

No.MANUU/ER-1(B) /F.182/2018-19/

504

15<sup>th</sup> October, 2018

**ORDERS**

**Sub:** MANUU - ER-I Section – Dr. Parveen Qamar, Assistant Professor, Dept. of Women Education – Appointment as Warden, Old Girls Hostel – Orders - Issued.

**Ref:** Approval of the Incharge Vice-Chancellor dated 15.10.2018.

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**Dr. Parveen Qamar**, Assistant Professor, Dept. of Women Education is appointed as Warden, Old Girls Hostel for a period of one year with effect from the date of holding of charge or until further orders whichever is earlier on the following terms and conditions:-

1. That she shall work under the direct control of the Provost, Girls Hostel and Chairperson, Managing Committee, Girls Hostels and follow instructions issued to her from time to time;
2. That she shall perform such duties in addition to her normal duties at the Dept. of Women Education;
3. The Warden shall invariably visit the Hostel and ensure proper discipline;
4. That she shall ensure that outsiders / non-boarders are not allowed to stay in the Hostel;
5. That she shall attend to the duties as may be assigned by the Registrar / Provost Girls Hostel from time to time;
6. During the tenure of the above charge, she shall be entitled for payment of honorarium as per the existing provision;
7. Dr. Kahkashan Latif, Assistant Professor, Dept. of Translation is relieved from the additional charge of Warden Old Girls Hostel with immediate effect.

  
Registrar

**Copy to:**

1. Dr. Parveen Qamar, Asst. Professor, Dept. of Women Education
2. Dr. Kahkashan Latif, Asst. Professor, Dept. of Translation
3. Prof. Shugufta Shaheen, Chairperson, Managing Committee, Girls Hostels
4. The Provost, Girls Hostels
5. The Head, Dept. of Women Education
6. The Head, Department of Translation
7. VC/PVC/Registrar' offices
8. Finance Officer
9. Director, CIT for uploading on University website
10. Personal files / Concerned file