



No.MANUU/ER-I(Admn.III)/F.282/2015-16/ 05

March, 2016
04 APR 2016

ORDERS

Sub: MANUU – ER-I Section – Dr.Sameena Kausar (Tabish), Assistant Professor, Dept. of Arabic - Appointment as Warden - Administration for Gulzar Girls Hostel – Orders - Issued.

Ref: Vice-Chancellor's approval dated 30.03.2016.

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Dr.Sameena Kausar (Tabish), Assistant Professor, Dept. of Arabic is hereby appointed as Warden – Administration for Gulzar Girls Hostel for a period of two years w.e.f the date of holding of charge or until further orders which is earlier on the following terms and conditions:

- i. That she shall work under the direct control of the Registrar / Provost and follow instructions issued to her from time to time;
 - ii. That she shall perform such duties in additions to her normal duties at the University;
 - iii. The Warden shall invariably visit the Hostel and ensure proper discipline;
 - iv. That she shall ensure that outsiders / non-boarders are not allowed to stay in the Hostel;
 - v. That she shall attend to the duties as may be assigned by the Registrar / Provost from time to time;
 - vi. During the tenure of the above charge, she shall be entitled for payment of honorarium as per the existing provision.
2. The orders will take immediate effect.

Registrar

To

Dr. Sameena Kausar (Tabish)
Assistant Professor
Dept. of Arabic , MANUU

Copy to:

1. Head, Dept. of Arabic
2. Provost
3. Director, CIT → for uploading the information
4. V.C.'s / Registrar's Offices
5. Finance and Accounts section
6. Personal file
7. Concerned file