



डा. राम मनोहर लोहिया आयुर्विज्ञान संस्थान

Dr. Ram Manohar Lohia Institute of Medical Sciences

विभूति खण्ड, गोमती नगर/Vibhuti Khand, Gomti Nagar

लखनऊ-226010 (उ.प्र.) / Lucknow-226010 (U.P.) India

E-mail Address : mbbgirlshostellucknow@gmail.com

Ref No: Dr.RMLIMS/Hostel/2024/51

Date: 03/9/2024

**CIRCULAR**  
**PROCEDURE OF HOSTEL ALLOTMENT**  
**INSTRUCTIONS FOR MBBS BATCH 2024-25 STUDENTS**

1. Students requiring hostel accommodation can obtain Hostel Allotment Form, Hostel Fee Form etc from institute's website (attached herewith).
2. Hostel Allotment Form, Hostel Fee Form and Vehicle Undertaking form duly filled by the student can be submitted in the relevant Hostel office along with all other necessary documents (as listed below).
  - (a) Dr.S.C.Rai Building, 1<sup>st</sup> floor - Boys Hostel office
  - (b) Nursing Building, Main Campus, 5<sup>th</sup> floor - Girls Hostel office
3. After the signature of hostel office assistant on hostel fee form, students can submit the required fees in Account section, Ground Floor Administrative Block during office hours. students have to submit the hostel fee receipt in the hostel office.
4. The student shall be allotted room on first come first serve basis. Hostel allotment list of both (boys & girls) hostels will also be put up on institute website.
5. Parents or guardians shall not be allowed to enter in the hostels.

**Following documents need to be submitted along with hostel allotment form.**

1. Admission letter
2. NEET rank document
3. Aadhar copy (Student, Father and Mother)
4. Hostel fee payment receipt
5. Vehicle Undertaking from Parents
6. Certificate of Pledge of NMBA (<https://nmba.dosje.gov.in>)
7. Any other document

**Protocols to be followed while staying in Hostel**

- Bed, mattress, desk, chair and cupboard shall be provided by the institute.
- Students are expected not to roam around in the institute/hostel premises with any genuine reason.
- Every student need to sign the on inventory register before the allotment of room.

**Hostel leave rules**

- No student is allowed to leave hostel without a consent letter from their parents.
- Proper leave application to be submitted by the hosteller's at least 48 hours prior of their planned leave.
- The planned leave application shall be submitted to the caretaker which must be countersigned by the warden of the concerned hostel. In case of emergency leave, the leave application shall be sent by parents or approved local guardian on hostel e-mail id.
- All the leaves that are sanctioned will be informed to the parents.
- Parents shall also be informed by the caretakers in case any student is not found in the hostel during night attendance without any leave information.
- Students are instructed to follow the hostel timings. Hostel gates will remain closed after 09:00 pm till 06:00 am. Strict disciplinary action shall be taken against the students who do not adhere to the hostel timings or do not follow the hostel leave rules.

Dr. Vikas Singh  
Chief Warden (Boys)  
Dr. RMLIMS, Lucknow  
Chief Warden, Boys

(Prof. Namrata P. Awasthi)  
Chief Warden  
Girls' Hostel  
Dr. RMLIMS, Lucknow

- Copy to:- 01) Dean, Dr.RMLIMS, Lucknow  
02) Chairperson, UG Cell, Dr.RMLIMS, Lucknow  
03) Sr.Comp.Programmer, Dr.RMLIMS, Lucknow to upload the same on institute's website.

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25/09/24

## **(Hostel Allotment Form for MBBS Students)**

**(To be filled in CAPITAL letters, including EMAIL)**

Date.....

|                                                    |                   |                                  |
|----------------------------------------------------|-------------------|----------------------------------|
| NAME                                               |                   | <b>Paste Passport size photo</b> |
| FATHER'S NAME                                      |                   |                                  |
| MOTHER'S NAME                                      |                   |                                  |
| COURSE NAME & YEAR (BATCH)                         |                   |                                  |
| MOBILE No.                                         |                   |                                  |
| EMAIL ( <i>in CAPITALS</i> )                       |                   |                                  |
| AADHAAR No.                                        |                   |                                  |
| DATE OF ADMISSION                                  |                   |                                  |
| NEET ROLL No. & RANK (State/AIR)                   |                   |                                  |
| GENDER                                             | MALE/FEMALE       |                                  |
| MARITAL STATUS                                     | MARRIED/UNMARRIED |                                  |
| PERMANENT POSTAL ADDRESS                           |                   |                                  |
| Do you have own/family/ancestral house in Lucknow? | YES/NO            |                                  |

|                              |
|------------------------------|
| <b>APPLICANT'S SIGNATURE</b> |
|------------------------------|

|                                                  |
|--------------------------------------------------|
| <b>RECOMMENDATION OF<br/>UG Cell with (Seal)</b> |
|--------------------------------------------------|

|                                    |
|------------------------------------|
| <b>Vacant Room No .....</b>        |
| <b>HOSTEL OFFICE<br/>ASSISTANT</b> |

| <b><u>RECOMMENDED</u></b> |               |
|---------------------------|---------------|
| <b>ASSTT<br/>WARDEN</b>   | <b>WARDEN</b> |

|                     |
|---------------------|
| <b>RECOMMENDED</b>  |
| <b>CHIEF WARDEN</b> |

|                      |
|----------------------|
| <b>ALLOTTED</b>      |
| <b>Dean/Director</b> |

**Any chronic illness/disease that requires regular treatment/monitoring: .....**

.....

\* (Father's mobile no. & email id is compulsory to be provided by the student)

\* (Father's mobile no. & email id is compulsory to be provided by the student)

| *(Father's mobile no. & email id is compulsory to be provided by the student) |        |        |                         |
|-------------------------------------------------------------------------------|--------|--------|-------------------------|
|                                                                               | Mother | Father | Local Guardian (if any) |
| Name                                                                          |        |        |                         |
| Mobile No.                                                                    |        |        |                         |
| Email Address<br>(in CAPITALS)                                                |        |        |                         |
| Aadhaar No.                                                                   |        |        |                         |
| Work Address                                                                  |        |        |                         |

| S. No. | Documents                        | YES/NO/NA |
|--------|----------------------------------|-----------|
| 1.     | Admission Letter                 |           |
| 2.     | NEET Rank Document               |           |
| 3.     | Aadhaar copy (Student)           |           |
| 4.     | Aadhaar copy (Mother)            |           |
| 5.     | Aadhaar copy (Father)            |           |
| 6.     | Hostel fee Receipt               |           |
| 7.     | Vehicle Undertaking from Parents |           |
| 8.     | Certificate of Pledge from NMBA  |           |
| 9.     | Any other document               |           |

MOTHER'S SIGNATURE

FATHER'S SIGNATURE

LOCAL GUARDIAN'S  
NAME & SIGNATURE  
(if any)



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### **Hostel Fee Form (Girls' Hostel)**

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| ALLOTMENT               | Girls' Hostel, Dr.RMLIMS, Gomti Nagar, Lucknow           |
| Name of Student         |                                                          |
| NEET Roll No            |                                                          |
| All India Rank          |                                                          |
| Address                 |                                                          |
| Mobile No               |                                                          |
| Hostel Security Fee     | Rs.5000/-                                                |
| Hostel Fee              | Rs.2400/-per year                                        |
| Electricity Charge      | Rs.2500/-per year                                        |
| Total Rs. <b>9900/-</b> | (in word Rupees <b>nine thousand nine hundred only</b> ) |

MBBS Girls' Hostel, Nursing Building  
Main Campus, Dr.RMLIMS, Lucknow.



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### **Hostel Fee Form (Boys Hostel)**

|                         |                                              |
|-------------------------|----------------------------------------------|
| ALLOTMENT               | Boys Hostel, Dr.RMLIMS, Gomti Nagar, Lucknow |
| Name of Student         |                                              |
| NEET Roll No            |                                              |
| All India Rank          |                                              |
| Address                 |                                              |
| Mobile No               |                                              |
| Hostel Security Fee     | Rs.5000/-                                    |
| Hostel Fee              | Rs.2400/-per year                            |
| Electricity Charge      | Rs.2500/-per year                            |
| Air Conditioner Charges |                                              |
| Total Rs.               | (in word Rupees <b>only</b> )                |

MBBS Boys Hostel, Dr.S.C.Rai  
Main Campus, Dr.RMLIMS, Lucknow.



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**VEHICLE UNDERTAKING CERTIFICATE FROM PARENTS**

We, Shri \_\_\_\_\_ (Father name) and  
Smt \_\_\_\_\_ (Mother Name) hereby certify that my  
son/daughter Mr/Ms \_\_\_\_\_ will not keep and use two  
wheeler or four wheeler vehicle during MBBS Course.

Signature of Student

Signature of Parents

1. Father's Name \_\_\_\_\_
2. Mother's Name \_\_\_\_\_

**COUNTERSIGNED**