

Annexure - 5

**GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND: KOHIMA.**

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Kohima, dated the 10th April 2025.

GUIDELINES FOR HOSTEL OWNERS/WARDENS

(For Hostels having Eligibility Certificate from Higher Education, Nagaland)

1. The hostel owners/wardens should maintain a register with the following particulars of the hostellers:
a) Name of the boarder. b) Date and Year of admission. c) Name of the college. d) Class and Course. e) Father's Name and Occupation. f) Permanent address. g) Recent passport/email/phone Number of the boarders is to be pasted/written against the boarder's name in the register.
NOTE: The warden must be in the position to produce the above-mentioned register as and when asked by the Department of Higher Education, Nagaland, Kohima.
2. Appointment and keeping of a proper warden is compulsory to look after the welfare of the hostellers.
3. Hostels for boys and girls must be maintained in separate buildings with separate wardens. (i.e. male warden for boys & female warden for girls).
4. Hostels should provide a healthy diet to the hostellers and offer facilities such as proper rooms/chairs/tables/book racks/beds/drinking water etc.
5. The location of the hostel should be in a healthy environment free from vices and disturbances.
6. Raging in any form shall not be allowed.
7. Career Guidance/Counselling/Character moulding activities like Sports, Music etc., should be imparted and encouraged.
8. The warden must strictly enforce the daily study routine and hostel rules framed by the hostel authority.
9. The use of a double-decker bed is not advisable for college-going hostellers.
10. If the hostel owner wants to close their hostel, they should surrender the original registration certificate issued by the Department to the undersigned authority.
11. To increase the intake capacity of the hostellers, the hostel owner must get permission from the Department by submitting an application and surrendering the original copy of the Eligibility Certificate issued by the Department.
12. Change of hostel location and name of the hostel must be done with the knowledge of this Department.
13. Surprise checks would be conducted by the Department at any time without prior information to the hostel Warden/Owner.
14. The hostel form issued by the Department is meant for genuine hostellers therefore, it should not be misused.
15. The Hostel Eligibility Certificate issued by this Department will be treated as permanent only after the inspection is done.

16. The Department shall charge ₹1000/- for every New/Renewal Hostel Eligibility Certificate to meet the correspondence and verification expenses. (Revision of the rate shall take place from time to time depending upon the need and requirement).
17. The Department shall charge ₹20/- for scholarship hostel form with effect from the Academic Session 2025-26. (Revision of the rate shall take place from time to time depending upon the need and requirement).
18. In case of any correction in the Hostel Eligibility Certificate, the proprietor may apply with a payment of ₹200/-.
19. In the event of the detection of any malpractices, the Department shall cancel the Hostel Eligibility Certificate and necessary action will be taken against the responsible proprietors.
20. The Guidelines/Rules being issued by the Department must be strictly followed. (Not adhering to the guidelines is liable to cancellation of the Hostel Eligibility Certificate).
21. This Hostel Eligibility Certificate is not transferable, change of ownership or selling of the Hostel Eligibility Certificate is not allowed.
22. The Hostel Eligibility Certificate shall be mandatory to renew once in every five years. Hostels failing to renew within the stipulated time shall be considered null and void.
23. It is cautioned that the Department issues this Hostel Eligibility Certificate only to facilitate hostel forms for Post Matric Students residing in the Hostels under the provision of Scholarship guidelines. Therefore, the Department is not liable for any misuse of the Hostel Certificate.
24. In case of any differences, the decision of the Department will be final.



10/4/25

(V. LOVITOLY SEMA), NCS
Ex-officio Director
Higher Education, Nagaland: Kohima