

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Vikrant Vikram Singh, Asst. Professor, Amity Business School was the University Weekly Duty Officer for the period 25-June-18 to 30-June-18. During the course of my duty, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)			
1	<b>UNIVERSITY PREMISES</b> (Academic Block A)	25/06/2018	02.00 PM	<b>Ground Floor</b> - 1- Water Cooler & RO near main entrance and at back side are functional and working properly. 2- Both Gents toilets are properly functional, all water taps, Toilet flushes are working properly. 3- All the tubelights in the corridor are functional. ✓
2		26/06/2018	10.00 AM	<b>First Floor</b> - 1- Water Cooler & RO near front end and back side are functional and drinking water taps near back side are working properly. 2- Both Gents toilets are properly functional and staff gents toilet is also properly functional, all water taps, Toilet flushes are working properly. 3- All the tubelights in the corridor are functional. ✓
3		26/06/2018	10.00 AM	1- Cleanliness was proper, checked the corridors and faculty rooms, proper cleanliness was there. 2- Doors of all rooms are properly oiled. No noise during opening/closing.
	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28/06/2018	01.10 AM	Checked and verified the duty register of guards. As per the register total 22+1 guards were on duty, verified the same physically. All the guards were alert and were at their respective positions. ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS

02-07-2018  
Date

*Vikrant*  
Signature

The duty officer has complimented our housekeeping staff & security guards, who were found alert even when it was raining, when he did a surprise check at night 1.30 AM.

*Vikrant*  
02/07/18

*Umesh*  
02/07/18

*Dir Admin*

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Santa Jain Goyal (Designation), AP-III CSE Dept #1/ASE1 (School/ Institution) was the University Weekly Duty Officer for the period 02/07/18 to 08/07/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS	
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	03/07/18	3:10 PM	cleaning was in progress	
2				due to reopen for new -	
3				academic session.	
4		05/07/18	1:50 PM	Deep cleaning was going on.	
5		06/07/18	8:45 PM	Food was not good. (X)	
6				cleaning was there.	
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	02/07/18	11:00 AM	All washroom were fine, cleaned.	
8					
9					
10		06/07/18	3:00 PM	R.O. water cooler were in fine conditions.	
11					
12					
13					
14					
15		SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	06/07/18	1:00 AM	All Guards were in predefined position.
16					Some of them/very few of them
17				were on leave (predefined leave)	
18					
19					
20					
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS	
1					
2					
3		NA			
4					
5					
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS	
1					
2		NA			
3					

09/07/18  
(DATE)

S Jain  
(SIGNATURE)

(X) The veg was tasteless, chapatis were not well cooked. (Kindness - not very many students like this)  
Dal was wrong chhilka - not properly cooked.

- Please speak  
Dir Hostels

9/7/18

Uman  
09/07/18



# AMITY UNIVERSITY MADHYA PRADESH

## Weekly Duty Officers

Week (Monday to Sunday)

Month	Dates	Name of Duty Officer	Institute/ School
July	16.07.2018-22.07.2018	Dr. Raghvendra Kumar Mishra	AIB
July	23.07.2018-29.07.2018	Dr. Devendra Kumar Pandey	ABS
July/August	30.07.2018-05.08.2018	Mr. Rajeev Goyal	ASET-CSE
August	06.08.2018-12.08.2018	Ms. Rohini Nag	ASL-English
August	13.08.2018-19.08.2018	Mr. Satnam Singh	ASCO
August	20.08.2018-26.08.2018	Mrs. Neelam Singh Tomar	ASL-French
August/Sep.	27.08.2018-02.09.2018	Mr. Imran Ahmad Khan	ASET-Civil
September	03.09.2018-09.09.2018	Ms. Riya	AIBAS
September	10.09.2018-16.09.2018	Ms. Annu Kumari	ASFDT
September	17.09.2018-23.09.2018	Ms. Swati Sharma	ALS
September	24.09.2018-30.09.2018	Mr. Siddharth Singh Jadon	ASAP
October	01.10.2018-07.10.2018	Dr. Deepak Kumar	AIBAS
October	08.10.2018-14.10.2018	Ms. Vanshika Bhargava <i>Ms. Gagulapati Sreepada left DOJ - 11.07.2018</i>	ASAP
October	15.10.2018-21.10.2018	Dr. Swadesh Bhatt <i>Mr. Shubham Kiran Suayda left</i>	AIBAS <i>03.08.2018</i>
October	22.10.2018-28.10.2018	Mr. Sadanand A Karhale	ALS
Oct./Nov.	29.10.2018-04.11.2018	Mr. Ramendra Pratap Singh <i>Mr. Narefn Kediy - AP 2</i>	ABS
November	05.11.2018-11.11.2018	Mr. Yash Vardhan <i>Mr. Samdeep Kulkarni</i>	ALS

Note: All Duty Officers must report to the Hon'ble VC afternoon hours of every Friday preceding to next week according to their duty roster

*put-up for kind approval pls.*

*Hon'ble VC*

*Uman. 29/10/18*

*(Rajesh Jain) 29/10/18*  
Registrar

# Fw: Nomination of University Duty Officer on a Weekly Basis

Roopa Garg

Tue 9/25/2018 7:26 PM

Sent Items

To: Shubham Kirar Suryawanshi <sksuryawanshi@gwa.amity.edu>;

📎 1 attachments (12 KB)

Responsibilities of University Duty Officer.docx;

With Regards,  
Roopa Garg  
Office Assistant

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**From:** Rajesh Jain

**Sent:** Tuesday, September 25, 2018 7:23 PM

**To:** Gogulapati Sreeprada; Naresh Kedia; Dr Sandeep Kulshrestha; ssuryawanshi@gwa.amity.edu

**Cc:** Lt. Gen. V.K. Sharma; Prof (Dr) M P Kaushik; Prof Yogendra Pal Singh; Dr Anil Vashisht; Maj Gen Rajinder Kumar; Dr. Deepa Pandey; Rajendra Singh Kushwah; Roopa Garg

**Subject:** Nomination of University Duty Officer on a Weekly Basis

Dear All,

Please refer to the trail mail.

You have been nominated as **University Duty Officer** for the below mentioned week:-

1. Ms. Gogulapati Sreeprada, Asst. Professor-ASAP (Week 08.10.2018-14.10.2018)
2. Mr. Shubham Kirar Suryawanshi, Asst. Professor-1-AIBAS (Week 15.10.2018-21.10.2018)
3. Mr. Naresh Kedia, Asst. Professor-2-ABS (Week 29.10.2018-04.11.2018)
4. Dr. Sandeep Kulshrestha, Associate Professor-ALS (Week 05.11.2018-11.11.2018)

Yo are requested to report to the Hon'ble VC afternoon hours of Friday preceding to next week according to your week.

Best Wishes,

Rajesh Jain  
Registrar, AUMP

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**From:** Lt. Gen. V.K. Sharma

**Sent:** Monday, November 30, 2015 10:34 AM

**To:** Prof.(Dr.) R.S.TOMAR; Dr Shri Prakash Bajpai; Dr. Anil Srivastav; Dr Anil Vashisht; Prof Yogendra Pal Singh; Dr. Eirene Leela Rout; Dr. Anshul Gangele; Dr. Iti Roychowdhury; Dr Sumit Narula; Narasimha Swamy Chennojwala; Anshu Singh Choudhary

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr. Raghvendra Kumar Mishra, Associate Professor (Designation), Amity Institute of Biotechnology (School/ Institution) was the University Weekly Duty Officer for the period 16/07/2018 to 20/07/2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	16-07-2018	13:20-13:50 hrs.	Kitchen area was neat and clean
3				Storage area of food was clean
4				Disposal was done at proper place
				Kitchen area was not properly neat and clean
				Storage area of food was clean
6				Chapati was not good.
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	17-07-2018	14:00-15:25	I visited C-block on 17-07-2018 at 14:00 hrs.
9				I checked all the gents toilets (1st-Vth floor) and found in good condition
10				Toilets were neat and clean and well maintained
11				I also checked water coolers
12				Mess was neat and clean. There is no log book for equipments in ECE Lab 202; 203; 204; However they have equipment testing book.  There is no log book for equipments in Civil (Material Lab)103; However they have equipment testing book.
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	20-07-2018	01:45-2:45 hrs.	I visited all the security points in the campus
15				25 guards including 1 gunman and 1 supervisor were present on duty
				All guards were alert and at their defined places
				Street light is not working out side of new boys hostel.
				I checked the rooms in old and new hostel (G-2 & FF4). Everything is fine there.
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	LT-101, 102, 103, 104, 105, 106, 107, 108, 109	17-06-2018	14:00-15:25.	Power plugs, Lights and Projectors were found functional.
2	LT-201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225			OK
3	LT-301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313 (Multi-purpose Hall)			OK
	LT-401, 402, 403, 404, 405, 406 (A), 406 (B), 407, 408, 409, 410, 411, 412, 413			OK
4	LT-501, 502, 503, 504, 505, 506, 507			OK
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	NIL			NIL

23/07/18  
(DATE)

(SIGNATURE)

Registrar  
Director (Admin)  
Director (ASET) 23.7.2018

Director (HOSTELS)

MANABH 23/07/18

23/7/18

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr Devendra Kumar Pandey, Professor, Amity Business School was the University Weekly Duty Officer for the period 23 July 2018 to 28 July 2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS	
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	27 July 2018	8.30pm to 9.30pm	Menu displayed. Preparations were as per menu. As per interaction with students, Food quality was acceptable, <u>except Chapati.</u> - <i>Dir Hostels</i>	
2				Cooks/workers were reasonably maintaining hygiene.	
3				Kitchen was clean. <i>Please ask contractor to wash the kitchen</i>	
4				B-Block Canteen: Lot of Flies were there during Lunch time. <i>Dir Admin</i>	
5	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	<i>Please discuss Dir Admin</i>	26 July 2018	11.00am	Window handles, latches, stoppers of some Classes/W/r were not available. If possible they should be welded rather than using screws to fix them. This is a common problem.
6	Wash rooms				Near Moot Court: Duct door not closing. 1st Floor: Seepage from ceiling. Near AIB: U/pot 1-damaged. Window Glass broken. Near Canteen: W/c pot leaking, Near 205- Seepage, Near 301-Window glass broken,
7	Roof Sheets (Plastic)				All 6 roof sheets are giving space for rain water dripping from joints.
8	Corridors				Glass broken near 301 and near Audi stairs
9	General				Lock of Glass door near Audi and Canteen- broken
10	General				Heavy seepage near stairs approaching to ViP Lounge.
11	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28 July 2018	1.40am	Out of 30 names mentioned on Duty Register, 26 security personnel were present. All of them were present on their respective posts and were active. ✓	
12		26 July 2018	11.00am	<u>All Fire Extenguishers- Co2 of B-Block: Expiry date over. Hostel-Type A: Expiry date over.(Checked 2)</u>	
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS	
13	B-208A	26 July 2018	11.00am	Window glass broken	
14	B Block	26 July 2018	11.00am	Doors of all rooms are properly oiled. No noise during opening/closing.	
SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS		
15	Moot Court	26 July 2018	11.45am	Verticle Blind No 1,3,4,5,6 damaged. Frame of No 5-about to fall. Rain water dripping from ceiling on wodden flooring near VIP entrance--Podium side.	

Date 30/7/18

*Dir Admin*

*[Signature]*  
Signature

*Please check these points and discuss.*

*Dir Admin* *[Signature]*  
31/7/18

*[Signature]*  
31/7

*U.*  
31/7/18

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Rajeev Goyal, A.P. - III (Designation), ASET (CSE) (School/ Institution) was the University Weekly Duty Officer for the period 30/7/18 to 5/08/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	1/8/18	1:00 P.M.	All <del>was</del> good (food, amenity, arrangements) <u>except insect</u>
2			(lunch time)	<u>thy issue</u> . Needs Insect Replent.
3				
4		3/8/18	8:00 P.M.	all found OK ( food was bit spicy) and oily).
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	3/8/18	R.O. (4:00 P.M.)	found OK also observed that maintenance work is going on that day
8				
9				
10		3/8/18	log books (1:00 P.M.)	found OK
11				
12		2/8/18	Projectors (8:10 P.M.)	found OK (remote not been issued by IT Department).
13				
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	3/8/18	Security (1:00 A.M.)	All Guards were present on their duty. ✓
15				
16				
17				
18				
19				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2	LAB (Block-A)	31/7/18	1:00 P.M.	found OK ✓
3				
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Boy's Hostel	3/8/18.	8:30 P.M.	two block checked (one from old and one from new Hostel) found OK, But with connections is poor in some rooms. ✓
2	inspection.			
3				

6/8/18.  
(DATE)

Rajeev Goyal  
(SIGNATURE)

Please have anti insecticide spray done.  
Air Admin for 06/08/18  
 Why are the remote controls of projectors not being issued?  
Manager IT 06/08/2018



FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

I, Ms. Rohini Nag, Asst Prof (Designation), ASL (School/ Institution) was the University Weekly Duty Officer for the period 6/8/18 to 12/8/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	7.8.18	12:40 PM	• Cleanliness of dining area OK
2		9.8.18	8:30 PM	• cooking area OK
3				• serving area OK
4				• use of apron/ Shower/ cap OK
5				• <del>utensils</del> greasy ✓
6				• washing area OK ✓
7				• <del>serving plates</del> greasy/water spotted - contd.
9	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	8.8.18	10:45 AM	- C BLOCK - Cafeteria:
11				Hygiene: flies infestation
12				Overall cleanliness - OK
13				Food on MRP - OK
14				• fluctuating quantities of food.
16	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			• <del>lack of options, although displayed on menu.</del>
18		10.8.18	10:15 PM	- HOSTEL INSPECTION - - use of electric kettles/ unpermitted items - NIL contd.
20				
1	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	- LABORATORY INSPECTION -			
2	302 (AIBAS LAB)	10.8.18		OK
3	307 (ARCH. COMPUTER LAB)			OK
4	212, 213 (B. PHARMA LAB)			
5	218, 219 (LAB)			OK (under construction) contd..
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

13.8.18  
(DATE)

Rohini Nag  
(SIGNATURE)

\* Dir Hostels - Please speak.  
Dir Admin for Amul  
13/08/18

Umas  
13/8/18

S. No.	DUTY	DATE	TIME	REMARKS	
	STUDENT'S MESS (Quality of food, Cleanliness, Proper Storage & disposal etc.)	7.8.18	12:40 PM	* Quality - Spicy, oily (lauki chana, dal, roti, rice, salad) * 4 - rotis - 1 dry, burnt * quality of food: OK ✓ * disposal area: OK ✓ * water cooler/handwash area: water spills, slippery * worm found in breakfast bread. * infestation of flies - * overall cleanliness: OK * utensils need maintenance.	
		10.8.18	8:30 PM		
		8.8.18	10:30 AM	WASHROOMS - C BLOCK -	
		11.8.18	10:40 AM	Near 409 - flush taps to be checked - Sanitary napkin bins - OK ✓ all floors - cleanliness - OK	
		8.8.18	10:50 AM	CLASS ROOMS - C BLOCK - - overhead projectors - OK - Air conditioners - OK	
				Washroom mirrors - hazy. - WATER COOLERS - All OK Total No: 05) (No. of guards on duty) ✓ 10.8.18 1:50 AM A BLOCK - 02 - OK B BLOCK - 04 - OK C BLOCK - 04 - OK # 10 point - 02 - OK # 15 point - 02 - No response Boys Hostel - 03 - OK Girls Hostel - 03 - OK Maintenance of logbook - OK Supervisor on duty - 02 - OK Alertness - overall OK ✓	
				→ please change those which are really bad Jix Admin	
				→ please check who were they sleeping. Jix Admin	
		UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plants etc.)			
	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)				
	CLASS & ROOM NO.	DATE	TIME	REMARKS	
1	202, 203, 204 (SEE LAB)	10.8.18	10:50 AM	Maintenance of utilization register - OK ✓	
2				" " equipments - OK ✓	

3					
4					
5	102, 103 (CE)				• Maintenance of equipment log book -- OK
6	(Surveying lab + geotechnical lab)				• Monthly testing reports -- OK
7					• Maintenance of equipment log book -- OK
8					• Monthly testing reports -- OK
9					▶ No immediate requirement for equipment repairing.
10					
S No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS	
1					
2					
3					
4					
5					
6					
7					
8					

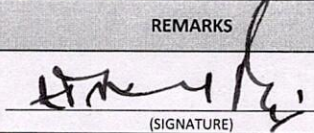
13.8.18

(DATE)

*Darini Nay*  
(SIGNATURE)

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Satnam Singh**, Assistant Professor (Amity School Of Communication) the University Weekly Duty Officer for the period 13/08/18 to 19/08/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	14th August 2018	1.00 PM	I went for lunch in student's mess where, I have inspected the quality of food- which was good, and as per menu. But, the drinking and handwash area was in <u>pathetic condition-the outlet (discharge of wasted water) of water cooler &amp; wash basins were in flowing in open area.</u>
2				
3				
4		17th August 2018	9.00 PM	I went to kitchen and mess for inspection. I have inspected the kitchen which was neat and hygienic, proper disposal of waste was being done, no use of plastic. Hygiene of cooks, helpers and cooking process was maintained. Storage of dry rations was in a proper sytem. But the sanitization of utensils was not good enough. <u>Only formality of many layer sanitization has been observed.</u> However the food quality was good, and as per menu.
5				
6				
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	16th August 2018	12:00 PM	Inspected A - Block, following observation has made: Applied Physics Lab -102- Logbooks of have been maintained properly, last checked & verified by HOI on 18.07.18. Applied Chemistry Lab-101 - All instruments were in good condition logbooks have been maintained, last checked by HOI 27.07.18. CBRN Lab 117 was maintained properly. Mechanical Lab 119 & 120 - all machines, equipments working properly, was in good condition, logbooks were maintained properly, last checked by HOI 7.08.18 & 06.08.18 respectively. Computer Lab 112 was maintained properly. <u>(Demand of a Rack/Almirah was put by the Lab Incharge to manage files and other documents).</u> Workshop- All Machines and equipments were in good condition, logbooks were maintained which were last verified by HOI on 8.08.18. <u>(Glass of overdoor window of room no. 02 and a window of room no. 03 were cracked).</u> All OHP's in various classes were in working condition. <u>Ceiling of Galary in front of CR 216 on First Floor was blackened due to leakage in rooftop.</u>
9				
10		14th August 2018	11:00 AM	Inspected all the Men's washroom, they were neat and clean. There were no leaking of taps. All RO's are working properly, tasted water which was up to the mark.
11		18th August 2018	10:30 PM	Two pockets in H1 & H3 were checked. No electric appliances or any objectionable material was found. All RO's were working properly, water quality was up to the mark. <u>(One RO in H1 near room no. F17 was leaking)</u>
12				
13		14th August 2018	2:00 PM	Inspected A-Block cafeteria - Products are sold on MRP, there are no expiry date products but <u>kitchen area was not neat and clean. No of items may be increased.</u>
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	18-19th Aug 2018	1.30 AM	I inspected security system with security supervisor at mid night and found that they were active, alert and on duty at all the assigned places. Total 26 person including 2 supervisors were on duty. All street lights are in working condition.
15				
16				
17				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	-	-	-	-
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
	20 <sup>th</sup> Aug 2018 (DATE)			 (SIGNATURE)

*Please look into this. I would like to see it myself.*

*1. Show the video to Dir. Hostel  
2. Please ensure proper cleanliness of Utensils. Dir. Hostels.*

*Dir Admin*

*Computer Lab  
Dir Admin*

*Dir Admin*

*Satnam Singh  
20/08/18*

*20/08/18*

*Dir Hostels*

*20/08*



S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Block-C cafeteria	23/8/18	2.05 p.m. to	Kitchen found satisfactory, things served as per rates. Things prepared
2			2.12 p.m.	as per demand. Crowd was there. Taste was OK. ✓
3				

25/08/18  
(DATE)

  
(SIGNATURE)

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Annu K., Assistant Professor, Amity School of Fashion Design & Technology was the University Weekly Duty Officer for the period 10th September, 2018 to 16th September, 2018.

During the course of my duties, I have checked the following as instructed by Hon'ble Vice Chancellor:

S. No.	Duty	Date	Time	Remarks
1	University Premises: Academic Block-C a) Class room/ Projector	9/10/2018	0:15	i) A common "Remote" problem all students and faculties are facing for switch on/off of projector. <i>Please speak Manager IT</i> ii) The issued projector's are facing USB Cable issue due to poor handling. iii) Some of the fixed projector's projection angles are disturbed due to wrong positioning and casual handling. <i>Manager IT</i>
	b) Notice Board in Corridor	9/12/2018	11:30 AM	Seven notice Boards are required in Pharmaceutical department in corridors with following specifications: Two notice boards with 8X2.5 feet and five notice boards with 3X4 feet.
	<i>Dir Admin - Please check</i> c) Faculty Parking	9/14/2018	1:00 PM	Two student's Motor Bikes used to park in faculty parking due their good relations with Security people.
	d) Water Cooler	9/15/2018	12:05 PM	All water cooler's were working fine, water taste was fine.
	e) Cafeteria	9/10/2018	1:30 PM	Cafeteria cleanliness was fine only and food taste was acceptable.
	f) Labs i) Psychology Lab	9/14/2018	1:00 PM	Room no. (302): Everything was fine except two fans were not working.
	ii) Architecture Labs	9/14/2018	1:10 PM	Room no. 410, 411, 402 -- Exhibition & Material Lab, Carpentry workshop and Model making labs were fine enough. <u>Only Room No. 404--- Photography cum Submission room MCB issue is there, Power is fluctuating there or Voltage problem.</u>
	iii) Labs: ECE Labs	9/12/2018	2:00 PM	Room no. (201- 204): ECE Labs--All logbook checked; were updated. No Instrumental and furniture requirement. <u>They are in a requirement of noticeboard for all four lab rooms.</u>
	iv) Labs: Civil Engg.	9/12/2018	1:45 PM	Room No. (102 & 103): GeoTechnical Engg. Lab/ Civil Eng. / Structural Eng. Lab: All logbook checked; were updated and no requirements for furniture.
	v) Pharmaceuital Labs	9/12/2018	11:30 AM	( Room No. 218-220): Pharmaceutical Labs are in development stage and detailed requirements are attached in <b>Annexure 1</b> .
2	Students's Mess (Quality of Food, Cleaniness, Proper Storage & Disposal: <b>Lunch</b> )	9/11/2018	1:20 PM	<i>Dir Hostel</i> i) The only food 'Daal' was not up to the mark and was much diluted. I discussed this issue with Mess running authority, They accepted the case and revert that today "Paneer Sabji" used to be the main focused food item, so no students are taking dal and if they will make is thick with more amount of daal it will be wasted. <u>All rest of the food was as per menu but in place of Palak Paneer, it was only Paneer curie.</u> ii) The cooking area, utencil cleaning area was little bit messed up due to lunch time but overall it was well managed and clean.
	Students's Mess (Quality of Food, Cleaniness, Proper Storage & Disposal: <b>Dinner</b> )	9/13/2018	8:45 pm	The menu was followed but "Matars" were deficient in the food, Rice quality also doubtful at that day. ii) Cleaniness was appreciable at that time in kitchen area.
	Security (Alertness of Guards on Duty)	9/15/2018	1:15 AM	All Guards were on their assigned places and attentive. I did not find any Hazardous thing in the campus.
S. No.	Class & Room no.			
1	LT 216	9/10/2018	12:50 PM	
2	Architecture Studio's (501-505)	9/10/2018	2:15 PM	Alignment of projector is not correct. <i>Dir Admin</i>
3	Room 203	9/12/2018	12:30 PM	Seating stools/ chairs are boken & insufficient in Studio 4.
4	Room no 218	9/12/2018	1:20 PM	The room is assigned for phd classes but no projector is mounted in the room. This complained came from faculty to fix the projector.
5	Architecture Studio-3	9/10/2018	2:15 PM	Air conditioner is not working. <i>Dir Admin</i>
S. No.	Special Task By Order of The Vice Chancellor			
1	Girl's Washrooms	9/12/2018	12:30 AM	i) All the washrooms were checked in Block-C, cleaniness was fine but some flushes like in front of Seminar hall's washroom were continuously flowing water, which causes water scarcity for other washrooms. ii) Mirrors are not there in the last washroom around room no. 201.

17/9/2018  
(Date)

*M. 17/9/18*

*Annu 17/9/2018*  
(Signature)

*Dir Admin - for*  
*Dir Hostel*  
*Manager IT*

*Please check & get it rectified.*  
*Dir Admin*

## Annexure-I

### Pharmaceutical Labs

It composed of four parts:

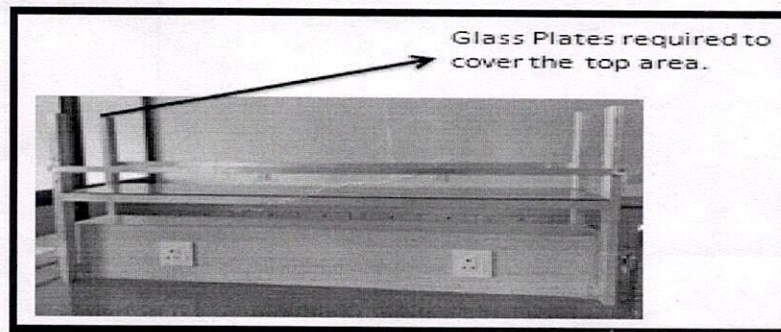
- a) Machine room cum Museum (Room no. 220)
- b) Human Anatomy (Room no. 219)
- c) Pharmaceutical Chemistry Lab
- d) Pharmaceutical Lab (218)

a) **Machine room cum Museum (Room no. 220)**

- i) Shelves made up of glass are required to showcase projects, materials etc. on the board.

Size specifications of Shelves are:

- Length= 8 metres
  - Height= 1.15 metres
  - Width= 0.1 to 0.2 metres
- ii) A wooden stage platform is required in front of white board for better visibility.
  - Platform specifications: Height- 0.5 feet
  - iii) One Exhaust fan is required; but that side no opening in the building. Shifting the lab in other side room for opening.
- b) **Human Anatomy (Room no. 219):**
- i) Six tube lights are required; three in each platform to see microscopic views.
  - ii) Glass plates are required to cover stands.

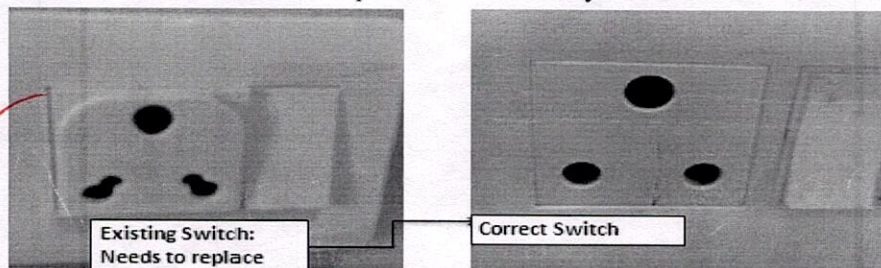


c) **Pharmaceutical Lab (218):**

- i) Air conditioner is not working.
- ii) Water taps are not firmly placed and loosened.

d) **Pharmaceutical Chemistry Lab (No Room No. Given):**

- i) Switch boards needs to change for all labs, as these are not compatible with the plugs of instruments and detailed requirement list already submitted.



→ What is the problem?  
Please speak to Dir A/P & resolve  
Dir Admin

M.  
17/9/18



S. No.	DUTY	DATE	TIME	REMARKS
3				<p><b>Labs &amp; Workshops:</b> In workshop, log books were examined and all of them were updated with latest entries. All equipments were in working condition. All pipeline system across workshop were also in good condition.</p> <p><b>Drinking water:</b> Water coolers and Purifiers were working.</p> <p><b>Details of guards on duty:</b> There were 2 supervisors and 15 guards on duty. 6 guard was on leave as per the register.</p>
4				
1				
2	<p><b>SECURITY</b></p> <p>(Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)</p>	<p>18-09-2018</p> <p><i>Please Inform M. Dir Admin</i></p>	<p>01:15-02:15 AM</p>	<p>I started at 1:15 AM from Girl's hostel, and as spotted quickly by one of the Guard before reaching to main gate. At the main gate, Mr. Brijendra Singh, one of the supervisors was present (He was sleepy). He showed me the attendance register and briefed me about the locations of guards in the campus. Though I found on inspection that information given by him was not accurate. As per him, there had to be one "guard" present on "Post 10", while there was no-one, and 2 guards at Block-C, whereas there were 4 guards posted at Block-C. One Guard accompanied me to Block A, Block B, Block C, hostels and "Post 15" where the guards were on duty. I met another another Supervisor. He also briefed me "Guards' Positioning", his information was accurate and he himself was very attentive. I checked positions of guard at their assigned places, all of them were present and attentive. On the way to "post 15", I found the pathway to be fully covered by grass and plantation (grass were upto my shoulders). I recommend for a "proper" pathway to b maintained for both "Post 15 &amp; Post 10", as it was highly dangerous to commute in night on such "pathway".</p>
1	<p>R.No. 101, 102, 103, 104, 107, 108, 110, 111, 112, 113, 119, 120, 217, 210, 212, 214, 215, 216, Ground floor main hall</p>	<p>9/18/2018 &amp; 9/20/2018</p>	<p>1:30 PM</p>	<p>In Block-A, all projectors were at proper place and functional. Seating arrangements were maintained properly. <u>Engineer Graphic Lab (217) require proper lighting as front row students face difficulties because of low light.</u></p>
2	<p>A Block workshop (Room1,2,3,4,5) Room no. 201, 202A, 202B, 203A, 203B, 204A, 218, 115, 117, 204B, 205,</p>			<p>Projectors were at the proper place and functional, power plugs, fans and lights were functional. Log books were maintained and updated.</p>

S. No.	DUTY	DATE	TIME	REMARKS
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

23.09.2018  
(DATE)

*[Signature]*  
(SIGNATURE)

FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

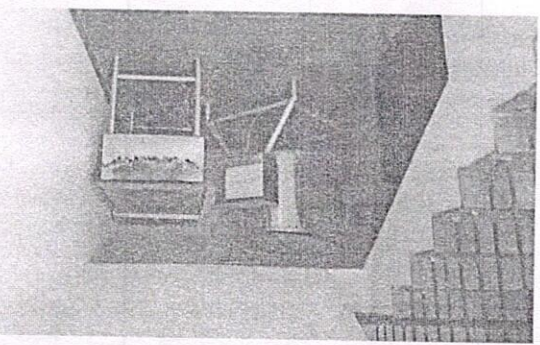
I, SIDDHARTH SINGH JADON, ASSO. PROFESSOR, ASAP was the University weekly Duty Officer for the period 24 sept to 29 sept 18. During the course of my Duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S.No	DUTY	DATE	TIME	REMARKS
1.	STUDENT'S MESS & FACULTY MESS	25 Sept 18	1:30 PM	Staff was in proper kitchen uniform. Cleanliness was satisfactory. During inspection chapatti was found thick. Students views and suggestions were like : chapatti is hard and students have complained many times that it is not properly cooked. Sometimes menu is repeated i.e Aloo Matar. Salad is not available many times, curd and raita are not in the menu, sugar and aniseed should be provided on reception. <ul style="list-style-type: none"> <li>Facilities satisfied with the food quality.</li> <li>Mirrors were not cleaned.</li> </ul> All items stored in the store room are properly kept and no expiry food item was found during the visit.
2		25 Sept 18	1:30 PM	
3		28 Sept 18	8:30 PM	Food was served according to the Menu, All kitchen staff wore hair caps, apron, gloves. Cooking and preparation area was satisfactory. Utensils wash area and vegetable storing area was satisfactory. Spoil Vegetable scrutiny was satisfactory. The Dining area was clean, Spoons were cleaned. Dinner feedback: Too much oil in panner butter masala. Students serving area is far from the main kitchen by the time chapatti comes it cools down. Live chapatti making facility should be proposed. One machine was out of order and lying under the staircase.
4		28 Sept 18	8:30 PM	

Dir Hostel

STUDENT'S MESS & FACULTY MESS

Please Inform Dir Hostel



Please speak

Director Hostel

Dir Admin

Dir AS

By Dir Library

Roginson

04/10/18  
01/10/18

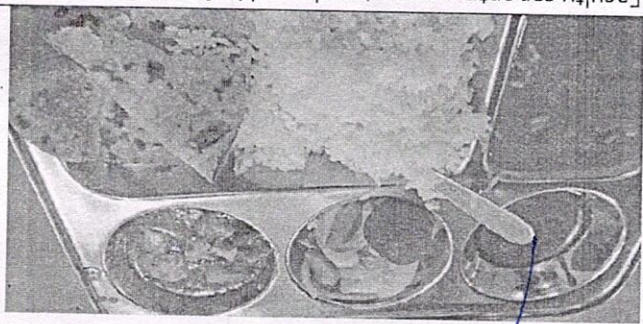
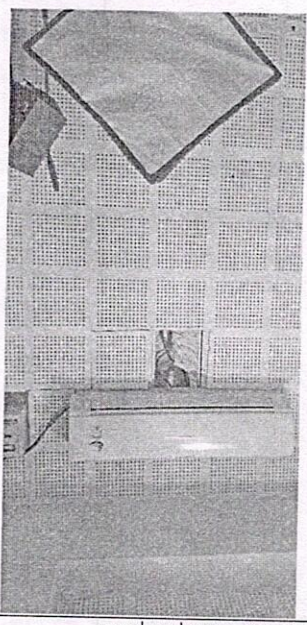
for ASAP  
04/10/18

01/10

01/10/18

Dir. HCS to please see...  
 Minkant & could work...  
 Dir. HCS

S.No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
5	SECURITY(Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards e.t.c.)	27 Sept	1:20 pm	<ul style="list-style-type: none"> <li>Firefighting Equipments are available.</li> <li>Fire drill should be done and the water hose and nozzles should be check. Students and faculty should be trained for fire prevention.</li> </ul>
6				
1	ASCO DEPT	25-09-18	12:30 pm	<ul style="list-style-type: none"> <li>Two AC needs to be repaired in ASCO studio water continuously drips out on the floor.</li> <li>Acoustic tiles which removed from the wall, after repair work it should be placed again.</li> <li>Notice board was organized.</li> <li>Projectors focus was proper.</li> </ul>
2	LAW	25-09-18	12:50 pm	<ul style="list-style-type: none"> <li>Moot court lecterns surface was scratched by the sharp object.</li> </ul>

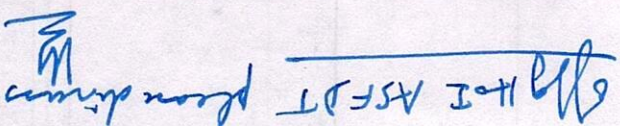


Faculty car entry was not endorsed in & out register. Mentioned to the guard on site.

Dir. HCS

2011

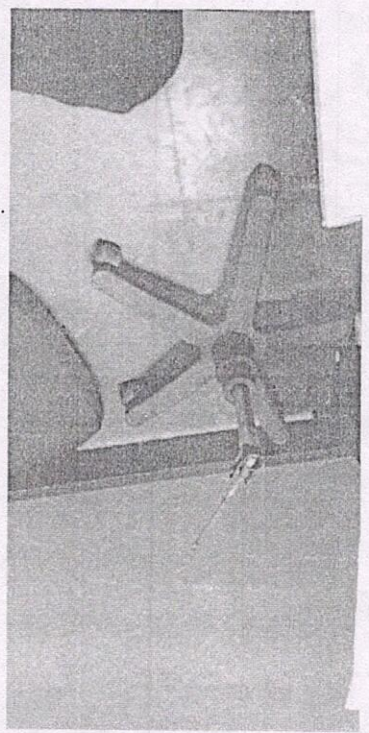
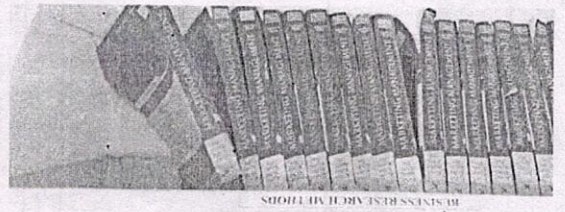
3	FASHION	25-09-18	12:55 pm	<ul style="list-style-type: none"> <li>Interlocking Two Sewing machines were not in working state.</li> <li>The mannequin was damaged required repairing.</li> <li>Drinking water at Wall mounted taps water pressure was very low.</li> <li>No leakage from the taps.</li> </ul>
4	Exam Dept	25-09-18	01:00 pm	<ul style="list-style-type: none"> <li>Mirror was not cleaned.</li> <li>Toilet window needs to be repaired.</li> <li>No leakage from the taps</li> </ul>
5	Administration Dept	25-09-18	01:00 pm	<ul style="list-style-type: none"> <li>Toilet was cleaned and soap was kept properly on the place.</li> <li>Watercooler having filtered water.</li> <li>No leakage from the taps</li> <li>No leakage from the taps.</li> </ul>
6	Admission Cell	25-09-18	01:20 pm	<ul style="list-style-type: none"> <li>No leakage from the taps.</li> </ul>
7	Bio Tech	25-09-18	01:30 pm	<ul style="list-style-type: none"> <li>Projectors focus was proper.</li> <li>First Floor: Labs was properly organized. The Sink was cleaned. All machines and equipments are in working condition.</li> <li>Dept is shortening with two fixed class projectors. One projector's remote cell was weak. (Room No 105)</li> <li>Some Spaces are not labelled.</li> <li>One chair was damaged in I.T lab.</li> </ul>


  
 A. H. I. ASFD

04/10/18  
Phyllis

#9. Discussed with Hon'ble VC  
 b. The books were received from Noida, free of cost at the time of VGC inspection in 2015. approx. 300 books were recd. in damaged condition. The binding process is going on.

S.No	ORDER OF THE VC	SPECIAL TASK BY THE	DATE	TIME	REMARKS
9	Store		25-09-18	2:25 Pm	<ul style="list-style-type: none"> <li>Log book was maintained.</li> <li>Sanitary consumable, house keeping, the stationary register was maintained properly.</li> </ul>
8	Library		25-09-18	2:15 Pm	<ul style="list-style-type: none"> <li>Library log book and entry register were maintained properly.</li> <li>Decorum was maintained.</li> <li>Books were damaged.</li> </ul>



By Mr. Library  
 why?  
 please  
 register  
 #

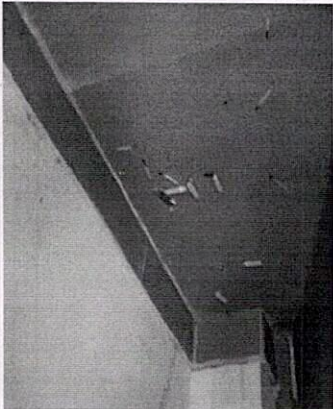


Ar. Siddharth S. Jodon  
(ASAP)



Signature:

Date: 1 Oct 2018

						
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**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Dr. Deepak Kumar, Associate Professor**, AIBAS was the University Weekly Duty Officer for the period **1st October, 2018 to 7th October, 2018**. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	01-10-2018 (Dinner time) & 03-10-2018 (lunch time)	8:10 PM to 8:30 PM & 12:30 PM to 1:15 PM	Menu was according to the mail already circulated and strictly followed for the Students in Hostel mess. Food items were prepared according to the menu and quality of food was also good. ✓
				Regarding Hygiene at hostel mess hair nets were worn by all the mess workers, and hand gloves were worn by all serving staff ✓
				Adequate washing and sanitizing of utensils are available. Post washing utensils are wiped with dry cloths. ✓
				Washbasin in H1 and H2 hostel mess were neat and clean. ✓
				All the packed items are of fresh dates. ✓
				Garbage disposal done at required regular intervals. ✓
				Students and staffs are quite satisfied with the quality and quantity of food served at hostel mess. ✓
2	UNIVERSITY PREMISES (Academic Blocks, Labs, Hostel Blocks, etc.)	03-10-2018, 04-10-2018, 05-10-2018 (Academic Block-C)	10:15 AM to 11:00AM, 11:15 AM to 1:00 PM & 10:15AM to 11:00 AM	All Labs in C-block were neat and clean. Lab Superintendent & Lab Assistants were present. As per the interaction with them, all machines & equipments are functioning properly. Log Book and stock register were also maintained by them. ✓
				All Mens washroom appears to be clean at the time of inspection. Dustbin for proper disposal unit available in all the toilets. Electronic switches were properly working. Flush and taps were working properly. ✓
				Cafeteria was clean and properly hygiene maintained. All the packed items are of fresh dates. Fridge and food storage was also clean. I have also suggested the mess worker to clean the tables after the students have their meal. ✓
				Two window glasses in front of the cafeteria on 3rd floor were also found broken. - <i>Dir Admin</i> ✓
3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire)	04-10-2018	1:32 AM to 2:10 AM	During my security visit 27 names in duty register. 1 was supervisor, 03 were patrolling guard, 20 were security guards deployed in pairs near each blocks, hostel buildings and on hillocks. 03 were on off duty. 2 on leave (Mr. Brijraj singh supervisor and Mr. Arun sharma Guard) ✓
S. No.	CLASS & ROOM	DATE	TIME	REMARKS
4	'C' - Block (class rooms)			
5	ROOM NO. 101 (faculty Room)			Everything was Fine. ✓
6	ROOM NO. 102/103 (Civil Engineering)			Everything was Fine. Lab Incharge reported that all equipments are working properly ✓
8	ROOM NO. 104 /105/106/107/108/109			Everything was Fine. Projector were also working properly ✓
14	201,202,203 & 204 (ECE Labs)			labs are functioning properly and there are no issues about it. Lab assistant Mr. Neeraj Singh and Suresh were also maintaining the log book properly. ✓
15	ROOM NO. 205/206/207/208/209/210			Everything was Fine. Projector were also working properly ✓
16	ROOM NO. 211 Faculty room ABS)			Everything was Fine. Projector were also working properly ✓
17	ROOM NO. 212/213/218/219/221 (Pharmaceutical labs & Machine)			Pharmaceutical labs were functioning properly, Log books maintained properly (as per my discussion with all labs heads Mr. S.P.S. Chauhan, Mr. Dinesh, Mr. Rahul and Mr. Vivek). ✓
18	ROOM NO. 214/215/216/217			Everything was Fine. Projector were also working properly ✓
19	ROOM NO. 222/223			Everything was Fine. Projector were also working properly ✓
20	ROOM NO. 224 (Store)			No issue ✓
21	ROOM NO. 301 (Cafeteria)			Cafeteria was clean and hygiene maintained. Packed items were of fresh dates. Fridge and food storage are clean. Recommended to clean the tables after the students have eaten. ✓
22	ROOM NO. 302 (Psychology Lab.)			Psychology lab was in properly maintain, all apparatus were in proper condition ✓
23	303 (conference Hall ASAP)			No Issues
24	ROOM NO. 304/306 LT			No Issues

25	ROOM NO. 305 (IT Support center)	03-10-2018, 04-10-2018, 05-10-2018 (Academic-Block-C)	10:15 AM to 11:00AM, 11:15 AM to 1:00 PM & 10:15AM to 11:00 AM	No Issues
27	Room No. 307 (Architecture computer centre)		All computer were working in properly	
28	Room No. 308 (Computer Room)		Everything was fine, and all computers were in working condition	
29	Room No. 309 (Psychotherapy/ Counselling Room)		Every thing was ok	
30	Room No. 310,311,312,(LT)		No. Issues regarding Overhead Projector and furniture	
31	Room No. Multipurpose Hall & Seminnar Hall		Every thing was fine	
32	Room No. 401, 402 Climatology lab and model making lab of ASAP)		Working Properly all equipment in Working condition	
33	Room No. 403( Library ASAP & AIBAS)		Everthing was fine	
34	Room No. 404 Photography lab & submission Room ASAP		NO Issues. Everything is fine.	
35	Room No. 405 (Studio -5 ASAP)		In ASAP Studio Gate glass was broken. <u>- Din Admin</u>	
36	ROOM NO.406 A & 406 B (Plumbing b ASAP & Girls Comman Room)		In ASAP Girls Common Room Window glass was broken in 406 A. ↑	
37	Room No. 407/408 LT		Everything was fine	
38	Room No. 409 Faculty Room ASAP & AIBAS)		Everthing was fine	
39	Room No. 410 (Exhibition & material Lab		Manitain very well	
40	Room No. 411 (Carpentry Workshop ASAP)	All equipments were in working condition.		
41	Room No. 412/413(LT)	Everything was Fine.(furniture, overhead projector )		
42	Room No. 501 ( CRC Department)	Everything was Fine.		
43	Room No. 502/503/504/505 ,( Studio- 1,2,3,4)	Everything was fine. No issues in studio All studio working properly		
44	Room No. 506/507 (LT)	Everything was fine (which includes furniture, overhead projector )		

08-10-2018 (DATE)				<u>Din Admin</u> (SIGNATURE)
-------------------	--	--	--	---------------------------------

Din Admin  
Asif  
 08/10/18

Din Admin  
 08/10/18

I, GOGULAPATI SREEPRADA, Assistant Professor (Amity School of Architecture and Planning) the University Weekly Duty Officer for the period 08.10.2018-14.10.2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

DUTY	DATE	TIME	REMARKS
STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	10/12/2018	12:00 PM	Food Insufficient. Re-cooking is taking a lot of time-(30 mins) which is making students leave. ✓ Snacks were fresh. ✓ No vegetables were stored. ✓ Disposal was satisfactory. ✓
	14/10/2018	9:15 PM	Over all quality of food was satisfactory, but should be less spicy. ✓ AS per menu. ✓ Less food was being wasted. ✓ AS per cost mentioned ✓ Vrat food was served. ✓
	12/10/2018	1:30:00 PM	Log Books are maintained properly. ✓ All the equipments are working. ✓ If there is any fault lab assistant gives an immediate requisition. ✓
LAB (Equipments, maintenance and registers)	9/10/2018	1:00 AM	Two Guards (Balvir Singh and Raju Sharma) were sleeping. It was duly reported to supervisor Mr. Brijendra Singh and Col. Sethi sir. ✓
	11/10/2018	12:00 AM	The guards were placed properly in the main entrance, in Block A, B, C, in Sector 15 and in hostel premises. ✓ Hostel doors were locked properly. ✓ Supervisor was on rounds during both my visits. ✓

Please investigate why. Speak to person concerned. Send them an email with cc to me. M/15/10/18

(They should reduce spices)

Please take action M/15/18  
Dir Admin

Dir Hostel  
Dir Admin  
Please speak M/15/18  
15/10/18

He should be generating the bills.  $\frac{Wt}{15x}$

CAFETERIA <i>Block B</i> Hygiene, Storage, Expiration, feedback price etc )	13/10/2018	1.00 PM	Kitchen sink area was stinking. Food items are stored without lid No expired items found. General feedback was OK. Prices as per menu though no bill was being handed over to students.	<i>Why? Col Sethi. Wt 15x</i>
			REMARKS	
	10/10/2018		Projector is not working in room no.202, Extraprojector of ASCO is not working. Curtains not working in ASCO staff room, Falling in 202. Rubbish in 209 B, Broken chairs in 109.	<i>Dir Admin</i>
			REMARKS	
			No drugs, Pornography, Liquor, Vessels or electronic devices were found except hair straightener iron and hair curlers.	
SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR Checking of Hostel rooms Checking of Girls washrooms	9/10/2018 13/10/2018	TIME TIME	Taps not working in two rooms. Taken to the notice of concerned authority. (Col.Sethi sir.). Flushes are working properly. Dustbins are in all rooms. All latches are working. Toilets are clean.	<i>Dir Admin</i>

*Apreyada*  
 (SIGNATURE)

15. October. 2018  
 (DATE)

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Shubham Kirar Suryawanshi, Assistant Professor, AIBAS** was the University Weekly Duty Officer for the period **15th October, 2018 to 21st October, 2018**. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	15-10-2018 (Dinner) & 18-10-2018 (Lunch)	8:30 PM to 8:50 PM & 01:20 PM to 01:45 PM	Menu was as per the e-mail and also displayed on notice board. Food was according to menu. It was not spicy and quality was good.
				Hand gloves were worn by all the mess workers.
				Utensils are washed and cleaned properly. Utensils are wiped with dry cloths.
				Washbasin in H1 and H2 mess are clean.
				All packed items in stocks are of fresh dates.
				Garbage disposal is done properly at regular intervals.
				University students and staff are quite satisfied with the quality and taste of food served.
				All the stocks of vegetables and ration were kept properly shelves and freezer.
				<u>In lunch time water get collected on the floor under water cooler in H1 Mess.</u> <span style="float: right;">Dir Admin &amp; Dir Hostels.</span>
				<u>Some Mess Workers at food counter did not wear Hair Net on regular basis.</u>
2	UNIVERSITY PREMISES (Academic Blocks, Labs, Hostel Blocks, etc.)	17-10-2018, 18-10-2018 (Academic Block-A)	10:20 AM to 12:10 PM & 11:20 AM to 12:05 PM	<u>Dir Hostels</u>
				Floor of Block - A was clean and mopped.
				At reception area all the electrical appliances were working properly.
				All Labs in Block - A were neat and clean. Lab Assistants were present in their respective labs. All machines & equipment were functioning properly. I found all Log Books properly maintained.
				All water coolers and RO were functioning properly and taste of water was normal and not salty.
				Cafeteria was clean and maintained. Packed items were of fresh dates. Fridge and food storage was clean. Although it is Recommended to clean the tables after the students have eaten.
				All Men's washroom appears to be clean at the time of inspection. Installed electrical appliances were properly working. Flush and taps were not dripping and working properly.
				<u>Dir Admin</u> ← <b>Soap/Handwash was not available in two washrooms as well as one Divider between two urinals was broken in one washroom.</b>
3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	19-10-18	12:55 AM to 1:30 AM	In the night duty of 18th Oct., names of 24 security personals were marked in duty register. Out of 24, 2 were supervisors (Mr. NS Tomar and Mr. B Singh), 20 guards were posted at every blocks, hostel buildings, hill Posts and Main Gate. 02 Guards were on Leave. (Madhav Singh and Ram Kumar)
				All Guards on duty were alert and communicated properly during inspection. No one seems sleepy. Register on the gate was maintained properly.

Dir Admin W. 22/10/18  
Dir Hostels 19/10/18  
for Dir 22/10

S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
4	101, 102, 110, 119, 120 (ASET Laboratories)	17 - 10 - 2018, 18 - 10 - 2018 (Academic Block-A)	10:20 AM to 12:10 PM & 11:20 AM to 12:05 PM	In the laboratory all the equipment were in good and working conditions, lights, Fan and AC s were working properly. Logbook was maintained.
5	103, 104, 107, 108, 115, 116, (Class Rooms)			In the Class Rooms all the electrical appliances were working properly, Furniture were in good conditions and Projectors were working fine.
6	109 (Research Scholar Lab/ Studio)			Research Scholar Lab/Studio was not properly maintained, Trash was on floor. All the other equipment were in functioning conditions.
7	117 (CBRN Lab)			CBRN Lab was well maintained and all the appliances were working properly. All equipments were functioning.
8	105, 106, 118 (Faculty Room/ Director ASET)			In faculty rooms, everything was ok.
9	111, 112, 113 (IT Lab)			All appliances were working fine, all furniture were ok, although Stitches of some chairs were open and foam was getting out.
10	201, 202A/B, 203A/B, 204A/B, 205, 206, 207B, 208A, 209 A/B, 210, 214, 215, 216, 217, 218 (Class Rooms )			In the Class Rooms all the electrical appliances were working properly, Furniture were in good conditions and Projectors were working fine.
11	207A			<b>One Window was Broken.</b> All other things were fine.
12	208B			<b>One Window was cracked.</b> All other things were fine.
13	211 (Cafeteria)			Cafeteria was clean and maintained. Packed items were of fresh dates. Fridge and food storage was clean. Although it is Recommended to clean the tables after the students have eaten.
14	212			<b>One Window was Broken.</b> All other things were fine.
15	219, 220 (ASET Library)			Library was properly maintained, all furniture in good conditions, all appliances were working although one <b>tube-light was not functioning properly.</b>
16	Seminar Hall			Seminar hall was properly maintained and all appliances were working fine.
17	Workshop			In the Workshop all the equipment were in good and working conditions, lights and Fan were working properly. Logbook was maintained. Whereas Glass of <b>2 Windows were cracked.</b>

*Dr. Ashraf*

22-10-2018  
(DATE)

*Shubham*  
(SIGNATURE)

FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

I, Sadanand Karhale, Assistant Professor (I), Amity Law School was the University Weekly Duty Officer for the period 22/10/2018 to 28/10/2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	23/10/2018	1:35 PM	<p>Mess: I inspected the kitchen area, and found it to be cleaned &amp; properly maintained. Cooking staff was using gloves and head cover to maintain hygiene while preparing food. Fresh "Roti" were served. All the kitchen waste were properly disposed off and washing area was clean properly. The drinking area of water was clean and hygienic and water was purified, but there was <u>non availability of handwash</u>. Tables were clean. Seating arrangement was proper. Disposal of eatables and water dispenser were arranged separately at proper place. Staff was co-operative. I visited on Tuesday during lunch hrs, and found that food was as per "Menu". <u>As I stay in hostel, I have personally observed &amp; students have also give their feedback, that on some occasions there is delay in break fast, due to which students often get late for first lectures (Infact whenever I have first lecture students often complaint that, they are late because of break fast was not served within time). Day scholars have also given their feedback, stating that lunch is often denied to them on the pretext that, lunch is over.</u></p> <p>Storage: The food storage was clean and proper. Containers were sealed. Their inventory system is efficient as they maintain record for all log. ✓</p> <p>Cafeteria A Block: The Block A Canteen was not very clean and the furniture was not properly arranged. <u>All the food which were given in the menu were not available. This cafeteria does not offer variety of food in comparison to cafeteria of Block B and Block C. Here I meet Mr. Pramod Bhadoriya, who use to look after this canteen, he was reluctant in sharing minute details about cafeteria.</u></p> <p>Gents Toilets: All handles/latched were working properly. All toilets were in clean and maintained.</p> <p>Labs &amp; Workshops: In workshop, log books were examined and all of them were updated with latest entries.</p> <p>Drinking water: Water coolers and Purifiers were working.</p>
2				
1				
2				
3	UNIVERSITY PREMISES (Academic block-A)	26/10/2018	12:10 PM	
4				
18				

*Please  
inform by  
Dr. Hodaib*

*Please  
consider  
giving  
this  
contract to  
some one  
else.*

*Please discuss  
M.  
29/x*

*Dr. Admin*

<p><b>Details of guards on duty:</b> As Per Register there were 2 Supervisors and 22 Guards on duty. All were present as per the register &amp; was duly signed by them</p>			
1	<p><b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)</p>	25/10/2018	01:15-02:15 AM
2			
S. No.	<b>CLASS &amp; ROOM NO.</b>	<b>DATE</b>	<b>TIME</b>
1	Room No. 101, 102, 103, 104, 107, 108, 110, 111, 112, 113, 119, 120, 217, 210, 212, 214, 215, 216	26/10/2018	4:10 PM
2	A Block workshop (Room 1,2,3,4,5) & Labs excluding seminar hall as it was closed		
<p><b>REMARKS</b></p> <p>In Block-A, all projectors were at proper place and functional. Seating arrangements were maintained properly. <u>Some of the classes I was unable to inspect as they were closed. Room no. 107 projector was not in working condition &amp; while inspecting students have also given their feed back on its non-working</u></p> <p>I visited every lab &amp; found that power plugs, fans and lights were functional. Log books were maintained and updated. <u>In the workshop 'Pi-friction apparatus' was not in working condition motor of that instrument was jam, for which proposal is already sent as said by Mr. Anup Gupta who is incharge of that department. Further Mr Anup Gupta has told me that there are 2 cracks on glasses, which has been already reported to last UDO Officer. In drawing Lab Mr. SK Bose who is incharge has recommended lights in the few parts of the lab. Except above there were hardly any instruments which were non-functional in nature.</u></p>			
S. No.	<b>SPECIAL TASK BY ORDER OF THE VICE</b>	<b>DATE</b>	<b>TIME</b>
1			
2			
3			

Why?  
Dir Admin

Please draw M.  
Dir AS&ET  
29/10

(Signature)  
29/10/18  
(SIGNATURE)

29/10/2018  
(DATE)

Please draw M.  
29/10/18  
Dir Hotech  
Dir Admin  
Dir AS&ET  
for Dir 29/10/18  
for Dir 29/10/18  
29/10/18  
29/10/18



FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

I, Harendra Singh, Assistant Professor (Amity Business School) the University Weekly Duty Officer for the period 29/10/18 to 4/11/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	30-10-2018	1:00 PM	<p>I have visited both mess at lunch time and checked thoroughly.</p> <p>1. The Mess was properly cleaned, proper hygiene was maintained in kitchen, food storage was also good and hygienic.</p> <p>2. All workers used proper gloves while serving.</p> <p>3. The food was as per the menu but the menu was not pasted in student mess, it was available in storage room only.</p> <p>4. I have taken feedback from students having lunch and found them happy with facility of current mess.</p>
2	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	01-11-2018	8:30 PM	<p>I went to mess for dinner inspection.</p> <p>1. Food was as per the menu and was of good quality.</p> <p>2. Proper hygiene was maintained in kitchen and serving area.</p> <p>3. Students were happy with the food.</p>
3	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	31-10-2018	3:15-4:15 PM	<p>I have visited washrooms, ROs, labs, cafeteria, class rooms of level 1 and level 2 of Academic block B. my observations are as follow:</p> <p>1. All projectors were working fine in class rooms.</p> <p>2. All lights were working fine</p> <p>3. I have visited computer lab and biotech lab at level 1 and 2 and found all the equipment in working condition.</p> <p>4. Washroom of level 1 was stinking and had dampness on wall, the plaster of wall was also broken.</p> <p>5. I have visited cafeteria and noted following points:</p> <p>a) Hygiene was maintained in kitchen area.</p> <p>b) Rate list available for all the items offered and it was displayed at front.</p> <p>c) I have taken feedback from students eating there and found that some students were not satisfy with quality of food.</p>

*Students complained that during lunch hours, the projectors are not working & several cables are loose - Please warn the vendor verbally to improve quality of cables. W 05/11*

*Don Admin*

*why?*

*Don Admin*

*Please get it done. Disinfect.*

SPECIAL TASK BY	ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
8		01-11-2018	2:15-3:15 PM	I inspected block B and I found all classes were held properly. In some classes Mid term exam was going on.
		31-10-2018	3:15-4:15 PM	I inspected block B and I found all classes were held properly. In some classes Mid term exam was going on.
7	CLASS & ROOM NO.	DATE	TIME	REMARKS
6	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	31-10-2018	1:00 AM	I have entered the University premises from main gate Checked and verified the duty register of guards. As per the register total 25 guards were on duty, verified the same physically. All the guards were alert and were at their respective positions.
5				
4	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	01-11-2018	2:15-3:15 PM	I Have visited washrooms, ROs, labs, cafeteria, class rooms of level 1 and level 2 of Academic block B. my observations are as follow: 1. All projectors were working fine in class rooms. 2. All lights were working fine 3. I have visited computer lab and biotech lab at level 1 and 2 and found all the equipment in working condition. 4. Washroom of level 1 was stinking and had dampness on wall, the plaster of wall was also broken. 5. I have visited cafeteria and noted following points: a) Hygiene was maintained in kitchen area. b) Rate list available for all the items offered and it was displayed at front. c) I have taken feedback from students eating there and found that some students were not satisfy with quality of food.

5/11/18 (DATE)

(SIGNATURE)

Please take action on my remarks.

05/11/18

05/11

for [Signature] 5/11/18

Dir Admin  
Dir Hostel

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr. Sandeep Kulshrestha (Designation), Assoc Prof (ALS) (School/ Institution) was the University Weekly Duty Officer for the period 5/11/2018 to 11/11/2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	5/11/2018	1.15 PM	Dr Rakhi Chouhan went to student Mess and found everything proper and as per menu.
2				
3				
4				
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			
8				
9				
10				
11				
12				
13				
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	8/11/2018	1.00 AM - 2.00 AM	Only 8 guards were on duty. Guard of Hostel was not found present, rest 7 guards + 1 Supervisor were found at proper place. Though No guard was on duty, Doors of B and C block were open
15				
16				
17				
18				
19				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2				
3				
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

12/11/2018  
(DATE)

[Signature]  
(SIGNATURE)

Please investigate & speak  
Dir Admin for Adm?  
12/11/18

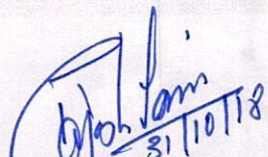
# AMITY UNIVERSITY MADHYA PRADESH

## Weekly Duty Officers

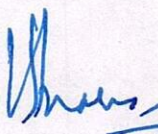
Week (Monday to Sunday)

Month	Dates	Name of Duty Officer	Institute/ School
November	12.11.2018-18.11.2018	Dr Vikas Shrivastava	AIB
November	19.11.2018-25.11.2018	Dr Malay Ghosh ✕	ABS
Nov./Dec.	26.11.2018-02.12.2018	Dr Snehal Chandrashekhar Jani	ASET-Physics
December	03.12.2018-09.12.2018	Dr Varun Kumar Sharma	ASET-CSE
December	10.12.2018-16.12.2018	Ms Dharmishtha Kachhwaha	ASDFT
December	17.12.2018-23.12.2018	Dr Chetna Mahour	ABS
December	24.12.2018-30.12.2018	Dr Pawan Kumar Porwal	AIP
Dec./Jan.	31.12.2018-06.01.2019	Dr Kuldeep Dwivedi	EVS
January	07.01.2019-13.01.2019	Dr Naveen Sharma	AIP
January	14.01.2019-20.01.2019	Mr Sudheer Singh Sikarwar	ASAP
January	21.01.2019-27.01.2019	Mr Sachin Kumar Sharma	ALS
Jan./Feb.	28.01.2019-03.02.2019	Mr Pawan Kumar Gupta	AIP
February	04.02.2019-10.02.2019	Dr Anand Kumar Shrivastava	ABS
February	11.02.2019-17.02.2019	Dr Vivek Singh Kushwah	ASET-ECE
February	18.02.2019-24.02.2019	Mr Aditya Kumar Shukla	ASCO
Feb./March	25.02.2019-03.03.2019	Mr Ashutosh Barua	ASET-ECE
March	04.03.2019-10.03.2019	Dr Shraddha Tripathi	AIBAS

**Note: All Duty Officers must report to the Hon'ble VC afternoon hours of every Friday preceding to next week according to their duty roster**

  
(Rajesh Jain)  
Registrar

put-up for approval pls.

Hon'ble VC OK.   
Registrar  
01/11/18

## Amity University Madhya Pradesh Gwalior

### List of Staff Members (Teaching)

S. No.	School / Institute	Deptt.	Name	Designation
1	AIB	Biotech	Dr. R.S. Tomar	Professor Director (AIB) &
2	AIB	Biotech	Dr Vikas Shrivastava add-2 ✓	Associate Professor*
3	AIB	Biotech	Dr Raghvendra Kumar Mishra -add-8	Associate Professor*
4	AIB	Biotech	Dr. Sushmita Shrivastava .add-6	Assistant Professor-3
5	AIB	Biotech	Dr. Raghvendra Saxena add-3	Assistant Professor-3
6	AIB	Biotech	Dr Anurag Jyoti add-158	Assistant Professor-2
7	AIB	Biotech	Ms Sharmistha Banerjee add-5	Assistant Professor-1
8	AIB	Biotech	Dr Pratistha Dwivedi add-5	Assistant Professor-1
9	AIB	Biotech	Dr. Manish Kumar -add-4	Assistant Professor-1
10	ABS	Marketing	Dr Anil Vashisht	Professor*, Director ABS
11	ABS	Finance & A/C	Dr Manoj Pandey -add-1	Associate Professor* & HoD (ABS)
12	ABS	Marketing	Dr. Devendra Kumar Pandey add-158	Professor
13	ABS	Economics	Dr Anand Kumar Shrivastava -add-2 ✓	Associate Professor
14	ABS	Management	Dr Malay Ghosh ✓	Associate Professor
15	ABS	Maths	Dr. Neeta Saxena -add-6	Assistant Professor-3
16	ABS	Economics	Dr Rohit Singh Tomar -add-158	Assistant Professor-3
17	ABS	Finance & A/C	Dr Deepika Singh Tomar -add-4	Assistant Professor-3
18	ABS	Management	Dr Chetna Mahour ✓	Assistant Professor-3
19	ABS	Finance	Mr. Manav Vigg	Assistant Professor-3
20	ABS	Finance	Mr Vikrant Vikram Singh -add-2	Assistant Professor-2
21	ABS	Finance	Mr. Naresh Kedia -add-359	Assistant Professor-2
22	ABS	Marketing, Business	Mr Pankaj Mishra -add-5	Assistant Professor-2
23	ABS	HRM	Mrs Rimjhim -add-3	Assistant Professor-2
24	ABS	Finance	Mr Harendra Singh -add-459	Assistant Professor-2
25	ABS	Management	Dr. Meghna Goel -add-6	Assistant Professor-2
26	ABS	HR	Ms. Mansi Tiwari -add-6	Assistant Professor-2
27	ABS	Marketing	Ms. Vipra Dhingra -add-8	Assistant Professor-2
28	ABS	HR, Marketing	Mr. Sanjeev Saraswat DOJ-01.8.2018	Assistant Professor-2
29	ABS	Accounting	Ms. Chhavi Agarwal DOJ-29.08.18	Assistant Professor-2
30	ABS	HR, Marketing	Mr Rajiv Kumar Dwivedi add-5	Assistant Professor-1*
31	ABS	Finance, IB	Dr. Astha Joshi -add-3	Assistant Professor-1*
32	ABS	Marketing	Dr. Anil Singh Parihar -add-5	Assistant Professor-1
33	ABS	HR	Ms. Monica Chauhan Bhadoriya DOJ-24.08.18	Assistant Professor-1
34	ASET	CSE	Maj. Gen (Dr) S.C. Jain, VSM** (Retd)	Director - ASET & Professor (CSE)
35	ASET	MAE	Mr. Nagendra Kumar Sharma -add-6	Assistant Professor-3
36	ASET	MAE	Mr Nasir Khan add-158	Assistant Professor-3
37	ASET	MAE	Mr. Arvind Singh Tomar -add-6	Assistant Professor-2
38	ASET	MAE	Dr Moon Banerjee -add-7	Assistant Professor-2
39	ASET	MAE	Mr Rohit Kumar Pandey -add-3	Assistant Professor-1
40	ASET	MAE	Mr Mahendra Kumar Agrawal add-4	Assistant Professor-1
41	ASET	MAE	Dr Abhishek Sharma add-6	Assistant Professor-1
42	ASET	MAE	Mr. Sandeep Rathee-- DOJ-13.06.18	Assistant Professor-1
43	ASET	CSE	Dr Venkatadri Marriboyina	Professor & HoD
44	ASET	CSE	Dr Arvind Kumar Upadhyay	Professor
45	ASET	CSE	Ms Samta Jain Goyal add-258	Assistant Professor-3
46	ASET	CSE	Ms. Divya Gautam Bilwal add-3	Assistant Professor-3
47	ASET	CSE	Mr Vivek Parashar add-158	Assistant Professor-2

# Amity University Madhya Pradesh Gwalior

## List of Staff Members (Teaching)

S. No.	School / Institute	Deptt.	Name	Designation
48	ASET	CSE	Ms Amrita Parashar <i>old-3</i>	Assistant Professor-2
49	ASET	CSE	Mr. Hemant Kumar Soni	Assistant Professor-3
50	ASET	CSE	Mr. Devendra Kumar Mishra <i>old-4</i>	Assistant Professor-2
51	ASET	CSE	Mr Varun Mishra <i>old-4</i>	Assistant Professor-1
52	ASET	CSE	Mr Dheeraj Pal <i>old-05</i>	Assistant Professor-1
53	ASET	CSE	Mr Rajeev Goyal <i>old-188</i>	Assistant Professor-3
54	ASET	CSE	Ms Madhavi Dhingra <i>old-4</i>	Assistant Professor-2
55	ASET	CSE	Mr Eshan Gupta <i>old-3</i>	Assistant Professor-1
56	ASET	CSE	Mr Vaibhav Agrawal <i>old-5</i>	Assistant Professor-1
57	ASET	CSE	Mr. Ashok Kumar Shrivastava <i>old-6</i>	Assistant Professor-1
58	ASET	CSE	Mr. Dinesh Sharma <i>old-5</i>	Assistant Professor-1
59	ASET	CSE	Dr. Varun Kumar Sharma <i>DOJ-09.7.18</i> ✓	Assistant Professor-1
60	ASET	ECE	Dr. Raghavendra Sharma	Professor & Head
61	ASET	ECE	Mrs Rinkoo Bhatia <i>old-7</i>	Assistant Professor-3
62	ASET	ECE	Dr. Vivek Singh Kushwah <i>old-2</i> ✓	Assistant Professor-2
63	ASET	ECE	Ms Shally Goyal <i>old-3</i>	Assistant Professor-2
64	ASET	ECE	Mr Narendra Kumar Garg <i>old-6</i>	Assistant Professor-2
65	ASET	ECE	Mr Ashutosh Barua <i>old-2</i> ✓	Assistant Professor-1
66	ASET	ECE	Ms Juhi Dixit <i>old-5</i>	Assistant Professor-1
67	ASET	ECE	Dr Ajay Kumar Dadoria <i>DOJ-02.07.18</i>	Assistant Professor-1
68	ASET	Civil	Mr Mohan Kantharia	Assistant Professor-3
69	ASET	Civil	Mr. Shashank Gupta <i>old-5</i>	Assistant Professor-1
70	ASET	Civil	Mr. Imran Ahmad Khan <i>old-6</i>	Assistant Professor-1
71	ASET	Civil	Mr. Ripunjoy Gogoi <i>DOJ-22.06.18</i>	Assistant Professor
72	ASET	Civil	Mr. Sachin Tiwari <i>DOJ-23.08.18</i>	Assistant Professor-1
73	ASET	Physics	Dr Manisha Singh	Associate Professor
74	ASET	Physics	Dr Pankaj Kumar Mishra <i>old-8</i>	Associate Professor*
75	ASET	Physics	Dr. Snehal Chandrashekar Jani ✓	Assistant Professor-1
76	ASET	Chemistry	Dr Rachana Kathal	Assistant Professor-2*
77	ASET	Chemistry	Dr. Sakshi Singh <i>old-7</i>	Assistant Professor-1
78	ASET	Chemistry	Dr. Divya Singh <i>old-18</i>	Assistant Professor-1
79	ASET	Maths	Dr. Kishan Sharma <i>old-8</i>	Associate Professor
80	ASET	Maths	Mr Alok Jain <i>old-2</i>	Assistant Professor-3* & Offng. HoD- Maths
81	ASET	Maths	Mrs Sonia Shivhare <i>old-6</i>	Assistant Professor-3*
82	ASET	Maths	Dr Yogesh Shukla <i>old-7</i>	Assistant Professor-1*
83	ASET	Maths	Mr. Abhijit Das <i>DOJ-27.07.18</i>	Assistant Professor-1
84	ASET	Maths	Mr. Deepti Shakti <i>18.08.18</i>	Assistant Professor-1
85	ASCENT	Comm Skills	Dr Iti Roychowdhury	Professor P. Director (ASCENT ASL)
86	ASCENT	English	Dr Sudha Mishra <i>old-3</i>	Assistant Professor-3*
87	ASCENT	English	Dr Bishakha Mandal <i>old-4</i>	Assistant Professor-2
88	ASCENT	English	Ms. Deepti Bhargava <i>old-4</i>	Assistant Professor-2
89	ASL	English	Dr. Zeba Siddiqui <i>old-5</i>	Associate Professor
90	ASL	English	Ms. Rohini Nag <i>old-8</i>	Assistant Professor-1
91	ASL	French	Mr K. Muthuvel <i>old-5</i>	Assistant Professor-2* & HoD (Foreign Language)
92	ASL	French	Ms. Neetu Sinha <i>old-6</i>	Assistant Professor-1
93	ASL	French	Ms. Neelam Singh Tomar <i>old-8</i>	Assistant Professor-1 (Part Time)

## Amity University Madhya Pradesh Gwalior

### List of Staff Members (Teaching)

S. No.	School / Institute	Deptt.	Name	Designation
94	ASL	French	Mr. Sagar Seth DOJ-18.06.18	Assistant Professor-1
95	ASCO	Media & Journalism	Dr Sumit Narula	Assistant Professor-3
96	ASCO	Mass Comm	Dr Sandesh Mahajan old-188	Assistant Professor-2
97	ASCO	Mass Comm	Mr. Ashish Sharma old-5	Assistant Professor-2
98	ASCO	ECE	Mr Anshul Jain old-3	Assistant Professor-1*
99	ASCO	Journalism & Mass	Mr Dhruv Sabharwal old-188	Assistant Professor-1
100	ASCO	Journalism & Mass	Mr Aditya Kumar Shukla old-2 ✓	Assistant Professor-1
101	ASCO	Journalism & Mass	Ms. Sayantani Roy old-4	Assistant Professor-1
102	ASCO	Journalism & Mass	Mr. Satnam Singh old-8	Assistant Professor-1
103	ASCO	Journalism & Mass	Ms. Mehrazun Neesa Haque DOJ-20.8.18	Assistant Professor--1
104	AIBAS	Behavioural Science	Dr Deepa Pandey old-4	Associate Professor
105	AIBAS	Clinical & Industrial	Dr Deepak Kumar old-9	Associate Professor
106	AIBAS	Clinical Psychology	Dr Shraddha Tripathi old-2 ✓	Assistant Professor-1
107	AIBAS	Psychology	Ms. Shubhagata Awasthi old-3	Assistant Professor-1
108	AIBAS	Psychology	Ms. Jennifer Salim Chandani 23.07.18	Assistant Professor-1
109	AIBAS	Clinical Psychology	Mr. Shubham Kirar Suryawanshi old-9	Assistant Professor-1
110	AIBAS	Clinical Psychology	Dr. Rajendra Kumar Sharma DOJ-03.8.18	Associate Professor
111	AIBAS	Clinical Psychology	Mr. Akash Vishwakarma DOJ-6.8.18	Assistant Professor
112	AIBAS	Clinical Psychology	Mr. Neelabh Prajapati DOJ-22.10.18	Assistant Professor
113	ASFDT	FD&T	Ms Anshu Singh Choudhary	Assistant Professor-2*
114	ASFDT	Fashion Desinging	Mr. Kapil Shankwar old-8	Assistant Professor-1
115	ASFDT	Fashion Desinging	Ms. Annu Kumari old-8	Assistant Professor-1
116	ASFDT		Ms. Dharmishtha Kachhwaha ✓	Assistant Professor-1
117	ALS	Law	Maj. Gen Rajinder Kumar, AVSM, SM, VSM (Retd.)	Director - ALS & Professor- Law
118	ALS	Law	Dr. Rakhi Singh Chouhan old-8	Associate Professor
119	ALS	Law	Dr. Mohit Sharma old-7	Assistant Professor-3
120	ALS	Economics	Dr. Sanjiv Singh Bhadauria old-4	Assistant Professor-3

## Amity University Madhya Pradesh Gwalior

### List of Staff Members (Teaching)

S. No.	School / Institute	Deptt.	Name	Designation
121	ALS	Law	Mr. Sachin Kumar Sharma -ald-2 ✓	Assistant Professor-2
122	ALS	Management	Dr. Alpa Sethi -ald-5	Assistant Professor-2
123	ALS	Law (Taxation)	Mr Abhinav Upadhyay .ald-1.58	Assistant Professor-1* (Part Time)
124	ALS	Law	Dr Saroj Choudhary ald-3	Assistant Professor-1
125	ALS	Law	Dr. Sandeep Kulshrestha ald-2.59	Associate Professor
126	ALS	Law	Ms. Krati Rajoria ald-6	Assistant Professor-1
127	ALS	Law	Mr. Arun Sharma .ald-6	Assistant Professor-1 (Contractual)
128	ALS	Finance	Ms. Swati Sharma -ald-9	Assistant Professor-1
129	ALS	Civil Law	Mr. Sadanand Anantrao Karhale ald-9	Assistant Professor-1
130	ASAP	Architecture	Prof Yogendra Pal Singh	Professor & Director
131	ASAP	Architecture	Ms Monika Shekhar Gupta -ald-2	Associate Professor
132	ASAP	Architecture	Mr Ashish Sharma -ald-1.58	Associate Professor
133	ASAP	Architecture	Mr Sudheer Singh Sikarwar ald-2 ✓	Associate Professor
134	ASAP	Architecture	Mr. Siddharth Singh Jadon -ald-9	Associate Professor
135	ASAP	Architecture	Mr. Siddharth Mishra -ald-3	Assistant Professor-1
136	ASAP	Architecture	Mr. Manish Kumar Chitranshi ald-3	Assistant Professor-1
137	ASAP	Architecture	Mr. Rajeev Parashar ald-7	Assistant Professor
138	ASAP	Architecture	Ms. Kinzalk Singh Chauhan ald-7	Assistant Professor
139	ASAP	Architecture	Ms. Aditi Gaur DoJ-2-07-18	Assistant Professor
140	ASAP	Architecture	Ms. Nupoor Agarwal DoJ-25-07-18	Assistant Professor
141	ASAP	Architecture	Mr. Gaurav Kaushik DoJ-16-10-18	Assistant Professor
142	ASAP	Interior Design	Ms. Gogulapati Sriprada -ald-9	Assistant Professor
143	EVS	Environmental Studies and Life	Dr Shri Prakash Bajpai	Professor & Dean, (Research)
144	EVS	Botany	Dr Kuldip Dwivedi ✓	Assistant Professor-III
145	EVS	Environmental Studies	Dr Swapnil Rai -ald-1.58	Assistant Professor-2
146	EVS	EVS	Dr. Rwitabrata Mallick -ald-7	Assistant Professor-1
147	AIP	Pharmacy	Prof. (Dr) A.N. Nagappa	Director & Principal
148	AIP	Pharmacy	Dr. Ajay Sharma	Professor
149	AIP	Pharmacy	Dr. Naveen Sharma ✓	Associate Professor
150	AIP	Pharmaceutical Chemistry	Dr Pawan Kumar Porwal ✓	Associate Professor
151	AIP	Pharmacy	Mr. Pawan Kumar Gupta ✓	Assistant Professor



22<sup>nd</sup> November, 2018

To  
The Registrar,  
Amity University Madhya Pradesh,  
Gwalior

**Sub: Swapping of University Duty Officer (UDO) duties.**

**Ref: Your email dated 01 Nov 2018 regarding nomination of UDO on weekly basis (12 Nov 18 to 10 Mar 2019).**

Dear Sir,

With reference to your email mentioned above, I was assigned the UDO duty from 26 Nov 2018 to 02 Dec 2018. But in the same period I have been allotted the time to perform research experiments in the Nuclear Research Lab, Department of Physics, Mohanlal Sukhaida University, Udaipur for my ongoing research project sanctioned by MPCST. For this I am supposed to go the Udaipur in to perform experiments during the period I am assigned the duty of UDO.

However, I have requested Mr. Ashutosh Barua, Asst Professor, ECE, ASET to swap his duties with mine, which he has been generous enough to accept. You are requested to kindly consider and make the following changes in the duty roster of UDO:

1. Mr. Ashutosh Barua, Asst Prof, ECE, ASET - 26 Nov 2018 to 02 Dec 2018
2. Dr. Snehal Chandrashekar Jani, Asst Prof, Department of Applied Physics - 25 Feb 2018 to 03 Mar 2019

I hope that you will consider my request and oblige.

Thanking you,  
Sincerely yours,

*Snehal Jani*  
(Snehal Jani)  
Asst. Prof.  
AUMP

*Ashutosh Barua*  
22/11/18  
(Ashutosh Barua)  
Asst Prof  
AUMP

*Sir, Noted.*  
*Pl. Consider*  
*22/11/2018*

*PS to VC*  
*22/11/18*

*For Registrar*

*'OK' pls make changes in records*  
*Capshankar*  
- PS to Honible VC -  
- Ms. Roopa Garg -

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr. Vikas Shrivastava, Associate Professor (Designation), Amity Institute of Biotechnology (School/ Institution) was the University Weekly Duty Officer for the period 12/11/2018 to 17/11/2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	12-11-2018	13:30-14:00 hrs.	Kitchen area was neat and clean
3				I ate lunch, it was as per the menu and food quality was good
4				Storage area of food was clean.
5				Disposal was done at proper place.
				All the confectionery materials were available on print rate (Verified by students).
6		15-11-2018	20:40-21:30 hrs.	Kitchen area was neat and clean I took dinner, it was as per menu and Quality of food was good Storage area of food was clean
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	15-11-2018	11:30-13:10 hrs	I visited C-block on 15-11-2018 at 11:30 hrs.
9				I checked all the gents toilets (1st-Vth floor) and found in good condition
10				Toilets were neat and clean and well maintained
12				I also checked water coolers
				Water coolers were fully functional without leakage
				Cooking area was neat and clean, All the confectionery materials were available on print rate (Verified by students).
	<b>Cafeteria</b>			
	<b>Boys Hostel Blocks (H-1)</b>	17-11-2018	18:00-18:40 hrs	I visited hostel on 17-11-18 at 18:00 hrs
				Warden Mr. Harendra Singh Tomar was on duty
				G-08 and F-12 pockets were checked.
				No kitchen appliances were found. No pornographic material were found.
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	14-11-2018	01:30-2:00 hrs.	I visited all the security points in the campus
15				19 guards and 02 supervisors were present on duty
				All guards were alert and at their defined places
17				Supervisor Mr. Nar Singh Tomar & Mr. Braj Raj were active and roaming in the premises for checking
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	LT-101, 102, 103, 104, 105, 106, 107, 108, 109	15-11-2018	11:30-13:10 hrs.	Power plugs, Lights and Projectors were found functional.
2	LT-201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225			Power plugs, Lights and Projectors were found functional.
3	LT-301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313 (Multi-purpose Hall)			Power plugs, Lights and Projectors were found functional.
4	LT-401, 402, 403, 404, 405, 406 (A), 406 (B), 407, 408, 409, 410, 411, 412, 413			Power plugs, Lights and Projectors were found functional In 406-A glass window were broken.
5	LT-501, 502, 503, 504, 505, 506, 507			Power plugs, Lights and Projectors were found functional In 501, 5 pin socket were broken. 504, Door glass was broken. In front of Library window glass is broken (In corridor)
6	Labs of Electronics, Civil, Architecture & Pharmacy			All the equipments were functional, log books were maintained. In AIP centralize register were maintained. Separate log books for each instrument are suggested to Dr. Ajay Sharma.
7	Art Studio			Waste material (Old files and decorative material) is dumped in art studio (Foyer area)
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	NIL			NIL

19/11/18  
(DATE)

*Vikas Shrivastava*  
(SIGNATURE)  
19/11/18

*Please take action for Dr's Admin*

*Dr. Ajay Sharma, AIP to please speak. 19/11/18*

*Please discuss with Dr. Sumit Arora*

*19/11/18*  
*for*

*19/11/18*

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Ashutosh Barua, Asst. Professor**, Department of ECE-ASET was the University Weekly Duty Officer for the period 26/11/18 to 02/12/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	29/11/18 & 30/11/18	08:15PM & 12:40PM	<p>Food items were prepared as per the menu.</p> <p>Cooking area as well as serving utensils were clean. Proper hygiene was maintained in the kitchen and by food serving staff.</p> <p>Food was properly stored in storeroom.</p> <p>Proper dustbins were kept for disposal of garbage.</p> <p>Feedback of students as well as faculties was good.</p> <p>Quality of food items was up to the mark and served in adequate amount. Food items were being sold on printed price.</p>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	27/11/2018 & 01/12/2018 (Academic Block-C)	01:40PM & 11:30PM	<p>Men's Washrooms were clean, flushes and taps were working properly. No graffiti on the walls.</p> <p>Cafeteria was clean and proper hygiene maintained. Recent manufacturing dates were mentioned on packed food. Food was kept properly in store and were sold as per the rate list.</p> <p>Drinking water was maintained at suitable TDS and ROs were working properly.</p> <p>All Labs were clean and instrument arranged properly. Lab records were maintained. Log book and stock register were also maintained.</p> <p>Some glasses of corridor were broken, details are as follows: 02 Glasses in front of cafeteria (Room No.301). 01 Glass broken near Room No.401. 01 Glass broken in front of Room No. 503.</p> <p>A pile of files and pages were stocked in the last foyer of C block. (near carpentry workshop)</p>
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	29-11-2018	1:00AM	<p>There were 24 Security guards on roll, 22 were present including 02 Supervisors (Mr. Nar Singh &amp; Mr. Brijendra Singh). Checked all guards in Block -A,B,C, Near hostel and hilltop posts.</p> <p>All security guards were attentive at their positions.</p> <p>Two security guards were standing in the open area near the student's mess in the cold night. As the gates of the student's mess also gets closed during night hours, so no shed is left for them to prevent from dew.</p>

*When is our contract for glass work getting finished?  
Dir Admin*

*For Am  
03/12/18*

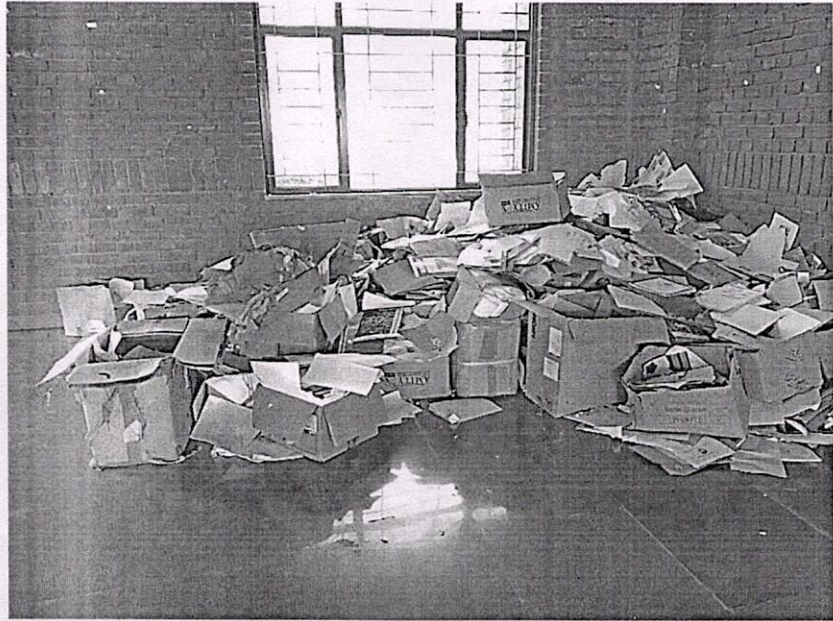
*M  
03/12*

S. No.	CLASS & ROOM NO. (Block-C)	DATE	TIME	REMARKS
1	Room No. 101 (Faculty Room)	27/11/2018 & 01/12/2018 (Academic Block-C)	01:42PM & 11:30PM	Everthing was Fine.
2	Room No. 02 & 103 (Civil Labs)			Both labs were working properly. Log books and stock registers were maintained .
3	Room No. 104, 105, 106, 107,108 & 109 (Classrooms)			Everthing was Fine.
4	Room No. 201,202,203 & 204 (ECE Labs)			All instruments were in working condition. Lab records, log book & Stock register were maintained by Mr.Suresh Jalanapurkar & Mr. Neeraj Shrivastav.
5	Room No. 212, 213, 221, 218 & 219 (Pharmacy Labs)			As per the discussion with Lab Assistants (Mr. Shiv Pratap Singh Chauhan, Mr. Shailendra Sharma and Mr.Rahul Kant) some log books are maintained. For maintaining the record of remaining items requisition of new log books & stock registers have been sent.
6	Room No. 214, 215, 216 & 217 (Classrooms)			Everthing was fine.
7	Room No. 301 (Cafeteria)			Sitting arrangemnt was proper and cleanliness was upto to the mark. Proper hygine maintaned while cooking and serving. Recent manufacturing dates were mentioned on packed food products. Food was kept properly in store and were sold as per the rate list.
8	Room No. 302 (Psychology lab )			Everything was fine.
9	Room No. 307 & 308 (Computer Labs)			All the Computer systems were working.
10	Room No. 310-312 (Classrooms)			No Issues.
11	Room No. 401,402,404,405 & 406A (Architecture Labs)			Lab records were maintained and instruments were in working condition.
12	Room No. 411 (Carpentry Lab)			A miniatue circuit breaker (MCB) is not working properly resulting power outage in the Lab.
13	Room No. 502 (Studio)			One 5 pin socket was broken.
14	Room No. 503,504 & 505 (Studios)			Everthing was fine, all studios working properly.

03/12/18  
(Date)

  
(Signature)

\* Please speak, why log books are not maintained for each equipment - Dr. Ajay Sharma, A I D  
Respected Sir, the requirement of log books are given. Though we bought some books personally & maintaining the records.  
1. Disrupted  
2. Please file by  
3/12/18  
Dr. Ajay Sharma



1. Why is this stuff lying in Foyer of 'C' Block in Corra?
2. Please check & have it removed.

Dir ABS

[Signature]  
3/21/18

Dir Admin

For [Signature]  
03/21/18

[Signature]  
03/21/18  
(VC AU MP)

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr. Varun Kumar Sharma, Assistant Professor, ASET was the University Weekly Duty Officer for the period 03/12/2018 to 09/12/2018. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1		03-12-2018	19:45-20:45pm	The quality of food along with food disposal system was quite satisfactory and made as per the menu and weekly schedule. The RO in the Mess premises was functioning properly. The cleanliness in the kitchen (Washing Area for big utensils, Area for making Chapatis, Area for making Rice and Pulses, and Washing Area for small utensils) was satisfactory but the <u>fridge inside the kitchen was not in functioning</u> . The cleanliness of dining area in front of H1 need some more attention. The storage area was also clean and tidy.
2	STUDENTS' MESS/CAFETERIA (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	03-12-2018	14:15-15:15pm	Food along with cleanliness was good. I checked expiry date of some of the items like ice-creams, cold drinks but nothing was found expired. But variety of items were missing. The cleanliness of dining and in the storage area need more attention.
3		06-12-2018	12:00-12:30 pm	The quality of food along with food disposal system was quite satisfactory and made as per the decided schedule. The cleanliness in the dining area in H1 and dining area in front of H1 is satisfactory. All the workers who prepare chapatis were wearing caps and the one who were serving was also wearing gloves.
4	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	04-12-18 and 05-12-18	1:30-2:30 pm	Log books in all labs were maintained and all equipments are properly functioning. I checked all the washrooms of Block B and found them cleaned. Also, have checked the taps and flush panels. All of them work properly. I have also checked whether something write on the walls of the toilet or not. There is no such thing has been observed. Most of the ROs in the Block-B was functioning properly. <u>The RO besides LT-4 was dripping and the water taps besides Library was not functioning at all.</u> These problems have been report to Administration Office immediately. After 1 day of rechecking those problems have been rectified.
5	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	07-12-18 and 08-12-18	1:00-1:30 am	All guards were alert on duty.
6	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	03-12-2018 and 07-12-18	15:00-15:20 pm	Number of students who comes to Library on daily basis between 03/12/18 to 07/12/18 :- 03/12/18 -- 64 Students 04/12/18 -- 48 Students 05/12/18 -- 54 Students 06/12/18 -- 50 Students 07/12/18 -- 34 Students

→ why? Please get it repaired  
Dir. Hostel U  
Dir Admin

→ Please get it rectified & confirm  
Dir Admin U  
10/12/18

10/12/2018  
(DATE)

(SIGNATURE)  
10/12/18

I, Dharmishtha Kachhwaha, Assistant Professor (Amity School of Fashion design and Technology) was appointed as the University Weekly Duty Officer for the period 10/12/18 to 16/12/18. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	11/12/2018	12.25 PM	(a) <b>Hostel mess (lunch):</b> The food served was good in both in terms of quality as well as taste. Also, it was served hot and in clean utensils.
		11/12/2018	8.40 PM	(b) <b>Hostel mess (dinner):</b> The food served was good and hygienic. All the consumables are kept properly covered.
				(c) Overall quality of food was good. The kitchen was clean and the vegetable peels and waste material were disposed properly. All the mess workers were found in proper uniforms wearing hair caps. The area near the water cooler was also found clean and with well kept glasses for drinking.
				(d) The area for cleaning utensils was also cleared and cleaned immediately after finishing work. <b>Note:</b> Drainage sewer cover was broken in the cleaning area which could be a possible gateway for rodents.
				(e) Storage of consumables was done properly in cold and dry place. No insects or rodents were found.
				(f) Snacks available in the canteen are sold at MRP. (g) Mess menu is always followed though in case of some immediate changes it is to be approved beforehand.
2	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	12/12/2018	10:45 AM	(a) <b>Block C Cafeteria</b> was checked. The cooking area and kitchen were clean. The food being served was fine; though quantity was good. Price list was reasonable. The water facility was also clean. Storage was done properly. The dining area was clean and organized. (b) <b>Ladies' washrooms</b> were clean and all the taps and flush were working. <ul style="list-style-type: none"> <li>Waste bins were found in all the washrooms, in common area.</li> </ul> <b>Note:</b> 1. Small waste bins in each stall can be installed. 2. A common supply of sanitary items either in MI facility or washroom area accessible to students will be highly appreciated. <ul style="list-style-type: none"> <li>No leakage or no graffiti was found on the walls of the washrooms.</li> </ul>

*Dir Admin*

*Director*

*Dir Admin*

				<ul style="list-style-type: none"> <li>Housekeeping staff were found cleaning corridors and washrooms regularly.</li> </ul>
		12/12/2018	11:00 AM	<p>(c) The water dispenser RO systems were working fine and the taste and quality of water was also found to be fine.</p> <p>(d) <b>Ceiling lights</b> on 5<sup>th</sup> floor and 2<sup>nd</sup> floor were fluctuating at few places.</p> <p>(e) All the class rooms and labs were kept seal closed as they are currently not in use.</p>
		13/12/2018	10:10 PM	<p>(f) <b>Girls Hostel:</b> The rooms and washrooms were clean.</p> <ul style="list-style-type: none"> <li>Students reported that the housekeeping staff came regularly for cleaning.</li> <li>A female attendant was found on duty regularly.</li> <li>No objectionable materials or electrical appliances were found.</li> <li>Hostel RO systems were also found to be working fine.</li> <li>Common facilities like TV room and Gym were also in fine condition.</li> </ul>
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	14/12/2018	01:30 AM	<p>(a) <b>University Gate:</b> 15 guards and 01 supervisor were found on duty. According to the entries found in register.</p> <p>(b) <b>Premises:</b> All the security guards were found at their respective places. All were alert and well behaved.</p> <p><b>Note:</b> Since the mess area is closed during the night there is no place for hostel guards to sit but in the open.</p>
S.No.	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	DATE	TIME	REMARKS
4	Checking girls hostel	13/12/2018	09:40 PM	<ul style="list-style-type: none"> <li>No objectionable material or electrical appliances were found.</li> <li>The water dispenser RO systems were found functioning properly.</li> <li>The corridors, rooms and washrooms were found clean.</li> </ul>

*Replace  
Dir Admin*

*Please discuss  
Dir Admin*

DATE

14/12/2018

*Dharmishtha*  
SIGNATURE

Ms. Dharmishtha Kachhwaha

*Dir Admin - Pl discuss. 17/12/18*

*Received  
by [Signature]  
17/12/18*



**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr. Chetna Mahaur, Asst. Professor, Amity Business School was the University Weekly Duty Officer for the period 17-December-18 to 23-December-18. During the course of my duty, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18/12/18-(Dinner) and 19/12/18- Lunch	8: 15PM(Dinner) & 1: 10 PM(Lunch)	Food quality was found satisfactory, cleanliness in dining area, kitchen & store was found. Mess workers were wearing caps and gloves. Remaining food was given to staff members and additional quantity to alfanzo restaurant staff members. <b>The students sitting in the mess reported that milk and fruits are not being given to students . Evening snacks are provided in very less quantity which is not sufficient for them.</b>
1	<b>UNIVERSITY PREMISES</b> (Academic Block A)	18/12/18	02.00 PM	<b>Ground Floor(A-Block)</b> - 1- Water Cooler & RO was found working properly. 2- Both Girls toilets were found clean , all water taps were fund working properly, Toilet flushes are working properly. 3- All the tubelights in the corridor are functional.
2		18/12/18	2:15PM	<b>First Floor(A-Block)</b> - 1- Water Cooler & RO near front end and back side are functional . 2- Both Girls toilets are properly functional , all water taps were found working properly, Toilet flushes are working properly. <b>Checked Caffeteria items were given as displayed in the rate list but only few items were available.</b>
3		18/12/18	2:30 PM	<b>A-BLOCK</b> -Checked the folowing Labs: Computer Labs 112, 113- all systems maintained properly, student's entry book maintained, labs were found clean. <b>217- Engineering Graphics Lab- Front row lighting is poor, tubelights required.</b>
	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	23/12/18	01.30 AM-2:10 AM	Checked and verified the duty register of guards. As per the register total strength of guards is 22+1 guards. One was absent two were on leave. Total guards on duty were 19+1 i.e. 19 guards and one supervisor, verified the same physically. All the guards were alert and were at their respective positions. The distribution of guards was as follows:A Block- Two guards, B- Block-Two in front and Two on back side,C- Block-Two front and Two back,Main gate:Two, 15 No.-Two guards, Boys Hostel-Two guards, Girls Hostel- Two guards,New boys hostel-One guard.10 No.- was found vacant due to guards on leave.
S. No.	<b>CLASS &amp; ROOM NO.</b>	18/12/18	14:25	<b>(A-Block-)</b> Checked class rooms and lecture theatres. <b>2 chairs(back seat) in 104 and 2-3 chairs in 103 were found tilted and semi broken.</b>
S. No.	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	21/12/18	2:20 PM	Checked following labs in <b>Workshop</b> : 1-Strength of Material Lab,2- Advanced Manufacturing Process Lab,3- Metrology & Instrumentation Lab,4-EME Lab.Log books in all the labs were maintained properly. Lab maintained properly. Checked labs -110- EC Lab, 101-Applied Chemistry lab, 102- Applied Physics Lab, 119- Mechatronics Lab, 120- Engineering Mechanics Lab. Log books were maintained properly. labs were found in satisfactory condition.

*Dir Hostel*

*Dir Admin*

*Dir Admin*

*Who was absent?  
Please take action  
Dir Admin*

*Repair*

24/12/18

*Please see & take action.*

*(Dr. Chetna Mahaur)*

*Dir Hostel*

*26/12/18*

*Dir Admin / Dir Liaison*

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Pawan Kumar Porwal, Associate Professor, Amity Institute of pharmacy (AIP)** was the university weekly duty officer for the period **24/12/2018** to **30/12/18** during the course of my duties; I have checked the following, as instructed by the Hon'ble Vice Chancellor.

Sr. no.	DUTY	DATE	TIME	REMARKS
1.	Student's mess (Quality of Food, cleanliness, proper storage & disposal etc.)	24/12/18	8:15 pm	<ol style="list-style-type: none"> <li>The food quality was good and cross verified by students.</li> <li>The cooking and washing area was found clean.</li> <li>The hygiene conditions were maintained in whole canteen area.</li> <li>No rodents and/or visible debris were observed in storage area.</li> <li>The detailed report is attached herewith.</li> </ol>
2		27/12/18	12:30 pm	<ol style="list-style-type: none"> <li>The food quality was good and cross verified by students.</li> <li>The cooking and washing area was found clean.</li> <li>The hygiene conditions were maintained in whole canteen area.</li> <li>No rodents and/or visible debris were observed in storage area.</li> <li>The detailed report is attached herewith.</li> </ol>
3	Cafeteria Block-B	28/12/18	02:30 PM	<ol style="list-style-type: none"> <li>The food quality was good (Not checked manually) and cross verified by students.</li> <li>The cooking and washing area was found clean.</li> <li>The disposed item (packing remaining etc.) were stored in cooking area which was meant to be disposed after the day end.</li> <li>The hygiene conditions were maintained in whole canteen area.</li> <li>No rodents and/or visible debris were observed in storage area.</li> </ol>
6.	UNIVERSITY PREMISES (Block-B)	28/12/18	2:45-3:40 pm	<ol style="list-style-type: none"> <li>All the gent's toilet were found clean and no un-hygiene condition was observed in toilets</li> <li>The RO systems were found clean and taste of water was satisfactorily fine.</li> </ol>
7.	SECURITY (Alertness of Guards on Duty, potential security hazards, fire hazards etc.)	26/12/18	01:30 am	<ol style="list-style-type: none"> <li>The security guards were found alert and visible security hazards were observed.</li> <li>The guard's attendance was verified manually (except point no- 15).</li> <li>The attendance and positions were noted down and matched physically.</li> </ol>

*Please see my remarks on last page M. 02/1/19*  
*Dir Admin for Amity 02/01/19*

8.		27/12/18	01:30 am	<p><i>Why? Dir. Adm. ✓</i></p> <p>The chief security supervisor was not present at the site due to medical emergency.  The security guards were found alert and visible security hazards were observed.  The guard's attendance was verified manually (except point no- 15).  The number of guards were less due to off.  The attendance and positions were noted down and matched physically.</p>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
				Nil

*Pawan Kumar Porwal*  
Dr. Pawan Kumar Porwal  
Associate professor, AIP

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Pawan Kumar Porwal, Associate Professor, Amity Institute of pharmacy (AIP)** was the university weekly duty officer for the period **24/12/2018** to **30/12/18** during the course of my duties; I have checked the following, as instructed by the Hon'ble Vice Chancellor.

Sr. no.	DUTY	DATE	TIME	REMARKS
1.	Student's mess (Quality of Food, cleanliness, proper storage & disposal etc.)	24/12/18	8:15	Abhishek Sengupta Singh
2.		25/12/18	2:40 PM	Promod Singh The Caravan facilities are right. Porwal
3.				
4.				
5.				
6.				

7.	UNIVERSITY PREMISES (Academic Blocks, workshops, hostel blocks, diesel storage, AC Plant etc.)	28/12/18	3:40 pm	clean
8.	① gent toilet 103 (clean) 7/24	28/12/18	2:45 pm	clean Meera) 5/7/20
9.	② gent toilet most count - library	28/12/18	2:58 pm	clean
10.	③ gent toilet 205	28/12/18	3:00 pm	clean
11.	④ gent toilet 209 A (Accounts)	28/12/18	3:02 pm	clean
12.	⑤ gent toilet 301 (Admin)	28/12/18	3:10 pm	clean
	⑥ gent toilet (Admission)			
13.	⑦ gent toilet (Examination)	28/12/18	3:12 pm	clean
14.	SECURITY (Alertness of Guards on Duty, potential security hazards, fire hazards etc.)			
15.				
16.				
17.				
18.				
19.				
20.				

S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1.				
2.				
3.				
4.				
5.				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1.				
2.				
3.				
4.				
5.				

Check list: cafeteria and student mess

Area: H, mess

Date: 24/12/18

Time: 8:15 AM

Sr. no.	Particular	REMARKS
1.	Quality of food	The quality of food were evaluated and the students were asked for <del>same</del> food quality was satisfactory. ✓
2.	Cleanliness	The floors were found clean during <del>surport</del> visit. ✓
3.	Storage in area/ rodent, cockroaches	The storage area was clean and no visible debris were observed in the area ✓
4.	Disposal	The disposal area were found clean ✓
5.	Hygiene of cook and in-area	the <del>area</del> complete cooking area was clean. ✓
6.	Any other:	Nil

(INCHARGE AVAILABLE)

*Sourav*  
(UNIVERSITY OFFICER)

Check list: cafeteria and student mess

Area: Student mess (H.)

Date: 27/12/18

Time: 12:30

Sr. no.	Particular	REMARKS	Signature
1.	Quality of food	The food quality was good.	<u>[Signature]</u> 27/12/18
2.	Cleanliness	The cooking area and washing area were found clean. ✓	
3.	Storage in area/ rodent, cockroaches	The storage area were free of rodents and any type of debris. ✓	
4.	Disposal	The disposal area was also clean. ✓	
5.	Hygiene of cook and in-area	The hygiene was maintained in the entire canteen area. ✓	
6.	Any other:	The students were found satisfied with the food quality. ✓	

(INCHARGE AVAILABLE)

[Signature]  
(UNIVERSITY OFFICER)



CHECK LIST: GUARD ATTENDANCE

Date: 20/12/18

TIME: 1:00

Sr. No.	Name	Position	Signature
1.	Brijraj Singh	Maidgah	
2.	Narsingh Kumar	- Absent (CCL)	
3.	Suresh Kumar	Maidgah	
4.	Ajay Chohan	Maidgah	
5.	Rishabh Kumar	Maidgah	
6.	Rajiv Sharma	- ABLOCK	
7.	Ashish Kumar	- Absent (CI)	
8.	Anurag Sharma	- B-Block (16/18th)	
9.	Jitendra Kumar	"	
10.	Akshay Kumar	B-Block (Back)	
11.	Munish Kumar	B-Block (Back)	
12.	Sandeep Singh - I	- (Block)	
13.	Ramesh Kumar	- Absent (off)	
14.	Dharmendra Kumar	- (Block (Back))	
15.	Balbir Singh	- (Block (Back))	
16.	Rahul Kumar	- Absent (CI)	
17.	Anish Sharma	Boys	
18.	Abhishek Kumar	- Girls Hoja	
19.	Sumit Singh	- Girls Hostel	
20.	Anurag Singh	New Hostel	
21.	Devendra Kumar	- Absent	
22.	Uday Kumar	- (Block)	
23.	Shiv Kumar	IS No.	
	Pravin Kumar	IS No.	
	Ajeet Kumar	- ABLOCK	

(SECURITY INCHARGE)

(UNIVERSITY OFFICER)

CHECK LIST: GUARD ATTENDANCE

Date: 27/12/10

TIME: 27/12/10 | 10:00-1:30

Sr. No.	Name	Position	Signature
1.	Brajraj Singh	went to medical emergency	
2.	Shabbir Singh Tomar	Absent	
3.	Sunendra Gunjari	main gate	
4.	Ajay Chaudhary	off	
5.	Abgadhish Kumar	main gate	
6.	Arvind Tomar	CL	
7.	Arjun Sharma	off	
8.	Akhilesh Kumar	B-Block ✓	
9.	Munanshi	" " ✓	
10.	Sandeep Singh - I	C-Block ✓	
11.	Ravindra Prakash	C-Block ✓	
12.	Dharmendra Gunjari	C-Block (Back) ✓	
13.	Balbir Singh	C-Block (Back) ✓	
14.	Rahul Kumar	CL	
15.	Yuvraj Sharma	Boys Hostel ✓	
16.	Abhishek Kumar	Girls Hostel ✓	
17.	Ramvir Singh	A-Block ✓	
18.	Lyjiraj Singh	New hostel ✓	
19.	Devendra Kumar	main gate	
20.	Vijay Gunjari	A-Block ✓	
21.	Shiv Narayan	B-Block ✓	
22.	Pravesh Kumar	off	
23.			

1. 7 Guards were not present.

2. Please dinner

Dix Admin


(SECURITY INCHARGE)

(UNIVERSITY OFFICER)

Shree 27/12/10

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Dr. Kuldip Dwivedi**, Assistant Professor III (EVS), University Duty Officer for the period 31/12/2018 to 6/01/2019. During the course of my duties, I have Checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	01.01.19	1:00 PM & 8:00 PM	The lunch & dinner both for the students of Amity University & trainees of Union bank was served as per the prescribed menu. The lunch & dinner for the Union Bank trainees was served in H2 Block whereas for the students & faculties of Amity University it was served in H1 block Cleanliness of the kitchen and serving area was satisfactory. <u>The wash basin area had leakage and water was spilled all over that area.</u>
		04.01.19	12:40 PM & 8.30 PM	Lunch & dinner in taste & quality was up to the mark. Storage was ok, disposal not satisfactory — <u>Dir Hostels</u> Cleaning was going on in the kitchen, serving area was ok <u>The bone bary (Food serving ovens in Block H2 where the lunch &amp; dinner to the students &amp; faculty was been served was not working.</u> Lunch & Dinner food taste & quality was satisfactory. It was served as per the menu
2	University Premises (Block A Lecture Rooms, Labs, Workshop, Instruments etc)	04.01.19	01:10PM-04:10PM	Boys washrooms were clean. Repairing work in the washroom of the ground floor was in progress. <u>There was dampness on the walls in the toilet area of ground floor.</u> <u>Water tap of one of the washbasins in the ground floor was not functioning.</u> 1st Floor (Rt wing) drinking water was salty in taste. Though it was reported that the cleaning & maintenance had been done few days before. Cafeteria was clean, food quality was ok & the food items were served as per the prescribed rates. Log book for use of instruments suggested to be maintained in the coming semester in Electrical Science lab. The fire extinguishers were charged & properly marked. The R.O in the 1st floor was working properly and was inspected by the plumber on 4th jan 2019 Workshop instruments were functioning properly. Log book needs to be maintained on regular basis. The labs had proper working of instruments and log book updated in Block - A. Room 101, <u>Chemistry Lab Permanent set-up for supply of gas for the bunsen burners is required to be installed</u>
				<p><i>Handwritten notes:</i> Please get it repaired 'A' Block Dir Admin - why? We should get it done!!</p>
3	SECURITY (Alertness of Guards on Duty)	05.01.19	01.10 AM-02:10 AM	Total 25 security personel were mentioned on the register but only 22 were present because 3 guards were Absent (Mr. Brij Raj Tomar, Mr. Devendra Kumar & Mr. Shiv Narayan) 22 security personel were alert and on their deputed places, physically checked (3 at Main gate, 2 at A Block, 4 at B Block including security supervisor, 4 at C Block, 2 at Boys Hostel, 2 at Girls Hostel, 2 at New Hostel, 2 at No.10 Check Post (Hill top near C Block), 2 at No. 15 Check Post ( behind Hostel). There is need for a shaded check post near the hostel block (On the sidelines of the hostel gate so that security guard can minitor the movement). <u>2 Street Lights on the way from Hostel to B block were not working</u>
4	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Lecture theatre 103, 104, 107 108, 202, 203, 205, 216, 215, 207, 208, 209,	4/1/2019	01:05PM-4:15PM	LCD projector & sitting arrangement OK
	Lecture theatre 206			<u>Position of LCD projector should be shifted to the left side for proper visibility.</u>
	Lecture theatre 218			Has holes in the ceiling which needs to be covered. — <u>Dir Admin</u>
	Lecture Theatre 214			<u>Position of LCD projector should be shifted to the center as class is large with sitting capacity of 60 students for proper visibility.</u>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				<p>(SIGNATURE) Dr. Kuldip Dwivedi</p> 

*Handwritten notes at the bottom:*  
Please take up a on remarks above & confirm completion.  
Dir Admin - for - [unclear]  
Dir Hostels  
Manage IT  
8/1/19

FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER: COMPLETION OF DUTIES

I, Dr Naveen Sharma, Associate Professor, Amity Institute of pharmacy (AIP) was the university weekly duty officer for the period 07/01/2018 to 13/01/18 during the course of my duties; I have checked the following, as instructed by the Hon'ble Vice Chancellor.

Sr. no.	DUTY	DATE	TIME	REMARKS
1.	Student's mess (Quality of Food, cleanliness, proper storage & disposal etc.)	7/1/2019	2:00PM (Lunch)	Storage was satisfactory, Cleaning was good and at proper place, ✓
2.		7/1/2019	2:00PM (Lunch)	Quality of Food Food quality was satisfactory; there was no complaint from the student side. ✓
3.		7/1/2019	2:00PM (Lunch)	Disposal Disposal arrangement was satisfactory and at proper place. ✓
4.		7/1/2019	8:15PM Dinner	Storage Storage was satisfactory, Cleaning was good and at proper place, ✓
5.		7/1/2019	8:15PM Dinner	Quality of Food Food quality was satisfactory; there was no complaint from the student side. ✓
6.		7/1/2019	8:15PM Dinner	Disposal Disposal arrangement was satisfactory and at proper place. ✓

*Dr. Naveen Sharma for AIP*  
*15/01/19*  
*15/01/19*  
*mgre IT*

*Dr. Naveen Sharma AIP*  
*(AIP)*

7.	<b>UNIVERSITY PREMISES</b> (Academic Blocks, workshops, hostel blocks, diesel storage, AC Plant etc.)	I Floor 11/01/2019	Near 101 Room	Satisfactory and OK
8.	<b>Washing Area (Boys Toilet)</b> <i>Please get it repaired Dir Admin</i>	II Floor	1. Near ABS dept. 2. Near room 201	Satisfactory but 5 <sup>th</sup> no. toilet flush is not proper working One basin tap is not working
9.		III Floor	1 and 2 Near Caf.	Flush point of some toilets are not working
10.		IV Floor	1 and 2	OK but one flush is not working
11.		V Floor	1 and 2	OK
12.				
13.				
14.	<b>SECURITY</b> (Alertness of Guards on Duty, potential security hazards, fire hazards etc.)	10/01/2019	1:30 to 2:15 AM	Satisfactory and all security found at proper place. 26 members were there in which 02 - supervisor and 24-Guard. Name of guards mentioned below-
15.				
16.				
17.				
18.				

*Dr. Naveen Sharma A.P.*  
(A.P.)

## CHECK LIST: GUARD ATTENDANCE

Date: 10/01/2019

TIME: 1:30 to 2:00 AM

1: Sr. No.	Name	Position	Position verify
1.	N.S. Toamr	Supervisor	Verified and Checked
2.	DS Yadav	Supervisor	Verified and Checked
3.	Surendra	Main Gate	Verified and Checked
4.	Vijendra	Main Gate	Verified and Checked
5.	Jitendra	Main Gate	Verified and Checked
6.	Deepak	Main Gate	Verified and Checked
7.	Shoham Singh	Block-A	Verified and Checked
8.	Devendra Singh	Block-A	Verified and Checked
9.	Ram Kumar	Block-C	Verified and Checked
10.	Ajay Gurjar	Block-C	Verified and Checked
11.	Gajram Pal	Post -10	Verified and Checked
12.	Manoj	Post -10	Verified and Checked
13.	Hari Singh	Backside of Block-C	Verified and Checked
14.	Ankur Singh	Backside of Block-C	Verified and Checked
15.	Sandeep Singh	Backside of Block-B	Verified and Checked
16.	Bhupendra Singh	Backside of Block-B	Verified and Checked
17.	Ramavatar	Block-B	Verified and Checked
18.	Rajesh Gurjar	Block-B	Verified and Checked
19.	Sonu Singh Tomar	Girls Hostel H-2	Verified and Checked
20.	Ram Ratan Singh	Girls Hostel H-2	Verified and Checked
21.	Madhav	Boys Hostel H-1	Verified and Checked
22.	Deependra	Boys Hostel H-1	Verified and Checked
23.	Dinesh Tyagi	Boys Hostel H-3	Verified and Checked
24.	Shiv Narayamn	Boys Hostel H-3	Verified and Checked
25.	Pradeep Gurjar	Post-15	Verified and Checked
26.	Brijesh	Post-15	Verified and Checked

Dr. Navneet Sharma  
(AIP)

(SECURITY INCHARGE)

(UNIVERSITY OFFICER)

# Check list: cafeteria and student mess

Area: Cafeteria Block-C

Date: 08/01/2019

Time: 12:15PM

Sr. no.	Particular	REMARKS
1.	Quality of food	Satisfactory but variety of food was less
2.	Cleanliness	Satisfactory
3.	Storage in area/ rodent, cockroaches	Satisfactory, all food material properly packed. ✓
4.	Disposal	Satisfactory and at proper place
5.	Hygiene of cook and in-area	Satisfactory
6.	Any other:	

Dr. Navin Sharma  
(AIP)

(UNIVERSITY OFFICER)

S. No.	Projector Report in CLASS & ROOM NO.	DATE	TIME	REMARKS (Projector)
1.	(I-Floor)- 101,102,103,104,105,106,107,108,109	10/01/2019	10:00 AM to 12:15 PM	104-CR - Projector not properly working
2.	(II- Floor)- 201,202,203,204,205,206,207,208,209,210,211,212,213,214 215,216,217,218,219,220,221,222,223,224,225	10/01/2019	10:00 AM to 12:15 PM	216 -LT Slightly tilt, Position loos. 217-LT Not properly focused Via Admin Manage IT Please verify & inform.
3.	(III-Floor) 303,304,306,309,310,311,312,313	10/01/2019	10:00 AM to 12:15 PM	OK
4.	(IV-Floor) 405,406,407,408,409,410,411,412,413	10/01/2019	10:00 AM to 12:15 PM	412-LT- Not properly focused, Blurring image Manage IT
5.	(V-Floor) 501,502,503,504,505,506,507	10/01/2019	10:00 AM to 12:15 PM	507 LT- Repairing
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS (TDS)
1.	RO-Plant -II floor	10/01/2019	10:15AM	Treated water--101 ✓ Without Treated water--424
2.	RO-Plant -III floor (near room no. 301)	10/01/2019	10:15AM	Treated water--84 ✓ Without Treated water--430 ✓ ou
3.	RO-Plant -III floor (near 305)	10/01/2019	10:15AM	Treated water--54 ✓ Without Treated water--435-
4.	RO-Plant -IV floor	10/01/2019	10:15AM	Treated water--96 ✓ Without Treated water--431
5.	RO-Plant -V floor	10/01/2019	10:15AM	Treated water--91 ✓ Without Treated water--435

Dr. Manoj Sharma  
(HOD)



## FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

I, Ar. Sudheer Singh Sikarwar, Associate Professor, ASAP was the University Weekly Duty Officer for the period 14 January, 2019 to 20 January, 2019 during the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18-01-2019 & 19-01-2019	08:10 PM to 9:00 PM	<p>Menu were displayed on the notice board but not proper visible because of counter in front of notice board. Food items were prepared as per menu.</p> <p>Kitchen was clean. Food quality was acceptable.</p> <p>At the time of food check the quality of chapati was not proper.</p> <p>Cooks/workers were reasonably maintaining hygiene.</p> <p>I took feedback from students about quality of food and rate list. They told me that:</p> <ol style="list-style-type: none"> <li>1. <i>Chapati</i> is not cooked properly. ?</li> <li>2. Sometimes menu is not followed for example dal tadaka mentioned in menu but serv only simple dal. → why?</li> </ol>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	1/16/2019	2:30 PM to 5:00 PM	All Labs of A-block were neat and clean. Lab superintendent & assistants were present. As per the interaction with them, all machines & equipments are working properly. They maintain proper log Book and stock register.
3		1/17/2019		As per the interaction with Lab Superintendent of workshop Mr. Gupta, maintain proper log book. A window glass is broken and fanlight glass is broken (top of door).
4	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	1/19/2019	1:15 AM to 2:20 AM	<p>23 names were mentioned in duty register. Out of 23, 2 was supervisor and 21 were security guards. As per interaction with supervisor Mr. Tomar due to unavailability of guards 10 nom. Post guard duty shifted to hostel.</p> <p>All were present at their check post. None of them was found in sleepy state. Guards at the check post of A-Block &amp; B-Block entrance found in a sitting position. Everything was fine.</p>
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
5	'A' - Block (All class rooms)	18-01-2019, 19-01-2019 & 20-01-2019	2:30 PM & 5:00 PM	Room number 201 at first floor was engaged by exam committee. And other classes was locked Properly.
6	Computer lab room num. 111 (total 30 computers)			all computers are working properly. One fan canopy was broken in the lab.
7	Computer lab room num. 112 (total 70 computers)			all computers are working properly.
8	Computer lab room num. 113 (total 50 computers)			all computers are working properly.
9	Male toilet GF			found Sealent on wall.
10	Female toilet GF			External wall plaster was removed.
11	LT 108 (A-Block) GF			Three chairs were damaged. Window was broken and not fixed with wall.
12	LT 107 (A-Block) GF			LT walls were dirty. Cleaning not done proper.
13	Room 115 (A-Block) GF			classroom projector was not there.
14	LT 104 (A-Block) GF			chairs were damaged. Window was broken and not fixed with wall.
15	Room 101 (A-Block) GF-Applied chemistry lab			Glass is broken above the door.
16	Room 119 (A-Block) GF-Mechatronics lab			one tube lights anr not working.
17	Male toilet GF			Cleaning of washroom was not proper.
18	staircase glazing			glass of glazing not clean proper.
19	Room 202 A (A-Block) FF			classroom projector was not there.
20	Room 203 A (A-Block) FF			classroom projector was not there.
21	Staff toilet			front wall of staff toilet was damaged.
22	Room 204 A (A-Block) FF			classroom projector was not there.
23	Room 204 B (A-Block) FF			classroom projector was not there.
24	Room 207 A (A-Block) FF			classroom projector was not there. Window glass was broken.
25	Room 208 A (A-Block) FF			classroom projector was not there.
26	Room 208 B (A-Block) FF			Window glass was broken.
27	Room 208 B (A-Block) FF, Cafeteria			One tube light is not working & Everything was fine.

21-01-2019

(DATE)

(SIGNATURE)

Ar. Sudheer Singh

Please take action & confirm. *U.*  
 21/1/19

*Dir Hostels*  
*Dir Admin*

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Sachin Kumar Sharma, A.P-II (Designation), Amity Law School (School/ Institution) was the University Weekly Duty Officer for the period 21/1/19 to 25/1/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS	
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	21/1/19	8:10 PM	It was according to menu for the day. All things were of good quality. <i>why should be odd &amp; bland!!</i>	
2					
3					
4		24/1/19	1:30 PM	Except Roti Mess and Kitchen were clean. Store room were also clean and properly arranged. ✓	
5					
6					
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	24/1/19	3:30 PM	(1) Cafeteria - No issue, All arranged ✓	
8				(2) RO Plant - No issue, ✓	
9				(3) Mens Washrooms - All are clean except one ✓	
10				(4) Labs. - Visited 8 labs, all are properly maintained with log books. Pharma labs are in need of Stock Register. ✓	
11					
12					
13					
14			24/1/19	2:35 AM	All Security Guards were vigilant and alert. Duty posted as mentioned in register. There were total 24 Security Personnel including Supervisors. ✓
15					
16					
17					
18					
19					
20					
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS	
1					
2					
3					
4					
5					
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS	
1					
2					
3					

28/1/19  
(DATE)

Sachin Kumar Sharma  
(SIGNATURE)

- One one washroom near Dept of Clinical Psychology was found locked and cleaning material was kept on unlabelled pot.  
 - Please resolve.  
 Dir Admin [Signature]  
 28/1/19

U.  
28/1/19

CHECK LIST: GUARD ATTENDANCE

TIME: 1:00

	Position	Signature
Singh	Mehragh	
Sharma	Absent (CI)	
Sharma	Mehragh	
Sharma	Mehragh	
Sharma	Mehragh	
Sharma	A/B Block	
Sharma	Absent (CI)	
Sharma	B-Block (1st Bath)	
Sharma	B-Block (Back)	
Sharma	B-Block (Back)	
Sharma	C-Block	
Sharma	Absent (off)	
Sharma	C-Block (Back)	
Sharma	C-Block (Back)	
Sharma	Absent (CI)	
Sharma	Boys	
Sharma	Girls Hostel	
Sharma	Girls Hostel	
Sharma	Hostel	
Sharma	Absent	

CHECK LIST: GUARD ATTENDANCE

TIME: 27/12/18 | 10-1:30

	Position	Signature
Singh	went to medical emergency	
tomar	Absent	
gunjara	matragahy	
warhan	off	
Kumar	meir gahy	
tomar	CL	
anna	off	
sh kumar	B Block ✓	
al	" Block ✓	
singh-R	C-Block ✓	
mistra	C-Block ✓	
dora gunjara	C-Block (Back) ✓	
rgh	C-Block (Back) ✓	
war	CL	
ganna	Boy's hostel ✓	
k Kumar	Girl's hostel ✓	
Sah	A-Block ✓	
Singh	New hostel ✓	
Kumar	meir gahy ✓	
warhan	A-Block ✓	
Kumar	R-Block ✓	

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF**

I, **Dr. Kuldip Dwivedi**, Assistant Professor III (EVS), University Duty Officer for the period 31/12/2018 to 6/01/2019. During the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	01.01.19	1:00 PM & 8:00 PM	The lunch & dinner both for the students & staff bank was served as per the prescribed menu. Lunch trainees was served in H2 Block whereas in University it was served in H1 Block. Cleanliness of the kitchen and serving area was maintained. <u>The wash basin area had leakage and was repaired.</u> Lunch & dinner in taste & quality was satisfactory.
		04.01.19	12:40 PM & 8.30 PM	Storage was ok, disposal not satisfactory. Cleaning was going on in the kitchen. <u>The bone bary (Food serving ovens) were repaired and students &amp; faculty was been served.</u> Lunch & Dinner food taste & quality was satisfactory.
2	University Premises (Block A Lecture Rooms, Labs, Workshop, Instruments etc)	04.01.19	01:10PM-04:10PM	Boys washrooms were clean. Repair work was in progress. There was dampness in Block A. <u>Water tap of one of the washbasins was repaired.</u>
				1st Floor (Rt wing) drinking water tap was replaced. <u>cleaning &amp; maintenance had been done.</u> Cafeteria was clean, food quality was satisfactory. <u>prescribed rates.</u> Log book for use of instruments suggested in Electrical Science lab. The fire extinguishers were charged and working properly and was inspected. Workshop instruments were functional and maintained on regular basis. The labs had proper working of instruments. <u>101, Chemistry Lab Permanent set-up was repaired and required to be installed.</u>
3	SECURITY (Alertness of Guards on Duty)	05.01.19	01.10 AM-02:10 AM	Total 25 security personnel were present because 3 guards were Absent (Mr. Narayan). 22 security personnel were alert and present at Main gate, 2 at A Block, 4 at B Block, 2 at Boys Hostel, 2 at Girls Hostel, 2 at New Block, 2 at No. 15 Check Post (behind Block A). <u>There is need for a shaded check post at hostel gate so that security guard can rest.</u> 2 Street Lights on the way from Hostel to Main Gate were repaired.
4	CLASS & ROOM NO.	DATE	TIME	REMARKS
	Lecture theatre 103, 104, 107 108, 202, 203, 205, 216 215, 207, 209, 200			LCD projector & sitting arrangements

*Dir Admin*  
*Please get it repaired 'A' Block*  
*Dir Admin - why?*

*We should get it done!!*  
*Dir Admin*

FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER FOR COMPLETION OF DUTIES

**Associate Professor, Amity Institute of pharmacy (AIP)** was the university weekly duty officer for the period **07/01/2018** to of my duties; I have checked the following, as instructed by the Hon'ble Vice Chancellor.

DATE	TIME	REMARKS
7/1/2019	2:00PM (Lunch)	Storage Storage was satisfactory, Cleaning was good and at proper place, ✓
7/1/2019	2:00PM (Lunch)	Quality of Food Food quality was satisfactory; there was no complaint from the student side. ✓
7/1/2019	2:00PM (Lunch)	Disposal Disposal arrangement was satisfactory and at proper place. ✓
7/1/2019	8:15PM Dinner	Storage Storage was satisfactory, Cleaning was good and at proper place, ✓

neatness, proper storage & disposal

*Amim for Amity*  
5/01/19

## CHECK LIST: GUARD ATTENDANCE

Date: 10/01/2019

TIME: 1:30 to 2:00 AM

1: Sr. No.	Name	Position	Position verify
1.	N.S. Toamr	Supervisor	Verified and Checked
2.	DS Yadav	Supervisor	Verified and Checked
3.	Surendra	Main Gate	Verified and Checked
4.	Vijendra	Main Gate	Verified and Checked
5.	Jitendra	Main Gate	Verified and Checked
6.	Deepak	Main Gate	Verified and Checked
7.	Shoham Singh	Block-A	Verified and Checked
8.	Devendra Singh	Block-A	Verified and Checked
9.	Ram Kumar	Block-C	Verified and Checked
10.	Ajay Gurjar	Block-C	Verified and Checked
11.	Gajram Pal	Post -10	Verified and Checked
12.	Manoj	Post -10	Verified and Checked
13.	Hari Singh	Backside of Block-C	Verified and Checked
14.	Ankur Singh	Backside of Block-C	Verified and Checked
15.	Sandeep Singh	Backside of Block-B	Verified and Checked
16.	Bhupendra Singh	Backside of Block-B	Verified and Checked
17.	Ramavatar	Block-B	Verified and Checked
18.	Rajesh Gurjar	Block-B	Verified and Checked
19.	Sonu Singh Tomar	Girls Hostel H-2	Verified and Checked
20.	Ram Ratan Singh	Girls Hostel H-2	Verified and Checked
21.	Madhav	Boys Hostel H-1	Verified and Checked
22.	Deependra	Boys Hostel H-1	Verified and Checked
23.	Dinesh Tyagi	Boys Hostel H-3	Verified and Checked
24.	Shiv Narayam	Boys Hostel H-3	Verified and Checked
25.	Pradeep Gurjar	Post-15	Verified and Checked
26.	Brijesh	Post-15	Verified and Checked

Dr. Navin Sharma  
(AIP)

(SECURITY INCHARGE)

(UNIVERSITY OFFICER)

# Check list: cafeteria and student mess

Area: Cafeteria Block-C

Date: 08/01/2019

Time: 12:15PM

Sr. no.	Particular	REMARKS
1.	Quality of food	Satisfactory but variety of food was less
2.	Cleanliness	Satisfactory
3.	Storage in area/ rodent, cockroaches	Satisfactory, all food material properly packed. ✓
4.	Disposal	Satisfactory and at proper place
5.	Hygiene of cook and in-area	Satisfactory
6.	Any other:	

Dr. Navin Ghanshyam  
(AIP)

(UNIVERSITY OFFICER)



S. No.	Projector Report in CLASS & ROOM NO.	DATE	TIME	REMARKS (Projector)
1.	(I-Floor)- 101,102,103,104,105,106,107,108,109	10/01/2019	10:00 AM to 12:15 PM	104-CR - Projector not properly working
2.	(II- Floor)- 201,202,203,204,205,206,207,208,209,210,211,212,213,214 215,216,217,218,219,220,221,222,223,224,225	10/01/2019	10:00 AM to 12:15 PM	216 -LT Slightly tilt, Position loos. 217-LT Not properly focused <i>Via Admin</i> <i>Manage IT</i> <i>Please justify &amp; improve.</i>
3.	(III-Floor) 303,304,306,309,310,311,312,313	10/01/2019	10:00 AM to 12:15 PM	OK
4.	(IV-Floor) 405,406,407,408,409,410,411,412,413	10/01/2019	10:00 AM to 12:15 PM	412-LT- Not properly focused, Blurring image <i>Manage IT</i>
5.	(V-Floor) 501,502,503,504,505,506,507	10/01/2019	10:00 AM to 12:15 PM	507 LT- Repairing
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS (TDS)
1.	RO-Plant -II floor	10/01/2019	10:15AM	Treated water --101 ✓ Without Treated water--424
2.	RO-Plant -III floor (near room no. 301)	10/01/2019	10:15AM	Treated water--84 ✓ Without Treated water--430 <i>OK</i>
3.	RO-Plant -III floor (near 305)	10/01/2019	10:15AM	Treated water--54 ✓ Without Treated water--435-
4.	RO-Plant -IV floor	10/01/2019	10:15AM	Treated water--96 ✓ Without Treated water--431
5.	RO-Plant -V floor	10/01/2019	10:15AM	Treated water--91 ✓ Without Treated water--435

*Dr. Manoj Sharma*  
(HOD)

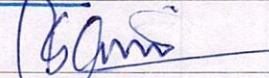
## FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

I, Ar. Sudheer Singh Sikarwar, Associate Professor, ASAP was the University Weekly Duty Officer for the period 14 January, 2019 to 20 January, 2019 during the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18-01-2019 & 19-01-2019	08:10 PM to 9:00 PM	<p>Menu were displayed on the notice board but not proper visible because of counter in front of notice board. Food items were prepared as per menu.</p> <p>Kitchen was clean. Food quality was acceptable. ✓</p> <p>At the time of food check the quality of chapati was not proper. ✓</p> <p>Cooks/workers were reasonably maintaining hygiene. ✓</p> <p>I took feedback from students about quality of food and rate list. They told me that:</p> <ol style="list-style-type: none"> <li>1. Chapati is not cooked properly. ?</li> <li>2. Sometimes menu is not followed for example dal tadaka mentioned in menu but serv only simple dal. → why?</li> </ol>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	1/16/2019	2:30 PM to 5:00 PM	All Labs of A-block were neat and clean. Lab superintendent & assistants were present. As per the interaction with them, all machines & equipments are working properly. They maintain proper log Book and stock register. ✓
3		1/17/2019		As per the interaction with Lab Superintendent of workshop Mr. Gupta, maintain proper log book. A window glass is broken and fanlight glass is broken (top of door). ✓
4	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	1/19/2019	1:15 AM to 2:20 AM	<p>23 names were mentioned in duty register. Out of 23, 2 was supervisor and 21 were security guards. As per interaction with supervisor Mr. Tomar due to unavailability of guards 10 nom. Post guard duty shifted to hostel. ✓</p> <p>All were present at their check post. None of them was found in sleepy state. Guards at the check post of A-Block &amp; B-Block entrance found in a sitting position. Everything was fine. ✓</p>
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
5	'A' - Block (All class rooms)	18-01-2019, 19-01-2019 & 19-01-2019	2:30 PM & 5:00 PM	Room number 201 at first floor was engaged by exam committee. And other classes was locked Properly. ✓
6	Computer lab room num. 111 (total 30 computers)			all computers are working properly. One fan canopy was broken in the lab. ✓
7	Computer lab room num. 112 (total 70 computers)			all computers are working properly. ✓
8	Computer lab room num. 113 (total 50 computers)			all computers are working properly. ✓
9	Male toilet GF			found Sealent on wall. (Please check & clean it)
10	Female toilet GF			External wall plaster was removed. -
11	LT 108 (A-Block) GF			Three chairs were damaged. Window was broken and not fixed with wall. } Dir Admin
12	LT 107 (A-Block) GF			LT walls were dirty. Cleaning not done proper. }
13	Room 115 (A-Block) GF			classroom projector was not there. }
14	LT 104 (A-Block) GF			chairs were damaged. Window was broken and not fixed with wall. }
15	Room 101 (A-Block) GF-Applied chemistry lab			Glass is broken above the door. }
16	Room 119 (A-Block) GF-Mechatronics lab			one tube lights anr not working. }
17	Male toilet GF			Cleaning of washroom was not proper. at 3.30-4 PM why?
18	staircase glazing			glass of glazing not clean proper. }
19	Room 202 A (A-Block) FF			classroom projector was not there. }
20	Room 203 A (A-Block) FF			classroom projector was not there. }
21	Staff toilet			front wall of staff toilet was damaged. → Get it repaired Dir Admin
22	Room 204 A (A-Block) FF	classroom projector was not there. }		
23	Room 204 B (A-Block) FF	classroom projector was not there. }		
24	Room 207 A (A-Block) FF	classroom projector was not there. Window glass was broken. }		
25	Room 208 A (A-Block) FF	classroom projector was not there. }		
26	Room 208 B (A-Block) FF	Window glass was broken. }		
27	Room 208 B (A-Block) FF, Cafeteria	One tube light is not working & Everything was fine. ✓		

21-01-2019

(DATE)

  
 (SIGNATURE)  
 Ar. Sudheer Singh

Please take action & confirm. ✓

Dir Hostels

Dir Admin

21/1/19

## Check list: cafeteria Block-B

Area: Cafeteria Block-B

Date: 28/01/2019

Time: 4:15PM

Sr. no.	Particular	REMARKS
1.	Quality of food	Satisfactory, ✓
2.	Cleanliness	Satisfactory (Cleanliness of cooking, storage was maintained )
3.	Storage in area/ rodent, cockroaches	Satisfactory, all food material properly packed and stored in containers. Cockroaches were not observed in cooking and storage area.
4.	Disposal	Satisfactory and at proper place
5.	Hygiene of cook and in-area	Satisfactory Hygiene conditions were maintained among cooks and all of them have wear hand gloves and head cover and also nails was properly cut. ✓
6.	Any other: Variety of food was less. Price list is Followed and Students Were charged as per the List. Checked Expiry date of all packed food. Seating arrangement was found proper.	

(UNIVERSITY OFFICER)

(Dr. Pawan Kumar Gupta)

*[Signature]*

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Sachin Kumar Sharma, A.P-II (Designation), Amity Law School (School/ Institution) was the University Weekly Duty Officer for the period 21/1/19 to 25/1/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS	
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	21/1/19	8:10 PM	It was according to menu for the day. All things were of good quality.	
2					
3					
4		24/1/19	1:30 PM	Except Roti, Mess and Kitchen were clean. Store room was also clean and properly arranged.	
5					
6					
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	24/1/19	3:30 PM	(1) Cafeteria - No issue, All arranged	
8				(2) RO Plant - No issue,	
9				(3) Mens Washroom - All are clean except one	
10				(4) Labs. - Visited 8 labs, all are properly maintained with log books. Pharma labs are in need of Stock Register.	
11					
12					
13					
14			24/1/19	2:35 AM	All Security Guards were vigilant and alert. Duty posted as mentioned in Register. There were total 24 Security Personnel including Supervisors.
15					
16					
17					
18					
19					
20					
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS	
1					
2					
3					
4					
5					
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS	
1					
2					
3					

28/1/19  
(DATE)

Sachin Kumar Sharma  
(SIGNATURE)

- One men washroom near Dept of Clinical Psychology was found locked and cleaning material was kept on unclean pot.

- Please resolve.

Dix Admin

[Signature]  
26/01/19

U.  
28/1/19

*Why should be cold & burnt!!*

*Dir Hostels*

FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES

I, Dr. Vivek Singh Kushwaha, Assistant (ECE) (Designation), ASET (AUMP) (School/ Institution) was the University Weekly Duty Officer for the period 11/2/19 to 17/2/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	12/02/19	1:15-2:10 PM	quality of food is good but it should be less spicy.
2				
3				
4				
5	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	13/02/19	8:00 PM - 8:30 PM	good quality
6				
7				
8				
9				
10				
11				
12				
13				
14				
15	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	16/2/19	1:10 AM (Night)	3 guards on leave and 1 guard was absent. (Bryesh) during night duty.
16				
17				
18				
19				
20				
1	CLASS & ROOM NO.	DATE	TIME	REMARKS
2				
3				
4				
5				
1	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

(SIGNATURE) Dr. Vivek Singh Kushwaha

(DATE)

Please take action.

Dr. Vivek Singh Kushwaha  
 for Dr. Vivek Singh Kushwaha  
 17/2/19  
 Dr. Admin  
 17/2/19  
 Dr. Admin  
 17/2/19

**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Aditya Kumar Shukla**, Assistant Professor (Amity School Of Communication) the University Weekly Duty Officer for the period 18/02/19 to 24/02/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18-02-2019	8.15 PM	I went for Dinner. The food was of good quality and according to the menu. Mess was properly cleaned. ✓
2		21-02-2019	01.20 PM	Inspected the mess at Lunch, Quality of Food was perfectly fine and according to Menu. Mess was properly cleaned. I also checked other items like cold drinks, biscuits, cakes etc. All were manufactured in recent dates. ✓
3	<b>UNIVERSITY PREMISES</b> (Workshops & Labs of Block C)	22-02-2019	11.30 AM to 01.30 PM	Inspected all workshops and Labs (24 in number) of Block 'C'. Log books of the equipments maintained properly. Randomly checked two-three equipments in each lab. Lab and workshop attendants has given an undertaking note that every equipment is working properly till date. (Undertaking attached) ✓
4			Observations	Repairing of tables and Stools is required in ASAP Studio's and a window glass in also broken in Plumbing Lab room no. 406 A. — <u>Dir Admin</u>
5				2 Equipments of Pharmaceutical analysis and Organic Chemistry lab is not working Properly but listed in maintainance list. ←
6	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	21-02-2019	01.30 PM	Inspected security at mid night and found that all gaurds were active. Total 20 gaurds were on duty including supervisor. Visited all posts and talked with each guard about the status of security & thier requirements. Post number 10 and 15 were vacant because guards were on leave. ✓
7			Observations	All lights in the campus were properly working.
8				Tea should be served at 02.00 AM. Currently it is searved at 10.00 PM which is not a perfect time as almost all guards used to have dinner at this time. } <u>Dir Admin</u>
9				3/4 Lights are required on the polls located at the connecting road of the campus. } <u>Dir Admin</u>
<b>CLASS &amp; ROOM NO.</b>		<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>
10	NA	NA	NA	NA
<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>		<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>
11	Checking of All Mens Washrooms, Canteen and RO's of Block C	20-02-2019	03.15 PM to 05.15 PM	Checked all the Mens Washrooms of 'C' Block. ✓
			Observations	Seepage Problem is there in the mens washrooms near room number 101, 211, 301. There is problem of tapping also in Mens washrooms near room number 201. Three mirror of mens washrooms near room number 201 and 403 are also fade.
				Checked the water of All RO's installed in Block 'C', the water quality was good, but the water was flowing near room number 403 and 501. <u>Dir Admin</u>
				I visited canteen of Block 'C', checked the packed items like cold drinks, biscuits etc. All were manufactured in recent dates and they were sold on MRPs. Other itmes like samosha, meggi were sold on the rates, list given in the canteen. ✓

22/02/2019  
(DATE)

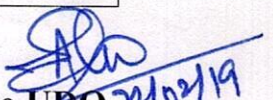
Aditya K Shukla  
(SIGNATURE) 22/02/19

Please discuss W. 2/2/19  
Dir Admin  
Dir AIP  
Dir 22/2/19

To Whom So Ever It May Concern

This is to certify that the equipments of below mentioned labs are in working condition and log books are properly maintained. The equipments which are not working or required maintenance have been list in maintenance list.

S.No	Lab Room No.	Department	Signature	Remarks
1	102	Civil Engg.	} Seal 22/02/19	
2	103	Civil Engg.		
3	201	ECE Lab		
4	202	ECE Lab		
5	203	ECE Lab	} Seal 22/2/19	
6	204	ECE Lab		
7	213	Pharmaceutical Analysis/organic Chemistry Lab	} Seal 22/2/19	2 Equip. not working
8	212	Bio Chemistry Lab		
9	218	PHARMACEUTICS LAB.	} Seal 22/2/19	
10	219	APHL LAB		
11	221	Machine Room	} Seal 22/02/19	
12	208	ASET LAB		
13	307	ASAP LAB-1	} Seal 22/2/19	
14	309	Counselling Cell		
15	302	Psychology Lab	} Seal 22/2/19	
16	502	Studio-1		
17	503	Studio-2		
18	504	Studio-3		
19	505	Studio-4		
20	410	Exhibition and Material Lab	} Seal 22/02/19	
21	411	Carpentry Lab/Workshop		
22	406A	Plumbing Lab ASAP		Window Glass Broken
23	405	Studio-5	} Seal 22/2/19	
24	404	Photography Lab		
25				
26				
27				
28				
29				
30				

Aditya K Shinde   
Name and Signature UBO 22/02/19

I, Dr. Snehal Jani, Assistant Professor, Department of Applied Physics, Amity School of Pure and Applied Sciences, Amity University Madhya Pradesh was appointed as the University Duty Officer for the period from 25/02/19 to 03/03/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME		REMARKS
			From	To	
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	25/02/2019	1945 hrs	2045 hrs	<p><b>Kitchen &amp; Wash Area:</b> The kitchen area was clean and proper disposal of waste was carried out by the Mess Staff. The visits included the Kitchen, Washing Area and Vegetable Cutting Area. ✓</p> <p><b>Storage:</b> Visit was also made to the storage area of the mess. Almost all the things/items/groceries were in order, sealed and well maintained. ✓</p> <p>However, it came to notice that the vendor was using two types of Slice Bread, one which was procured from Modern Bakery and one was in packet without any information of its brand or expiry details. <u>On further enquiring, the incharge of the store stated that the unbranded packet of Bread Slice is the local produce of Alfanzo and they are fresh. As no make date, expiry, and vendor's name missing, it was asked by me to incorporate from the next lot. Photo of two types of bread in store on the day of visit <b>annexed</b>.</u></p> <p><b>Hostel mess (Dinner):</b> The food served was good in both in terms of quality as well as taste. Also, it was served hot and in clean utensils. ✓</p> <p>Overall quality of food was ok. The kitchen was clean and the vegetable peels and waste material was properly disposed. All the mess workers were found in proper uniforms wearing hair caps. The area near the water cooler was also found clean. ✓</p> <p>The sweets, pastry served in the mess additionally were also fresh and of good quality. ✓</p>
2		28/02/2019	1230 hrs	1315 hrs	<p><b>Hostel mess (Lunch):</b> The food served was good and hot. ✓</p> <p>The students were happy with the mess services and food quality. ✓</p>
3					<p><u><b>Suggestion:</b></u></p> <p><u>Stray Dogs entered the mess both during the dinner and lunch time in the mess during my visit. This should be taken care by the concerned Mess Vendor / Security to keep the place hygienic and free from any untoward incident.</u></p> <p><u>The flask in which the tea was served for faculty in</u></p>

*Photograph is att, please see both photos. Dir. Hostel*

*Dir. Admin*

*Please discuss with Dir. Admin*  
*Dir. Hostel*  
*05/3/18*  
*05/3/19*  
*05/3/19*

*... semi*



↑ Dir Hostel / Dir Admin

					<p><u>B block did not have a cap and was covered with polythene. The vendor was also briefed regarding the same. Also it is suggested that the vendor may be asked to clean the flask properly from inside so that the residues does not remain inside.</u></p>
4	<p><b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)</p>	26/02/2019	1000 hrs to 1130 hrs	<p><u>Dir Admin</u></p>	<p><b>Block B: (Visit to Basement/Ground Floor and 1<sup>st</sup> Floor)</b></p> <p>Cafeteria was checked. The cooking area and kitchen were clean. The food being served was fresh and of good quality.</p> <p>A visit to the Central Library was also carried out. The Library was clean and well maintained.</p> <p><u>One glass window and one chair of the Library were damaged. On asking whether they have complained regarding the same, they informed that they have registered their complaint couple of times, but till now no action has been taken.</u></p> <p>Visits were also made in the Fashion Lab, AIB Labs, IT Lab and their log books were checked. It was informed that all their instruments/equipments were in working condition. ✓</p> <p>Ladies' washrooms were clean and all the taps were working. Waste bins were found in all the washrooms. No leakage or no graffiti was found on the walls of the washrooms. ✓</p> <p>Housekeeping staff were found cleaning corridors and washrooms regularly. ✓</p> <p>The cleanliness level in the washroom, corridors, water drinking facilities, etc were far better compared to 'Block A'. ✓</p> <p><u>The railing of the staircase near the ASFDT class room to downstairs in the block having AIB and IT is to be fitted properly to avoid any mishap.</u></p>
5		27/02/2019	1400 hrs 1500 hrs	<p><u>Dir Admin</u> ←</p>	<p><b>Block B:</b> The visit to the floors which has Account Branch, ASCO Studio was carried out. The log book was properly updated and all instruments were working and in good condition.</p> <p>All the overhead projectors were checked and found to be working fine. IT staff reported no problems regarding any technical issues. ✓</p> <p>The water dispenser RO systems were working fine and the taste and quality of water was also found to be good. ✓</p> <p>Issues with lamps in ASCO studio due to electrical issues very recently was reported, however they</p>

Why is 'A' Block no bad as compared to 'B' Block? }  
Dir Admin ←

n.c. jans

					denied of having complained to the concerned authority to get it rectified. It was asked therefore, to put up a complaint first to get it resolved.
6	<p align="center"><b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)</p>	<p align="center">01/03/2019</p>	<p align="center">0045 hrs</p>	<p align="center">0130 hrs</p>	<p><b>University Gate:</b> On reaching the Main Gate at 0045 hrs, one of the Guard opened the gate.</p> <p>The Security Supervisor Mr. Brijraj Singh Tomar was present at the Main Gate.</p> <p>Got the attendance registered checked. A total of 27 Guards including 02 Supervisors were mentioned as per the register out of which <u>05</u> were on leave.</p> <p><u>02 Guards were reported absent as their leave got over.</u></p> <p>The total presence of 18 Guards and 02 Supervisors on duty in Night Shift was physically verified by visiting the points where they were stationed.</p> <p>All Guards were found awake and alert in their location.</p> <p><b>Suggestion:</b> Proper Winter Uniform should be given to the Guards, as one of the Guard was found wrapped himself in a blanket while on round.</p>

*2 name*  
Please investigate that their salary is sent.

*Dir Admin*

*Please discuss.*

*Dir Admin*

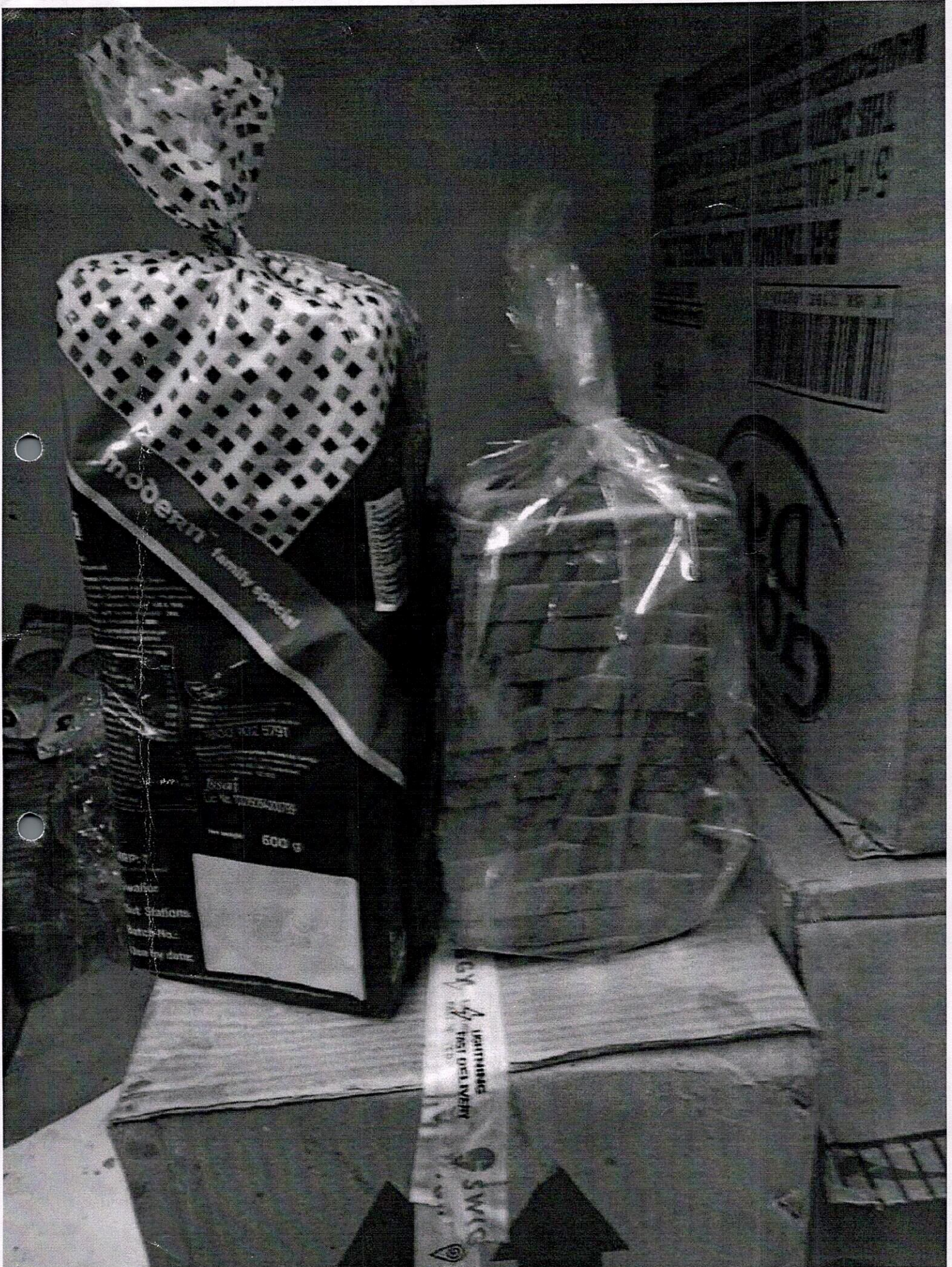
*S. C. Jani*  
5.03.2019

SIGNATURE

DATE

01/03/2019

DR. SNEHAL JANI

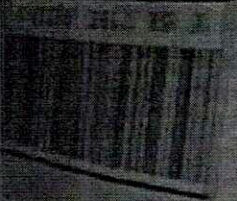


modern family special

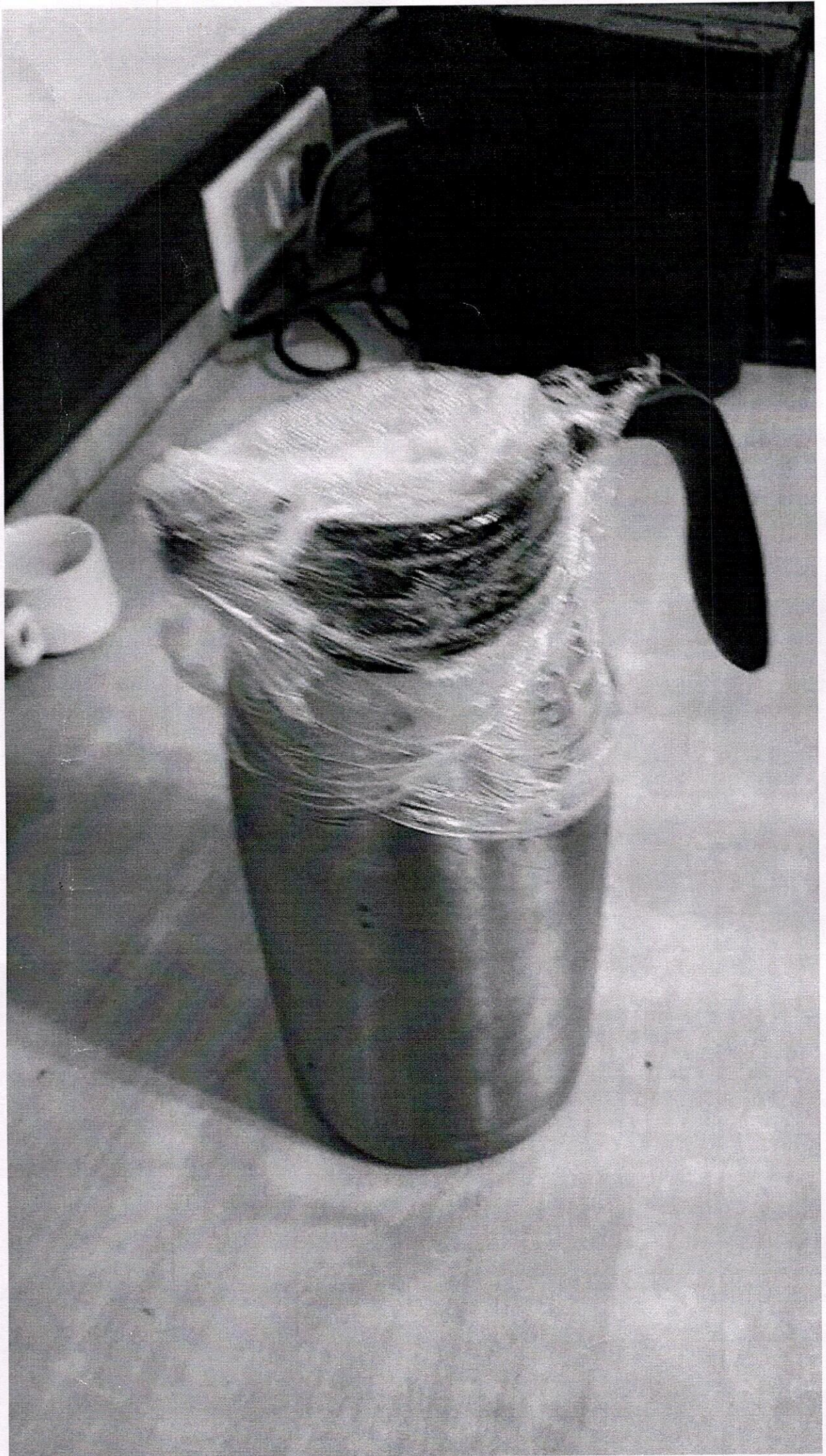
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BY AIR DELIVERY

SWISS



NO. 1000-1000



**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, Dr. Shraddha Tripathi, Assistant Professor (Amity Institute of Behavioural & Allied Sciences) the University Weekly Duty Officer for the period 04/03/19 to 10/03/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	05-03-2019	8.30 PM	I went for Dinner. The food was according to the menu. Quality of Chapatees were not up to Mark. Chapaties were too tight. Mess was properly cleaned.
2		07-03-2019	01.20 PM	Inspected the mess at Lunch, Quality of Food was perfectly fine and according to Menu. Students were not satisfied with quality of Chapatees. Mess was properly cleaned. I also checked other items like cold drinks, biscuits, cakes etc. All were manufactured in
3	UNIVERSITY PREMISES (Workshops & Labs of Block A)	05-03-2019	1.30 PM to 3.00 PM	Inspected all workshops and Labs (11 in number) of Block 'B'. Log books of the equipments maintained properly. Randomly checked two-three equipments in each lab.
4			Observations	Computer Science Lab( Room No. 210)- According to faculty presented in lab, Internet is not assible on half of the computers.
5				Grafical Lab (Room No. 217) Main Door lock was not working.
6	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	08-03-2019	01.30 PM	Inspected security at mid night and found that all gaurds were active. Total 11 gaurds were on duty including supervisor, 3 were on traing, 8 on leave and 2 absent. All were awake .
7			Observations	All lights in the campus were properly working.
	CLASS & ROOM NO.	DATE	TIME	REMARKS
10	Projector of Room No. 203-B	08-03-2019	1:30 PM	Resolution of projector was not good.
	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
11	Checking of All Female Washrooms, Canteen and RO's of Block A	05-03-2019	1.15 PM to 05.15 PM	Checked all the Female Washrooms of 'A' Block. Cleaniness was good, There were dustbeens in every washroom. One tap was not working in First floor washroom (near cafeteria)
			Observations	Checked the water of All RO's installed in Block 'A', the water quality was good. Repareing of one RO was in progress by staff.
				I visited cafetaria of Block 'A', checked the packed items like cold drinks, biscuits etc. All were manufactured in recent dates and they were sold on MRPs. Most of the listed items in menu were not available in Cafetaria.

*De's Hostel*  
*why? Mr. Ran*  
*Toman*  
*De's Admin*  
*on leave is too much?*

11/03/2019  
(DATE)

*Shraddha*  
11/3/2019

(SIGNATURE)

*Please discuss with*  
*11/3/19*  
De's Hostel  
De's Admin  
Manager IT  
*for Amity*  
*11/03/19*