



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.6-5(6)/2013-Admn / 650

09/11/2020

Office Order No. 17/2020-21

- Ref: 1. E-Circular No. 01/2020-21 dated 25/09/2020 by Provost Office regarding Inviting application for the appointment of Hostel Wardens.
2. Minutes of the Meeting dated 07/10/2020.
3. Approval of Hon'ble Vice Chancellor dated 22/10/2020.

In accordance to Ordinance No.15 relating to "THE TERMS AND CONDITIONS OF APPOINTMENT AND DUTIES OF PROVOSTS/SENIOR WARDENS/WARDENS APPOINTED FOR THE HOSTELS MAINTAINED BY THE UNIVERSITY" and Clause No.1.5 therein, the following faculty members are appointed as Wardens for the Hostels of the Central University of Gujarat for the period of two years by the Competent Authority with effect from the date of issue of this Office Order:-

Sr. No.	Name/School	Hostel
1.	Dr. Rajneesh Gupta, Assistant Professor, CDS	Sector-24 Boys Hostel
2.	Dr. Kunal Sinha, Assistant Professor, SSS	Sector-30 Boys Hostel
3.	Dr. Lenin V. Dandamudi, Assistant Professor, SCS	Pethapur Boys Hostel
4.	Dr. Jagannatham Begari, Assistant Professor, SSS	Sector-20 Boys Hostel
5.	Dr. Sunita Patel, Assistant Professor, SLS	NICM Girls Hostel
6.	Dr. Paulami Sahu, Assistant Professor, SESD	Sector-30 Girls Hostel
7.	Dr. Manu Sharma, Assistant Professor, SNS	Infocity Girls Hostel

The Wardens are requested to submit a letter of acceptance to the Registrar Office with a copy to DSW and Provost indicating their willingness to accept this assignment in accordance to terms and conditions mentioned below.

The terms and conditions of their appointment as Wardens is as under:-

1. The Wardens for Hostels shall be appointed for a period of **two years**. The term would be renewable on the recommendation of the Provost to the Dean of Students' Welfare. The Vice Chancellor may, however, terminate the assignment of the Warden after considering the recommendations in this regard of the Provost and Dean of Students' Welfare.



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076
Email: registrar@cug.ac.in, website: www.cug.ac.in





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2. The Warden shall be entitled for a **monthly honorarium**, as decided by the Executive Council during his/her tenure of office.
3. On the expiry of their term or on the termination of their appointment, the Wardens shall be required to vacate quarters within one month. The Warden shall also be required to vacate the quarter before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Provost concerned for retaining the quarter.
4. The Wardens shall perform such duties as are assigned to them by the Provost from time to time and shall function under the over-all charge of the Provost.
5. The Wardens shall be responsible for the health, hygiene and general welfare of the students residing in the Hostels which are specifically assigned to him/her.
6. Each Warden shall be responsible for the resident students and shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.
7. He/She shall have the right to inspect Hostel Rooms.
8. Each Warden shall promptly take appropriate action within his/her power on all cases of misbehavior, Indiscipline, and sickness of the residents in his/her charge and report to Provost and other higher authorities for cases beyond his/her powers.
9. The Wardens shall be available in the Hostel/individual offices every day at specified hours. In, addition, the Wardens will visit the hostels regularly to address issues or ensure an atmosphere of decorum.
10. The Wardens shall be responsible for the proper upkeep and maintenance of properties of the hostel under his/her charge.
11. The leave rules of the Wardens will be governed by Clause 3.10 of CUG Ordinance No.15.

Alok Gupta
Registrar (Offg.)





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To,
All Wardens

Copy to (By E-mail):

1. DSW
2. Provost
3. Proctor
4. All Deans
5. All Chairpersons/Coordinators of Centre
6. Finance Officer (Offg.)
7. CoE (Offg.)
8. DDO
9. All Officers
10. ICT Chairperson – with a request to post this Order on University Website
11. All Teaching & Non-Teaching Staff
12. Admission & Evaluation Department
13. PA to VC
14. HR – For Personal file of all concerned
15. Office Order file
16. All Notice Boards

