



**MFM WORKING WOMEN HOSTEL**  
**Gosen Veng, Durtlang, Aizawl**  
**Mizoram- 796014**



**PROSPECTUS 2022**

Contact us

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Website: <http://www.mfm.org.in/page/working-women-hostel>

## 1. Objectives

Working Women Hostel, Durtlang under the maintenance of Mission Foundation Movement aims to promote availability of safe and conveniently located accommodation for working women, with day care facility for their children irrespective of caste, religion, race, place of birth or language, community, marital status etc.

## 2. Application for Admission

All applications for admission will be on the prescribed application form available in the office of the respective hostel and may be obtained on payment of the requisite fee along with the prospectus.

All application forms should be accompanied with the following:

- a) Letter from the Parent/Husband/Guardian with photograph in the form attached in the Prospectus, along with the undertaking that his/her ward will vacate the room allotted to her in the hostel upon the cessation of her tenure and will abide by the rules, regulations and directives in force from time to time.
- b) Letters of Reference from two persons holding responsible positions other than her relatives preferably from Aizawl on the letter head of the offices they hold.
- c) A copy of the letter of appointment from her employer stating designation, pay scale, all allowances including DA, HRA, TA, Compensatory and other allowances.
- d) Letter from the Local Guardian with photograph in the form attached stating her consent to take charge of the resident in case of illness or as may be required by the Management, and for her to visit the Local Guardian on week end/ night out and when the tenure of the resident is completed in the hostel as per rules of the Hostel.
- e) All applicants who are self-employed will submit an affidavit declaring the nature of her employment and the total emoluments from there.
- f) All applicants who are Students/Trainees will support their status with the admission Letter and Identity Card from the Institute of her study or training.
- g) A Letter stating that the applicant has read the rules and regulations of the Hostel, and agrees to abide by them failing which the Management has every right take necessary action against her.
- h) An undertaking that she agrees to pay the extra charges for each of the electronic item she wishes to bring in to the hostel as per charges levied against each item.
- i) Two recent Passport Sized Photographs of the applicant.

### 3. Admission Procedure

- a) Rooms will be allotted after submission of all documents and fees. Offer of allotment of accommodation will be made as per accommodation available at that period of time. The Hostel Management may accept or reject an application at their own discretion and their decision will be final. In case the allottee fails to occupy the room within seven days of the notification of the allotment, the allotment will stand cancelled and no further communication will be entertained.
- b) While the applicant may state her preference for the type of room she wishes to occupy, the allotment of the same will be solely at the discretion of the Management.
- c) All admissions will be made for a term of 11 eleven months in the first instance after executing a bond in the presence of a witness. Subsequently she may seek re-admission up to a maximum period of 2 more terms of 11 months each, which will be at the discretion of the Management. The total stay in the hostel however, shall not in any case exceed three terms of 11 months each.

### 4. Eligibility for Admission

Following categories of working women and their children will be accommodated in the Hostel

- a) Working Women, who may be single, widowed, divorced, separated, married but whose husband or immediate family does not reside around Aizawl. Particular preference will be given to women from disadvantaged section of the society. Out of the total capacity 5% of will be reserved for physically challenged beneficiaries.
- b) Women who are under training for job provided the total training period does not exceed one year. This is only on the condition that there is vacancy available after accommodating working women. The number of women under training for job should not exceed 30% of the total capacity.
- c) Girls up to the age of 18 years and boys up to the age of 5 years, accompanying working mother will be provided accommodation, with their mothers. Working women may also avail of the services of the Day Care Centre.

**\* Priority will be given to applicants who are not residents of Aizawl, who have not lived in Aizawl for the past three years and are new to the city \***. The Managing Committee shall take up cases for admission of trainees/students on a case to case basis as per the permissible norms.

### 5. Income Limit

Working Women are entitled to hostel facilities provided their gross income does not exceed Rs. 30,000/- consolidated per month. When the income of the resident exceeds the specified amount in due course of time, she will be required to vacate the hostel within two months time

## 8. Fee Structure

- a) All non-refundable and one time fees are to be paid at the time of admission. The monthly charges should be paid by the resident by the 10th of every month failing which Rs.50/- will be charged per week of delay in payment. Failure to make the payment by the end of the month will result in the cancellation of the room allotted to her. The Management however, may on sufficient grounds condone the delay.
- b) All payments are to be made in cash preferably. Cheques may be accepted in special cases and if any cheque bounces for any reason whatsoever, a fine of Rs.250/- along with the late fee charges must be made in cash.
- c) The rates mentioned below are subject to revision at the discretion of the Management.
- d) Applicants joining the hostel on or before the 15th of every month will pay the full month's Hostel fees, and those joining after the 15th of each month will pay half month's fees for that month.

Fee Structure	MFM Working Women Hostel, Durtlang, Aizawl
Membership Fee	Rs 100
Identity Card(One Time)	Rs 50
Security(Refundable)	Rs 3,000
Accommodation Monthly	Rs 2,000
Mess Monthly	Rs 2,200
Electricity Monthly	Rs 100
Electronics Monthly with special permission ( to be declared at the time of admission)	Lamp – Rs 50 Cooler - Rs 200 Computer – Rs 100

## 9. Rules and Regulations

### i) HOSTEL ATTENDANCE

All residents are expected to be in the hostel premises by 9.00 p.m. each day where attendance will be taken. If any residents are staying out or returning late, they are required to inform the management 24 hours beforehand. The risk and responsibility for going out will be entirely that of the resident and the Management will not be held responsible for any external incidents.



## **ii) NIGHT OUT**

Any resident wishing to spend a night(s) away from the Hostel must submit a written application to the Hostel Warden. Residents absenting themselves from the Hostel without written and approved permission from the concerned authorities will not be permitted to continue her stay in the Hostel.

## **iii) ANTI-RAGGING POLICY**

Ragging of any kind is strictly prohibited. If such incidents occurs, residents are encouraged to inform the management immediately. The offender shall be be immediately evicted from the hostel.

## **iv) INSPECTION OF ROOMS**

Every resident is expected to leave a duplicate key to the room allotted to her with the duty officer of the Management. The rooms will be opened for inspection by concerned authorities at any time. The supervision and control of the Hostel will always remain with the Management through the Hostel Committee.

## **v) VISITORS**

a) Visitors are permitted entry ONLY in the lobby and the visitors room on the ground floor at specified timings

- Weekdays                    8.00 a.m. to 11.00 a.m. and 4.00 p.m. to 9.00 p.m.
- Sunday                        8.00 a.m. to 12.30 p.m. and 4.00 p.m. to 9.00 p.m.
- Public Holidays            8.00 a.m. to 12.30 p.m. and 4.00 p.m. to 9.00 p.m.

b) Residents are requested to come to the lobby and visitors room properly dressed and to maintain proper decorum at all times.

## **vi) LOSS OF VALUABLES AND MONEY**

Residents are advised to care of their belongings themselves. The Hostel authorities and the Management will take no responsibility for loss or money or valuables belonging to the residents.

## **vii) TOBACCO & ALCHOHOL FREE**

Any kind of tobacco products and Alchohol is strictly prohibited. Offenders will be subjected to immediate expulsion from the hostel.

## **viii) GENERAL CODE OF CONDUCT**

a) A resident is expected to be neatly dressed at all times, except in her own room. House coats, night wear, shorts etc are not permitted in the campus except in one's own room. This dress code will be strictly adhered to particularly in the Dining Hall and the Reception area of the Hostel.

b) Silence should be maintanied from 10.00 p.m. to 6.00 a.m. in the hostel and its premises. Residents should refrain from playing loud music at all times.

c) All residents are personally responsible for the maintenance and upkeep of the rooms allotted to them along with the property, furniture and fixtures therein.

## 10. Duration of Stay

No working woman is allowed to stay in a hostel, assisted under this scheme for more than three years. In exceptional circumstances, the District Administration may, for reasons to be recorded in writing, allow working women to stay in a hostel, beyond the three year period, subject to the condition that the period of extension, shall not exceed six months at one time, and that the total stay of the woman, with extensions, shall not exceed five years.

## 11. Termination of Stay

- a) Residents intending to terminate their stay in the Hostel are required to give one month's advance notice in writing or pay the full amount of the fees for the above said period in lieu of the notice period.
- b) On expiry of the initial or extended period of allotment, the resident will automatically vacate the hostel and handover peaceful possession of the accommodation provided to her to the authorized staff (Head of the Department/Resident Secretary) without any written notice to this effect from the Management.
- c) Admission in the Hostel does not create a claim for tenancy or other legal claims by the resident. The resident has no right to claim or demand a particular room, bed, or property therein. The arrangement, allotment and control of the Hostel premises rests with the Hostel Committee and is executed through the Hostel Secretary. A resident may be called upon to shift to another room or bed as per requirement by the Hostel Secretary.
- d) A resident suffering from any contagious or communicable disease that endangers the health of other residents will be required to vacate the hostel within 24 hours and the Local Guardian will ensure that this takes place.
- e) Any breach of the Rules and Regulations of the Hostel a resident, after due investigation may be asked to vacate the hostel immediately and the decision of the Management in this regard will be final.
- f) In case any resident does not vacate the hostel when required as per the rules, the Management will be within its rights to evict such a resident by breaking open the lock to the room, taking stock of the belongings in the room and remove them in the presence of two witnesses.
- g) Any student/trainee residing in the hostel is expected to vacate the hostel at the termination of her course as per the documents from the Institution when joining the hostel stating the tenure of the course.



MFM WORKING WOMEN HOSTEL,  
DURTLANG, AIZAWL  
Application for Hostel Admission

Two (2) recent  
passport size photos to  
be attached

1. Name of the Applicant (In Capital Letters): \_\_\_\_\_
2. Date of Birth (Date/Month/Year): \_\_\_\_\_
3. Identity Proof (Adhaar/Voter's ID/PAN/Driving License number): \_\_\_\_\_
4. Father's/Husband's Name: \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_
6. Village/Town: \_\_\_\_\_
7. House number: \_\_\_\_\_
8. District: \_\_\_\_\_
9. State: \_\_\_\_\_
10. Nationality: \_\_\_\_\_
11. Contact number: \_\_\_\_\_
12. Gross Salary Per Annum : \_\_\_\_\_

(Certificate from Employer to be Attached)

13. Person/guardian in Aizawl to be contacted during emergency
  - a) Name: \_\_\_\_\_
  - b) Contact No: \_\_\_\_\_
  - c) Email ID (If any): \_\_\_\_\_



## DECLARATION

I shall abide by the rules and regulation of the MFM Working Women’s Hostel and agree to comply with the same and will co-operate with the management of the hostel. I agree to adhere to the tenure and condition of the payment of hostel fees. I accept that the hostel fees/charges are subject to revision as approved by Government of India and I agree to pay the rates applicable to my allotted room.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Applicant’s Name (Capital Letters):

\_\_\_\_\_

Signature: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

## FOR OFFICE USE OF VILLAGE COUNCIL/LOCAL COUNCIL

Recommended/Non recommended \_\_\_\_\_

Signature:

Office seal:

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Documents to be attached:

- Birth Certificate
- Adhaar Card Xerox copy
- Residential Certificate
- ST/SC Certificate
- Income Certificate