



HOSTEL GUIDELINES

(2023-24)

Jamia Schools Hostel

Jamia Millia Islamia

New Delhi – 25



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1. General Information

Jamia Millia Islamia was established in 1920 by a group of nationalist Muslim intelligentsia at Aligarh (Uttar Pradesh). Its campus shifted from Aligarh to Delhi in 1925 and the foundation stone of the present campus was laid on 1 March 1930. Since then, the university has been expanding and has become a premier educational institution of the country. Recognising its contributions in the field of teaching, research and extension work, the University Grants Commission (UGC) bestowed the “deemed university” status to it in 1962, and it was designated a Central University in 1988. Jamia Millia Islamia was declared a minority educational institution by the National Commission for Minority Educational Institutions on 22 February 2011

Jamia School was established by great academicians and visionaries like Dr. Zakir Hussain, Maulana Mehmood Hasan, Maulana Mohammad Ali Jauhar and Gandhiji who dedicated their lives to the wholesome development of the youth of our country. The multi-dimensional growth of the students has been the top priority in the educational endeavors of Jamia Schools, an integral part of the Jamia Millia Islamia, a Central University. The aim of the schools is to give students a sound intellectual, physical and moral education, so that they turn out to be responsible and upright citizens. The aim of the school is to develop the personality of the students and to inculcate in them a sense of self-reliance and self-confidence. There is **limited hostel** accommodation for outstation **male students** of its Schools.

In the School there are six hostels called *Manzil* namely Saad Manzil, Aslam Manzil, Jauhar Manzil, Iqbal Manzil, Shafiq Manzil & Mahmood Manzil. The total strength of the hostel is about 350. There are two dining halls and one central kitchen. In the hostel young students are being provided proper sports facilities and common room with Table Tennis and TV for their overall development of personality. The boarders are also provided the facility of *Dhobi*.

2. Eligibility for admission/re-admission

- a. Accommodation in the Boarding House shall be open to all regular students (VI-XII) subject to fulfillment of the prescribed criteria.
- b. Applicants must have secured a minimum of **60% marks** in the aggregate in immediate previous qualifying examination.
- c. The renewal of hostel admission would only be granted to those boarders who,
 - i. have secured minimum **50% marks** in aggregate in immediate previous examination;

- ii. have **not missed** the terminal/pre-board/annual examinations;
 - iii. have cleared all dues before appearing at the annual examination;
 - iv. have informed the warden/care-taker and handed over keys of the room and cupboard (almiarh) before leaving the hostel; and
 - v. have no complaint of indiscipline/misbehavior pending against them.
- d. A resident is eligible to continue in the hostel
- i. As long as he fulfills the norms laid down in the hostel Guidelines/bye laws;
 - ii. The conduct report of the said resident from the respective warden is satisfactory.
 - iii. There are no complaints of indiscipline and misbehavior with the hostel Staff/wardens or fellow boarders.

3. Admission Procedure

- a) Students seeking admission in the Schools hostel must apply on the prescribed application form available on Jamia website.
- b) Application form can be downloaded from Jamia website. Filled in application form (hard copy) with all the supporting documents/certificates and registration fee of Rs. 200/- (In Cash) should be submitted in the Office of the Provost, Jamia Schools Hostel. Incomplete application form will be rejected.
- c) The available seats in the hostels are distributed to each class on pro-rata basis.
- d) The merit list of the students of each class shall be prepared separately.
- e) A committee constituted by the Vice Chancellor/Provost will conduct an interview of the applicants for admission in the hostels.
- f) All resident-students shall be required to submit fresh application in each academic Session.
- g) The selected candidate must have a local guardian failing which he will not be given seat in the hostel.
- h) Presence of the local guardian is compulsory at the time of hostel admission Interview.

4. Reserved Seats

- (a). 5 % of the total seats available in the hostels will be reserved for NRI/Foreign Nationalstudents.
- (b). 5 % of the total seats available in the hostels will be reserved for physically challengedstudents.

Point-wise Admission Criteria

S. No.	Criterion	Sub-Criterion	Points	Max points
1	Marks in Qualifying Exam.	Marks 60% < 70%	10	40
		Marks 70% < 80%	20	
		Marks 80% < 90%	30	
		Marks 90% & above	40	
2	Sports	National Level	10	10
		District Level	6	
		School Level	4	
3	NCC* NSS**	“A” Certificate	3	5
		Certificate of Participation	2	
4	School Seniority	2 points for one year	5	5
5	Economically Weaker Section***	Income less than 5 Lakhs	5	5
		Income 5 to 8 Lakhs	3	
6	Distance from Home town****	Less than 300 kms.	1	5
		301-600 kms.	2	
		601- 900 kms.	3	
		901-1200 kms.	4	
		More than 1200 kms.	5	
7	Interview	As per assessment by Interview Committee duly constituted by the Vice-Chancellor, JMI	30	30
	Total			100

* NCC Certificate by NCC Officer.

** Certificate of participation at least at the District/State/National level.

*** Parents/Guardians income certificate from competent Government authorities.

****Residence proof either Rations card/voter ID/Adhaar Card/Residential Certificate.

5. Disqualification

The following boarders shall not be eligible for re-admission in the hostels:

- a) Who fail in the examination for which they were given admission to the hostel/ secure **less than 50% marks** in aggregate in the said examination.
- b) Who leave the Boarding after admission without prior permission from Warden/ Provost;
- c) Who **failed to appear in the examination** on their own violation;
- d) Who did not appear in the **Pre-board examination/Term paper examination**
- e) Disciplinary action(s) was/were taken against them by the university/school authorities;
- f) Who have violated hostel guidelines or have been found guilty of breach of hostel discipline and have been reprimanded, fined, or punished in any other way by the Chief Proctor/Proctor, Provost or Wardens.
- g) Who get poor attendance in the school, i.e. **less than 75 per cent.**

6. Vacating Seat/Room

- a) All boarders shall vacate the hostel at the end of each academic session or within three days of the annual examination;
- b) In the event of their vacating the hostel during the session, prior information of at least fifteen days shall be given by the resident to the Provost office.
- c) Boarders must hand over hostel belongings provide to them before leaving the hostel.
- d) During summer/winter vacation as per schedule announced by the University authorities, boarders are required to vacate their rooms and get them checked by the hostel staff; and
- e) All boards shall report back to the concerned warden on the very first day after vacations. Any delay in approaching the Boarding House after vacations must be intimated well in advance. Defaulters will have to pay fine of Rs. 500/-. After three days of unauthorized absence, admission in the boarding will be cancelled.

7. Conduct

- a) Any resident damaging the hostel property in any manner shall pay the full cost, including installation charges, if any. In addition, he would also be liable for a fine imposed by the Warden/Provost.
- b) Hostellers will follow the daily routine of the hostel i.e. morning exercise, sports, cultural activities as well as school routing unless exempted on medical grounds or recommendation of the Hostel Warden approved by Provost.
- c) No Student will be allowed to enter the hostel during school hours.

- d) Hostellers will not be allowed to keep more than Rs. 1000/- or any valuable in their possession. All hostellers will open a Bank Account in Bank of India/Indian Bank Jamia Millia Islamia, New Delhi.
- e) At the end of each academic year, assessment of damages to common hostel property, furniture/utilities/electrical fittings and fixtures, etc. will be made by the hostel authorities and a 'general fine' may be imposed on boarders to make the loss (es) good by paying an equal to its value fixed by the Provost in consultation with the Building and Construction Department along with a fine of Rs. 500/-.
- f) Almirahs shall have to be arranged neatly. Surprise checks will be made by the Provost /Hostel Wardens/Care takers.
- g) The use of electrical gadgets, like Refrigerator, Heater, Iron, Immersion Heater, Music system, Computer/Laptop, CD player, TV and LCD, etc. are strictly prohibited. The student are forbidden to store any inflammable substance/a in their Manzil. Any forbidden gadget, found in a hostel room, shall be confiscated and a fine of Rs. 100/- may be imposed on the owner for the first violation, Rs. 500/- for the second & expulsion, thereafter.
- h) Cooking inside the hostel rooms is strictly forbidden. Violation in this regard shall to the confiscation of the cooking gadgets and a fine of Rs. 100/- shall be imposed on the resident;
- i) Keeping of Gas Cylinders inside hostel rooms is strictly prohibited. Violation of this clause will lead to expulsion from hostel.
- j) Residents are not allowed to make noise especially after 10:00 p.m. as it would disturb the privacy of other residents nearby.
- k) Residents must strictly follow the timings of TV/Common/Reading Rooms as notified from time to time.
- l) Boarders shall maintain hygiene and keep their rooms/wash rooms and hostel premises neat and clean. Hostel Rooms may be inspected/Checked by hostel/university authorities at any time;
- m) Boarders are expected to come to Dining Hall, Common Room, Visitors Room and Office properly attired, failing which they shall be liable to disciplinary action;
- n) No items from places of common use shall be taken to rooms. A default in this regard may attract a fine of Rs. 500/- per item.
- o) Use of **alcohol, chewing tobacco, gutka, smoking** or any such concoction/intoxicant or indulgence in any illegal or immoral trafficking or riotous or behavior is strictly prohibited in the hostel. Any violation will lead to expulsion from the hostel.
- p) Any hosteller falling sick, will report to the Ansari Health Centre. Emergency cases will be reported immediately to the concerned warden/caretaker who will escort him to the hospital.

- q) If a student returns after any illness, he should bring a fitness certificate, get it signed by the Ansari Health Centre doctor and submit it to warden before rejoining the hostel.
- r) Only those persons will be allowed to become the local guardians who are employed, have their residence and live in a family environment in Delhi. No student of the University will be allowed to become a local guardian to a school hostel student,
- s) Parents are required to leave their and local guardian's telephone number and address with the warden in Delhi for immediate contact in case of any emergency.
- t) The students are not allowed to change their room without prior and written permission of the provost/warden. The provost/warden has the authority to enter the manzil of the students any time without knocking.
- u) No hosteller is allowed to keep any type of medicine in his possession without it being prescribed by the Medical Officer of the Ansari Health Centre/Registered Medical Practitioner.
- v) Attendance/Night roll call will be taken by the respective Care Takers at 10.00 p.m. (summer)/9.00 p.m. (winter).
- w) Students will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors or any other form of vandalism.
- x) Boarders are **not allowed (strictly prohibited) to keep smart phone/tablet/note pad/laptop** with them in the hostel. If found using any of these gadgets by hostel staff/wardens a fine of Rs. 500/- will be imposed on defaulters and the gadgets will be confiscated and shall be deposited in the Office of Chief Proctor. If the offence is repeated it will lead to expulsion from the hostel.
- y) No boarders will be allowed to stay in the hostel during school hours except sick one with prior written permission from Wardens/Sr. Wardens.

8. Discipline

- a) Silence hours have to be observed from 10 p.m. to 6 a.m.
- b) Residents desirous of consulting Warden about their day to day problems can do so at the time specified by their respective Wardens.
- c) Residents are required to bring their own bedding and other items of personal use.
- d) No resident on his own shall shift from the allotted room to another room. No furniture should be shifted from one room to another.
- e) No items from places of common use shall be taken to rooms. A default in this regard may attract a fine Rs.500/- per item. All Boarders shall be issued 'Identity Card' from the Office of the Provost. Boarders must keep this card with them at all times and must produce the same on demand by hostel authorities and security staff.

In case of loss, a duplicate card may be issued on payment of Rs. 50/-;

- f) No resident shall indulge in any activity in his room, which may cause disturbance or annoyance to his roommate/neighbors or to the hostel/university authorities. Appropriate disciplinary action shall be taken against erring students;
- g) Dining Hall timing shall be fixed as notified from time to time. All boarders shall adhere to these timings;
- h) Boarders shall not misbehave or manhandle any resident and Office Staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- i) It is the responsibility of the boarders to ensure that no unauthorized guests/visitors are present in their rooms. The boarders having unauthorized visitors in room/hall of the manzils shall be punishable with a fine of Rs. 1,000/- in the first instance and expulsion thereafter;
- j) No resident shall keep or give shelter to any debarred/campus banned/rusticated students in his room. In case of Violation, the hostel allotment of the erring boarders shall be cancelled.
- k) Every student should bring school diary daily.
- l) Attendance on National Days like Independences Day, Republic Day and other such celebration is compulsory. Absence without prior approval will be viewed seriously and may invite disciplinary action.
- m) No hosteller is allowed to keep playing cards in his possession or gamble which will be punished by school authorities.
- n) All the hosteller should maintain the plants and trees which are in the hostel premises. The boarders will not be allowed to remain out from the hostel after the 09.00 p.m. Light off timing of hostel is 11.00 p.m.
- o) Powers relating to indiscipline/misconduct shall be regulated by Statute 31 read with Section 30 of Jamia Millia Islamia Act, 1988.
- p) Ragging in any form is strictly prohibited in the university and those found guilty shall be punished. He should be liable to submit two self declaration certificates on the prescribed format: one by himself and the other by the parents/guardian separately assuring not to indulge in any form of ragging.
- q) Boarders are expected to observe the hostel rules. Misconduct or misbehavior in the hostel will be brought to the notice of the Provost. Any boarder indulging in activities, which are likely to affect the discipline of the hostel, may be expelled from the hostel. Notwithstanding any of the punishment mentioned above, the Provost and the university authorities reserve the right to expel students in case their conducts are found to be of a grave nature.

- r) Residents shall not misbehave or manhandle any resident and Office Staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- s) Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use.
- t) Posters or stickers should not be pasted on the hostel/room walls.
- u) Parties, social or political gatherings in the hostel complex are strictly prohibited.

9. Disciplinary Action

- a. The Provost can for any default on the part of a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or for any other reason deemed sufficient for taking a disciplinary action, issue warning, intimate the parents/guardian, impose fine minimum penalty of Rs.500/-, double-lock the room/cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committed by a resident.
- b. The Provost and the university authorities reserve the right to expel student in case his conduct is found to be of a grave nature or on a disciplinary ground. In that case the entire hostel fee including the caution money will be forfeited.
- c. Residents are required to abide by all rules and instructions given in the Hostel Guidelines and as notified on the Hostel Notice Board from time to time. They are not to plead ignorance of the same. They are supposed to cooperate with the hostel staff and actively participate in the smooth running of the hostel.
- d. At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor, Provost and other authorities of the University who are vested with the authority to exercise discipline under Jamia Act/ Statutes.
- e. Students found staying in the hostel without paying the requisite fee or without obtaining proper permission from the competent authority will be evicted from the hostel without any prior notice. The authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.

10. Ragging

Ragging in all its forms is totally banned in the premises of Jamia Schools Hostel. **Any student found indulging in Ragging will be expelled.**

As per University Grants Commission Letter No. F1 -16/2007 (CPP-II), dated April, 2009 related to UGC Regulation on curbing the menace of

ragging in higher educational institutions, 2009, the students are advised to take note of the following:

As per the orders of Hon'ble Supreme Court of India "Ragging" means "Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

Punishable ingredients of Ragging:

- * Abetment to ragging
- * Criminal Conspiracy to rage
- * Unlawful assembly and rioting while ragging
- * Public nuisance created during ragging
- * Violation of decency and morals through ragging
- * Injury to body, causing hurt or grievous hurt
- * Wrongful restraint
- * Wrongful confinement
- * Use of criminal force
- * Assault as well as sexual offences or unnatural offences
- * Extortion
- * Criminal trespass
- * Offences against property
- * Criminal intimidation

Strict action shall be taken against those residents who are found guilty of ragging and/or abetting ragging.

Each resident shall have to sign an undertaking to this effect stating that he is aware of the law regarding prohibition of ragging as well as the punishments, and he has not been expelled and/or debarred from admission by any institution and that he if found guilty of the offence of ragging and /or abetting ragging, is liable to be punished appropriately at the time of joining the hostel.

An undertaking shall also be signed by the parent/guardian of the applicant to this effect stating that he is also aware of the law in this regard and agrees to abide by the punishment meted out to his ward in case the latter is found guilty of the offence of ragging and /or abetting ragging.

Punishment

Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one/ any combination of the following:

1. Suspension/ Expulsion from the hostel
2. Fine ranging between 1000-10000 rupees
3. Debarring from admission in the Hostel in future
4. Cancellation of admission
5. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.
6. Rustication from the institution

11. Visitors (Parents and local guardians)

- a) Parents and local guardians may visit their wards only on weekends of the month and public holidays between 9:0 a.m. to 10:30 a.m. and 4:00 p.m. to 6:00 p.m.;
- b) Parents and local guardians may complete all the entries in the register available at the Beb-e-Mahmud Hasan hostel 'D' gate with the security guard;
- c) On demand, the parents and local guardians must declare their identity through identity card, etc;
- d) Parents and local guardians are Advised to follow visiting hours. A visit beyond the specified hours shall attract legal action.
- e) Parents and local guardians are not allowed to visit the hostel/dormitory. They will meet their wards in the visitor's room.

12. Library

There is a library with good collection of books in the campus for the boarders. Magazines and news papers, etc. is also provided to the boarders.

13. Attendance/Leave

- a) All the boarders should be present in the hostel lasted by 09:00 p.m. Boarders returning to the hostel after the specified time shall record their name in the hostel register kept with security guard at the gate indicating reason(s) for their late coming;
- b) Boarders may be permitted to say with their local guardians on Saturdays/Sundays or during Jamia Holidays, for which they must seek prior permission from the Sr. Wardens/Wardens/Provost.
- c) Boarders desiring to leave the station other than vacation must obtain prior written permission from the Principal of concerned school through Warden/Provost 15 days in advance before leaving the hostel. In their application they should mention the outstation address and phone number.
- d) Strict disciplinary action shall be taken against those who fail to abide by the Leave/Attendance rules.

14. Dining Hall

- a) All boarders are required to take meals in the Hostel Dining Hall;
- b) Meals are served in the Dining Hall only during fixed time (Breakfast 6:30 a.m. to 7:00 a.m.; Lunch 1:00 p.m. to 2:00 p.m.; Dinner: 7.30 pm. To 8.30 pm (Winter)/ 8.00 pm to 9.00 pm (Summer).
- c) No food shall be taken out of the Dining Hall. Only sick boarders may be allowed by the Warden (Food & Mess) to have light meals in their rooms.
- d) Dining Hall shall start from the start of academic session 1st week of July every year.
- e) Carrying of mess articles/plates to the rooms or common places is strictly prohibited. Any violation will lead to expulsion from the hostel.
- f) Roommates are not allowed to take food on behalf of absentees.
- g) The hostel & mess facility will remain closed during the winter and summer vacations.

15. Utility Services

- a) Washer men will be available on weekends in the hostel. The boarders should ensure the proper delivery of their clothes.
- b) There is an STD booth, a stationery and photocopy shop, and Canteen in the School hostel premises which remains open from 10:00 a.m. to 7:00 p.m. on all working days.

- c) Parents and Local Guardians can contact their wards over the school hostel telephone no. 011-26981717 Ext. 1816 between 4:00 p.m. to 5:00 p.m. on all working days (Monday to Friday).

16. Payment Schedule for Fresh Admission

i) Mess Fee

- a) All students must pay the prescribed mess fee well within the stipulated time;
- b) Mess fee is charged in two installments. The first installment which includes hostel fee and 03 months food charges (to be deposited at the time of admission) and the second installment 05 months food charges (to be deposited between 1st December to 15th December every year). Mess fee is subject to change with prior approval of competent authority, JMI

ii) Hostel Fee

- a) Hostel Fee for the entire year should be submitted at the time of admission/renewal.

17. Mode of Payment

- a) No part payment is allowed;
- b) Boarders are required to make payments during the prescribed period, failing which a fine of Rs. 5/- per day will be charged up to 15 days after the expiry of the last date;
- c) If a resident fails to pay fee before the end of the prescribed date mentioned for the installments, his admission to the hostel may be cancelled. He may, however, be re-admitted with the permission of the Provost on payment of re-admission charges of Rs. 300/- provided vacant seat in the hostel is available;
- d) Hostel fees may be revised even during the academic session without prior notice
- e) Hostel & Mess caution money will be refunded to the resident at the time of leaving the hostel. However, boarders are required to produce a clearance certificate from the concerned Warden before claiming the same (within one year from leaving the hostel).

18. Refund of Admission Fee

- a) If admission in the hostel is cancelled within a week, all fees except the admission fee will be refunded.
- b) If admission in the hostel is cancelled after a week, only following fee will be refunded:
- i) Food and Dhobi charges of the remaining months
 - ii) Annual Function fee
 - iii) Hostel & Mess caution money

19. HOSTEL FEE (2023-2024)

Heads of Fee	New Allotment	Renewal
Admission Fee	300	NIL
Hostel Maintenance Fee	3000	3000
Hostel Services	4000	4000
Common Room	500	500
Development	500	500
Kitchen Maintenance/Crockery Utensils	1000	1000
Hostel Function/Sports/Magazine/ Student Welfare Fund	500	500
Hostel Identity Card	50	50
Room Rent	1000	1000
Electricity /Water	2000	2000
Caution Money (Refundable)	500	NIL
Mess Caution Money (Refundable)	2000	NIL
TOTAL	15350	12550
New Allotment: (Annual Charges) Hostel Charges-Rs. 15350/-	Renewal : (Annual Charges) Hostel Charges-Rs. 12550/-	
<p>*Physically challenged students, whose parents' annual incomes is not above Rs. 1.50 lakhs per annum are exempted from the payment of room rent (Supporting document required as per Jamia norms)</p> <p>* NRI students will pay 1000 \$ (USD) as Annual Hostel Charges</p>		

MESS CHARGES

Category	Charges per month	Charges for 10 Months	Items served
General	2600	26000	As per Mess Menu

DHOBI CHARGES

Category	Charges per month	Charges for 10 Months	No. of maximum clothes
General	250	2500	60 per month

20. OFFICERS OF JAMIA MILLIA ISLAMIA

Amir-e-Jamia (Chancellor)	Dr Syedna Mufaddal Saifuddin
Shaikhul Jamia (Vice Chancellor)	Prof. Najma Akhtar
Registrar (Musajjil)	Prof. Nazim Husain Al-Jafri
Dean, Students' Welfare	Prof. (Dr.) Ibraheem
Controller of Examinations	Mr. Jitender Singh
Chief Proctor	Prof. Atiqur Rahman
Foreign Students' Advisor	Prof. Nazim Husain Al-Jafri

OFFICERS OF JAMIA SCHOOLS

Principal, Jamia Sr. Sec. School	Dr. Mohd. Arshad Khan
Vice Principal, Jamia Sr. Sec. School	Dr. Abdul Naseeb Khan (Secretary to VC), Mr. Qutbuddin
In-charge, Syed Abid Husain Sr. Sec. School (S/F)	Dr. Zafar Ahmad Siddiqui
Headmistress, Jamia Middle School	Mrs. Nusrat Jahan
Asstt. Registrar (Schools)	Ms. Naseem Fatima

OFFICIALS OF SCHOOLS HOSTEL

S. No.	Name	Designation	Mobile Nos.
1	Mr. Qutbuddin	Provost	9953571400
2	Mr. Mansoor Hasan Khan	Senior Warden	9911303375
3	Dr. Mohd. Uvais Siddiqui	Warden	9911677841
4	Mr. Shujaul Hasan	Warden	9911066766
5	Mr. Mohd. Rizwan Alam	Warden	9968229552
6	Mr. Mohd. Waseem	Warden	9911557861
7	Mr. Syed Mohd. Kazim	Warden	9891219514