

MAULANA AZAD MEDICAL COLLEGE

New Faculty Guest House, Maulana Azad Medical College (MAMC)

2 B.S. Zafar Marg, New Delhi-110002

- 1 Name of the Guest :- _____
- 2 Address :- _____

- 3 Mobile No. & Email ID :- _____
- 4 National (Indian / Foreigner) :- _____
(If not an Indian Citizen, please Mention
The name of the country)
- 5 ID Proof (Adhar/NEL/Driving License (Enclose Copy) _____
Passport number for Foreign Citizen
- 6 Purpose of Stay :- _____
- 7 Category (Attach Proof) Examination/ Institution Guest/ Trainee/Participants in workshops Symposium etc./others
(including relatives of outside's students: :- _____
- 8 If booked organizers of Academic events etc. No. of rooms required _____
- 9 Date of arrival _____ Expected time of check in _____ AM/PM
- 10 Bill to be paid by (Advance) _____
- 11 Date of departure _____ Expected time of check out _____ AM/PM
- 12 Number of days accommodation required _____
- 13 Name & Designation of person Booking the stay _____
- 14 Contact Number and email of the person booking in the stay _____
- 15 Recommendation of HOD Required/Not Required _____

Signature & Seal of the HOD

Sign & Seal of the Faculty booking

- 1 The guest house Incharge reserves the right to issue accommodation or cancel accommodation without the explanation.
- 2 The keys may be collected by the guest/local host/authorized person from the reception at the time of the check in.
- 3 Guest house charges of Faculty/Visitors on duty Rs.200/Room/Day. Participants of workshops/etc. Non official guests Faculty Rs.650 for one guest and Rs.800 for two guest/day. Parents of Students/MAMCOS etc. Rs.1000/- Room/Day. Foreign Guest 100 US\$/day.
- 4 Please see that the payments in full are made in three days in advance before departure of the guest. No allotment exceeding three days except for examiner for MAMC may be permitted. The Dean, MAMC at his/her discretion may permit for the extension of stay on a case to case basis.

Signature of Caretaker

New Faculty Guest House (In charge)
Room No. Allotted with date