



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MAULANA AZAD MEDICAL COLLEGE
2, BAHADUR SHAH ZAFAR MARG, NEW DELHI-110002
(Academic Branch), Ph. No. 011-23239271, Email: mamcregistrar@gmail.com

F.421(1A)/2014/MC(ACA) 17754

Dated: 01/11/2025

CIRCULAR

The Academic Branch remains engaged in public dealings throughout office hours for students, faculty, and Academic purposes. In addition, the branch is responsible for maintaining essential academic and administrative records, processing official correspondence, and attending to urgent institutional requirements.

To ensure efficient workflow and smooth functioning of the branch, it is hereby informed for the information of all concerned that the public dealing hours for Undergraduate (UG) and Postgraduate (PG) students in Maulana Azad Medical College will be observed as under:

Monday to Friday : 10:30 AM to 12:30 PM and 03:00 PM to 04:00 PM
Saturday : 10:30 AM to 12:00 PM

All Students are requested to visit the concerned sections only during the above timings for all administrative, academic, and documentation-related matters. No public dealing shall be entertained beyond the specified hours.

This issues with the prior approval of Ld. Dean, MAMC.

31/10/25

Registrar (Academic)
Maulana Azad Medical College
Dated:

F.421(1A)/2014/MC(ACA)

Copy to the following for information and further necessary action at their end:

1. All Heads of Department / Branch Incharges, MAMC.
2. Incharge, Data Centre, MAMC - with the request to upload the circular on the departmental portal and also send the mail to all HODs / Branch Incharges of MAMC.
3. Notice Board.
4. Guard File.

31/10/25

Registrar (Academic)
Maulana Azad Medical College