BEST **Residential Warden** OF THE UNIVERSITY

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| --- | --- |
| NAME OF THE APPLICANT |  |
| EMPLOYEE NO OF THE APPLICANT |  |
| GENDER |  |
| DATE OF BIRTH & AGE |  |
| ARE YOU A SENIOR CITIZEN |  |
| IF YOU ARE DIFFERENTLY ABLED, HIGHLIGHT THE CATEGORY |  |
| JOINING YEAR OF THE APPLICANT |  |
| DESIGNATION while joining |  |
| Present Designation  |  |
| Salary while joining |  |
| Present Salary |  |
| Educational Qualification |  |
| DEPARTMENT |  |
| EMAIL ID |  |
| CONTACT NUMBER |  |

Nomination Form

|  |  |
| --- | --- |
| Nature of Duty |  |
| Name of the reporting Authority |  |
| Regularity in Attendence/ Availability in Hostel |  |
| Punctuality |  |
| Works in corporation with other colleagues |  |
| Participation in meeting, Training and special events | 1...2...3... |
| Follows written and oral instructions from Supervisors/ Superiors |  |
| Demonstrates appropriate Security and Safety knowledgeSafety awarenessFirst Aid awarenessEmergency procedure awarenessBehavioural rules of University for Wardens and Security personnelKey Location awareness of University premisesAwareness of Local authorities and their contact details– Police Station, Hospital, Ambulance service, Fire Station.Rules and Regulation of staff and StudentsRules regarding behaviour with students of Foreign Nationality.Awareness of University hierarchy and Top Management personalityAwareness of Safety and Security regulations of University.Awareness of Fire Hydrants in the Campus, Hostels and Buildings.Awareness of action to be taken for Indisciplined behaviour of Students and Staff.Awareness of duties that they can be assigned to. |  |
| Maintains Discipline, Security and Safety Records , files and Documents neatly, regularly and systematically. | 1...2...  |
| Capacity to highlight Discipline/Security / Safety issues/ concerns/drawbacks to concerned authority and follow up with concerned. ( Site incidents of such incidents | 1...2..... |
| Manages Student Behaviour appropriately | 1.....2.....3.... |
| Capacity to counsel students |  |
| Reasonable understanding of Cultural variation of students . |  |
| Awareness of Values and Tradition of various ethnicity |  |
| Follows Security /Roll call schedules appropriately |  |
| Wearing of Proper clothings in hostel, cleanliness, personal appearance/bearing. |  |
| Medical Condition* Physical agility
* Mental stability
* Medical Fitness
* Eye Sight and Hearing capacity
* Response capability in case of emergency
 |  |
| Professionalism, Do not associate with students in personal matters |  |
| Behaviour and mannerism with Students and other staff and colleagues |  |
| No loitering in premises / alcohol drinking / smoking /drug in campus or hostel |  |
| Personal Characteristics that reflect high degree of Integrity, Maturity , Dependability , enthusiasm |  |
| Different types of work undertaken |  |
| List appreciation received from Superior/ Head of Dept |  |
| List no of citations received from University Management |  |
| Contribution to your Department |  |
| Contribution to the University |  |
| Willingness to work beyond the normal call of duty(Cite occasions of such work with endorsement by Direct superior) |  |
| Are you a team player(Cite examples) |  |
| Foreign Experience in similar Jobs where applicable |  |
| Any other aspects you will like to highlight substantiating your competence and capability of a resident warden |  |

**Declaration**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the particulars furnished by me in this nomination form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my nomination shall liable to be rejected.

Signature of Candidate Signature of HoD