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NOTIFICATION

No.B.13017/16/2024-HTE, Aizawl, the 17th September, 2025: Whereas it is considered expedient to have definite guidelines to be followed with a view to extending Hostel facilities to bonafide students and to bring about better administration and proper discipline in the Engineering College under the Government of Mizoram.

Now, therefore, keeping in view of the essentiality of having certain procedures to be followed, the Competent Authority hereby framed **the Mizoram Engineering College-Hostel Management and Maintenance Guidelines, 2025**. This Guidelines shall come into force from the date of issue of this Notification.

1: Definition:

In this guidelines, unless the context otherwise requires:-

- a) "Advisory Committee" means Advisory Committee constituted by the Directorate of Higher & Technical Education, Government of Mizoram under this Guidelines, to help administration of the Hostel.
- b) "Boarder" means any person admitted into the Hostel to be a Boarder of the Hostel under this Guidelines.
- c) "Chairman" means Chairman of the Advisory Committee constituted under Sub-para. 3(a) of Para. 8 of the Guidelines.
- d) "Department" means Higher & Technical Education Department, Government of Mizoram.
- e) "Government" means Government of Mizoram.
- f) "Guardian" means Guardian of a Boarder covered under this Guidelines.
- g) "Hostel" means Engineering Hostel administered by the Directorate of Higher & Technical Education.
- h) "Hostel Fees" means admission fees to be paid by each boarder admitted into the Hostel and including seat rent, establishment fee, medical fee, game fee, light charge, etc.
- i) "Monitor" means Monitor of the Hostel.
- j) "Principal" means Principal of the Engineering College to which the Hostel is attached.
- k) "Hostel Superintendent" means Superintendent of the Hostel, appointed under Para. 6 of this Guidelines.

- 1) "Visitor" means any persons coming from outside the Hostel to pay a visit to the Hostel.

2: Administration and Management:

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

3: Eligibility for Admission:

- 1) A student seeking admission into the Hostel must be a registered full time student of the College.
- 2) Students suffering from any kind of infectious or contagious disease(s) shall not be admitted into the Hostel, unless it is certified in writing that the student is fully recovered from the disease by a qualified Medical Officer, and that the prescribed period of quarantined, if any, has been completed.
- 3) Students having bad reputation in characters, habits, etc., will not be eligible for admission in the Hostels.
- 4) Preference shall be to those students who are physically challenged subject to production of Medical Certificate/UDID and those who resides outside the Lunglei Municipal Council area.

4: Procedure for admission into Hostel:

- 1) A student seeking admission into the hostel will apply in the prescribed form to the Hostel Superintendent which shall be available from the Hostel Superintendent and the College Website. Application for admission in the hostels shall be submitted to the Hostel Superintendent of the Hostel in a prescribed Form in ANNEXURE-I, which shall be available from the Hostel Superintendent.
- 2) Allotment of hostel and seat will be made by the Hostel Superintendent.
- 3) Fresh application will be required for re-admission into the Hostel.
- 4) The allotted students are expected to occupy the allotted room soon after depositing of the prescribed dues within 10(ten) days.
- 5) 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	-	Rs. 500/- p.a
b)	Establishment Fee	-	Rs. 200/- p.a
c)	Hostel Maintenance Fee	-	Rs. 500/- p.a
d)	Hostel Security Deposit	-	Rs. 2000/- (one-time, refundable)
e)	Mess Caution Deposit	-	Rs. 2000/- (one-time, refundable)
f)	Hostel Seat Rent	-	Rs. 1000/- p.m
g)	Light & Water Charges	-	Rs. 200/- p.m
h)	Mess fee	-	Rs. 3000/-
	GRAND TOTAL	-	Rs. 8900/-

- 6) Hostel fees already paid by a boarder shall ordinarily be non-refundable except Security/ Mess Caution Deposit. Refund of fees may be allowed if the boarder requires to leave the Hostel within 3(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 Hostel Superintendent.
- 7) Admission fee should be submitted to the Directorate of Higher & Technical Education for deposit into Government Account not later than **September** of every year. Further, Hostel is expected to manage from the fees collected from the boarders as far as possible.

5: Duration of Stay:

The maximum duration of stay shall ordinarily be as follows:

- a) Four academic years ie., 8 semesters
- b) Students who have more than 3 backlog papers in the last declared semester result shall not be allowed/entitled for renewal of hostel.
- c) Students are required to vacate their rooms within 15 days of completion of their final semester.

6: Hostel Superintendent:

- 1) There shall be Hostel Superintendent to be appointed by the Secretary, Higher & Technical Education Department as per relevant Recruitment Rules.
- 2) The Hostel Superintendent shall stay in the Hostel quarters, or within the college premises.
- 3) The Superintendent on appointment shall give an under-taking that he/she has accepted the appointment without any reservation, all the terms and conditions laid down in this Guidelines and he/she shall carry out his/her duties as per such terms and conditions.
- 4) The Hostel Superintendent shall report action(s) taken by him in connection with the management and control of the Hostel to the Director, Higher & Technical Education through the Principal of the College.

7: Powers, Duties and Responsibility of the Hostel Superintendent:

- 1) The Hostel Superintendent shall have the power:
 - a) to levy fines on the defaulting boarders (i.e. boarders found violating the Hostel regulations in and outside the hostel compound);
 - b) to expel any boarder who is habitual offender of the Hostel regulations after obtaining due approval of the Disciplinary Authority.
 - c) to prohibit certain activities inside or in the vicinity of the Hostel compound which may hamper the cleanliness, proper and smooth administration of the Hostels;
 - d) to take necessary action on any other matters in relation to the general administration of the Hostel;
 - e) the Hostel Superintendent shall be responsible for day-to-day administration of the hostel and for the maintenance of discipline, therein.
- 2) The Hostel Superintendent shall be required to -
 - a) make wide publication of admission notice every year/session;
 - b) make available the prescribed application forms for admission into the Hostel during the relevant period;

- c) receive and scrutinize application forms for admission from the applicants;
 - d) maintain attendance register of the boarder throughout the year which shall remain available for checking at any time;
 - e) maintain register for misconduct and breach of discipline among the boarders and punishment inflicted to such delinquent boarders;
 - f) fix times for study hours, roll-call, visiting hours, etc., for the boarders;
 - g) to maintain cash book for money received from the Government and Hostel boarders. All the financial transaction shall be entered in the cash book including money of any kind received on account of admission fee, seat rent, establishment fee, etc., by issuing proper receipts as in the ANNEXURE-II;
 - h) to maintain a separate register for money received from the boarders on account of caution deposit on security and mess, hostel maintenance fee, etc.;
 - i) 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;
 - j) to maintain acquittance roll for payment of salaries/remuneration of 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 Hostel Superintendent will be responsible for proper utilization of all the funds and fees and timely submission of utilization certificates as may be required by the Director, Higher & Technical Education.
 - 4) The Hostel Superintendent shall function as the Guardian of the boarders. He/She is expected to make all necessary arrangement for the welfare, physical and moral well-being of the boarders.
 - 5) He/she shall be responsible for the general supervision of all activities of the boarders including fellowship, worship services, games & Sport etc.
 - 6) Monetary fine beyond Rs. 50/- (Rupees fifty) shall not be imposed by the Hostel Superintendent except in special cases. Monetary fines so imposed and collected by Hostel Superintendent and proper receipt should be given to the boarder from whom the fine is collected.

8: Advisory Committee:

- 1) There shall be an Advisory Committee constituted by the Director of Higher & Technical Education to advise and guide the Hostel Superintendent in management of the Hostel and for the welfare of the boarders. The Advisory Committee shall also ensure that the Guidelines/Regulations prescribed for the Hostels are properly adhere to.
- 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 for another one term.
- 3) The Advisory Committee so constituted shall consist of the following members:
 - a) Chairman : Principal
 - b) Member Secretary : Hostel Superintendent
 - c) Member : 2 (two) Guardian Representatives
1 prominent citizen of LMC area
1 (one) member from the faculty to be nominated by Director, HTE

- 4) Advisory Committee shall meet at least twice in a year.
- 5) The Advisory Committee will be responsible for making suggestions to the Govt. for any changes/ amendment, at any time; in the Guidelines for better administration of the Hostel.

9. Disciplinary Committee:

- 1) There shall be a Disciplinary Committee consisting of the Principal and Senior faculty, to be appointed by Principal of the College and the Hostel 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 necessity arises.
- 3) The decision of the Disciplinary Committee shall be final over the question of exercising disciplinary actions against any boarder.
- 4) A boarder may be expelled from the hostel in-case of grave misconduct, duration of which may be decided by the Disciplinary Committee. In such cases, the Disciplinary Committee shall sit together and examine the case of the boarder carefully before such decision is made.
- 5) The Disciplinary Committee may lay down certain disciplinary regulation(s), in addition to Para. 12 of this Guidelines, if the prevailing circumstance(s) and situation(s) that may arise in the Hostel demanded to. However, approval of the Director, Higher & Technical Education may be obtained for implementation of such regulation(s).

10: Hostel Monitor:

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

11: Mess Committee:

- 1) Hostel Mess will be managed by a Committee of Boarders to be elected from amongst the boarders themselves, one of which shall function as Mess Manager. Election of Mess Committee shall be conducted by the Hostel Superintendent after every two months.
- 2) The Mess Committee will work out the approximate requirement of expenditure each month. The estimate must not exceed the total collection of Mess Fee for the month and the Mess 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 Hostel Superintendent accordingly to the requirement.
- 3) The Mess Manager shall keep the account with vouchers of the expenditures and submit it to the Hostel 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 Mess 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 make good the misappropriated amount.
- 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 rate fixed by the Mess Committee.
- 8) Entertaining of guests in the Hostel mess shall ordinarily be not allowed unless approved by the Hostel Superintendent subject to payment of mess fee fixed for the guest by the Mess Committee.

12: Disciplines in the Hostels:

- 1) Boarders are strictly forbidden to keep as their possessions at any time- pet, any firearms/ explosives etc.
- 2) Drinking of any kind of intoxicating drinks, gambling, smoking of cigarettes, ganja, taking of intoxicating drugs and other harmful habits, intimidation or violence within the Hostel and its premises is strictly prohibited.
- 3) Willful damage of property will lead to fine as decided by the Competent Authority.
- 4) Quarrelling or physical fighting or any form of ragging or bullying is strictly prohibited and its violation will lead to disciplinary action as deem fit by the Disciplinary Committee.
- 5) Study hours as fixed by the Hostel Superintendent should be strictly observed by all boarders.
- 6) Outsiders/Visitors must not be entertained without permission of the Hostel Superintendent and visitors shall be entertained in the Common Room/Visitors' Room only. Female boarders are not allowed inside the Boys' Hostel room and vice versa.
- 7) Silence should be observed in the Hostel especially during study hours. Playing of T.V, video, musical instrument etc in the Hostel and its premises during study hours is strictly prohibited.
- 8) Boarders will provide themselves with their own mattresses, quilts, mosquito nets, water jugs and other personal necessities.
- 9) Entertainment of guests/friends by the boarders at night is strictly prohibited.
- 10) Outsiders/guests are not allowed to stay overnight in the Hostel.
- 11) Absence without permission, disrespect to authorities, assaulting or abusing the menials may lead to disciplinary action.
- 12) In case of damage or loss of any properties of the Hostel, the boarder responsible for such damage/ loss will have to bear the cost of repairing the same, whichever the authority deems fit.
- 13) Persistent violation of any hostel regulations/guidelines and order of the authorities may lead to expulsion of the offender as deemed fit by the Disciplinary Committee.
- 14) No boarder is allowed to stay away from the Hostel without prior permission from the Hostel Superintendent and should return to the Hostel within fixed time.
- 15) No association can be formed in the Hostel without permission from the Principal of the College nor shall any person be invited to address a meeting in the hostel without prior permission of the Principal of the College.
- 16) All boarders are to co-operate with the Hostel Superintendent in keeping the hostel and its premises neat and clean.
- 17) Display of unhealthy posters, photographs or painting in the hostel is prohibited.
- 18) Cooking inside the hostel room is not allowed.
- 19) Boarders should avoid entry into the kitchen and disturbing the working of the cooks. Meals should be taken at the dining hall during scheduled time.

- 20) No meal shall be served in the room of the Boarders except in time of sickness of the boarder. Meal time should be strictly observed by the boarders. Boarder who does not turn up during meal time should not be served in any way.
- 21) All cases of illness contracted by any of the boarders including any injury received by any boarder should be reported to the Hostel Superintendent for necessary attention and treatment as required.
- 22) Any student expelled from the Hostel will not be given accommodation for 1(one) semester.

13: Hostel Buildings and Properties:

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

H. Lalengmawia

Commissioner & Secretary
Higher & Technical Education Department.

**MIZORAM ENGINEERING COLLEGE
PUKPUI: LUNGLEI, MIZORAM**

Email : _____

Phone No : _____

HOSTEL APPLICATION FORM

To,

The Hostel Superintendent
Mizoram Engineering College
Pukpui, Lunglei, Mizoram

Photo

Sir,

Kindly allow me admission to the Mizoram Engineering College Boys/Girls' Hostel for the year _____. My particulars are as below:

1. Name (in block letter): _____
2. Father's name & permanent address: _____
3. Guardians' name with relationship & address: _____
4. Date of birth: _____
5. Blood Group: _____
6. Gender: _____
7. Aadhaar No: _____
8. Name of institution and Board last attended: _____
9. CGPA: _____
10. Category (ST/SC/OBC/Gen): _____
11. Phone No: _____

I do hereby promise to abide by the Hostel rules and regulations. In case of violation, I will be liable to disciplinary actions taken by the authority

Date: _____

Place: _____

Signature of applicant

RECEIPT
MIZORAM ENGINEERING COLLEGE HOSTEL

Receipt No: _____

Received with thanks from Mr/Miss _____

Discipline _____ Room No _____

for the Session _____ a sum of _____

(_____) on account of:

a) Admission Fee	-	_____
b) Establishment Fee	-	_____
c) Hostel Maintenance Fee	-	_____
d) Hostel Security Deposit	-	_____
e) Mess Caution Deposit	-	_____
f) Hostel Seat Rent	-	_____
g) Light & Water Charges	-	_____
h) Mess fee	-	_____

TOTAL: _____

Date: _____

Signature of Hostel Superintendent
Mizoram Engineering College