

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 or when she leave the hostel after taking leave permission.

(PH/Foreign/General

Form No.

For office use
Hostel _____
Room No. _____



Affix a passport size self attested photograph

Jamia Girls' Hostel
JAMIA MILLIA ISLAMIA
 Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

APPLICATION FOR ADMISSION IN HOSTEL
(Session 2017-18)

Instructions

1. All entries are to be filled in ink by the candidate in English.
2. Application form should be accompanied by photographs and attested copies of following documents.
 - a) Fee receipt of admission to the course
 - b) Mark-sheets of all Examinations
 - c) Sports (state, national level), NCC (A,B,C certificate)
 - d) Copy of Voter card/passport/Ration Card for Residents of J&K and North East
 - e) Document supporting Economically Weaker Section
 - f) Document supporting PH category as per Jamia norms
 - g) Affidavit from local guardian I
 - h) *Address proof of local guardian I
 - i) Affidavit from local guardian II
 - j) *Address proof of local guardian II
 - k) *Address Proof of Parents

*** One of the following documents should be submitted as residence proof: 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)**

3. The admission will be valid for current academic session only.
4. The applicants are advised to check on the hostel Notice Board regarding interview dates, admission lists etc.
5. **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 this year Yes/No period.....
- (c) Date of Registration (for research scholars only).....

- (d) Student ID..... Enrolment No.....
- (e) Date of Birth.....Nationality.....Marital Status.....
- (f) Contact No..... e- mail ID.....
- (g) Details of the scholarship/Fellowship awarded if any, to the applicant for the above course.....
- (h) Period of previous stay in Jamia Hostel (if any) Session.....and name of course attended.....Hostel Name.....
- (i) If you had applied last year, but failed to get a seat, indicate where you stayed.....
- (j) If employed earlier, name and address of the employer.....
- (k) Any other information the applicant may like to give.....

Date.....

Signature of the Applicant

**CERTIFICATE TO BE SIGNED BY THE DEAN OF FACULTY/ HEAD OF THE DEPARTMENT CONCERNED/
DIRECTOR OF CENTRE**

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

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

FOR RESEARCH SCHOLARS

I, Ms..... hereby declare that I am full time bonafide regular M.Phil/ Ph.D
student in the department / Centre of.....
..... My registration date is and I have deposited tuition and other fee
vide Receipt No.....dated..... I also declare that if I get employment during my
tenure in the Hostel; I shall inform the Hostel Authorities about it immediately.

Name & Signature of Supervisor
Signature of Research Student

Date.....
Signature of HOD/Director
& Seal of the Department/ Centre

FOR FOREIGN/NRI STUDENTS ONLY

2. (a) Name of the Applicant (with email):
- (b) Course Deptt/Centre.....
- (c) Nationality.....Student's Visa.....
- (d) Passport No.....Valid Upto.....
- (e) Embassy Name & Phone No.....
- (f) Name and address of a person to be contacted in case of emergency in Delhi with
email.....Phone No.....

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

.....
Signature & seal Foreign Student's Advisor

PARENTS/GUARDIAN* PARTICULARS

Affix a recent
passport size
photograph of
Father/Guardia
n

Affix a recent
passport size
photograph of
Mother

- | | |
|--|---|
| 3 (a) Father's/Guardian Name.....
(b) Qualification.....
(c) Occupation.....
(d) Monthly income.....
(e) Official Address
.....
.....
Tel.NoMobile No.....
(f) ** Residential Address.....
.....
..... Tel. No.....
(g) Permanent Residential Address.....
.....
.....
Tel.NoMobile No.....
email ID..... | (a) Mother's Name.....
(b) Qualification.....
(c) Occupation.....
(d) Monthly Income.....
(e) Official Address
.....
.....
Tel.NoMobile No.....
(f) ** Residential Address.....
.....
..... Tel. No.....
(g) Permanent Residential Address.....
.....
.....
Tel.NoMobile No.....
email ID..... |
|--|---|

(Any subsequent changes shall be notified immediately)

Signature of Father/Guardian
(At the time of interview)

Signature of Mother/Guardian
(At the time of interview)

Date:.....

Date:.....

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

** Address proof required (see instructions page 1)

Note: It is mandatory for the Parents/Guardians of the selected candidates to complete the admission formalities in person within working ten days of the notification of the list. In case, sibling represent parent, sibling proof along with authorization letter of parents is required.

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

(On a Rs 10/- Stamp Paper and attached along with the application form)

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.....(the Applicant)
 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-law 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.

Both the above authorize Local Guardian are personally known to me and I trust them for the responsibility of local guardianship for my daughter/ward.

I hereby declare that the address and contact numbers given for both the above Local Guardians is true to the best of my knowledge and belief, and can be verified by hostel authorities.

.....
(Signature of the Parent/Guardian)

Name in block letters :.....

Particulars of Local Guardian*

Affix a recent
passport size
photograph of
Local
Guardian I

Affix a recent
passport size
photograph of
Local
Guardian II

Local Guardian-I

Local Guardian-II

5 (a) Name.....

(a) Name.....

(b) **Residential Address

(b) **Residential Address

Tel.NoMobile No.....

Tel.NoMobile No.....

email ID.....

email ID.....

(c) Office Address

(c) Office Address

Tel.NoMobile No.....

Tel.NoMobile No.....

(d) Relation with Applicant

(d) Relation with Applicant.....

Signature of Local Guardian I

(At the time of interview)

Signature of Local Guardian II

(At the time of interview)

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

****Local Guardians are required to give residence proof as mentioned in the instructions (see page 1)**

UNDERTAKING BY LOCAL GUARDIAN ***

1. I,..... do hereby agree to be the Local Guardian of Ms..... I have personally known her for the last.....years.
2. 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.
3. I undertake that I will be available as and when hostel authorities require me in case of emergency.
4. I undertake to duly sign her Night leave and Performa as per hostel rules.
5. 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.
6. 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 - I

Signature of Local Guardian - II

Name.....

Name.....

***** 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.**

Note: Two Local Guardians residing at different addresses are required. It is mandatory for both the Local Guardians to be present at the time of interview.

<p>Applications without the affidavit by both the local guardians (given separately) will be treated as incomplete and will be rejected.</p>

MEDICAL FITNESS DECLARATION

(To be got certified by Ansari Health Centre, JMI and submitted in the hostel office at the time of entry if selected)

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 and local guardian.
2. I declare that my parents and guardian do/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 M.Phil/Ph.D. thesis unless otherwise permitted by the hostel authorities. I shall inform the Hostel authorities immediately after completion of Examinations/submission of thesis/dissertation.
5. I declare that I am neither employed nor doing any paid job anywhere, full time or part time.
6. I am not an ex-student.
7. 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.
8. 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.
9. 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).
10. I hereby declare that I shall be responsible for any kind of theft/ fire in my room.
11. I undertake to inform the authorities, in writing of any change in any of the particulars given above as and when they occur.
12. I declare that the information provided in this form is correct and can be verified any time.

Signature of Applicant

UNDERTAKING BY THE APPLICANT

(On a Rs 10/- Stamp Paper and attached along with the application form)

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.
2. I shall 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 whatsoever.
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 the 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

Admission Points (2017-18)

(to be filled by the candidate upto item 5)

S.No.	Heads	Points Criterion	Point Breakup	Maximum Points
1.	Marks	Percentage Secured For 45% and above but less than 60% marks For 60% and above but less than 75% marks For 75% and above but less than 90% marks For 90% and above	10 20 30 35	35
2.	Economic status	<u>Annual family income from all sources</u> Up to 2 lakh Between 2 lakh to 5 lakh	10 05	10
3.	Distance	Upto 500 km Between 501 km to 1000 km Beyond 1000 km	06 08 10	10
4.	Seniority in University	One Year Two Year Three Year and Above	03 06 10	10
5.	NCC	National Level "A" Certificate "B" Certificate "C" Certificate	05 01 03 05	5
6.	Interview	As per assessment by Interview Committee duly constituted by the Vice-Chancellor	30	30
Total Marks				100

- * For applicant of First year of all courses, the marks obtained in qualifying exam shall be considered.
- * For UG I, II, III, IV, V year, the average marks of qualifying and UG I year+ UG II years (and subsequent years of applicable) shall be considered.
- * For PG III semester, the average marks of qualifying exam and PG I and II semester shall be considered.
- * Applicants of diploma courses, where qualifying exam is X, marks of X shall be considered for the first year students, average marks of X and first year and average marks of class X and I + II year for the second year and third year students respectively shall be considered.
- ** Certificate from Revenue Officer / Higher Divisional officer must be produced.
- *** Copy of Voter Card/ Ration Card/ domicile certificate to be submitted as proof of domicile in the mentioned areas.
- **** Supporting documents are required

- a) Physically Disabled students (not less than 40% of disability) certified by competent authority of a Govt. Hospital may be given priority as per Jamia rules.
- b) Physically challenged students and whose parents annual income is not above Rs. 1.50 lakhs per annum are exempted from the payment of Room Rent.
- c) A total number of 15 seats, which includes re-allotment cases, are earmarked for outstanding Sport persons duly recommended by the University Games/Sports Committee.

Declaration

I, _____ hereby declare that I have calculated the marks in the above table as per the above mentioned guidelines. It can be verified by the hostel authorities at any time. I have attached all supporting documents for the points claimed by me. In case of misrepresentation, I understand and agree that my hostel admission stands cancelled.

Signature of Applicant

ACADEMIC RECORD

Form No.....

Class.....

Name of Applicant.....

Exam Passed	University/ Board	Percentage %	Aggregate %	Semester System SPI/SGPA/CGPA (Average)	Aggregate %
X					
XII					
UG/Dip.I					
UG/Dip.II					
UG/Dip.III					
UG-IV					
UG-V					
PG/PG Dip.I					
PG/PG Dip.II					
M.Phil –I					
Others, if any					

I vouch that the above details of Marks/Percentage are correct. If they are found to be incorrect at any state, my admission will be cancelled.

Signature of Applicant

List of Enclosures (Please attach the documents in the following order)

1. Fee receipt of admission to the course
2. Mark-sheets of all Examinations.....
3. Sports (National level), NCC (A,B,C certificate).....
4. Copy of Voter card/passport/Ration Card for Residents of J&K and North East
5. Document supporting Economically Weaker Section.....
6. Document supporting PH category as per Jamia norms.....
7. Affidavit from local guardian I
8. *Address proof of local guardian I
9. Affidavit from local guardian II.....
10. *Address proof of local guardian II
11. *Address Proof of Parents.....

*** One of the following documents should be submitted as residence proof: 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)**

Dealing Assistant Signature.....

FOR OFFICE USE ONLY

Amount deposited Rs..... (Rupeesvide Bank Scroll
No.....Dated.....Hostel.....Room
No.....Admission.....

Remarks (if any).....

Admitted/ Pending/ Rejected/ Absent

DEALING ASSISTANT

WARDEN

PROVOST