

Rules and Regulations of Rectors and Assistant Rectors of the Hostels.

જાહેરનામું નંબર ૧૯૫/૨૦૧૦

આથી સંબંધકતા સર્વેને જાણ કરવામાં આવે છે કે, તા.૩૦.૧૨.૨૦૦૯ નાં રોજ ગાંધીનગર ખાતે મળેલ સંચાલક મંડળની પંદરમી બેઠક ની કાર્યનોંધના મુદ્દા નંબર ૧૫.૧૩ થી નીચેની વિગતે ઠરાવ કરેલ છે.

Resolved to approve the Rules and regulations of Rectors and Assistant Rectors of the Hostels as per Appendix-A & B of the Agenda with correction in Appendix-A, Sr No.3 "All the Hostels" instead of each college.

જા.નં. નકૃયુ/૨જી/એકેડેમીક/રેક્ટરરુલ્સ/સં.મં. ૧૫.૧૩/૨૪૨૭ - ૨૫૦૧

(Signature)

કુલસચિવ
નવસારી કૃષિ યુનિવર્સિટી
નવસારી-૩૯૬૪૫૦
તા.૧૫/૦૧/૨૦૧૦

નકલ સવિનય રવાના

૧. સંચાલક મંડળના તમામ સભ્યશ્રીઓ તરફ
૨. યુનિવર્સિટીના તમામ અધિકારીશ્રીઓ તરફ
૩. તમામ આચાર્યશ્રીઓ તરફ
૪. તમામ યુનિટ /હેડ/ યુનિટ અધિકારીશ્રીઓ

નકલ રવાના :

૧. કુલસચિવ વિભાગની બોર્ડ ઓફ મેનેજમેન્ટ શાખા તરફ (૧૦ નકલમાં)
૨. કુલપતિશ્રીના રહસ્ય સચિવ શ્રી, નવસારી કૃષિ યુનિવર્સિટી
૩. કુલસચિવશ્રીના રહસ્ય સચિવ શ્રી, નવસારી કૃષિ યુનિવર્સિટી નવસારી.
૪. આ વિભાગની તમામ શાખાઓ તરફ
૫. જાહેરનામા ફાઈલ

ઈનવર્ડ નંબર :.....૫૨૩.....

તારીખ :.....૧૦/૫/૧૦.....

નિયામક, વિદ્યાર્થી કલ્યાણ, નવસારી.

D. S. W.

RA
10/5/2010

(૫/૬૫)

જા.નં. : નકૃયુ/નિવિક/ટે.૨/૨૮૬૦-૬૬/૨૦૧૦
તારીખ : ૧૩-૦૫-૨૦૧૦

નકલ સવિનય રવાના:

૧. રેક્ટરશ્રી, ન. મ. કૃષિ મહાવિદ્યાલય, નવસારી.
૨. રેક્ટરશ્રી, ન્યુ ગર્લ્સ હોસ્ટેલ, અસ્પી બાગાયત - વ - વનીય મહાવિદ્યાલય, નવસારી.
૩. મદદનીશ રેક્ટરશ્રી, એ/બી/સી/પી. જી./ ગર્લ્સ હોસ્ટેલ, ન. મ. કૃષિ મહાવિદ્યાલય, નવસારી.
૪. મદદનીશ રેક્ટરશ્રી, અસ્પી બાગાયત - વ - વનીય મહાવિદ્યાલય, નવસારી.
૫. મદદનીશ રેક્ટરશ્રી, એ.ગ્રી. બીઝનેસ મેનેજમેન્ટ કોલેજ, નવસારી.
૬. મદદનીશ રેક્ટરશ્રી, પશુ ચિકિત્સા અને પશુપાલન મહાવિદ્યાલય, નવસારી.

..... તરફ જાણ તેમજ આગળની કાર્યવાહી થવા સારૂ.



નિયામક
વિદ્યાર્થી કલ્યાણ
નવસારી કૃષિ યુનિવર્સિટી
નવસારી

(૧૪/૫)

૧૩/૫/૧૦

APPENDIX-A

Rules for Appointment of Rector in the Hostels of Navsari Agricultural University and their duties, functions and responsibilities.

- (1) These rules shall be called as "Rules for the Appointment of Rector in the Hostels of the Navsari Agricultural University and their duties, functions".
- (2) These rules shall come into force with effect from the date of issue of notification.
- (3) There shall be one Rector for each college of the Navsari Agricultural University. *All the hostels*
- (4) There shall be a separate Rector and / or Assistant Rector for Girls Hostel / Post Graduate Hostel, if there is a separate Girls / Post Graduate Hostel keeping in view the necessity.
- (5) The Principal of the College shall recommend through Director of Students' Welfare to the Vice Chancellor, the names of the teachers of the rank normally not lower than that of Associate Professor for the appointment of Rector, who in his opinion is suitable for the assignment.
- (6) The Vice Chancellor shall appoint one of the three persons as Rector in consultation with the principal of the college and recommendation of Director of Students' Welfare.
- (7) The appointment shall ordinarily be for a period of the three years in the first instance. However, the period of appointment can be reduced or extended by the Vice Chancellor, but in no case the appointment of any person as Rector shall exceed five years.
- (8) The Rector shall be provided with residential accommodation on *priority base and* have to reside on the campus when residential, facility is available.
- (9) The Rector shall be paid a cash honorarium of Rs.2000/-per month.
- (10) The principal of the college shall be Ex-Officio Chief Rector and shall have the overall control and supervision of the hostel affairs.
- (11) The duties and functions of the Rector of the Hostel of the Navsari Agricultural University shall be as under:
 - [i] To act as a local guardian of the hostel students.
 - [ii] To be responsible for the maintenance of discipline among the students in the hostel

- [iii] To remain in constant touch with the students through frequent visits and try to know and solve their problems regarding water supply, electricity, sanitation, food, furniture, accommodation and other physical amenities.
- [iv] To be responsible for the smooth administration of all hostel affairs under the guidance of the principal and the Director of student's Welfare.
- [v] To guide and supervise Assistant Rectors and other hostel staff in their day-to-day working.
- [vi] To distribute work to the assistant Rectors and other hostel staff.
- [vii] To organize / supervise canteen/ cafeteria and regulate quality and price of the things sold in the canteen attached to the hostel.
- [viii] To be an overall in-charge of all hostel buildings, consumable and dead-stock articles such as furniture, fixtures, utensils and such other materials provided in the hostel.
- [ix] To look after the maintenance, repair and replacement of necessary hostel articles such as utensils, furniture, fixtures, fittings, etc. with the help of Assistant Rector and appropriate officer of the University.
- [x] To verify physically at least once in a year all the dead-stock articles of the hostel and report the cases of irregularity to the principal for further necessary action.
- [xi] To supervise, guide and control the quality of food in the student's messes and to take suitable steps in case of irregularity.
- [xii] To supervise, guide and check the financial accounts and the mode of working of the hostel messes run by the students themselves and approve monthly bills.
- [xiii] To point out any irregularity of the hostel mess both to the students as well to the Principal and initiate suitable action against any irregularity.
- [xiv] To be responsible to clear all pending objections pointed out in the Audio Report.
- [xv] To arrange for medical aid to needy students at their own cost bearing the facilities available at campus health centre with the help of the hostel staff and Principal
- [xvi] Any other duties pertaining hostels affairs assigned by the principal of the college and director of students welfare, Navsari Agricultural University, Navsari.

APPENDIX- B
Rules for Appointment of Assistant Rector in the Hostels of Navsari Agricultural University and their duties, functions and responsibilities.

- (1) These rules shall be called as "Rules for the Appointment of Assistant Rector in the Hostels of the Navsai Agricultural University and their duties, functions".
- (2) These rules shall come into force with effect from the date of issue of notification
- (3) There shall be one Assistant Rector for each Hostel Block of the college.
- (4) The Principal shall appoint Assistant Rectors in consultation with Director of students' welfare as recommended by the Rector from amongst the teachers of the rank of Assistant Professor / Associate Professor or its equivalent.
- (5) The appointment shall ordinarily be for a period of the three years in the first instance. However, the period of appointment can be reduced or extended by the Vice Chancellor, but in no case the appointment of any person as Assistant Rector shall be more than five years.
- (6) The Assistant Rector shall be provided with residential accommodation on priority base and have to reside on the campus when residential, facility is available.
- (7) The Assistant Rector shall be paid a cash honorarium of Rs.1000/-per month.
- (8) Duties and functions of the Assistant Rector in the Hostel of the Navsari Agricultural University shall be as under:
 - [i] To be an overall in-charge of hostel allotted to him by the Rector and look after general amenities such as accommodation, food, furniture, sanitation, health etc. of the hostel students.
 - [ii] To allot hostel rooms to the students on production of receipt of hostel fees.
 - [iii] To supervise the work entrusted to Agriculture Assistant or other staff with regard to dead-stock and consumable articles and ensure that dead-stock and consumable Registers are maintained up-to date.
 - [iv] To remain in constant touch with the students by frequent visits of the hostel, and try to solve their day-to-day problems regarding water supply, electricity, sanitation, furniture, fixtures, food, accommodation and other physical amenities.
 - [v] To guide and supervise the work of the hostel staff such as sweeper, watchman etc. of his hostel.

- [vi] To organize / supervise canteen/ cafeteria and according to the instructions of the Rector.
- [vii] To attend hostel welfare committee meeting and responsible for the entrusted to him by the Rector in this behalf.
- [viii] To help, supervise and check the financial accounts and working of the hostel messes either run on contract basis or by the students as per instructions of the Rector.
- [ix] To point out any breach of the Hostel rules and cases of indiscipline among students to the Rector.
- [x] To maintain a register in the prescribed Performa for the students residing in hostel and keep it up-to-date
- [xi] To take roll of the students as per instruction of the Rector.
- [xii] To attend sick and needy students and help them in securing necessary aid.
- [xiii] To supervise and look after the reading-cum-recreational room in the hostel.
- [xiv] Any other duties and responsibilities pertaining to hostel affairs assigned by the Rector / Principal / Director of Students' Welfare.

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