



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)

फा. सं. 6-5(6)/2024-Admn/ 75

27/09/2024

कार्यालयी आदेश संख्या- 14/2024-25

विषय: वार्डन की नियुक्ति Appointment of a Warden.

संदर्भ: माननीय कुलपति का दिनांक 13/09/2024 को अनुमोदित (ईमेल द्वारा)। Approval of Hon'ble Vice Chancellor (though email) dated 13/09/2024.

डॉ. पुष्पा देवी, सहायक आचार्य, शिक्षा संकाय को अगला आदेश जारी होने तक गर्ल्स हॉस्टल के वार्डन के रूप में नियुक्त किया गया है।

Dr. Pushpa Devi, Assistant Professor, School of Education is appointed as Warden, Girls Hostel with immediate effect till further orders.

वार्डन के रूप में उनकी नियुक्ति के नियम और शर्तें विश्वविद्यालय अध्यादेश संख्या 15 (विश्वविद्यालय के छात्रावासों के लिए नियुक्त प्रोवोस्ट / वरिष्ठ वार्डन / वार्डन की नियुक्ति की शर्तें और कर्तव्य के सम्बन्ध में) के अनुसार होंगी।

The terms and conditions of her appointment as Warden will be as per the University Ordinance No. 15 (Relating to the terms and conditions of appointment and duties of Provost/Senior Wardens/Wardens appointed for the hostel maintained by the University).

सभी संबंधित व्यक्तियों से अनुरोध है कि इसका संज्ञान लें।

All concerned are requested to take note of it.

डॉ. पुष्पा देवी
कुलसचिव (कार्यवाहक)

संलग्न: अध्यादेश संख्या 15

सेवा में,

डॉ. पुष्पा देवी

सहायक आचार्य

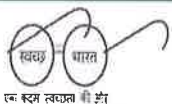
शिक्षा संकाय

गुजरात केन्द्रीय विश्वविद्यालय

गाँधीनगर

प्रति (ई-मेल द्वारा) : Copy to (By E-mail):

1. छात्र कल्याण अधिष्ठाता - Dean of Students' Welfare
2. प्रोवो - Provost
3. प्रोक्टर - Proctor



सेक्टर-29, गाँधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

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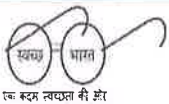
Email: registrar@cug.ac.in, website: www.cug.ac.in





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4. सभी अधिष्ठाता - All Deans
5. सभी अध्यक्ष / समन्वयक / विभागाध्यक्ष - All Chairpersons / Coordinators / HoDs
6. वित्त अधिकारी (कार्यवाहक) – Finance Officer (Offg.)
7. परीक्षा नियंता – Controllor of Examination
8. सभी अधिकारी - All Officers
9. सभी वार्डन - All Wardens
10. आहरण एवं संवितरण अधिकारी - DDO
11. सभी शैक्षणिक एवं गैर- शैक्षणिक कर्मचारी - All Teaching and Non-Teaching Staff
12. आईसीटी अध्यक्ष - विश्वविद्यालय की वेबसाइट पर अद्यतित करने हेतु। - ICT Chairperson -
with a request to upload this circular on the University website.
13. प्रवेश एवं मूल्यांकन विभाग – Admission & Evaluation Department
14. कुलपति सचिवालय - माननीय कुलपति की सूचनार्थ। VC Secretariat – **for kind information of the Hon'ble Vice Chancellor.**
15. मानव संसाधन प्रकोष्ठ – सभी संबंधित व्यक्तियों की वैयक्तिक फाइल हेतु। HR Department - For personal files of all concerned.
16. कार्यालय आदेश फाइल – Office Order File



एक स्वर तब्यता से हो

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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. *

1.

- 1.1 The Provost of the University Hostels shall be appointed by the Executive Council on the recommendations of the Dean of Students Welfare and the Vice-Chancellor.
- 1.2 The tenure of the Office of the Provost shall ordinarily be for a period of two years. However, the Provost shall be ordinarily eligible for re-appointment, if recommended as per clause 1.1 above. The Executive Council may terminate the appointment of the Provost for reasons to be recorded in writing.
- 1.3 The Provost shall be responsible for the over-all management of a hall of residence consisting ordinarily of two-to-three Hostels.
- 1.4 The Provosts shall be entitled to a monthly honorarium, as decided by the Executive Council, during the tenure of his/her appointment.
- 1.5 The Wardens for Hostels shall be appointed, from amongst those who are considered to have aptitude and competence for this post, by the Vice-Chancellor on the recommendation of the Provost to the Dean of Students Welfare 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 Student's Welfare.
- 1.6 Ordinarily, there shall be a Warden for about fifty students.
- 1.7 The Warden shall be entitled for a monthly honorarium, as decided by the Executive Council, during his/her tenure of office. He/she shall be required to stay in the Warden's quarters during the tenure of his/her office and shall be required to pay licence fee as per rules.
- 1.8 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.

2. Duties and Responsibilities of the Provost:

- 2.1 He/she will supervise the Hostels assigned to him/her in matters relating to the Hostels' overall functioning, the resident students' welfare, and discipline.

- 2.2 He/she will periodically visit the Hostels and be in contact with the Wardens, staff, and students.
- 2.3 He/she will encourage sports, cultural and other activities in the hostels so as to promote inter-Hostel cooperation.
- 2.4 He/she shall have powers : (a) to impose or waive fines upto the amount decided by the Executive Council. (b) to take other disciplinary action within the powers assigned to him by the EC and recommend disciplinary action beyond those limits to the Proctor and to the Vice-Chancellor as may be necessary. (c) to distribute work to the wardens of hostels under him/her as evenly as possible, in consultation with the Senior Warden concerned. (d) to sanction leave to the warden(s) of the hostels under him/her, in consultation with the Senior Warden concerned.

3. Duties and Responsibilities of Wardens:

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. In addition to specific duties assigned by the Provost, the Wardens shall perform the following duties:

- 3.1 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 and shall attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.
- 3.2 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.
- 3.3 He/she shall have the right to inspect Hostel Rooms.
- 3.4 The Wardens, functioning under the over-all charge will be individually and collectively responsible for the smooth functioning of the Hostels.
- 3.5 Each Warden will be responsible for the assigned resident students.
- 3.6 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.
- 3.7 The Wardens can impose fines upto the limits prescribed by the Executive Council upon resident students .
- 3.8 The Wardens shall be available in the hostel office every day at specified hours.

3.9 The Wardens shall be responsible for the proper upkeep and maintenance of properties of the hostel under his/her charge.

3.10 Warden's leave

- a) Wardens can go on leave only with the prior approval of the Provost concerned.
- b) The Wardens shall coordinate their leave in such a way that atleast three-fourth of them are in residence during semester time and half of them during holidays, unless a particular hostel is closed during holidays.
- c) A Warden may be granted leave upto three months at a time. In exceptional circumstances, leave may be given for an additional month but will not exceed one semester at a time under any condition.
- d) When a Warden is on leave, his/her portfolio and Wing will be distributed between other Wardens for the duration of his/her leave.

3.11 Senior Warden (SW)

- a) The Provost in consultation with the Dean of Students' Welfare shall designate one of the Wardens in a Hostel as Senior warden (SW) for one year on the basis of the person all round experience in running a hostel and the person's capacity to cope with diverse contingencies subject to the provision that the Senior Warden will not ordinarily hold the office for successive terms.
- b) SW will supervise all matters concerning the functioning of the Hostel, and will also hold charge of one of the portfolios given below:
 - (i) SW will chair the meetings of the Wardens in the Hostel which will be held regularly.
 - (ii) SW can impose fine or waive fines as decided by the Executive Council.
 - (iii) SW can transfer a resident from one wing of the Hostel to another.
 - (iv) SW can permit the stay of a resident's guest for more than 7 days and upto 14 days according to Hostel Rules.
 - (v) SW will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
 - (vi) SW can sanction payment of security deposit to suppliers for goods to be supplied or service rendered.
 - (vii) SW can sanction refund of all kinds of security money.

- (viii) SW will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the Hostel.
- (ix) SW can sanction repairs to furniture in emergent cases.
- (x) SW will be responsible for proper pursuance of complaints relating to civil/electrical works repairs/replacement of furniture, fittings, etc.
- (xi) SW can sanction overtime **allowance** in accordance with the rules.
- (xii) SW will take action for the eviction of resident students in consultation with the Provost.

3.12 Warden (Administration)

- (a) He/she will allot Hostel Rooms and guest rooms and supervise them.
- (b) He/she will check the resident student's register and the guest room register.
- (c) Can permit stay of a resident student's guest upto a period of 7 days.
- (d) Will take disciplinary action for keeping any unauthorized guest.
- (e) Will order double-locking of rooms of resident student and their re-opening, when required.
- (f) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- (g) Will periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.

3.13 Warden (Recreation)

- (a) He/she will be responsible for general matters relating to health with the advice of the Chief Medical Officer (CMO) of the University. He/she will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- (b) He/she will advise in the selection of newspapers and magazines.
- (c) Will check the bills prepared by the Caretaker for purchase of newspapers and magazines.
- (d) Will arrange disposal of old newspapers and magazines.
- (e) Will ensure maintenance of discipline and decorum in the common room.
- (f) can permit the common room to stay open beyond the prescribed hour on a special occasion.

- (g) Will pursue, at the appropriate level, all complaints relating to common room items like television, items for indoor sports, etc.

3.14 Warden (Sanitation and Maintenance)

- (a) He/she will be responsible for all matter relating to hygiene, sanitation and cleanliness of the Hostel in consultation with the advice of the Chief Medical Officer (CMO) of the University.
- (b) Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (c) Will conduct regular inspection of the kitchen room and the dining hall.
- (d) Will enforce discipline and decorum in the dining hall.
- (e) Will supervise the system of purchases of mess stores provision etc.
- (f) Will ensure the correctness of receipts and issues of mess stores, Crockery, etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- (g) Will ensure that stores are kept in good condition.
- (h) Will check and certify the bills received from suppliers with reference to the stock register.
- (i) Will be responsible for drawal of temporary advance when necessary and for keeping watch over its adjustment.
- (k) Will examine the monthly income and expenditure statement of the mess.
- (l) Can sanction mess rebate and lunch rebate in accordance with mess rules.
- (m) Will stop mess facilities in respect of residents defaulting payment of mess bills or those who have vacated the Hostel or have been evicted.
- (n) Will supervise the deployment of cooks and helpers on daily wage and over-time basis when necessary.
- (o) Will make recommendations about refund of mess security.
- (p) Can grant casual leave to Mess Managers, cooks and helpers and recommend regular leave in the case of cooks and helpers.
- (s) Can approve extra duty allowance to Mess Managers.

4. Breach of Discipline on the part of Students:

4.1 Without prejudice to the powers of the Proctor as delegated to him/her by the Vice-Chancellor, in the event of breach of discipline and/or misconduct/mis-behaviour on the part of a resident student or a group of students, the Provost, Senior Warden and Wardens shall have powers as decided and vested in them by the Executive Council to

- a) Impose fines, including fines for keeping unauthorized guests in the hostel room;
- b) declare hostel out of bounds;
- c) transfer a student from one room to another or from one hostel to another;
- d) take other steps as empowered by the Executive Council to maintain discipline in the hostels.

4.2 If there is a serious breach of discipline or any other serious infringement of the rules of conduct or propriety and the Provost feels that the action called for against such a student would be in excess of the powers vested in him/her, he/she shall recommend such action as he/she deems necessary to the Proctor.

* Approved and adopted by the Executive Council vide item no.13 at its meeting held on 03.09.2011.