

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 leaves the hostel after taking leave permission.

Form No.

For office use
Hostel _____
Room No. _____
Category. ----- (General/ PH/Foreign/NRI)



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 ADMISSION (For Jamia School)
(Session 2023-24)

INSTRUCTIONS

1. All entries are to be filled in ink by the candidate in English.
2. Application form should be accompanied by 2 passport size 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 Aadhaar Card 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
3. Incomplete form, without the above documents, will be rejected and incorrect information shall cause cancellation of admission at any time.
4. The admission will be valid for current academic session only.
5. The applicants are advised to check on the hostel Notice Board regarding interview dates, admission lists etc.

*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) _

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

Date.....

Signature of the Applicant

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 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.....

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

.....

.....

.....
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

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

(e) Occupation:

Tel. No:

Mobile No:

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

.....

Signature of Father/Mother

.....

Signature of Guardian

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.*

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:.....

Name:

(b) Residential Address

Residential Address

.....
.....

.....
.....

Tel. No Mobile No.....

Tel. No; Mobile No.....

Email ID.....

Email ID.....

(c) Office Address:

Office Address:

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

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

Tel. No

Tel. No:

Mobile No

Mobile No:

(d) Relation with Applicant

Relation with Applicant:.....

.....

.....

Signature of Local Guardian I

Signature of Local Guardian II

Note: Two Local Guardians residing at different addresses are required. 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.

** Only Married persons will be considered as local guardians*

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

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

1. I,..... have personally known the Applicant for the lastyears; and I, have personally known her for the lastyears, 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.

.....
.....
(Signature & Name of Local Guardian-I)

.....
.....
(Signature & Name of Local Guardian-II)

**** 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.*

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

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/ Mr _____ S/o or D/o _____
R/o _____
 - (ii) Mrs/Mr _____ S/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 a right to cancel her admission in the hostel.
7. 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.
8. 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)

ACADEMIC RECORD

Form No.....

Class.....

Name of Applicant.....

Exam Passed	University/ Board	Percentage %	Aggregate %	Semester System SPI/SGPA/CGPA (Average)	Aggregate %
VIII					
IX					
X					
XI					

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

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.
2. I shall not allow any unauthorized person/guest in my room.
3. I shall abide by the hostel Bye-laws/ rules, including rules regarding hostel timings as per Hostel Manual as amended from time to time.
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 my stay in the hostel.
8. I shall regularly participate in all the Hostel meetings, committees and other cultural/sports activities.
9. I shall not degrade the hostel environment.
10. I shall not cause any discomfort to my fellow residents.
11. I shall also not indulge in any indiscipline or misconduct within the University campus during my stay in the hostel.
12. I shall vacate the allotted room at the end of each academic session.
13. 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.
14. 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

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 Aadhaar Card/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.....
12. Copy of Aadhaar Card/Voter Card/ Ration Card/ domicile certificate to be submitted as proof of domicile in the mentioned areas.....
13. Fee for Application (Rs. 200/-).....

*** 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