

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
DILSHAD GARDEN, DELHI-110095
PROCEDURE FOR ROOM ALLOTTMENT IN UG HOSTEL

1. Hostel form to be collected from hostel office (for girls situated in Girls' hostel /for boys situated between GH & New BH) between routine working hours (9 am to 4 pm on weekdays, 9 am to 1 pm on Saturday)
2. Completely filled form in all respect to be deposited in hostel office. Documents required at the time of submission:
 - i. Latest passport size photograph of student
 - ii. Aadhar card of student
 - iii. Admission letter of student
 - iv. Aadhar card and PAN card of parent who is signing the hostel form
 - v. Address proof in the form of last paid electricity Bill/water bill/landline telephone bill/ post- paid mobile bill/ gas bill/ property document or rent agreement in name of father/mother.Originals are to be brought for verification during submission of form.
3. **Only Warden of hostel** will allot you room in hostel. Hostel accommodation will be made available depending upon the availability of rooms (refer to Hostel Rules).
4. After the student's name figures in allotted list of students, they should collect their respective application form from hostel office for submission of fees.
5. Deposit hostel fees in accounts section (1st floor, college building, UCMS) between 9.30 am to 12.30 pm on weekdays (Saturday off).
6. Fill Google form created by Warden hostel separate link for GH & BH) mentioning details about
 - a. Student (name, Aadhar card no, date of birth, date of joining hostel, room number allotted, digital photograph, mobile number, email ID, present address)
 - b. Mother (name, mobile number, email ID, address)
 - c. Father (name, mobile number, email ID, address)
 - d. Local Guardian (name, mobile number, email ID, address)

e. Emergency contact details (name, mobile number, email ID, address).

Attached digital photograph should be in JPEG format having good resolution, with size less than 50 kb. Link for filling the Google form has been shared with your class representative.

7. Take fees receipt and proof of Google form submission and sign the hostel Declaration and Undertaking form

- For GH at the Assistant Warden's room (No 312, 3rd Floor, College Building, UCMS).
- For BH at the hostel Office

8. Only after this step room will be issued from respective hostel between 10 am to 3 pm on weekdays and 10 am to 1 pm on Saturday

- For girls from GH
- For boys - 1st year UG student from New Boys Hostel
- For boys - 3rd semester onwards UG students from Old Boys Hostel

10. Documents required at the time of hostel allotment:

- a. 3 passport size photos
- b. Photocopy of fees receipt
- c. Original Aadhar card for verification.

11. Any further queries regarding allotment can be sent to your class representative who can note down all your queries and meet respective Warden

- GH Warden between 3pm to 4 pm on Tuesdays and Thursdays in Room no 306, College Building, UCMS.
- BH Warden between 9am to 4pm on weekdays and 9am to 1pm on Saturdays in room No 605, Private ward, MCH building, UCMS & GTB Hospital.

UCMS hostel is not just hostel; it's your home away from home where memories and friends created will be cherished throughout your life. Treat your hostel with care and consideration for others. Enjoy the hostel life!

Welcome to UCMS!

Regards,

Warden, Hostel, UCMS