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NOTIFICATION

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facilities to bonafide students of permanent resident of Mizoram and to bringing about better administration and proper discipline in such Hostels, the Governor of Mizoram is pleased to make the following Rules, namely :—

Short title and commencement.

1. 1) These Rules may be called the Mizoram Collegiate Hostels Rules, 1998.
- 2) They shall come into force with immediate effect.

Definitions.

2. In these Rules, unless the context otherwise requires :—

- a) "Advisory Committee" means Advisory Committee constituted by the Directorate of Higher & Technical Education, Govt. of Mizoram under these Rules, to help administration of the Hostel.
- b) "Boarder" means any person admitted into the Hostel to be a Boarder of that Hostel, under these Rules.
- c) "Chairman" means Chairman of the Advisory Committee constituted under clause (a) of this rule ;
- d) "Department" means the Department of Higher & Technical Education, Govt. of Mizoram ;
- e) "Government" means Government of Mizoram.
- f) "Guardian" means Guardian of a Boarder covered by these Rules ;

- g) "Hostel" means Mizoram Collegiate Hostel administered by the Directorate of Higher & Technical Education.
- b) "Hostel fees" means admission fees to be paid each boarder admitted into the Hostel and includes seat rent, establishment fee, medical fee, game fee, light charge etc.
- i) "Part time Superintendent" means, a Lecturer discharging the function of Superintendent in addition to the duties of Lecturer in the respective College/Institution to which the Hostel is attached.
- j) "Monitor" means Monitor of the Hostel.
- k) "Prefect" means Prefect of the Hostel.
- l) "Principal" means Principal of the College/Institution to which the Hostel is attached ;
- m) "Superintendent" means Superintendent of the Hostel, appointed under Rules 6(1) and includes part-time Superintendent.
- n) "Treasurer" means Treasurer of the Advisory Committee.
- o) "Visitor" means any person coming from outside the Hostel to pay a visit to the Hostel.

Adminis-
tration and
management.

- 3. 1) The Mizoram Collegiate Hostels under the Directorate of Higher & Technical Education shall be administered by the Directorate.
- 2) The whole Administration and supervision of the Hostels shall be placed under the Directorate of Higher & Technical Education, Govt. of Mizoram.
- 3) The Hostels shall be placed under the management and control of the Superintendent in-charge of respective Hostels.
- 4) Uniformity in management, standards, admission etc. will be maintained in all the Hostels.

Eligibility
for
Admission.

- 4. 1) A student seeking admission into the Hostel must be a bonafide permanent resident of Mizoram. He should be reading in any of the recognised Colleges or Post-Matric Institutions.
- 2) No student working as full time employee under the Government or any other establishments such as schools, firms etc. will be eligible for consideration of admission into the Hostel.

- 3) Students suffering from any kind of infections or contagious disease shall not be admitted into the Hostel unless it is certified in writing by a competent Medical Officer that the prescribed period of quarantine has been completed.
- 4) Students having bad reputation in character, habits etc. will not be eligible for admission in the Hostel.

**Procedure
for
Admission.**

5. 1) Application for admission in the Hostel shall be submitted to the Superintendent of the concerned Hostel in a prescribed form in Annexure-I, which shall be available from the Superintendent.
- 2) Students willing to take admission into the Hostel shall have to pay in advance all the compulsory fees and other necessary deposits as may be fixed from time to time by the Director, Higher & Technical Education.

The compulsory fees shall include—

- a) Admission fee
 - b) Seat Rent
 - c) Establishment fee
 - d) Caution deposit (refundable)
 - e) Medical fee
 - f) Game fee
 - g) Light & Water charges
 - h) Mess fee (per month)
- 3) Hostel fees already paid by a boarder shall ordinarily be non-refundable except the Caution Deposit. Refund of fees may be allowed if the boarder required to leave the Hostel within three months of admission into the Hostel due to ill-health of the boarder or any member of his/her family sponsoring and financing the expenses for studies of the boarder, on production of Medical Certificate from a registered Medical Officer. The amount of fees refundable in such cases shall be decided by the Superintendent.

**Superinten-
dent.**

6. 1) There shall be a Superintendent for each Hostel to be appointed by the Director of Higher and Technical Education either on full-time or on part-time basis. A part-time Superintendent shall be appointed for a period of two years which should be extendable amongsts the Lecturers of the College/Institution to which the Hostel is attached, in

consultation, with the Principal of such College or Institution, as the case may be. A full-time Superintendent may be appointed on regular basis where such regular post exists, by the Director, Higher & Technical Education as per relevant Recruitment Rules. For a Girls, Hostel, a lady Superintendent shall be appointed.

- 2) Where the Hostels are not attached to any particular College/ Institution and there is no regular post of Superintendent created, a full-time Superintendent shall be appointed on contract basis on such terms and conditions, as may be decided by the Government. The minimum qualifications for such Superintendent shall be as follows:--
 - (a) A person must be a graduate from a recognised University and well conversant with accounting procedure.
 - (b) Preference will be given to the person having diploma in Hotel Management & Catering.
- 3) The Hostel Superintendent shall ordinarily be staying in the Hostel Quarter, if there is any, during his/her tenure unless he/she is occupying any other Govt. accommodation attached to the Institution. In case of full-time Hostel Superintendent appointed on contract basis, he/she should stay in the Hostel quarter, if there is any, and shall vacate the accommodation forthwith on termination of his/her service.
- 4) The Superintendent on appointment shall give an undertaking that he/she has accepted the appointment without any reservation, all the terms and conditions laid down in these Rules and he/she shall carry out his/her duties as per such terms and conditions.
- 5) The terms of such Superintendent may be terminated at any time by the Director of Higher & Technical Education on grounds of mis-appropriation of Hostel funds or properties, mismanagement of the Hostel, misconduct or other offences. In case of Superintendent appointed on regular basis action shall be initiated under relevant disciplinary rules applicable in such case.
- 6) Part-time Superintendent of the Hostel shall be paid a monthly honorarium of Rs. 500/- (five hundred) only per month.
- 7) The Superintendent of each Hostel shall be responsible directly to the Director of Higher & Technical Education Govt. of Mizoram in regard to any action taken by him in connection with the management and control of the Hostel.

**Powers,
Duties and
responsi-
bilities of
the Superin-
tendent.**

7. 1) The Superintendent of each Hostel shall have the power -
 - (a) to grant admission into the Hostel;
 - (b) to reject applications for such admission into the Hostel;
 - (c) to levy fines on the defaulting boarders (i.e boarders found violating the Hostel rules in and outside the Hostel compound);
 - (d) to expel any boarder who is habitual offender of the Hostel Rules;
 - (e) to prohibit certain activities inside or in the vicinity of the Hostel compound which may hamper the clean, proper and smooth administration of the Hostel;
 - (f) to take necessary action on any other matters in relation to the general administration of the Hostel.
 - (g) The Superintendent shall be responsible for day-to-day administration of such Hostel or Hostels and for the maintenance of discipline therein.
- 2) The Superintendent of each Hostel shall be required to-
 - (a) make available the prescribed application forms for admission into the Hostel during the relevant period;
 - (b) receive application forms for admission from the applicants;
 - (c) maintain attendance register of the boarders through-out the year which will remain open for checking at any time;
 - (d) maintain register for misconduct and breach of discipline among the boarders and punishment inflicted to such delinquent boarders;
 - (e) fix times for study hours roll-call, visiting hours etc. for the boarders;
 - (f) to maintain cash book for money received from the Government and Hostel boarders. All the financial transactions shall be entered in the cash book including money of any kind received from the boarders and the money received on account of admission fee, seat rent, establishment fee etc. by issuing proper receipts as in the Annexure-II.
 - (g) to maintain a separate register for money received from the boarders on account of caution deposit medical fee, games fee etc.

- (h) to maintain Stock Register for furniture, utensils and other articles purchased out of grants Hostel funds to be countersigned by the Chairman of Advisory Committee.
 - (i) to maintain/Acquittance roll for payment of salaries/remuneration to the Hostel employees working in the Hostel, and other subsidiary registers which will be made available for checking and auditing by auditors or any authority appointed by the Director whenever required.
- 3) The Superintendent will be responsible for proper utilisation of all the funds and fees and timely submission of utilisation certificates as may be required by the Director, Higher & Technical Education.
 - 4) The Superintendent shall function as the Guardian of the boarders. He is expected to make all necessary arrangements for the Welfare, physical, moral and mental well being of the boarders.
 - 5) He/She shall be responsible for the general supervision of all activities of the boarders including fellowship, worship service, games & sports etc.
 - 6) Monetary fine beyond Rs. 10/-(Rupees ten) only should not be imposed by the Superintendent except in special cases. Monetary fines so imposed and collected by Superintendent and proper receipt should be given to the boarder from whom the fine is collected.

**Advisory 8.
Committee**

- 1) There shall be an Advisory Committee for each of the Mizoram Collegiate Hostels constituted by the Director of Higher & Technical Education to advise and guide the Superintendent in management of the Hostel and for the welfare of the boarders (in place of Advisory Committee, Disciplinary Committee shall be formed for Institutional Hostels. See Rule No. 9). The Advisory Committee shall also see that the rule/regulations prescribed for the Hostels are properly followed.
- 2) The term of the Advisory Committee shall be for two years unless dissolved earlier by the Director, Higher & Technical Education for good and sufficient reasons. Members of the Committee will be eligible for re-appointment.
- 3) The Advisory Committee so constituted shall consist of the following members :—
 - (a) Chairman : Prominent leader of the area/Pastor/L.O./S.D.O (Civil)/B.D.O./A.O/VCP where applicable.

- (b) Member-Secretary : Hostel Superintendent.
- (c) 2(two) Guardian Representatives : To be nominated by the Director, Higher & Technical Education (one of them should be an educated lady).
- (d) One member representatives of the College : Principal or Senior Lecturer of the University/Director of Higher & Technical Education.
- 4) Purchase of necessary items/materials for the concerned Hostel should be done through the Advisory Committee.
- 5) Advisory Committee shall meet at least once in every three months
- 6) The Advisory Committee shall also function as Disciplinary Committee in respect of Hostels which are not attached to any College/Institution. The function of the Committee shall be similar to the Disciplinary Committee as envisaged in Rule 9 of this rules.

Disciplinary Committee

9. 1) There shall be a Disciplinary Committee consisting of the Principal and the Senior Lecturer of the concerned College and the Superintendent. The Superintendent shall function as Secretary of the Disciplinary Committee.
- 2) The Superintendent as Secretary of the Disciplinary Committee shall convene the meeting if and when necessary arises.
- 3) The decision of the Disciplinary Committee shall be final over the question of exercising disciplinary actions against any boarder.
- 4) Expulsion from the Hostel shall lead to expulsion from the College and vice versa. In such cases, the Disciplinary Committee shall sit together and examine the case of the boarder carefully before expulsion of such boarder is finalised.
- 5) Purchase of necessary items/materials for the Institutional Hostels should be done through the concerned Principal.

Hostel Monitor

10. 1) There shall be a Hostel Monitor to be appointed by the Superintendent ordinarily from the senior boarders for one academic year.
- 2) The Hostel Monitor shall assist the Superintendent in running the Hostel administration and he will exercise powers as may be delegated by the Superintendent for maintaining discipline and order in the Hostel.

- 3) The Hostel Monitor shall be exempted from payment of Hostel seat rent during the academic year he is functioning as a Hostel Monitor.

Mess
Committee

11. 1) Messing in the Hostel will be done by a Committee of Boarders to be elected from amongst the boarders themselves. Election of Mess Committee shall be conducted by the Superintendent after every three months.
- 2) The Mess Committee will work out the approximate requirements of expenditure for messing each month. The estimate must not exceed the total collection of Mess fee for the month and the Manager shall manage within the amount of the estimate. The Mess Secretary will collect the Mess fee from the boarders and submit it to the Superintendent according to the requirements for messing.
- 3) The Manager shall keep the account with vouchers of the expenditures and submit it to the Superintendent at the end of each month.
- 4) Every boarder shall be liable to market duties on the date fixed for him/her by the Manager.
- 5) The Mess Committee shall elect at least 3 (three) persons among themselves to function as auditors who shall audit the Mess account at the end of each month. Any boarder found to have misused or misappropriated the Mess money shall be liable to expulsion from the Hostel.
- 6) Every boarder is bound to pay Hostel mess fee before the tenth day of each month. Late payers shall be bound to pay late fee as fixed by the Mess Committee.
- 7) Refund of mess fee shall be allowed as per the rate fixed by the Mess Committee.
- 8) Entertainment of guests in the Hostel mess shall ordinarily be not allowed. However, guardians of the boarders who are permitted to stay in the Hostel by the Superintendent shall be reciprocally allowed to enjoy Hostel mess during the period he/she requires to stay in the Hostel subject to payment of mess fee fixed for him by the Mess Committee.

Rules to be
followed by
the boarders.

12. 1) Boarders are strictly forbidden to keep as their possessions at any time any fire-arms, explosives or dangerous chemicals, drugs, alcoholic drinks or contraband goods.
- 2) Drinking of any kind of intoxicating drinks, gambling, smoking of cigarretes, ganja, taking of intoxicating drugs and other harmful habits within the Hostel and its premises are strictly prohibited.

- 3) Study hour as fixed by the Superintendent of the Hostel should be strictly observed by all the boarders.
- 4) Outsiders must not be entertained during the study hours.
- 5) Silence should be observed in the Hostel especially during study hours. Playing of T.V., Video, musical instruments such as guitars, tape recorders, radio and other noisy instruments gossiping and making noises in the Hostel and its premises during study hours are prohibited.
- 6) Boarders will provide themselves with their own mattresses, quilts, mosquito nets, plates, glasses or cups, spoons, water jugs, candles, lanterns and other personal necessities.
- 7) Use of Electrical appliances like electric stoves, irons, heaters etc. are not allowed in the hostel.
- 8) Entertainment of guests friends by the boarders at night is not permissible.
- 9) Outsiders/guests are not allowed to stay in the hostel without prior permission from the Superintendent.
- 10) Absence without permission, disrespect to authorities, assaulting or abusing the menials may lead to expulsion from the Hostel.
- 11) In case of damage or loss of any properties of the hostel, the boarder(s) responsible for such damage/loss will have to bear the cost of repairing or replacing the same, whichever the authority deems fit.
- 12) Persistent violation of any hostel rules and orders of the authorities may lead to expulsion of the offender from the hostel.
- 13) No hosteller is allowed to stay away from the hostel without prior written permission from the Superintendent and should return to the hostel within fixed time.
- 14) No society or association can be formed in the Hostel without written permission from the Superintendent nor shall any person be invited to address a meeting in the hostel without prior permission of the Superintendent.
- 15) All the hostelers are to co-operate with the Superintendent in keeping the hostel and its premises neat and clean.

- 16) No outsider is allowed to enter the hostel without permission of the hostel Superintendent. Visitor may meet the boarder in the visitor's room only.
- 17) No quarelling or physical fighting is allowed inside the hostel.
- 18) Display of unhealthy posters, photographs or paintings in the hostel is prohibited.
- 19) Cooking inside the hostel room is not allowed.
- 20) Boarders should avoid entry into the kitchen and disturb the working of the cooks. Meals should be taken at the dining hall only during scheduled time.
- 21) No meal shall be served in the room of the Boarder except in time of sickness of the boarder.
- 22) Meal time should be strictly observed by the boarders. Boarder who does not turn up during meal time should not be served in anyway.
- 23) All cases of illness contracted by any of the boarder including any injury received by any boarder should be reported to the Superintendent of the Hostel for necessary attention and treatment as required.
- 24) Ragging in any form is strictly prohibited.
- 25) Expulsion from the Hostel shall lead to expulsion from the College and vice versa in case of Institutional Hostel.

Hostel building and properties.

13. 1) Use of the hostel building, rooms and halls for Committee or meeting may be permitted during vacation period by the Director, Higher & Technical Education through the Superintendent by paying a hire charge which may be fixed from time to time by the Director of Higher & Technical Education.
- 2) Hiring of Hostel properties of any kind shall in no way be permitted except with the previous permission of the Director.

Repeal and Savings

14. 1) The Mizoram Collegiate Girls Hostel Rules, 1992 and the Mizoram Collegiate Boy's Hostel Rules, 1992 shall stand repealed from the date these Rules of 1998 come into force.

- 2) Notwithstanding and such repeal, anything done or action taken under the rules so repealed shall be construed as validity done or taken under the corresponding provisions of these rules.

By orders etc.

Lalfak Zuala,
Chief Secretary to the Govt. of Mizoram.

ANNEXURE—I

DEPARTMENT OF HIGHER & TECHNICAL EDUCATION
GOVERNMENT OF MIZORAM

APPLICATION FORM FOR MIZORAM COLLEGIATE BOYS/GIRLS HOSTEL

To,
The Superintendent,
Mizoram Collegiate Hostel,

Sir,
Kindly allow me admission to the Mizoram Collegiate Boys/Girls Hostel
at _____ for the year _____ My particulars are furnished here below
for your kind perusal.

1. Name (in block letters) _____
2. Father's name & Permanent address _____
3. Guardian's name with relationship & address _____
4. Date of Birth _____
5. Class in which reading & name of Institution _____
6. Father's/Guardian's occupation _____
7. Religion _____
8. Character certified by (any gazetted officer with official seal) _____

I do hereby promise to abide by Hostel Rules and Discipline. In case of violation of the Hostel Rules, I agree to be subjected to all disciplinary actions taken by the authority.

Dated _____ Signature of applicant

REMARKS OF THE SUPERINTENDENT

_____ -Signature of the Superintendent
Mizoram Collegiate Boys/Girls Hostel

Dated _____

ANNEXURE-II

R E C E I P T

MIZORAM COLLEGIATE BOYS/GIRLS HOSTEL _____

Book No. :

Receipt No. :

Received with thanks from Mr/Miss _____

_____ Room No. _____ Class _____ a sum of

Rs. _____ (Rupees _____

_____) only on account of :

- 1. Admission fee _____
- 2. Seat rent _____
- 3. Estt. Fee _____
- 4. Caution Deposit (refundable) _____
- 5. Medical fee _____
- 6. Game fee _____
- 7. Light and water charges _____
- 8. _____

TOTAL : _____

(Rupees _____) only

Dated _____
the _____

Superintendent,
Mizoram Collegiate Boys/Girls Hostel.