in admission form is true to the best of my knowledge and belief, and can be verified by hostel authorities.
5. I am fully aware and understand that if I fail to fulfill my above mentioned responsibilities, the admission of my ward in the hostel will be cancelled.

(Signature of Local Guardian)

Name.....

*Person residing in NCR/Delhi, under whose responsibility the applicant is seeking hostel admission

**The above information has also to be produced in the form of an affidavit by both the local guardians separately on a Rs 10 stamp paper and attached along with the application form.

FINANCIAL GUARANTEE AND DECLARATION
BY THE APPLICANT'S PARENT/GUARDIAN**

1. I certify that the applicant is seeking admission with my consent and that I shall be responsible for her financial liabilities of the Hostel
2. I permit my ward to avail the facility of Night Out as per Hostel rules, at her own responsibility, at the address given by her, after due intimation to the Hostel Office.
3. I agree that the hostel/University authorities shall have no liability towards my ward when she is outside the hostel campus. I shall not hold the hostel /University authorities responsible if my ward leaves the hostel premises without prior permission or information and also when my ward does not report for the attendance at night in the hostel. In such eventuality, the hostel authorities can at best inform me or the local guardian duly appointed by me for any further action.
4. I appoint the following two persons as local Guardians for my ward

Ms.....

1. Mrs/Mr _____ S/o/D/o _____
R/o _____

2. Mrs/Mr _____ S/o/D/o _____
R/o _____

5. The above mentioned Local guardians may be contacted for any official purpose or emergency that may arise during her stay in the Hostel.
6. We agree to abide by the Hostel by-laws that only local Guardians and Parents would be allowed for visiting on Sunday and Jamia Holidays during specified time.
7. I hereby understand and agree that the local guardian endorsed by me shall take full responsibility of my daughter in sickness or any other emergency. If they fail to do so, the hostel authorities will have a right to cancel her admission in the hostel.
- 8.

Date _____

Signature of parents/ Guardian.....

Name of parent/Guardian.....

****The affidavit has also to be produced by parents on a Rs 10 stamp paper**

NOTE:

**Applications without these three Affidavits will be treated as incomplete and will be rejected.
Residents scoring less than 50% marks in the last exam will not be considered for re-admission.**

List of enclosures:

1. Fee receipt of department
2. Mark-sheet of Last Examination passed
3. Affidavit from parents/Guardian for financial guarantee and endorsing local guardian.
4. Affidavit from local guardian I
5. Residence Proof of Local Guardian I
6. Affidavit from local guardian II
7. Residence Proof of Local Guardian II

FOR OFFICE USE ONLY

Amount deposited Rs..... (Rupees)

vide Bank Scroll No..... Dated..... Hostel..... Room No..... Renewal
till..... Remarks (if any).....

DEALING ASSISTANT

WARDEN

PROVOST