



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

**CIRCULAR**

No. ADE 10/16

Date: 29/06/2022

**Subject:** Appointment of Wardens.  
**Reference:** S.R. No.1(31) dated 06/12/2018

Applications are invited from the teaching staffs who are interested in accepting the Wardenship of the Halls of Residence for Boys/Girls. The prescribed format of an application form is enclosed herewith. [The Proforma along with norms may also be downloaded from the University Website from 'Forms Link' on the home page.] The Application must be forwarded through the respective Dean of Faculty/ Principal of Colleges as the case may be.

The services rendered by Chief Warden, Dy.Chief Warden, Warden and Superintendent be considered as an essential services and they will be paid due house rent allowance as an essential service allowance under Rule (6) of Chapter-LI (Page - 344 of University Hand Book) if he/she permanent employee of University and University will provide rent free accommodation to them.


The Warden shall be appointed by the Syndicate on terms and conditions to be determined by the Syndicate in each case.

From amongst staff, the Permanent employees of non-teaching Class-III and above with more than 15 years of Administrative experience will be considered for wardenship.

The allowances to be paid to the Wardens are Rs.9000/- p.m. honorarium.

The Wardens will have to pay Gas Bill, Electricity charges; however, the University will bear minimum the rent of Telephone Bill.

The Deans of the Faculties and Principals of the Colleges and Heads of the Departments are requested to bring this Circular to the notice of all Teaching and Non-Teaching Staff working in the Faculties and forward the applications with their recommendations so as to reach this office latest by 18/07/2022.

  
Registrar [Offg.]

Copy f.w.cs. to:

1. All Deans of the Faculties
2. All Principals of the Colleges and Heads of the Institutions
3. All Heads of the Departments under Faculties/ Institutions
4. Chief Warden, Halls of Residence
- ✓ 5. The Hon. Director, Computer Centre – With a request to upload the same in the Website of the University.
6. Secretaries of Resident Colonies in the University Campus  
- With a request to circulate this amongst all the teachers residing in the colonies who if interested may sent their names through their respective Deans/Heads of Inst.  
(1) AdhyapakNivas (2) VikramBaug (3) AdhyapakKutir (4) Tarabaug Colony (5) Quarters in the Polytechnic Compound
7. President /Secretary, BUTA/BUSA/ Mazdoor Sabha /Baxi Punch Karmacharimandal/ SUN/MSVSS
8. Circular File
9. Activity file

**COMPUTER CENTRE**  
**The M.S. UNIVERSITY OF BARODA.**  
DATE 30/6/2022  
INWARD No. 180





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O.232 has been modified vide S.R. No.4 dated 23/09/2011, S.R. No.1(4) dated 19/12/2011, S.R. No.8 dated 13/01/2012, S.R. No.40 dated 09/08/2018, S.R. No.31 dated 24/10/2018 and S.R. No.1(31) dated 06/12/2018 to read as under:

The Warden for each of the Halls of Residence for students shall be appointed by the Syndicate from the panel of names recommended by a Committee consisting of the Vice-Chancellor, the Pro-Vice-Chancellor and such other Syndics appointed by the Syndicate, from amongst the members of the teaching staff and in the event of sufficient teaching staff members not available for Wardenship then the Permanent non-teaching Class III and above employees with more than 15 years of experience can be considered for wardenship. It will not be applicable to Temporary Non-teaching employees. The appointment shall be made for a period of three years. All casual vacancies in the office of the Warden shall be filled up by the Vice-chancellor. The person so appointed shall hold office for the unexpired term of office of the person in whose place he is appointed and will be required to stay in family accommodation (quarter) provided in the hostels. (or provided nearby by hostels in two girls hostels ie KG Hall and HM Hall where warden quarters are not available).

The Chief Warden, the Dy.Chief Warden and Wardens will be provided rent free quarters.

The Chief Warden, the Dy. Chief Warden, Wardens and Superintendents shall be appointed by the Syndicate on terms and conditions to be determined by the Syndicate in each case. Further, a Professor/ Associate Professor with seven year teaching experience be appointed as a Chief Warden who shall perform duties only as Chief Warden and an Associate Professor / Assistant Professor / Lecturer with at least five years teaching experience be appointed as Dy. Chief Warden.

The allowances to be paid to the Chief Warden/ Dy. Chief Warden./ Wardens be as below:

Chief Warden - Rs.13,000/- p.m. Honorarium  
Dy. Chief Warden - Rs.11,000/- p.m. Honorarium  
Wardens - Rs 9000/- p.m. Honorarium



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The services rendered by Chief Warden, Dy.Chief Warden, Warden and Superintendent be considered as an essential services and they will be paid due house rent allowance as an essential service allowance under Rule (6) of Chapter-LI (Page - 344 of University Hand Book) if University will provide rent free accommodation to them.

The Warden Allowance will be reviewed from time to time.

The Chief Warden/Deputy Chief Warden/Wardens will have to pay Gas bill, Electricity charges; however, the University will bear minimum the rent of Telephone Bills.

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**PROFORMA**

1. Name of the person :
2. Birth Date and Present Age :
3. Present designation with Institution :
4. (a) Date of appointment in the :  
present post  
(b) When Confirmed :
5. Present Pay and Grade :
6. Length of continuous services in year in :  
the University.
7. (a) Whether he is residing in the :  
University Quarter or not  
(b) If yes, number of residential  
Quarter :
8. Previous experience of Wardenship if any :  
(If yes Please give details)
9. Please give details of experience of :  
extracurricular or co-curricular activities,  
if any.
10. Recommendation of the Heads of the :  
Department
11. Recommendation of the Dean/Principal/ :  
Head

**Signature of the Applicant**

**Signature of the Head of the Department**

**Signature of the Heads of the Institutions**

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