

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

Ph. 0121-2439089, 2439578 Fax: 0121-2439067

No. SVSU/2008/803

Date: 08-12-2008
Ratified by Executive Council
(30.03.2009)

Notification

The following ordinance, as approved by the Hon'ble Chancellor on 05-12-2008, is published herewith for information:

ORDINANCE No. IV (1)

Appointment of Wardens, Asstt. Wardens and Resident Wardens

1. This Ordinance shall be called the Ordinance for Appointment of Wardens, Asstt. Wardens and Resident Wardens
2. The Ordinance shall come into force with immediate effect
3. Ordinarily there will be one Warden and one Asstt. Warden for every Hostel for Boys and one Warden and one Resident Warden for every Hostel for Girls.
4. Appointment of Wardens, Asstt. Wardens and Resident Wardens will be made by the Vice-Chancellor.
5. The Resident Warden will be in the immediate charge of the Girls Hostel and will be residing there in the accommodation earmarked for the Resident Warden. The Resident Warden will be responsible for all issues related to the inmates of the Girls Hostel and in particular the attendance of the residents, outstation movements, outpasses and leave applications, The Resident Warden will be reporting to the Warden of the Girls Hostel.
6. The Warden will be responsible for general administration of the hostel concerned. He/She will look after the welfare of inmates, supervise hostel facilities, mess working etc. He/She will

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enforce discipline in the hostel, make necessary rules for inmates and supervise allotment of rooms.

7. The Warden of a Girls Hostel shall be assisted in his/her duties by the Resident Warden.
8. The Warden of a Boys Hostel shall be assisted in his duties by one or more than one Asstt. Warden.
9. The Warden will supervise the work of all the hostel employees including Resident Warden and Asstt. Wardens, as the case may be.

By Order etc.

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08.12.08

P.K. Garg
Registrar

Copy to:

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Vice-President S.K.K.B. Charitable Trust
3. P.S. to Chancellor
4. P.S. to Vice-Chancellor
5. P.S. to Pro Vice-Chancellor
6. Dean & Principal Dental College.
7. Dean & Principal Medical College.
8. Dean & Principal Law College
9. Dean & Principal Engg. College
10. Principal Arts, Science & Management
11. Principal Nursing College
12. Principal Physiotherapy College
13. Principal Journalism & Mass Communication.
14. Finance Officer
15. Personnel Officer
16. Guard File

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08.12.08

P.K. Garg
Registrar