



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

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Dated: 06/10/26 .

CIRCULAR

Subject: Revised Public Dealing Hours for Undergraduate (UG) and Postgraduate (PG) Students at Academic Branch.

The Academic Branch of Maulana Azad Medical College remains actively engaged throughout working hours in handling official correspondence, maintaining essential academic and administrative records, and fulfilling critical institutional requirements for students and faculty.

To ensure a smooth workflow and effective administrative functioning while providing timely assistance, the revised public dealing hours for Undergraduate (UG) and Postgraduate (PG) students are hereby notified as follows:

Days	Public Dealing Timings
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 instructed to visit the concerned sections strictly during the specified timings for all administrative, academic, and documentation-related matters. No public dealing shall be entertained beyond these fixed hours.

This circular is issued with the prior approval of the Learned Dean, MAMC.

(Registrar, Academic)

Maulana Azad Medical College

Copy to the following for information and necessary action:

- All Heads of Department (HODs) / Branch Incharges, MAMC. (Data Centre)
- Incharge, Data Centre, MAMC - with a request to upload this circular on the college portal and email it to all HODs and Branch Incharges.
- Notice Boards (College & Hostels).
- Guard File.

(Registrar, Academic)

Maulana Azad Medical College

Registrar
MAULANA AZAD MEDICAL COLLEGE
NEW DELHI-110002