



OFFICE OF THE UNDERGRADUATE BOYS HOSTEL WARDEN

अंडरग्रेजुएट बॉयज हॉस्टल वार्डन का कार्यालय
वी. एम्. एम्. सी. एवं सफदरजंग अस्पताल
VMMC & Safdarjung Hospital
नई दिल्ली- ११००२९ New Delhi – 110029.



02nd March, 2022

UG Boys Hostel- System and Procedures

These are the gross guidelines. Subjective analysis of the situation can be given leverage over these guidelines.

- A) Present status: 175 rooms (single or double accommodation) in Old Boys Hostel (OBH). 100 single rooms in NBH, 64 double rooms in New Boys Hostel (NBH)
- B) Senior most batch (Intern) shall be allotted 100 single rooms in NBH + 7 double rooms in NBH (14 students): Total 114 students
- C) The batch junior to it shall be allotted double rooms in NBH: 53 double rooms, total 106 students. This leaves 4 double rooms in NBH for buffer- old batches/ repair/ temporary change of room because of some electric/ civil happenings etc.
- D) The batch junior to the point no C batch shall be allotted 45 double occupancy rooms in OBH: this brings it to 90 students of this batch.
- E) The batch junior to the point no D batch shall be allotted 45 double occupancy rooms in OBH: 90 students of this batch.
- F) The batch junior to the point no E batch shall be allotted 35 double occupancy rooms in OBH: 70 students of this batch.
- G) The junior most batch shall be allotted 25 double occupancy rooms in OBH: 50 students of this batch.
- H) This leaves 25 rooms in OBH for buffer- old batches/ repair/ temporary change of room because of some electric/ civil happenings etc.
- I) This matrix can disturb if we have more students in hostel from old batches (batches senior to intern batch)
- J) Very small rooms (VSR) shall be allotted only on individual student requests. It will be allotted only to those who have not been residing in hostel previously. Preferably, NBH VSR are for sixth semester and onwards; OBH VSR are for students up to and including fifth semester.
- K) Mutual exchange of rooms to happen only after permission from warden.
- L) Not more than 2 students to be accommodated in a single room of OBH or NBH/ double room of NBH.
- M) First allotment to happen at the time of admission; rest/ secondary allotments to happen as and when room will be vacant. Allotment requests to be submitted only when applications are called: applications to be submitted in Hostel office. Applications will usually be called batch wise.
- N) All hostel applications must have verified address and verified quota (verified by academic section) paper attached to it, unverified applications will not be accepted- address verification criteria has been further defined later on in the guidelines



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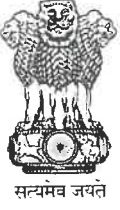
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- O) For student who reside in hostel from the initial days of admission to internship- the following would be the preferred room step up sequence: OBH double followed by NBH double followed by NBH single. Target is to have junior batches in OBH and senior batches in NBH. Interns and third year students will reside in NBH; junior batches will reside in OBH.
- P) While shifting from OBH to NBH- student has to get a provisional NOC signed by OBH caretaker and has to submit this to NBH caretaker. Within 7 days of key taking of NBH, the student has to submit a final NOC signed by OBH caretaker (after handing over of OBH keys) to NBH caretaker. Within 7 days of allotment student has to take keys of NBH.
- Q) For students already residing in OBH (double occupancy); make a note that room will only be allotted in NBH, if both the occupants of the room shall apply for change of accommodation from OBH to NBH. Student would be allotted double occupancy NBH room with the same roommate as he had in double occupancy OBH. Allotment shall happen by "draw of lots". Students already residing in double occupancy OBH would be given priority in allotment of double occupancy NBH room.
- R) Similarly, for students already residing in NBH (double occupancy); make a note that single room will only be allotted in NBH, if both the occupants of the room shall apply for change of accommodation. Allotment shall happen by "draw of lots". Students already residing in double occupancy NBH would be given priority in allotment of single occupancy NBH room.
- S) An intern has to essentially vacate room within 7 days of internship completion
- T) Priority sequence for new allotments of every batch:
1. All India Quota students with PWD not residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 2. Central pool students with PWD not residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 3. IP pool students with PWD not residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 4. All India Quota students with PWD residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 5. Central pool students with PWD residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 6. IP pool students with PWD residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 7. All India Quota students not residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 8. Central pool students not residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 9. IP Quota students not residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)



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10. All India Quota students residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 11. Central pool Quota students residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
 12. IP Quota students residing in Delhi, Noida, Gurugram, Faridabad, and Ghaziabad (distance wise)
- U) The verification process of permanent home address would be as follows:
Academic section does the verification. Students self-declare their permanent address with scrutiny by academic section.
Most important criteria would be Aadhar card- recently downloaded with date of download printed on it
In support of Aadhar (with same address as mentioned in the above Aadhar), student would have to submit any one of the document-
1. Passport self
 2. Bank Statement/ Passbook of father or mother
 3. Post Office Account Statement/ Passbook of father or mother
 4. Ration Card with candidate name mentioned in it
 5. Voter ID of father or mother
 6. Driving License of father or mother
 7. Electricity Bill in the name of father or mother (not older than 3 months)
 9. Water Bill in the name of father or mother (not older than 3 months)
 10. Telephone Landline Bill in the name of father or mother (not older than 3 months)
 11. Gas Connection Bill in the name of father or mother (not older than 3 months)
 12. Property Tax Receipt in the name of father or mother (not older than 1 year)
 13. Credit Card Statement in the name of father or mother (not older than 3 months)
 14. Insurance Policy in the name of father or mother
 15. Kissan Passbook in the name of father or mother
 16. CGHS/ ECHS Card in the name of father or mother
 17. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)
 18. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
 19. School Leaving Certificate (SLC) of class 12th / School Transfer Certificate (TC) of class 12th, containing Name and Address
 20. Arms License in the name of father or mother
- V) Students have the option to change the permanent address once during the tenure of MBBS and internship



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- W) For first time allotment: Once the Warden office receives the applications; top 50 (based on the above mentioned protocol) applications would be sorted out and the list displayed at Old Boys Hostel Notice board. Students would be given a day or two to choose their room partner and will have to submit a "joint application" to Caretaker, Old Boys Hostel. The "joint application" must have signature of both the willing room partners. In case a student/ students could not find suitable room partner- they would be allotted room partner based on alphabetical list. Room number allotment shall happen on the basis of "draw of lots". This policy would also be extrapolated for new allotments of every batch.
- X) Waiting list would be valid only till the next round of allotment
- Y) Underutilization of hostel room will lead to room cancellation
- Z) Subletting of any kind is strictly prohibited and invite disciplinary action as well as debarring from hostel allotment for rest of the MBBS and internship tenure

Dr Ashish Jaiman

Warden

UG Boys Hostel

Vardhman Mahavir Medical College and Safdarjung Hospital

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