



सत्यमेव जयते

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#### NOTIFICATION

**No.A.60011/9/2014-EDN, the 28<sup>th</sup> March, 2016.** Whereas the Government deems expedient to have a set of rules to regulate management of hostels to meet the urgent needs of hosteller-students in particular and the society in general and in pursuance of the decision of the meeting of Council of Minister by Circulation dt. 29.3.2016, the Governor of Mizoram is pleased to notify **"the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016"** as follows:

#### RULES AND REGULATIONS FOR HOSTELS IN MIZORAM

**1. Short Title and Commencement -**

- (1) These rules shall be called the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016.
- (2) These rules shall come into force on such a date as the Government of Mizoram may, by notification, appoint.

**2. Application**

- (1) In the Official Gazette, these rules shall apply to all government, government aided and private school – based and standalone hostel/boarding houses established to cater to school students in the State of Mizoram and to any hostel/boarding accommodating a minimum number of ten school students.
- (2) The appropriate authority will ensure that all government, government aided and private schools with hostels and standalone hostels conform to the Rules and Regulations as indicated in this document.

**3. Implementation of the Rules and Regulations for Hostels -**

- (1) Where applicable, these rules will be implemented in all existing hostels including those that do not meet the guidelines' criteria, as well as to all newly established hostels in the State of Mizoram.
- (2) The Government may, by notification, amend these rules and regulations by adding or omitting thereof, from time to time.

**4. Definition -** In these rules, unless the context otherwise requires,

- (a) 'Academic year' means the year beginning on such date as the State Government or the appropriate authority may, by notification, specify with respect to any specified areas or with respect to any educational institution or class of educational institutions;

- (b) 'Appropriate authority' means any person, officer or authority authorised by the Director of School Education, by a written order, to perform the functions and discharge the duties of the appropriate authority under any of the provisions of these rules and regulations for such area or for such purpose as may be specified in the order;
- (c) 'Director' means Director of School Education, Mizoram
- (d) 'Government' means the Government of Mizoram;
- (e) 'Hostel' means a house of residence or lodging providing accommodation to school students which may be school based or standalone;
- (f) 'Hosteller' means a resident of any hostel, whether school-based or standalone, during the period of an academic year and who is also enrolled in a school;
- (g) 'Hostel fees' means money paid by the hosteller for all the services provided in the hostel in which she/he is resident;
- (h) 'Hostel Managing Committee' means the body of individuals who are entrusted with the management of the affairs of the hostel;
- (i) 'A school' means an educational institution or establishment imparting elementary, secondary and/or higher secondary education and does not include a category of school for a specialized course or persons;
- (j) 'Monitoring Team' means the body of individuals who are appointed by the appropriate authority to examine and make assessments of all hostels within a specified time period.
- (k) 'School-based hostel/boarding' means a hostel/boarding established by a school or a private hostel linked or attached to a particular school for the purpose of providing accommodation to students of the school; It does not include accommodation provided in schools other than that defined in clause (i) of Section 4
- (l) 'School-student' means a child enrolled in a school and studying in any of the classes from classes I to XII in a school;
- (m) 'Standalone hostel' means a hostel that is not established by a school nor linked or attached to a school but which is providing accommodation to school students;
- (n) 'State' means the state of Mizoram;
- (o) 'State Government' means the Government of Mizoram;
- (p) 'District Education Officer' means an Officer in charge of School Education in a District in Mizoram;
- (q) 'The Team' means the Monitoring Team.
- (r) Words and expressions used herein but not defined in these rules, shall have the same meaning as assigned to them in the Act.

**5. Duties of the Director of School Education** - For the purpose of successful implementation of these rules:-

- (1) The Director of School Education shall be the regulatory authority for implementation and execution of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016.
- (2) The Director of School Education shall, by order in writing, appoint an appropriate authority to perform the functions of all or any of the following matters, namely, -
  - (i) Oversee and monitor the implementation of national and state policies and guidelines pertaining to the management of hostel facilities and instigate due processes to rectify any short-comings of the concerned hostel within a specified time frame;
  - (ii) constitute a monitoring mechanism to monitor the functionality of the hostels in the Districts.
  - (iii) report on the state, conditions and management of hostel facilities in the State;

- (iv) conduct site visits to monitor the functionality of hostel facilities in the districts;
- (v) compile district reports on the conditions and management of hostel facilities;
- (vi) report on the wellbeing of learners residing in hostels;
- (vii) take punitive and regulatory measures for the optimal functioning of hostels.

**6. Hostel Managing Committee -**

- (1) A Hostel Managing Committee shall be constituted in every hostel within six months from the date of notification of these rules and reconstituted every three (3) years.
- (2) The Members of the Hostel Managing Committee shall include one person or more from the constituent Local Council or Village Council, as the case may be and one or more parent/guardian representation.
- (3) The representative members of the Hostel Managing Committee shall not hold tenure for more than three consecutive years.
- (4) There shall be a Chairman and a Secretary for every Hostel Managing Committee.
- (5) The following persons shall not be eligible to become members of the Committee:
  - (i) minors;
  - (ii) mentally unsound persons;
  - (iii) persons convicted for criminal offence involving moral turpitude;
  - (iv) insolvents;
  - (v) a person who has been found responsible for any serious irregularity, as a result of enquiry by the Education Department.
- (6) The Hostel Managing Committee shall monitor the efficient management of the affairs of the hostel and shall meet as often as considered necessary provided that there shall be at least two general meetings in an academic year.
- (7) The Secretary of the Hostel Managing Committee shall record the proceedings of the meeting and shall maintain a record in a register containing continually machine-numbered and certified to that effect by the Chairman of the Hostel Managing Committee.
- (8) The Hostel Managing Committee shall maintain the following records, recorded on proforma prepared by the applicant hostel and which are approved by the Director of School Education (Annexure IV), and make it available to the appropriate authority when required:
  - (a) Code of Conduct for hostel students;
  - (b) rules and regulations of their respective hostel;
  - (c) hostel Infrastructure facilities available for hostellers;
  - (d) staff register which shall include the nature of duties, salaries and qualifications;
  - (e) Hostel Fees with detailed fee structure;
  - (f) medical records of hostel students – updated with each health check-up;
  - (g) record of academic and conduct of hostellers; updated quarterly through the academic year;
  - (h) record of conduct of moral and spiritual guidance for hostel students of the current academic year.

**7. Admission to a Hostel -**

- (1) Admission of any student shall not be refused on grounds only of religion, caste, place of birth, or any one of them in a hostel.
- (2) Refusal of admission to a student other than the reasons listed in sub-rule (1) shall be as per the admission guidelines laid down by the concerned Hostel Managing Committee.
- (3) A student seeking admission into a hostel during the middle of an academic year must furnish the reason for doing so and such reason shall be recorded in the admission register of the concerned hostel.

**8. Establishment of a Hostel -**

- (1) No hostel shall, after the commencement of these rules be established or function, without obtaining permission and a certificate of recognition from the Director of School Education by making an application in the form and manner prescribed.
- (2) Application for grant of permission for establishment of a new hostel shall be submitted to the Director before the admission of the first batch of hostellers into the new hostel in the prescribed form in Annexure I.
- (3) Grant of permission or refusal, as the case may be, shall be communicated to the applicant in the prescribed form in Annexure II & III.
- (4) An applicant whose application has been refused may submit fresh application for permission after rectification of the reason/s for which permission was refused.
- (5) Permission once accorded for establishment of a new hostel shall be valid for one year after which a provisional recognition valid for two years shall be granted to fulfill the norms and standards as laid down in Chapters IV and V. Application for provisional recognition shall be done in the prescribed form in Annexure IV.
- (6) Any hostel established before the commencement of these rules shall apply for permission and recognition of the hostel from the Director of School Education through the concerned District Education Officer. Such hostels shall fulfill the norms and standards as laid down in Chapters IV and V, within two years from the date of notification of these rules upon which recognition may be granted. Provisional recognition may be provided during the interim period for fulfillment of the said norms and standards and communicated in the prescribed form given in Annexure V.
- (7) A specified sum, as prescribed and revised by the Government from time to time, shall be charged as recognition fee and subsequently for every renewal of recognition. The same amount currently being charged as recognition fees shall be charged for provisional recognition.
- (8) A hostel which has obtained permission, provisional recognition or recognition, as the case may be, shall be issued with a code number at the time of its granting, for administrative purposes by the Director of School Education as given in Annexure VI.
- (9) It shall be mandatory for a hostel to display the provisional recognition or recognition number and date in a prominent place of the hostel building.
- (10) School hostels under Government management will be established strictly in accordance with the relevant Acts, Guidelines and Policies guiding and regulating the norms and standards for the establishment of hostels for Government schools.
- (11) An established recognized hostel shall apply every two years to renew its recognition as a hostel in the manner and form prescribed by the Director of School Education.
- (12) A list of the names of recognized hostels in the State shall be published annually by the Directorate of School Education as well as the list of names of hostels whose recognition have been cancelled and those that have ceased to function.
- (13) A hostel shall provide any such information as may be required by the appropriate prescribed authority.
- (14) Where possible, hostels should be located adjacent to the schools they are serving. The sites of hostels shall not be located immediately adjacent to factories or places emitting harmful gases or other forms of pollutants, nor bordering on busy roads, unless adequate preventive measures are taken to ensure the safety of the hostellers. Hostel buildings shall not be located in areas that are hazard prone such as landslides, subsidence, and mass movement.
- (15) Recognition of a hostel is subject to the approval by the Director to its specific location and ownership. Any changes thereof shall require prior permission from the appropriate authority.

**9. Conditions for Granting Permission and Recognition -**

- (1) No hostel shall be eligible for permission and recognition under rule 9 unless it fulfills the following conditions namely:

- (i) the building of the hostel is structurally safe with adequate ventilation and lighting consisting of such accommodation and space as is prescribed under rule 11. Hostel buildings shall conform to the building codes and regulations of their respective City, Town and Village Councils; e.g. hostels within the Aizawl Municipal area shall comply with the relevant sections of the rules and regulations under the Aizawl Municipal Council Building Regulations 2012;
  - (ii) basic amenities and services as prescribed under rule 11 and 12 can be provided adequately;
  - (iii) compliance of provision for nutritional requirements as prescribed under rule 13;
  - (iv) compliance of provision for prevention of abuse under rule 14;
  - (v) the land and the building of the hostel are located in sanitary and healthy surroundings with suitable access from public roads;
  - (vi) compliance to be monitored by an appropriate authority from time to time.
- (2) The applicant for establishment of a hostel shall be a bona-fide resident of the State.

**10. Conditions for Cancellation of Recognition -**

- (1) On the event that a hostel decides to cease functioning, the concerned Hostel Managing Committee shall inform the Director of Education in the form and manner prescribed by the appropriate authority. The recognition of that hostel shall stand cancelled 30 days from the day it ceased to function.
- (2) When one or more conditions of grant of permission and recognition specified in rule 10 have been violated by a recognised hostel, the Director of School Education shall, by a written notice, draw the attention of the hostel to such violation, and, if within 30 days from the date of service the notice is not acknowledged, the concerned Officer shall cancel the recognition.
- (3) Failure to renew recognition by a hostel shall result in the cancellation of permission and recognition on the expiry of 30 days from the date of expiry of recognition.
- (4) Change in ownership and/or location of a hostel without prior permission of the Director of School Education shall result in cancellation of permission and recognition of the hostel from the date of change of ownership or of location.
- (5) Where a hostel fails to fulfill the norms and standards within the period specified under sub-rule 5 of rule 8, the Director of School Education shall, by an order in writing, cancel recognition.
- (6) With effect from the date of cancellation of recognition under sub-rule (6), no hostel shall continue to function.
- (7) Once recognition is cancelled, fresh application for recognition shall be required for a hostel to continue to function. Recognition shall only be issued once the Director of School Education is satisfied that the reasons which led to the cancellation of recognition have been removed and that in all other respects the hostel complies with the provisions of the relevant Act and the rules made there under.

**11. Basic Amenities to be provided in Hostels -** A school-based hostel will provide the following basic amenities:

- (1) Space to be provided - The following basic space and facilities shall be provided:
  - (i) Sufficient personal space for sleeping in and for their belongings, with suitable furniture, of sufficient size for the number of learners as well as appropriate separation between gender and age groups.
  - (ii) A space to study and do homework.
  - (iii) A space for dining.
  - (iv) A space for entertainment and recreation where learners can pursue their own individual interests. In addition, a primary school hostel must have a safe and secure space for playing in, appropriate to the learners' age, and where access is monitored at all times.

- (v) A space to meet with friends, family and significant people, without disrupting others.
- (v) Bathroom and washing facilities that ensures maximum privacy of learners, as well as personal hygiene. Bathrooms, showers and toilets must be designed as per the open plan to enable entry in case of an emergency. Toilets for boys and girls shall be placed at different sections of the hostel building.
- (2) A hostel shall provide recreational facilities for hostellers to engage in during their leisure time.
- (3) Hostel facilities for boys and girls shall be located in different buildings or, if in the same building, on different floors with separate entrances.
- (4) Privacy and security of the dormitories/rooms of the hostellers shall be maintained at all times. The room/s of the hostel warden/s shall be adjoined with the dormitory or adjacent to it.
- (5) The space and facilities to be provided under this rule shall be in conformity with the measurements and other details provided in Annexure VII.

## 12. Provision of Basic Services in Hostels -

- (1) **Sanitation:** Hostels shall provide adequate sanitation facilities that promote health and hygiene standards. Plain pit and bucket toilets will not be acceptable. The number of toilet seats, showers or baths shall be provided in accordance with the seat capacity of the individual hostel. A minimum ratio of one (1) toilet for eight (8) hostellers is required to be available in a hostel. Provision shall be made for hostellers with special needs.
- (2) **Water:** A hostel shall ensure that it provides the amount of water to the hostellers for their daily basic requirement. The amount of water provided for each student should not be less than 60 litres of water per day for bathing and washing. Safe and adequate drinking water facility shall be available at all times in the hostel. A suitable solar heating system in accordance with the order/notification of the Government of Mizoram may be installed in the hostel. If installed, the detailed specifications, capacity etc. of the system to be installed shall be determined in the light of the guidelines issued by the Government of India.
- (3) **Electricity:** A hostel shall provide electricity. Each room, including toilets, bathrooms and corridors shall be well lit. A hostel is required to have generators or inverters with a capacity to provide sufficient lighting for reading for a period of twenty four (24) hours as a contingency measure in case of power failures.
- (4) **Health Care:** Emergency medical aid facilities must be made available. Each hostel must have local emergency numbers for all unforeseen emergency incidents. The hostel must also enlist the services of a local general practitioner for medical care of hostellers. Each hostel is required to conduct medical checkup at least two (2) times during an academic year.

No unauthorized persons, other than a registered medical practitioner, may administer or prescribe any medication to a hosteller. Those hostellers who have medical conditions that require prescribed medication should be assisted by the hostel warden/s after consulting a medical practitioner.

- (5) **Safety and security of hostels:** As the minimum standard for the provision of safety and security, a hostel shall have the following:
  - (i) The building of a hostel shall be structurally safe for the accommodation of school students. The building shall have adequate security to deter and prevent intrusion of unwarranted visitors. Electrical fittings and wiring shall be as per the current prevailing safety standards.
  - (ii) A minimum number of two (2) fire extinguishers shall be made available in a hostel. These and any other necessary fire-fighting equipment available in the hostel must be in working condition at all times.

- (iii) A hostel shall have an evacuation plan for any emergency. The evacuation plan shall be documented and placed where it can be readily accessed. Hostel students are to be shown all the emergency exits and must undergo safety drills at the start of each new academic session. All new learners in a hostel must undergo these safety drills and be taught school hostel safety measures as part of their orientation programme.
- (6) Safety, health and security of hostel students:** Hostels are required to develop their own Hostel Rules and Code of Conduct and acquaint their hostel students and the parents/guardians at the beginning of each new academic session to maintain a safe environment conducive for learning.
- (i) A hostel shall include rules on the issues listed hereunder (included in Annexure IV for approval of the Director of School Education) in addition to any hostel-specific rules it may have.
    - a) Hostel discipline
    - b) Policy on ragging/bullying
    - c) Relevant sanctions for serious offences with reference to sub-rule (3) clauses (a), (b) and (c) of rule 20 of The Mizoram Education Recognized Private Schools (Regulations) Rules, 2006
    - d) Visits and Outings
  - (ii) If a school-based hostel is located at a distance from the school, the hostel shall provide conveyance and a chaperone for the hostel students to and from the hostel and school on all school days.
  - (iii) A hostel shall endeavour to inculcate work ethics and skills through the engagement of the hostellers in a daily routine of work for their personal grooming and other hostel chores. The time allocated for such practices shall not exceed 30 minutes on a school day.

Besides the normal co-curricular activities, the Hostel Managing Committee shall ensure that hostellers are not subjected to untoward or laborious tasks.

### 13. Nutrition -

- (1) A hostel shall prepare a weekly menu of food which shall be based on the criteria fixed by the National Nutrition Institute, Hyderabad to meet the daily nutritional requirements of school going children.
- (2) The weekly menu of food shall be displayed at a prominent place in the dining hall of the hostel. (Suggested menu chart is provided in Annexure VIII)
- (3) Food served in the hostel shall be wholesome, nutritious and hygienically prepared.
- (4) The area allocated for the preparation of food shall be maintained with utmost cleanliness and hygiene.

### 14. Protection of Hostel Students against Abuse -

- (1) A hostel shall ensure that hostellers are not abused in any way while residing in hostels.
- (2) No child residing in a hostel shall be subjected to physical, mental or sexual harassment or molestation.
- (3) Whoever contravenes the provisions of sub-rule (2) shall be liable to disciplinary action, or fined or both, as may be prescribed by the appropriate authority.
- (4) On the instance that a hosteller cannot attend classes due to some ailments but which is not serious enough to be hospitalized, the child shall be attended by a hostel staff in the hostel. Provided that the sick child is female, it is mandatory for the attendant to be a female.

**15. Hostel Staff -**

- (1) A hostel shall maintain an adequate number of staff to manage the hostel. The strength of hostel personnel shall be directly related to the number of students residing in the hostel to effectively manage the day to day running of the hostel complex.
- (2) A hostel shall engage a warden or wardens to supervise the academic activities of the hostellers. The number of wardens engaged shall be on a ratio of one (1) warden for a unit of fifty (50) hostellers.
- (3) The recruitment or engagement of wardens shall be executed by the Hostel Managing Committee, and -
  - (i) The warden/s must be competent to exercise overall control in respect of the execution of the education programme, maintenance of general discipline and spirit in the hostel, including the welfare, study and recreation activities of hostel students.
  - (ii) A warden engaged for caring of elementary school hostellers shall have passed his/her class XII, and preferably possessing a diploma in elementary education. A warden engaged for the care of secondary school hostellers shall be a graduate, preferably with a B.Ed. degree.
- (4) It shall be required for hostels to provide wardens to care for the girl and boy hostellers separately, one of whom shall be engaged full time.

**16. Monitoring and Inspection of Hostels in Mizoram -**

- (1) The Director of School Education shall develop the criteria for the monitoring of hostels established to cater to school students in the State and enforce standards for management and maintenance of these hostels.
- (2) The Director of School Education shall constitute monitoring teams for the monitoring of hostels.
- (3) The District Education Officer shall inform and advise the Director on any issues pertaining to the monitoring and inspection of hostels in their respective Districts.
- (4) The members in a monitoring team shall consist of a minimum number of three (3) persons.
- (5) It is required that two (2) of the members in the monitoring team constituted shall be from the Health Department and Social Welfare Department.
- (6) The Monitoring Team shall submit their report along with recommendations for the improvement of the hostels monitored by them within a period of one month from the date of inspection to the Director or the District Education Officer as the case may be.
- (7) Formation of an Evaluation Committee may be considered by the Government as and when it is deemed necessary.



**ANNEXURE I**

**Application for Grant of Permission for Establishment of Hostel**

*(See sub-rule 2 of rule 8 of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016)*

To,

The Director of School Education  
Government of Mizoram

Sir,

I hereby apply for permission to establish a hostel in the locality of .....  
(Veng) and In accordance with the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016, I forward herewith the following information and necessary documents duly filled in the prescribed proforma and signed by the concerned authorities:

1. Hostel Information
  - i) Hostel Details
  - ii) General Information
  - iii) Nature and area of hostel
  - iv) Infrastructure Details
2. No Objection Certificate (NOC) from the Local/Village Council
3. Residential Certificate

I request that the request for permission may kindly be granted to me.

Yours faithfully

Dated: .....

Signature of applicant: .....

Name in block letters: .....

Address with House No: .....

Phone No: .....

Copy to:

1. Local/Village Council
2. DEO/SDEO

## Proforma for Application for Grant of Permission for establishment of Hostel

### Hostel Information

#### Hostel Details

1. Name of Hostel
2. Academic Session
3. Postal Address of Hostel
4. Pin Code
5. Village/City
6. District
7. Phone No. with STD code
8. E-mail address
9. Fax No.
10. Nearest Police Station

#### General Information of Hostel

1. Year of functioning
2. Date of opening of hostel
3. Nature of management of hostel (Private, Government, Trust, Society, etc)
4. Whether Trust/Society/etc. is registered; If 'yes', Registration No. & date
5. Composition of Hostel Managing Committee ( list of all members to be provided)
6. Name, address (permanent & official) and contact no. of the Owner of the Hostel
7. Location of the Hostel for which permission is sought
8. Does the hostel have its own building or is it running in a rented building?
9. How many buildings are utilized for the hostel?
10. Is the hostel school-based or standalone? If school-based, name of the school and enrolment data of students of current academic session
11. Hostel fees structure
12. Total fees collected per annum; Payment of fees in how many instalments?
13. Has the applicant hostel formulated for itself - a hostel code of conduct, rules and regulations, safety rules and any other information based proforma?  
(if any, documents to be attached)

#### Nature of Hostel

1. Type of hostel (co-educational or not)
2. If co-educational, nature of housing for boys and girls  
(separate buildings or same building)
3. If aided, the name of agency and percentage of aid
4. Level of school for which the hostel is run
  - a) Elementary
  - b) Secondary
  - c) Higher Secondary
  - d) All levels
  - e) Elementary and Secondary
  - f) Secondary and Higher Secondary
5. Intake capacity of hostellers
  - a) For boys
  - b) For girls
6. No. of staff employed: e.g. Warden:  
(e.g. 2 nos: 1 male & 1 female ) Cook: Sweeper:

**Infrastructure Details and other facilities**

<u>Sl.No.</u>	<u>Room</u>	<u>Number</u>	<u>Average</u>
1.	Hostel office		
2.	Reception area		
3.	Dormitory		
4.	Study Hall		
5.	Dining Hall		
6.	Kitchen		
7.	Separate room for female warden		
8.	Separate room for male warden		
9.	Whether the hostel building/s or other structures or the grounds are used only for the purpose of education and skill development.		
10.	Total area of the hostel		
11.	Built in area of the hostel		
12.	Any scope for extension of building		
13.	No. and types of Bathrooms/Urinals/Lavatories for boys		
14.	No. and types of Bathrooms/Urinals/Lavatories for girls		
15.	Whether all facilities have barrier free access		
16.	Type and No. of drinking water facility		
17.	Any other facilities available		

1. Certified that the information provided is true to the best of my knowledge.
2. Certified that the hostel is open to inspection by any officer authorised by the appropriate authority.
3. Certified that the hostel undertakes to furnish such reports and information as may be required by the appropriate authority from time to time.
4. Certified that the hostel will strive to fulfill and comply with the norms and standards required for obtaining Recognition of the hostel.

Signature:  
Name: ( )  
Secretary  
Hostel Managing Committee  
Date:

Signature:  
Name: ( )  
Chairman  
Hostel Managing Committee  
( Name of Hostel )

**ANNEXURE II**  
**Grant of Permission for Establishment of Hostel**

*(See sub-rule 3 of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016)*

Permission No. ....

Dated: .....

To,

Pi/Pu .....

.....

With reference to your application recorded as Permission No. .... dated..... for grant of permission for establishment of hostel in the locality of ..... (veng), I hereby inform you that permission has been granted.

The validity of permission for establishment of your hostel is of one year (1) duration from the date of issue of this letter. You are required to apply for provisional recognition or recognition, as the case may be, within 30 days of the expiry of permission.

Date .....

Signatures of the authorised officer: .....

NAME:

Designation:  
(Office seal)

Dated:

Copy to:

- 1) Chairman, Local/Village Council
- 2) DEO/SDEO
- 3) Guard File

**ANNEXURE III**

**Refusal of Permission for Establishment of Hostel**

*{See sub-rule 3 of Rule 8 of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016}*

No. ....

Dated: .....

To,

Pi/Pu .....

.....

With reference to your application recorded as No. .... dated..... for grant of permission for establishment of hostel in the locality of ..... (veng), I hereby inform you that permission cannot be granted on the following grounds:

- 1) .....
- 2) .....
- 3) .....

Your documents are returned herewith.

You may resubmit your application after due rectification of the points noted above.

Signatures of the authorised officer: .....

NAME:  
Designation:

(Office seal)  
Dated:

Copy to:

- 1) Chairman, Local/Village Council
- 2) DEO/SDEO
- 3) Guard File

**ANNEXURE IV**  
**Application for Recognition of Hostel**

*{See sub-rule 5 of the Rule 8 of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016}*

To,

The Director of School Education  
Government of Mizoram

Sir,

I forward herewith a self declaration regarding compliance with the norms and standards prescribed in the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016 , and application in the prescribed proforma for the grant of recognition of ..... (Name of hostel) located at ..... (veng), Hostel Permission No..... , dated..... with effect from the commencement of the academic year 20..... .

Enclosure:

Place:

Date:

Yours faithfully

Signature : .....

Name in block letters : .....

Chairman of Managing Committee

Name of Hostel:

Address:

### Application for Grant of Recognition Proforma

1. Name of the Hostel \_\_\_\_\_
2. Date of Grant of Permission \_\_\_\_\_
3. Permission Code No. \_\_\_\_\_
4. Date of Grant of Provisional Certificate \_\_\_\_\_
5. Provisional Recognition Code No. \_\_\_\_\_
6. District in which the Hostel is situated \_\_\_\_\_
7. Year of establishment of Hostel \_\_\_\_\_
8. Date of opening of Hostel \_\_\_\_\_
9. Postal Address of Hostel \_\_\_\_\_
10. Name of Owner/Trust/Society etc. of Hostel \_\_\_\_\_
11. Phone no. \_\_\_\_\_
12. Fax no. (if any) \_\_\_\_\_
13. E-mail \_\_\_\_\_

**No. General Information of Hostel**

1. Type of hostel (co-educational or not)
2. If co-educational, nature of housing for boys and girls (separate buildings or same building)
3. Nature of management of hostel (Private, Government, Trust, Society, etc)
4. If aided, the name of agency and percentage of aid
5. Composition of Hostel Managing Committee (Name, address, phone no. and signature of each member)
6. Level of school for which the hostel is run
  - a. Elementary
  - b. Secondary
  - c. Higher Secondary
  - d. All levels
  - e. Elementary and Secondary
  - f. Secondary and Higher Secondary
7. Intake capacity of hostellers a. For boys b. For girls
8. No. of Hostellers admitted during the current academic session
9. No. of Hostellers admitted in the last two academic sessions
10. Fees structure of the hostel
11. Total fees collected per annum; No. of instalments:
12. No. of staff employed e.g.  
Warden: (e.g. 2 nos: 1 male & 1 female )  
Cook:  
Sweeper:

<u>Sl.No.</u>	<u>Infrastructure facilities</u>	<u>Number of rooms</u>	<u>Specifications</u> (In sq.m.)
1.	Dormitory	1. Boys - 2. Girls-	
2.	Study Hall		
3.	Dining Hall		
4.	Recreation room		
5.	Par lour/Reception/Lounge		

6. Kitchen
7. Bathroom
8. Toilet
9. Bathroom cum toilet

<u>Sl.No.</u>	<u>Facilities Available</u>	<u>Number</u>	<u>Specifications</u>
1.	Whether all facilities have barrier free access		
2.	Recreational facilities		
3.	Teaching learning materials		
4.	Storage facility provided for personal belongings of hostellers		

<u>Sl.No.</u>	<u>Basic Amenities</u>	<u>Number</u>	<u>Specifications/Remarks</u>
1	Types of WC & Urinals		
2	Water Source		
3	Provision of water per hosteller per day (approximate)		
4	Type and No. of drinking water facility		
5	Lighting: are all rooms including corridors and passages well lit		
6	Availability of electricity back up		
7	Health Care: Emergency contact No. Name of Doctor on Call:		
8	Building structure - Certified by authorised engineer		
9	Availability of safety equipments (add list)		
10	A copy of the evacuation plan of the Hostel.		
11	No. of safety drills proposed to be conducted in the current academic session– give details		
12	A copy of Code of Conduct and rules and regulations of the hostel – Section 6 sub-section (8), a & b		
13	A copy of the proforma prepared for Section 6, sub-section (8), c, d, e, f, g, h (to be submitted for approval)		
14	A copy of the documents required in Section 12, sub-section (6), clause (i) a, b, c & d (to be submitted for approval)		
15	Nature of escort/chaperone provided to hostellers (for hostels situated at a distance from the school)		
16	Nature of activities conducted for the inculcation of work ethics		
17	Daily routine of hostel		

**Sl.No. Nutrition**

1. Photocopy of menu chart; (three weeks)
2. Photograph of a menu chart on display in the hostel dining hall
3. Is the catering done by an outside agency or run by the hostel?

**Sl.No. Student Safety**

1. Does the hostel provide guidance and counselling support to hostellers?
2. Is the guidance and counselling done by a competent person?
3. Are parents and hostellers given awareness of the guidance and counselling facilities at the beginning of the academic session (and at any other time)? If 'yes', how is it disseminated?
4. Are parents and hostellers given awareness of safety measures practiced in the hostel at the beginning of the academic session (and at any other time)? If 'yes', how is it disseminated?



**Sl.No. Particulars of Hostel Staff 0**

**1 Wardens for Girl's Hostel exclusively (details of each teacher separately)**

- i) Warden name
- ii) Father/Spouse name
- iii) Date of birth
- iv) Academic qualification
- v) Professional qualification
- vi) Teaching/other work experience
- vii) Appointment date

**2. Wardens for Girl's Hostel exclusively (details of each teacher separately)**

- i) Warden name
- ii) Father/Spouse name
- iii) Date of birth
- iv) Academic qualification
- v) Professional qualification
- vi) Teaching/other work experience
- vii) Appointment date

**3 Other Staff of the Hostel (each staff separately – cook, cleaner, etc.)**

- i) Name
- ii) Father/Spouse name
- iii) Date of birth
- iv) Educational qualification
- v) Professional qualification
- vi) Appointment date

**4 Any other information of the Hostel**

- 1. Certified that the information provided is true to the best of my knowledge.
- 2. Certified that the hostel is open to inspection by any officer authorised by the appropriate authority.
- 3. Certified that the hostel undertakes to furnish such reports and information as may be required by the appropriate authority.
- 4. Certified that the hostel shall not change location or ownership without prior notice and permission from the appropriate authority.
- 5. Certified that the hostel undertakes to abide by the norms and standards as laid down in the Mizoram Rules and Regulations for Hostels, 2016.

Signature:

Signature:

Name: ( )  
Secretary  
Hostel Managing Committee  
(Name of Hostel)

Name: ( )  
Chairman  
Hostel Managing Committee  
(Name of Hostel)

**ANNEXURE V**  
**Grant of Provisional Recognition of Hostel**

*{See sub-rule 6 of Rule 8 of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016}*

**Government of Mizoram**  
**Directorate of School Education**

To,

The Chairman  
..... Hostel

Subject: Provisional Recognition Certification for the Hostel

Sir/Madam,

With reference to your application dated ..... and subsequent correspondence with the hostel inspection in this regard, I convey the grant for Provisional Recognition to the ..... (name of the hostel with address) for a period of two years w.e.f. .... to ..... to fulfill the requirements of the norms and standards laid down in Regulations ..... of the Mizoram Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016.

The Provisional Recognition Code Number allotted to your hostel is..... This may be noted and quoted for any correspondence with this office. Please note that the grant of Provisional Recognition is not extendable and that you will be required to fulfill the norms and standards of the Mizoram Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016 and to submit application for grant of Recognition at the expiry of the validity of your Provisional Recognition.

Yours faithfully,

Signatures of the authorised officer: .....

NAME:

Designation:

(Office seal)

Dated:

Copy to:

- 1) Chairman, Local/Village Council
- 2) DEO/SDEO
- 3) Guard File

**ANNEXURE VI**  
**Grant of Recognition of Hostel**  
*{See sub-rule 8 of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016}*  
**Government of Mizoram**  
**Directorate of School Education**

To,

The Chairman  
 ..... Hostel

Subject: Recognition Certification for the Hostel

Sir/Madam,

With reference to your application dated ..... and subsequent correspondence with the hostel inspection in this regard, I convey the grant of Recognition to the ..... (name of the hostel with address) for a period of two years w.e.f. .... to ..... as per the norms and standards laid down in Regulations ..... of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016.

The Recognition Code Number allotted to your hostel is ..... This may be noted and quoted for any correspondence with this office.

Please note that the grant of Recognition is not extendable and that you will be required to renew your hostel Recognition certification at the expiry of the validity of your Recognition, failing which will result in cancellation of Recognition.

Yours faithfully,

Signatures of the authorised officer: .....

NAME:

Designation:

(Office seal)

Dated:

Copy to:

- 1) Chairman, Local/Village Council
- 2) DEO/SDEO
- 3) Guard File

**Annexure VII**  
**Basic Amenities to be provided in School based Hostels**  
*(See Rule 11)*

Sl. No.	Particulars	Minimum Space to be provided	Remarks	Furniture to be provided
1.	Dormitory	3.5 sq. m	For single person	i) Bed ii) facility for keeping personal belonging safe
2.	Study room/hall	800 sq. ft.	For a unit of 50 persons	Table and chair
3.	Dining room/hall	800 sq. ft.	For a unit of 50 persons	Table and chair
4.	Recreation room	As per space available		
5.	Parlour/Reception /Lounge	As per space available		
6.	Kitchen	250 sq. ft. (approx.)	Size of the kitchen may vary	
7.	Bathroom	25 sq. ft.		
8.	Toilet	25 sq. ft.		
9.	Bathroom cum toilet	50 sq. ft.		

**THE MIZORAM SCHOOL HOSTEL INFRASTRUCTURE, FACILITIES AND  
GENERAL CARE OF STUDENTS (MANAGEMENT) RULES 2016**

**Annexure VIII**

**Suggested Weekly Menu Chart**

{Regulation 13 (1) of the Mizoram School Hostel Infrastructure, Facilities and General Care of Students (Management) Rules, 2016}

DATE: 00-00		MONTH .....					
YEAR .....							
BREAKFAST							
Food Component	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

LUNCH							
Food Component	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

AFTERNOONTEA							
Food Component	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

DINNER							
Food Component	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**P. Lalchhuanga,**  
Secretary to the Govt. of Mizoram,  
School Education Department.