

**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.

Form No.

For office use
Hostel _____
Room No. _____
Category. _____



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Affix a passport size  
self attested  
photograph

**Begum Hazrat Mahal Girls' Hostel**  
**JAMIA MILLIA ISLAMIA**  
Maulana Mohammed Ali Jauhar Marg,  
New Delhi - 110025

**APPLICATION FOR HOSTEL RE-ADMISSION**  
**(Session 2024-25)**

**INSTRUCTIONS**

- All entries are to be filled in ink by the candidate in English.*
  - Fee receipt of admission to the course*
  - Mark-sheets of Last Examination*
  - Affidavit from Parents for financial guarantee and authorization of local guardians*
  - Undertaking from local guardians*
  - Address Proof\* of Parents*
  - Address proof\* of local guardian I*
  - Address proof\* of local guardian II*
  - Applicant's undertaking to abide by Hostel Rules and disciplinary norms.*
  - Fee for Renewal Application (Rs 100/-)*
- Incomplete form, without the above documents, will be rejected and incorrect information shall cause cancellation of admission at any time.*
- The admission will be valid for current academic session only.*

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*\*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]*

**Note: Updated Affidavits for the academic session 2024-25 has to be submitted along with the Renewal/ Re-admission Application Form. See link for affidavits.**

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**APPLICATION FOR HOSTEL RE-ADMISSION (Session 2024-25)**

**Name of the Hostel where the applicant was residing:** .....

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

**PARTICULARS OF THE APPLICANT**

(a) Name (In Block Letters): .....

(b) Course : ..... Year: ..... Subject: ..... Duration: .....

Internship required this year: Yes/No                      Duration of Internship: .....

(c) Student ID: .....                      Enrolment No: .....

(d) Date of Birth: ..... Nationality: ..... Marital Status: .....

(e) Contact No: .....                      Email 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)

(h) For Ph.D/M.Phil students: Whether Progress Report of last semester has been submitted on a prescribed Performa: Yes/No

(i) Change if any in particulars of Address/Phone No/Email Id of Parents or LGs registered with the hostel at the time of admission must be intimated during renewal.

Date.....

**Signature of the Applicant**

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**RE-ADMISSION APPLICATION TO BE SIGNED BY THE DEAN OF FACULTY/ HEAD OF THE DEPARTMENT CONCERNED / DIRECTOR OF CENTRE(S)**

Certified that Ms..... is a bonafide, full time student of .....Year/Semester, of the Centre/Department/Faculty of ..... She is neither employed nor an ex-student. She has paid her 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.

Signature of Research Student

.....

Name & Signature of Supervisor  
Dated:

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

**FOR FOREIGN/NRI STUDENTS ONLY**

(a) Name of the Applicant (with email id): .....

.....

(b) Course: ..... Deptt/Centre: .....

(c) Nationality..... Student's Visa: .....

(d) Passport No..... Valid Up to.....

(e) Embassy Name, Address & Phone No.....

.....

(f) Name & Address of a person in Delhi who can be contacted in case of emergency

.....

.....

Email..... Phone No.....

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

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.....

.....

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

**PARENTS' /GUARDIAN'S\* PARTICULARS**

Affix a recent  
passport size  
photograph of  
Father/Guardian

Affix a recent  
passport size  
photograph of  
Mother

(a) Father's Name: .....

Mother's Name: .....

(b) Occupation: .....

Occupation: .....

(c) Office Address:

Residential Address:

.....  
.....  
.....

.....  
.....  
.....

Tel No: .....

Tel No .....

(d) Guardian's Name: .....

Office/Residential Address

.....

Tel. No: .....

e) Occupation:.....

Mobile No: .....

*(Any subsequent changes should be notified to the hostel authorities immediately)*

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Signature of Father/Mother

.....

Signature of Guardian

Date : .....

Date: .....

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*\*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.*

**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**

(a) Name:.....

(a) Name: .....

(b) Residential Address

(b) Residential Address

.....  
.....

.....  
.....

Tel. No ..... Mobile No.....

Tel. No; ..... Mobile No.....

Email ID.....

Email ID.....

(c) Office Address:

(c) Office Address:

.....  
.....  
.....

.....  
.....  
.....

Tel. No .....

Tel. No: .....

Mobile No .....

Mobile No: .....

(d) Relation with Applicant .....

(d) Relation with Applicant:.....

.....

.....

**Signature of Local Guardian I**

**Signature of Local Guardian II**

**Note:** Persons residing in NCR/Delhi, under whose responsibility the applicant is seeking hostel admission are known to be local guardians. Local guardians are advised to sign the form after reading the applicant's and her parents undertakings. It is mandatory for both the Local Guardians to be present at the time of interview.

**Criteria to be a Local Guardians (LG):**

1. Two LGs residing at different addresses are required.
2. Both LGs must be present before the interview panel of the hostel allotment board/committee.
3. Only Married persons will be considered as an LG.
4. Husband and wife can not become LG of the one applicant.

**FOR OFFICE USE ONLY**

**Hostel Name:**.....

Amount deposited Rs..... (Rupees)..... vide Bank Scroll

..... Dated: .....

Hostel ..... Room

No.....Renewal till .....

Remarks (if any) .....

.....  
**DEALING ASSISTANT**

.....  
**WARDEN**

.....  
**PROVOST**

## **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 understand that hostel renewal will not be granted to me if I fail to secure 55% marks in aggregate in my previous examination.
3. I shall not allow any unauthorized person/guest in my room.
4. I shall abide by the hostel Bye-laws/ rules, including rules regarding hostel timing as per Hostel Manual as amended from time to time.
5. I shall abide by the hostel rules to take meals in the hostel mess or as per office order.
6. I shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
7. I shall accept the present condition of hostel and room allotted to me.
8. I shall not indulge in any act of indiscipline during my stay in the hostel.
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 also not indulge in any indiscipline or misconduct within the University campus during my stay in the hostel.
13. I shall vacate the allotted room at the end of each academic session.
14. I shall not keep any pets, such as cats or dogs, in the hostel room/premises, and I shall not indulge in feeding stray animals or pets in the hostel mess.
15. I will adhere to the designated silence hours outlined in the hostel manual, from 10 PM to 6 AM, and will refrain from participating in or organizing any activities that may disrupt this period.
16. 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.
17. 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

**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 I have conveyed my consent and awareness of the same to the Hostel Office vide my registered mobile/email.
3. I agree that the hostel/University authorities shall have no liability towards my daughter/ward when she is outside the hostel campus. I shall not hold the hostel/University authorities responsible if my daughter/ward leaves the hostel premises without prior permission or information and also when my daughter/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 daughter/ward Ms (the Applicant)  
(i) Mrs/ MrS/o or D/o \_\_\_\_\_  
R/o \_\_\_\_\_  
(ii) Mrs/MrS/o or 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 bye-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/ward in sickness or any other emergency. If they fail to do so, the hostel authorities will have the right to cancel her admission in the hostel.
8. I have read the Hostel Rules & Regulations and I am fully aware of the Hostel Timings for various things as listed in the Hostel Manual and in the Undertaking of the Applicant.
9. Both the above authorized Local Guardians are personally known to me and I trust them for the responsibility of local guardianship for my daughter/ward.
10. 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 & Name of the Parent/Guardian)



**UNDERTAKING BY LOCAL GUARDIAN \***  
**(On Rs 10/- Stamp Paper)**

1. I,..... have personally known the Applicant for the last .....years; and I, ..... have personally known her for the last .....years, and we do hereby agree to be her Local Guardians.
2. We undertake that we will be available as and when hostel authorities require us in case of emergency. We are willing to take her from the hostel in times of illness and distress or as may be required by the hostel administration. We understand that the hostel administration cannot possibly look into the details of hospitalization and treatment etc.
3. We hereby declare that our respective address and contact numbers given in admission form is true to the best of our knowledge and belief, and can be verified by hostel authorities.
4. We are fully aware and understand that if we fail to fulfill our above mentioned responsibilities, the admission of our ward in the hostel will be liable for cancellation.
5. We have read the Hostel Rules & Regulations and we are fully aware of the Hostel Timings for various things as listed in the Hostel Manual and in the Undertaking of the Applicant.
6. *For Local Guardians of school students:* We are aware that we have to come personally to pick the ward/applicant from the hostel whenever she is going on leave. We are jointly responsible to ensure that one of us report to the hostel when she is to go on leave.

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(Signature & Name of Local Guardian-I)

(Signature & Name of Local Guardian-II)

**Applications without an affidavit duly signed by both the local guardians will be treated as incomplete and will be rejected.**

*\* 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.*

## **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 that my name has not been 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

**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 stay 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 communicable Diseases, 22 Sham Nath Marg, Delhi- 110054** in terms of letter No. F-14-6-86 ES II Dated 29 April, 1987, from the Ministry of Human Resources Development, Department of Education, Government of India, New Delhi