



NO.D.11011/1/2025-LADC/GAD
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT

Dated Lawngtlai, the 30th October, 2025.

NOTIFICATION

Whereas it is considered expedient to have definite guidelines to be followed with a view to extending Hostel facilities to bonafide students of permanent resident of Lai Autonomous District, and to bring about better administration and proper discipline in the Hostels under the Lai Autonomous District Council.

Now, therefore, keeping in view of the essentiality of having certain procedures to be followed and as provided under last para of this department notification vide No.D.11011/1/2025-LADC/GAD : Dated Lawngtlai, the 27th October, 2025 the following Consolidated Guidelines, 'The Lai Autonomous District Council Hostel Management and Maintenance Consolidated Guidelines, 2025', is hereby laid down. The Consolidated Guidelines will take commence from the date of issue of this Notification.

Part-1: Definition:

In these guidelines, unless the context otherwise requires:-

- 1) "Boarder" means any person admitted into the Hostel to be a Boarder of that Hostel under this Consolidated Guidelines.
- 2) "Department" means Department of General Administration & Control Department.
- 3) "Guardian" means Guardian of a Boarder covered under these Consolidated Guidelines.
- 4) "Hostel" means LADC Student Hostels administered by the General Administration & Control Department.
- 5) "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.
- 6) "LADC" means Lai Autonomous District Council constituted under the provision of the Sixth Schedule to the Constitution of India.
- 7) "Monitor" means Monitor of the Hostel appointed by the Hostel Superintendent.
- 8) "Superintendent" means Superintendent of the Hostel, appointed under Para. 5 of these Consolidated Guidelines, and include Part- Time Superintendent.
- 9) "Visitor" means any persons coming from outside the Hostel to pay a visit to the Hostel.

Part-2: Administration and Management:

- 1) The LADC Student Hostel shall be administered by the General Administration & Control Department LADC.
- 2) The whole Administration and supervision of the Hostels shall be placed under the General Administration & Control Department LADC.
- 3) The Hostels shall be placed under the management and control of Superintendent of the respective Hostels.
- 4) Uniformity in management, standards, admission, etc., will be maintained in all the Hostels.

Part-3: Eligibility for Admission:

- 1) A student seeking admission into the Hostel must be a bonafide permanent resident of Lai Autonomous District. He should be reading in any of the recognized colleges or post matric institutions.
- 2) No student working as full time employee under the Government or any other establishment such as schools, firms, etc., will be eligible for consideration of admission into the Hostel.
- 3) 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.
- 4) Students having bad reputation in characters, habits, etc., will not be eligible for admission in the Hostels.

Part-4: Prospectus for Admission:

- 1) Application for admission in the hostels shall be submitted to the concerned Superintendent of the 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 General Administration & Control Department.

The compulsory fees shall include:

a) Admission fee	-	Rs.500/- p.a
b) Establishment fee	-	Rs. 200/- p.a.
c) Medical fee	-	Rs. 500/- p.a
d) Game fee	-	Rs. 500/- p.a
e) Caution deposit	-	Rs 500/- (refundable)
f) Seat Rent	-	Rs. 300/- p.m.
g) Light & Water Charges	-	Rs. 200/- p.m.
h) Mess fee	-	Rs. 3000/- p.m.
GRAND TOTAL	-	Rs. 5700/-

- 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 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 Superintendent.
- 4) Admission fee and Establishment fee should be submitted to the General Administration & Control Department for deposit into Government Account before 15th August every year. Further all Hostels are expected to manage from the fees collected from the boarders as far as possible.

Part-5: Superintendent:

- 1) There shall be a Superintendent for each Hostel to be appointed by the General Administration & Control Department either on full- time or on Part-Time basis.
- 2) The Hostel Superintendent shall ordinarily be staying in the Hostel quarters, if there is any, during his/her tenure unless. In case of full-time Hostel Superintendent appointed on contract basis, he/she should stay in the Hostel quarters, if there is any, and shall vacate the accommodation forthwith on termination of his/her service.
- 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 these Consolidated Guidelines and he/she shall carry out his/her duties as per such terms and conditions.
- 4) The terms of such Superintendent may be terminated at any time on grounds of misappropriation 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 regulations applicable in such case.
- 5) Part-time Superintendent of the Hostel shall be paid a monthly honorarium of Rs. 10,000/- (Rupees Ten thousand) only per month.
- 6) The Superintendent of each Hostel shall be responsible directly to the General Administration & Control Department, LADC, in regard to any action taken by him in connection with the management and control of the Hostel.

Part-6: Powers, Duties and Responsibility of the Superintendent:

- 1) The Superintendent of each Hostel shall have the power
 - a) to grant admission into the Hostel;
 - b) to reject application for such admission into the Hostel;
 - c) to levy fines on the defaulting boarders (i.e. boarders found violating the Hostel regulations in and outside the hostel compound.);
 - d) to expel any boarder who is habitual offender of the Hostel regulations;
 - e) 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;
 - 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 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 medical fee, games fee, etc.;

- i) to maintain Stock Register for furniture, utensils and other articles purchased out of grants, Hostel funds to be countersigned by any person appointed by the authority;
 - 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 Superintendent will be responsible for proper utilization of all the funds and fees and timely submission of utilization certificates as may be required.
 - 4) The Superintendent shall function as the Guardian of the boarders. He 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 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.

Part-7 Disciplinary Committee:

- 1) There shall be a Disciplinary Committee constituted from time to time by the competent authority.
- 2) The decision of the Disciplinary Committee shall be final over the question of exercising disciplinary actions against any boarder.
- 3) Expulsion from the hostel shall not be reconsidered. In such cases, the Disciplinary Committee shall sit together and examine the case of the boarder carefully before expulsion by such boarders is finalized.
- 4) The Disciplinary Committee may lay down certain disciplinary regulation(s), in addition to Para. 7 of these Consolidated Guidelines, if the prevailing circumstance(s) and situation(s) that may arise in the respective Hostels demanded to. However, approval of the General Administration & Control Department may be obtained for implementation of such regulation(s).

Part-8: Hostel Monitor:

- 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.

Part-9: Mess Committee:

- 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 requirement 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 accordingly to the requirement 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 rate fixed by the Mess Committee.
- 8) Entertaining of guests in the Hostel mess shall ordinarily be not allowed. However, guardian 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 required to stay in the Hostel subject to payment of mess fee fixed for him by the Mess Committee.
- 9) Purchase of necessary items/materials for the Institutional hostel should be done through the Hostel Superintendent.

Part-10: Disciplines in the Hostels:

- 1) Boarders are strictly forbidden to keep as their possessions at any time any fire-arms explosives or dangerous things.
- 2) Drinking of any kind of intoxicating drinks, gambling, smoking of cigarettes, ganja, taking of intoxicating drugs and other harmful habits within the Hostel and its premises are strictly prohibited.
- 3) Study hours as fixed by the Superintendent of the Hostel should be strictly observed by all the boarders.
- 4) Outsiders must not be entertained without permission of Hostel Superintendent.
- 5) Silence should be observed in the Hostel especially during study hours. Playing of T.V, video, Musical Instrument 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 applications 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 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 the same, whichever the authority deems fit.
- 12) Persistent violation of any hostel regulations/guidelines and order 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 of association can be formed in the Hostel without 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 hosteller 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 quarrelling or physical fighting is allowed inside the hostel.
- 18) Display of unhealthy posters, photographs or painting in the hostel is prohibited.
- 19) Cooking inside the hostel room is not allowed.
- 20) 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.
- 21) No meal shall be served in the room of the Boarders 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 any way.
- 23) All cases of illness contracted by any of the boarders 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 /bullying in any form is strictly prohibited.

Sd/- L.Z. Tluanga
Secretary to the Lai Autonomous District Council
General Administration & Control Department

Memo.No.D.11011/1/2025-LADC/GAD : Dated Lawngtlai, the 30th October, 2025
Copy to:

- 1) P.S to Chief Executive Member, LADC.
- 2) P.S to Chairman, LADC.
- 3) P.A to all Executive Members and all other office holders under LADC.
- 4) All Heads of Department under LADC.
- 5) The I&PRO, LADC for uploading in the LADC Website.
- 6) The Superintendent, Lai Students Hostel.
- 7) Guard file.


(THANSIAMA)

Deputy Secretary to the Lai Autonomous District Council
General Administration & Control Department



**LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT**

HOSTEL ADMISSION APPLICATION FORM

1. PERSONAL DETAILS:

Full Name: _____

Date of Birth: _____

Gender: Male / Female / Other _____

Category: SC / ST _____

Religion: _____

2. PARENT/GUARDIAN DETAILS:

Father's Name: _____

Mother's Name: _____

Address: _____

Phone Number: _____

Alternate Contact: _____

3. ACADEMIC DETAILS:

Institution/School Name: _____

Class/Course: _____

Roll No: _____

Admission Number (if any): _____

4. HEALTH INFORMATION:

Blood Group: _____

Any medical conditions/allergies: _____

Emergency Contact Person: _____

Mobile Number: _____

5. HOSTEL REQUIREMENTS:

Room Type: Single / Double : _____

Duration of Stay: _____

Date of Entry: _____

Declaration:

I hereby declare that all information provided above is true to the best of my knowledge. I will follow the hostel rules and regulations.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

For Office Use Only:

Room No.: _____ Bed No.: _____ Superintendent Signature: _____



**LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT**

HOSTEL FEE RECEIPT

Receipt No.: _____

Date: _____

Student Name : _____.

Admission No. : _____.

Room No. : _____.

Duration : _____.

Payment Details:

Admission Fee : ₹ _____.

Hostel Fee : ₹ _____.

Mess Fee : ₹ _____.

Other Charges : ₹ _____.

Total Amount Paid : ₹ _____.

Payment Mode: Cash / Online / UPI / Bank Transfer

Transaction ID (if online) : _____

Received By (Name & Signature) : _____

Designation : _____

Hostel Seal & Stamp