

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

I, JENNIFER S. CHANDANI ASST. PROFESSOR (Designation), AIBAS (School/ Institution) was the University Weekly Duty Officer for the period 11/03/2019 to 17/03/19. 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.)	12/03/19	12.50 pm	Quality of Food- OK (Lunch)
2		(Lunch)		Cleanliness- OK (except hand wash area)
3				Storage- Proper
4		15/03/19	9.30 pm	Disposal- Optimum utilization of left-overs.
5		(Dinner)		Quality of Food- OK (Dinner)
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	12/03/19	9.15 am	Block A : Fan not working in Room 104, Tubelights not working (1 in each) : Rooms of Lab 6 & 7 & Workshop Room 1.
7			Also in Workshop:	Door creaking: Room 118, 112(B).
8			Room 2: Glass crack above the main door.	Dustbins in all washrooms present.
9			Room 3: Glass crack in one window.	No back-door hangers in girls' washroom (all). Log books updated.
10		Night of	1.30 am	Guards on duty : Nos → 22 present
11		14 <sup>th</sup> /03/19		Alertness on duty.
12				
13				
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			
15				
16				
17				
18				
19				
20				

*Get the mess cleaned thoroughly. Dir Hostels for April 18/19*

*In ASET Library Dir Admin*

S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	All classes of	12/3/19 &	9.15 am (and)	Projectors functioning,
2	Academic Block A	15/3/19	9.15 am	classrooms clean, dustbins in every class room.
3				
4	ASET Library	12/3/19 &	10. am (and)	Strip airbains not functioning well.
5		15/3/19.	10 am	Approx avg student visitors/day: 50-60 (Regular) & 150 ↑ (exam days)

S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Block A (Canteen)	12/3/19	10.15 am	Canteen seemed clean, items sold at price list.
2	Corridors (Block A)	12/3/19	9.15 am	Tubelights functioning.
3				

18/03/2019  
(DATE)

J. Chandani  
(SIGNATURE)

P.S.1) It may be better if all windows had additional doors with mosquito nets so that they may be opened without fear (for fresh air) of snakes etc.

P.S.2) It would be really nice if some toilets in the campus are converted to Indian Toilets.

J. Chandani  
18/3/19

Please speak M.  
Dir Admin  
18/3/19



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

I, Dr. Sandeep Rathee, Assistant Professor (Designation), ASET (School/ Institution) was the University Weekly Duty Officer for the period **18/03/2019 to 24/03/2019**. 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/ CAFETERIA</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18/3/19	08:15-09:00pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu/weekly schedule. Rates of items were printed. ✓ Cleanliness of kitchen and hygiene was satisfactory.
		20/3/19	12:30-01:10 pm	<i>why? Director Hostel</i> Lunch was not according to menu list. <u>In place of jeera rice, simple rice was served. Also, the quality of rice was very poor.</u> Other criteria such as cleanliness, hygiene was ok.
		20/3/19	10:00-11:00 am	Packed food items like biscuits and chips of well known brands were there in BLOCK C canteen. Cleanliness of kitchen was satisfactory and students were also satisfied. ✓
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	20/3/19	09:30-12:30 am	I have checked labs of C-block. Log books along with stock register in all labs were maintained and all equipments are properly functioning. However, stock register in two labs (Room no. 307 & 308) were not available. I have checked all the washrooms of Block C. <u>Two washrooms were found dirty mainly owing to Holi fest.</u> Other were found cleaned. No taps were running. Adequate number of dust bins were placed inside and outside the washrooms. Water purifier were working. ✓
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	19/3/19	12:55-1:30 am	All guards (23) & supervisors (02) were alert on duty. Remaining guards were on leave, that was already marked in the attendance register. ✓

*Please discuss after investigating. M.*  
*Director Hostel*  
*for Dr. Rathee*  
*25/3/19*  
*Rathee*



S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
4				

24/03/2019  
(DATE)

*[Signature]*  
25-3-19  
(SIGNATURE)



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

I, Dr. Ajay Kumar Dadoria, Assistant Professor, ASET (ECE) was the University Weekly Duty Officer for the period 25/03/2019 to 31/03/2019. During the course of my duties, I have checked the following, as instructed by the Hon'ble Pro-Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	27-03-19	1:15-2:15PM	Food along with cleanliness was good and according to the menu. Washing room, kitchen and store room were upto mark as far as cleaning is concerned. In hostel canteen, items are sold on printed price. No expiry date product was noticed in the stock. ✓
2		25-03-19	03:00-03:45 PM	Canteen in block A is clean. Products are sold on printed price. Lights and Fans are Working Properly. Capacity of sitting is Ok. ✓ Dustbin is kept close to the food counter.
3		28-03-19	8:15-09:30PM	Food was satisfactory. Vegetables are testy. Chapattis are not baked properly. In hostel canteen, items are sold on printed price. No expiry date product was noticed in the stock. ✓ <i>Dis Hostels</i>
5	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	28-03-19	8:15-9:45 PM	Boys hostel blocks were visited. No illegal electrical appliances were found in students room. Walls were free from any kind of poster. ✓
6		29-03-19	09:15 AM- 5:00PM	Quality of drinking water in block A was up to the mark as it's taste was good. ROs were working properly. ✓
7		29-03-19	9:15-05:00PM	Boys Toilets in Block-A were clean and upto mark. ✓
8		29-03-19	2:15-3:00 PM	Workshop (Room no: 1- 5): All machines are in working conditions. Log books are being maintained. Overall cleanliness was upto the mark. Fans and tubelights were running. ✓
9	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28-03-19	12:30 AM-01: 45 AM	Twenty five secured guard were on duty with two Supervisor (one guard is absent Devendra Kumar). All security guards were found very attentive and in awakend position at different points like Main gate (3+ 1PTL), Block-A (2), B (4), C (4+ 1PTL), Hostels (6) , Post No. 10 (2) and 15 (2). ✓
10				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Block -A (ASET)	28-03-19	09:15AM-5:00PM	All the class rooms of Ground floor were inspected and found neat and clean and arranged in proper way. ✓
2				Room 110 & 119: Curtain is Require in Front of Window Room 218: No Plastic Dustbin is there Room 101: (Chemistry) One Electrical Balance has diverting from optimized finding and provide misleading reading. Stopper is not working to close the door in Gents toilet at ground floor <i>Dis ASET</i> → <i>Dis Admin</i>
3		29-03-19	9:15 AM- 5.00 PM	All class rooms of First floor were inspected. These class rooms were found neat and clean and furniture were arranged in proper way. ✓
4		29-03-19	9:15 AM- 5.00 PM	All laboratories were inspected. Machines are working, log books are being maintained. ✓
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

01/04/2019  
(DATE)

Dr. Ajay Kumar Dadoria (Asst. Professor), ECE-ASET, AUMP  
(SIGNATURE)

*for Dis Admin*  
Dis Hostels  
Dis Admin  
Dis ASET

*Please take action on points pertaining to you & confirm*  
*01/04/19*



Please dinner W Dis Admin for Dis Hostel for 8/4/19  
8/4/19 Manager IT for 8/4/19

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

I, Mr. Sagar Seth, Assistant Professor-I (Designation), Amity School of Languages (School/ Institution) was the University Weekly Duty Officer for the period 01/04/2019 to 07/04/2019. 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.)	02-04-2019	13:15:00 (LUNCH)	Pulses, Grains, Rice, Flour etc were properly stored. Hygeine was there in storage room as well as in kitchen, proper system was there for drainage, remaining waste foods and disposals. Dish washing area was also cleaned, Food was according to menu and good in taste. ✓
2			13:45:00 (LUNCH)	Students Feedback:- Items served for breakfast get usually finished before time. After 1:30, Chapatis are not properly baked and little hard, and salad finishes. They want more cucumbers in salad instead of onion and radish especially in summers.
3		02-04-2019		
4			20:30:00 (DINNER)	Cooking area was properly cleaned after preparation of dinner. Food was same as it was mentioned in monthly mess menu. ROs & refrigerators of dining area were properly working. Food's taste served in dinner was also upto the mark according to me and students both. ✓
5		03-04-2019		
6				

Please dinner  
 Dis Hostel  
W  
8/4

The route to Post 15 is dangerous to traverse at night time. W  
Dis Admin for 8/4/19



7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	02-04-2019	15:15:00(A Block)	Rate-list was displayed in Cafeteria. All the ROs and refrigerators of A-Block were properly working. All men's washrooms were well and good in hygiene as well as in cleanliness. No tap were leaking and no tanks and sinks were overflowing. All were in proper working condition.
8				
9		02-04-2019	15:45:00(LABS)	Every equipment in Labs was in proper working condition except for the platform in chemistry lab (room no. 101) that <u>needs to be repaired and has already been reported to admin.</u>
10				
11		02-04-2019	16:30:00 (WORKSHOP)	All machines were properly working. Log-Books were filled 1 Tube-light was not working in room No.1 & room no. 2. The glass of a window was broken in room no. 3 and the glass above the gate of room no. 2 was broken, rest of the things were good in condition.
12				
13		02-04-2019	17:00:00 (LIBRARY)	Amity Logo is not visible on some of the systems in Library.
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			
15				
16		04-04-2019	00:40:00- 02:00:00 AM	All the guards were present and alert at their respective duty places such as entrance gate, all the academic blocks, all the hostels and Post-15.
17				

✓

Dr. Admin

11

✓

Please check!

Manager IT



18					
19					
20		04-04-2019	1:40 AM	Wooden stepladder was not proper which was there to climb on the roof of the room built at POST-15.	<p><i>Please have the ladder repaired.</i></p> <p><i>By Admin</i></p>
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS	
1	Room No 210,204B,204A & 108	04-04-2019	3:20 PM	Window lock was broken in 210, Window was broken from one side in all the 3 rooms i.e, 204 A & 204 B & 108	
2	Room No 209 A	04-04-2019	3:20 PM	Chairs and Tables were insufficient according to students present in class.	<p><i>Why?</i></p> <p><i>By Admin</i></p>
3	Room No. 208 B, 207A	04-04-2019	3:25 PM	Windows pane were broken.	
4	Room No. 207 B	04-04-2019	3:30 PM	A.C were not working, Proper Dust-Bin was not there in class.	<p><i>is it black</i></p>
5	Faculty Room (213)	04-04-2019	3:35 PM	Condenser of fan was not working properly.	
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS	
1					



2					
3					

07-04-2010  
(DATE)

MR. SAGAR SETH  
(SIGNATURE)

*[Handwritten Signature]*  
6/5/19



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



I, **SANJEEV SARASWAT**, Assistant Professor (Designation), ABS (School/ Institution) was the University Weekly Duty Officer for the period 08/04/2019 to 14/04/2019. 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/ CAFETERIA</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	9/4/2019	01:30-02:00pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu/weekly schedule. Cleanliness of kitchen and hygiene was satisfactory.
		11/4/2019	08:10-8:55 pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu/weekly schedule. Cleanliness of kitchen and hygiene was satisfactory. Students were also satisfied.
		8/4/2019	10:45-11:00 am	Packed food items like biscuits and chips of well known brands were there in BLOCK B canteen. Cleanliness of kitchen was satisfactory and students were also satisfied.
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	8/4/2019	10:30-12:45 pm	Log books along with stock register in all labs were maintained and all equipment's were properly functioning. In Biotech lab Spectro Photo meter was not working and send for repairing. In ASFD Lab Inter lock machine was not working. I checked all the washrooms of Block B and found them cleaned. No taps were running. Adequate number of dust bins were placed inside and outside the washrooms. Walls of all toilets were clean. Window glass was found broken of toilet near biotech lab. RO in Block B were working properly.
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	11/4/2019	1:00-1:30 am	All guards (18) & supervisors (01) were alert on duty. Three Guards were on leave, that was already marked in the attendance register.
S. No.	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	DATE	TIME	REMARKS
4	Central Library	8/4/2019	2:25-2:55	All the systems in Central Library were working properly with smooth internet connectivity. Average 70-100 issue return per day were there in central library.

Please speak  
Mr. Anu  
Kumar  
15/4/19

  
(SIGNATURE)

15/04/2019  
(DATE)

   
15/4/19



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

I, HEMANT KUMAR SONI, ASST. PROFESSOR - III (Designation), CSE, ASET (School/ Institution) was the University Weekly Duty Officer for the period 15/04/2019 to 21/04/2019. 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.) <b>Cafeteria, Block B</b>	15-04-2019	1:30 PM	Kitchen and dining area are neat and clean.
2				Food items are available as per menu and as per the prizes display on notice board.
3				Quality of food is good and feedback from students is also good.
4				Food items/clod drinks etc. are store in appropriate manner and current lot available. No readymade food/drinks found of
5				Waste disposal is satisfactory.
6				Waste material container should be kept covered. <i>Please ensure Sir Harish</i>
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.) <b>Academic Block B</b>	15-04-2019	12:00 Noon	A glass is broken in men Admin Toilet (301) <i>Dis Admin</i>
8				Urinal partition is not available, smell is also there in men toilet near to A/c Dept. <i>Dis Admin</i>
9				A ceiling fan is disbalance in A/c dept. <i>Dis Admin</i>
10				A glass is broken in corridor in front of ASCO studio.
11				Smell in Men toilet near room no 205. <i>why?</i>
				A window glass is broken in men toilet near room no 103.
				Flush, Taps are working properly. There is no writing on walls. ✓
13	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	20-04-2019	12:45 AM to 1:10 AM	RO and water coolers are working properly and water is drinkable ✓
14				One security supervisor and 20 guards are present and posted on respective locations. ✓
15				All guards are awaked, active and alert on their locations. ✓
16				One halogen on back side of Block C is out of order. Security supervisor said it was reported to electrician for maintenance. <i>Dis Admin</i>
17				No security hazards found. ✓
18				No fire hazards found. ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	112 A	15-04-2019	12:00 Noon	Podium door is broken. A table is also broken. <i>Please have them repaired. M. 22/4</i>
2	213 B			Electric Board is broken.
	109			Electric board is broken.
3	204			Electric board is broken
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	LAB	15-04-2019	12:00 Noon	All equipments in AIB labs, IT labs and ASCO labs and studio are working properly. ✓
2	OHP			Projectors in all class rooms are working properly. ✓

22/04/2019  
(DATE)

*Please rectify & discuss M. Dis Admin.*

*for Am 22/04/19*

*[Signature]*  
(SIGNATURE)

*22/4/19*



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

I, **MANAV VIGG**, Assistant Professor, Amity Business School was the University Weekly Duty Officer for the period **22/04/2019 to 28/04/2019**. 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.)	22/4/2019	08:30-09:00pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu. The food storage room's windows need to be blocked as there is a risk of food contamination from rats. The same was notified to the concerned authority. Cleanliness of kitchen and hygiene was satisfactory. The water cooler was working fine.
		25/4/2019	01:30-02:00 pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu. Cleanliness of kitchen and hygiene was satisfactory. Students were satisfied with dinner and lunch but some of them complained about timely supply of breakfast. The same was notified to the concerned authority.
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	24/4/2019	02:00-04:30 pm	Block A- 1) Men's Washrooms- The Boy's toilets on both the floors were found clean, all water taps and flushes were working properly. 2) Water Cooler & RO was found working properly. 3) All the dustbins were placed at appropriate places. 4) The Overhead Projectors installed in classes were working properly. Block A- Labs- Checked all the labs- Chemistry Lab (101), Physics Lab (102), CBRN Lab, Computer Labs (111, 112, 113), Electrical Lab (110), Graphics Lab (217) & Workshop behind Block A. 1) The machines/equipments in the labs were functioning smoothly and the log books were updated. 2) In the computer labs, Registers were updated instead of Log Books. The computers were working fine. 3) In the Workshop behind Block A, there were two glass breakages- window in Room no 3 and glass above main door in Room no 2. As per the Attendant, the same was reported earlier as well. Block A- Library (219)- The books (7002 in number) were properly displayed in the library. There were very few students owing to exam holidays. Internet was properly working on the computers. The system of book issue was checked and found appropriate.
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28/4/2019	12:10-12:40 am	Checked and verified the duty register of guards. As per the register total strength of guards is 28, 3 were Absent and 5 were on Leave. Total guards on duty were 20- 18 guards and two supervisors, verified the same physically. All the guards were alert and were at their respective positions. The distribution of guards was as follows: Main Gate- 3, Block A- 2, Block B- 3, Block C- 3, Boy's Hostel (H1)- 2, Girl's Hostel (H2)- 2, New Hostel (H3)- 1, 15 no Post- 2, 10 no Post- 0.
4	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	24/4/2019	05:30-06:30 pm	Did a surprise check of Boy's hostels (H1 & H3). The rooms and washrooms were clean. There were no electrical appliances/liquor/drugs/porn/raw vegetables found. Some of the students have installed room coolers inside their rooms with permission.

Dir Hostels

Dir Hostels

Dir Admin  
Please have them replaced

Please take action against absent gds.

Dir Admin

29/04/2019  
(DATE)

Dir Admin

Dir Hostels

(SIGNATURE)

29/4

for Admin  
29/04/19

for

29/4/19

29/4



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

I, Ar. Aditi Gaur, Asstt Professor, ASAP was the University Duty Officer from 29th April, 2019 to 5th May, 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.)	30-04-2019 (Lunch Time) & 03-05-2019 (Dinner time)	1:20 PM to 2:10 PM & 8:30 PM to 9:30 PM	Food items were prepared as per the menu. All packed items bought from local market is up to date and stored in a very hygienic manner. The preparation area was also clean. Kitchen was clean. Food was prepared in a hygienic manner and taste quality was good. The Food waste was managed in a proper manner. Cooks/workers were reasonably maintaining hygiene. I took feedback from students about quality of food: 1. Taste of food is fine. 2. Quality is average but acceptable.
2	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards etc.)	05-05-19	12:30 AM to 1:00 AM	On 05-05-2019, Mr. B.S.Tomar assisted me on the round in the campus. As per duty schedule, 27 names were mentioned in duty register. 2 were supervisors, 2 guards were on main gate, 23 were security guards in which 07 were absent (Umesh Sharma, Ankur Singh, Pradeep Gurjar, Deepak Pal, Jitendra Chauhan, Bhupendra Gurjar, Sonu Singh Tomar) and 1 guard (Shiv Narayan) was on a leave. Total 19 Persons on duty.  All were present at their check post. None of them was found in sleeping. Guards at the check posts were alert and on duty guards were walking around. Everything was fine.
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
	'A' - Block (All class rooms)			Maximum classes were closed due to exam time. Total 18 Projector Installed in Block- A.
	GROUND FLOOR			
3	ROOM NO. 101			Applied Chemistry Lab was fine. All chemicals and apparatus were found in order.
4	ROOM NO. 102			Applied Physics Lab was fine. All equipments were found in order.
5	ROOM NO. 103 LT			Everything was Fine. Projector is working.
6	ROOM NO. 104 LT			Everything was Fine. Projector is working.
7	ROOM NO. 107 LT			Everything was Fine. Projector is working.
8	ROOM NO. 108 LT			1 chair was broken for which complaint is already filed. Projector is working.
9	ROOM NO. 109			Research Scholar Lab, Everything was Fine.
10	ROOM NO. 110			Electrical Science Lab, Everything was Fine.
11	ROOM NO. 111			IT Server room, Everything was Fine.
12	ROOM NO. 112			Computer Lab, Everything was Fine.
13	ROOM NO. 113			Computer Lab, Everything was Fine.
14	ROOM NO. 115 LT			Everything was Fine. Projector is working.
15	ROOM NO. 116 LT			Everything was Fine.
16	ROOM NO. 117			CBRN Lab, Everything was Fine.
17	ROOM NO. 118			Faculty area, Everything was Fine.
18	ROOM NO. 119			Mechatronics Lab, Everything was Fine.
19	ROOM NO. 120			Automotive Engineering Lab, Everything was Fine.
20	Washrooms (Ground floor)			Washroom was clean and dustbins was found in every toilet cabin. Flushes were working.
	FIRST FLOOR			
21	Room No. 201			Exam Department, Everything was fine.
22	Room No. 202 B			Everything was Fine. Projector is working.

10:00 AM - 11:30 AM

02-05-2019



23	Room No. 203 B
24	Room No. 205
25	Room No. 206
26	Room No. 207 A
27	Room No. 207 B
28	Room No. 208 A
29	Room No. 208 B
30	Room No. 209
31	Room No. 210
32	Room No. 211
33	RO Water Dispensers
34	Staff Washroom (First floor)
35	Washroom (First Floor)
36	Seminar Hall
37	Room No. 212
38	Room No. 214
39	Room No. 215
40	Room No. 216
41	Room No. 217
42	Room No. 218
	WORKSHOP
43	Room No. 1
44	Room No. 2
45	Room No. 3
46	Room No. 4

Everything was Fine. Projector is working.
Everything was Fine. Projector is working.
Everything was Fine. Projector is working.
Window glass is broken, complaint has been filed.
Everything was Fine. Projector is working.
Everything was Fine.
Everything was Fine. Projector is working.
Everything was Fine. Projector is working.
Everything was Fine. Projector is working.
Cafeteria was neat and clean. Food was stored properly.
Both RO water Dispenser were working in a proper manner.
Everything was Fine. Neat and Clean.
Everything was Fine. Neat and Clean.
Everything was Fine. Projector is working. AC repair work going on
Everything was Fine. Projector is working.
Everything was Fine. Projector is working. One window glass was broken.
Everything was Fine. Projector is working.
Everything was Fine. Projector is working.
Engineering Graphics Lab, Everything was Fine.
Everything was Fine. Projector is working.
Everything was Fine.
Everything was Fine.
Ventilator glass was broken, rest all was fine.
Window glass was broken, rest all was fine.
Everything was Fine.

**Note:-** During the Time of Inspection the Block peon (Satyanarayan Mahor) informed about recent maintenance and repairing of Block that's why most of the rooms were in proper running condition.

06-05-2019  
(DATE)

Ar. Aditi Gaur  
(SIGNATURE)

Aditi Gaur  
6/5/19

Please file by 06/5/19  
PS



Mr Admin \_\_\_\_\_  
Mr Kothari \_\_\_\_\_

# FORM

Dir Hosch

→ Directed Acquire

✓ Dir Admin



12
13
14
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16
17
18
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21
22

### UNIVERSITY PREMISES

(Academic Blocks, Workshops, Hostel Blocks)

5/7/2019	10.50 AM	At 1st floor near canteen the switch board is broken, all the flushes and other items are in proper working conditions. The male washroom near room 103 window glass is broken.
5/7/2019	11.20 AM	I inspected Bio-tech lab room 115 and found that washbasin is not cleaned all the log books were maintained properly.
5/7/2019	11.50 AM	Water-coolers and Ro's are in proper working condition and water is also clean with good taste, room 104 window glass is cracked and many tables has writing on them.
5/7/2019	12.10 PM	I inspected room 105 and found that dustbin is not clean and in room no 106 switch board and window glass was broken.
5/8/2019	10.00 AM	I found that in room no 108 window -glass is not there wires are not covered properly and one gate of Podium is also broken, some common problems are there like in room no 109 and 110 switch boards are damaged and in room no 110 handle to lock glass is not there.
5/8/2019	10.30 AM	I inspected room no. 204 window glass was broken. In 204-B switch board was damaged and room no. 202 the chairs were not in proper positions. Wiring is also not properly connected.
5/9/2019	10.30 AM	I inspected Bio-tech lab room no 115 and found that all instruments working properly and log books are maintained. I also asked faculty to show me working of some Instruments so I can see that they are in proper working conditions.
5/9/2019	11.00 AM	I inspected room no. 212 and found that switch board was damaged and in room no. 212 A the gate of Podium was broken.
5/9/2019	11.30 AM	I visited room no. 209 B and found that some chairs are damaged. I also found that at 1st floor near the stairs the cover of M.C.B is not there and wires are coming out of it.
5/9/2019	12.00 AM	I inspected room no. 110 and 108 and found that some curtains hooks are broken and some curtains are very dirty
5/9/2019	12.30 PM	I inspected class room no. 203 chairs are broken the water cooler near room no. 204 is having dirt and dust room no. 206 curtains hooks are broken and dustbin is also not clean.

1. Please undertake repair of podiums
2. Curtains hooks (without washing) be organised during vacation
3. ply are the dustbins not emptied & cleaned daily?

→ Dir Admin



23	5/10/2019	10.00 AM	I inspected room no. 207 A and found that covering board of wire is not there, room no. 207 B curtains are very dirty.
24	5/10/2019	10.30 AM	I visited room no 208 A window glass is not there and Podium gate is also defective.
25	5/10/2019	11.00 AM	The window in front Administration office the glass is not there and the washroom is also not properly cleaned and the window glass is broken in the washroom.
27	5/10/2019	12.45 PM	I inspected security system at mid night and found that they were active. A total of 20 guards along with two supervisors were present at that time. Same number of guards and supervisors were mentioned in their register also.
28			I visited each and every location where the guards were placed. Two guards were present near each H1 and H2 hostel and one guard was present near H3 hostel.
29			I found that at 10-05-2019 <u>Mr. Jitendra Chauhan</u> is absent and <u>Mr. Pradeep gurjar</u> is also not present.
30			At C block (upper side) 1 guard was present and C block (lower side) 2 guards were present.
31			At B block (upper side) 2 guards were present and B block (lower side) 1 guard was present.
32			Near A block, 1 supervisor along with 2 guards were present.
33			At main gate, 1 supervisor along with 1 gunman and 2 guards were present
34	5/11/2019	12.15 PM	I inspected security system at mid night and found that they were active. A total of 19 guards along with two supervisors were present at that time. Same number of guards and supervisors were mentioned in their register also.
35			At main gate, 1 supervisor along with 1 gunman and 2 guards were present Mr. Manoj Kumar is at leave.
36			Near A block, 1 supervisor along with 2 guards were present.
37			2 guards were at Post no -15 all are alert and they also gave the signal in response.

#### SECURITY

(Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)

#### SECURITY

(Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)



S. No.	Guest Room	DATE	TIME	REMARKS
1	Guest Room No.4	5/10/2019	1.30 PM	I inspected and found that Guest room is not properly cleaned and it is having A.C problem and also found that insects are there on bed.
2	Guest Room No.3	5/10/2019	1.40 PM	I inspected and found that Guest room is not properly cleaned and it is having A.C problem and also found that insects are there on bed. Many insects are also coming from the window and arrangements of Sofa and other item is not in a proper manner.

13/05/2019

(DATE)

Sajin Javeri

(SIGNATURE)

1. Please speak  
2. The guest rooms cannot be in such condition

Dev Harkish

M.  
13/5/19



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

I, **NEELABH PRAJAPATI**, Assistant Professor, AIBAS was the University Weekly Duty Officer for the period **13th MAY, 2019 to 19th MAY, 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.)	13-05-2019 (Dinner) & 15-05-2019 (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 though not all the time while serving. → <i>Dis Handgloves</i> ✓ Utensils were washed and cleaned properly. Utensils were wiped with dry cloths. ✓ Washbasin in H1 and H2 mess were clean. ✓ All packed items in stocks were of fresh dates. ✓ Garbage disposal was done properly at regular intervals. ✓ University students and staff were quite satisfied with the quality and taste of food served. ✓ All the stocks of vegetables and ration were kept properly on the shelves and in the freezer. ✓ In lunch time water get collected on the floor under water cooler in H1 Mess though they mopped the floor regularly. → <i>Can we put a sponge/mat - which can be done</i> ✓ Some Mess Workers at food counter did not wore Hair Net on regular basis. <i>why?</i> ✓ 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 there respective labs. All machines & equipments are 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. → <i>Dis Admin</i> ✓ All Mens 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. ✓ <b>Soap/Handwash was not available in two washrooms.</b> ✓ In the night duty of 19th May., names of 23 security personnels were present in duty register. Out of 23, 2 were supervisors (Mr. NS Tomar and Mr. B Singh), 21 guards were posted at every blocks, hostel buildings, hill Posts and Main Gate. 02 Guards were on Leave. (Murari Lal and Ravindra Pratap). One guard was absent (Abhishek Kumar). ✓ Guards of the hostel (H1, H2, & H3) were not found at their duty place, rather they were found sitting near the parking area of the mess. It took me 15-20 min to call one of the duty guard to open the hostel gate of H3. Though guards were awake but were found in lathergic and dull state. ✓
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	15-05-2019, 16-05-2019 (Academic Block-A)	10:20 AM to 12:10 PM & 11:20 AM to 12:05 PM	
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	5/19/2019	2:00 AM to 3:00 AM	

*Please take action*  
*Dis Admin*







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

I, Ms. Mehrazun Neesa Haque (Designation), Asst Prof 1 (ASCO) (School/ Institution) was the University Weekly Duty Officer for the period 20.05.2019 to 26.05.2019. 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.)	20.5.2019	8:00 PM	1. There was appropriate cleanliness in the Dining area as well as Kitchen was well maintained. Kitchen Store was in order and pest control done every week.
2				2. Food was as per menu in Dinner
3				3. Quality of Food was upto the mark
4		22.05.2019	12:35 PM	1. Hygiene was proper, no rodents and cockroaches were observed in kitchen as well as in store room
5				2. Wastes were routinely collected in containers and disposed off two times a day
6				3. Lunch started on time and was as per the menu. Overall taste and quality of food was satisfactory
7		23.05.2019	2:40 PM	1. BLOCK C (Room No 302: Physiological Lab) All equipments were in working condition and log book was maintained properly) Faculty Signature done in two to three months in Log Book
8		23.05.2019	2:55 PM	2. BLOCK C (Room No 212, 213, 218, 219: Pharmaceutical Chemistry Lab) All equipments were in working condition and log book was maintained properly, but Faculty Signature done in two to three months in Log Book
9			3:30 PM	3. BLOCK C (Room No 102 & 103: Structural Engineering and Surveying Lab). All machines are in working condition. Log Book was maintained properly, but Faculty Signature



10	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)		
11			
12			
13			
14			
15	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)		
16			
17			

26.05.2019  
(DATE)

M. Maqsood  
(SIGNATURE)

24.05.2019	2:30 PM	4. BLOCK C (Cafeteria) Hygiene was not maintained properly. No students were available so whether items were sold as per the price displayed and packed items on MRP was not known. Kitchen was messy and no products were displayed, maybe because of less students.
	2:40 PM	5. BLOCK C: All ROs were working properly and cold water was being dispensed.
	2:55 PM	6. BLOCK C: All washrooms were cleaned, hygiene was maintained, nothing was written on walls, bolts were working properly. Dustbins were placed in all Female Washrooms.
24.05.2019	3:15 PM	7. BLOCK C (Room No 410 and 411: Exhibition Material Lab and Carpentry Workshop) All instruments are in working condition.
	3:30 PM	8. BLOCK C (Room No 406 (A) and 401: Photography Lab and Climatology Lab) All instruments are in working condition.
	10:30 PM	1. Girls Hostel (Room No F8 (B) and G9 (A) : Searched the room. Everything was in order.
25.05.2017		One of the major problem in Hostel is entry of dogs. Especially on 2nd Floor the dogs create a mess in the corridor.
	1:00 AM	1. 20 Guards and 2 Supervisors were on duty.
		2. All guards were in position and alert. Took a complete round of the campus starting from C Block, B Block, A Block, Main gate, 2 Boys Hostel and Girls Hostel and guards in check post 15 were also present. They threw light from their position to show their presence.
		3. Overall security in the campus was good, all street lights were on.

## UNIVERSITY PREMISES

(Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)

## SECURITY

(Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)

4. BLOCK C (Cafeteria) Hygiene was not maintained properly. No students were available so whether items were sold as per the price displayed and packed items on MRP was not known. Kitchen was messy and no products were displayed, maybe because of less students.

5. BLOCK C: All ROs were working properly and cold water was being dispensed.

6. BLOCK C: All washrooms were cleaned, hygiene was maintained, nothing was written on walls, bolts were working properly. Dustbins were placed in all Female Washrooms.

7. BLOCK C (Room No 410 and 411: Exhibition Material Lab and Carpentry Workshop) All instruments are in working condition.

8. BLOCK C (Room No 406 (A) and 401: Photography Lab and Climatology Lab) All instruments are in working condition.

1. Girls Hostel (Room No F8 (B) and G9 (A) : Searched the room. Everything was in order.

One of the major problem in Hostel is entry of dogs. Especially on 2nd Floor the dogs create a mess in the corridor.

1. 20 Guards and 2 Supervisors were on duty.

2. All guards were in position and alert. Took a complete round of the campus starting from C Block, B Block, A Block, Main gate, 2 Boys Hostel and Girls Hostel and guards in check post 15 were also present. They threw light from their position to show their presence.

3. Overall security in the campus was good, all street lights were on.

Hygiene must be maintained  
2. Please the woman. M- 27/5  
Vish Acharya

Please speak M- 27/5  
Vish Acharya  
1. 27/5/19



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

I, Dr. Ripunjoy Gogoi, Assistant Professor (Amity School of Engineering and Technology) was the University Weekly Duty Officer for the period 27/05/19 to 02/06/19. 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.)	27-05-2019	1.30 PM	I purchased my lunch at the printed price of Rs. 58. I was given a cash receipt for the same. Lunch was served properly. Rice, curry, roti etc were all stored in hot bowls. The food tasted fresh. ✓ <u>why? Dir Hostel</u>
2		27-05-2019	1.30 PM	The drinking water facility is found to be not working. <u>why? Dir Admin</u>
		27-05-2019	1.45 PM	The food storage area found to be clean. The cooking area is found to be clean as well. Cook/workers were aware of the importance of hygiene in kitchen. Some of the students complain that often the food gets finished before the lunch/dinner time is over. They then needs to wait for a long time as the food is being prepared. <u>why is this happening? Dir Hostel</u>
		30-05-2019	8.30 PM	The dinner was sold at the printed price of Rs. 58. It was freshly served and taste of the food was nice.
7		30-05-2019	10.30 AM	Drinking water tapes between Block B, cafeteria and Room No. 111 is found to be not working. <u>Please check why?</u>
9				<u>Dir Admin</u>

Please speak W. 03/6/19

Dir Hostel

Dir Admin

Dir Admin

for Dir

03/06/19



10	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	30-05-2019	10.30 AM	I have inspected the cafeteria of Block B. The items were sold as per price list. Students were present in the cafeteria and having snacks. The cafeteria was clean. 2 workers were present. They are found to be following proper cleanliness. ✓
18		30-05-2019	12.30 PM	I have inspected the IT Lab 111 and IT Lab 117 and met Mr. Vivek Sarswat. He showed me broken computer table in Lab 117 and asked me to report it so that it is repaired. All computers are found to be running properly. ✓
19		30-05-2019	12.40 PM	The washroom (near admission cell) was clean. All the tapes were found to be in working condition. ✓
20		30-05-2019	12.45 PM	The washroom (near accounts section) is found to be in proper condition. ✓
27	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	30-05-2019	01.10 AM	I came for guard inspection at around 1 o'clock at mid night. A total of 15 guards and 2 supervisors were present. I went for inspection at every location where guards were supposed to be present. ✓
28				In front of H1 and H2, 2 guards were present. 1 guard was present near H3 hostel. ✓
30				At C block (upper side) 3 guards were present and C block (lower side) 2 guards were present. ✓
31				At B block (upper side) 2 guards were present. ✓
32				At A block, 2 guards were present. ✓
33				At main gate, 1 supervisor along with 2 guards were present. ✓

Dr. Adhish



S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	LAB 102	30-05-2019	11.00 AM	I have inspected the laboratories and found that the log books were maintained properly. I found that the students and lab staff and teachers were following safety precautions and were using safety gears. ✓
2	LAB 114	30-05-2019	11.05 AM	I met Dr. Surendra Singh Parihar and inquired about the log books. It was found to be up-to-date. ✓
3	LAB 115, 116	30-05-2019	11.15 AM	Labs were tidy and chemicals were properly stacked on shelves. ✓
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Checking of Library, Block B	29-06-2019	7.10 PM	The library of Block B was open as instructed by Honourable VC. The library incharge and a staff was present. ✓

03.06.2019

(DATE)

Ripunjay Garg

(SIGNATURE)



1. Quality of chapatis needs to be improved.  
2. Please improve quality of tea in Hostels

M. 10/6/19

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

I, Dr. Abhijit Das, Assistant Professor (Amity School of Engineering and Technology) was the University Weekly Duty Officer for the period 03/06/19 to 09/06/19. 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.)	04-06-2019	1.00 PM	I went for mess inspection during lunch time. The mess was properly clean and well maintained. The food was of good quality except tea which lacked taste. Prices were at printed rate.
2		06-06-2019	9:00 PM	I inspected the dinner, the food was according to the menu. Over all food quality was ok except for some rotis which were quite burnt.
3	<b>UNIVERSITY PREMISE</b> (B-Block)	06-06-2019	9.40 AM-1:00 PM	I inspected the B-Block premise as was instructed. I checked all the floors, ROs, taps, research labs (102), Biotech lab I (115), Biotech lab II (114), cafeteria. Everything was found to be in order (log books were well maintained in the labs, taps, coolers and ROs were working fine, cafeteria was clean and the prices were according to the chart), except for the following: 1. Pipe broken in the mens washroom near 205 and the water cooler near it leaks. 2. Toilet bowl in faculty washroom near 103 is broken and water constantly leaks. 3. HR room lobby needs a fan. 4. Window glasses of both the toilets near 103 and 106 were broken.
4	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	05-06-2019 and 06-06-2019	1.30 AM	I inspected security system after mid night and found that they were active. On 5th June, a total of 17 guards along with one supervisor were present at that time. Same number of guards and supervisors were mentioned in their register also. It was also informed by the supervisor Brajraj Tomar that two guards went for training at Noida and four were on leave. I visited each and every location where the guards were placed. Two guards were present near each H1 and H2 hostel and one guard was present near H3 hostel. Two guards were present at A-Block, three (two at front and one at back) guards were present at B-Block and four guards (two at front and two at back) were posted for C-Block. All the guards were alert and active.
5				On 6th June, there were a total of 19 guards along with one supervisor were present. I visited every location and checked for their physical presence and alertness. I found, three guards plus one supervisor guarding the main gate. Two guards at A-Block, three (two at front and one at back) at B-Block and four (two at front and two at back) at C-Block were present. Also two guards were present each near H1, H2 and H3. All of them were alert and active.

10/06/19  
(DATE)

Dr. Abhijit Das  
(SIGNATURE)

Reminded

to Mr. 10/6/19

for Mr. 10/6/19



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

I, Akash Vishakarma, Assistant Professor of Clinical Psychology, AIBAS was the University Weekly Duty Officer for the period **10th June, 2019 to 16th June, 2019**. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor: Dr. H. S. Khanna

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Proper Cleanliness, Proper Storage & Disposal etc.)	13-06-2019 (Dinner) & 13-06-2019 (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 though not all the time while serving. ✓ why? Utensils were washed and cleaned properly. Utensils were wiped with dry cloths. ✓ Washbasin in H1 and H2 mess was closed. ✓ All packed items in stocks were of fresh dates. ✓ Garbage disposal was done properly at regular intervals. ✓ University students and staff were quite satisfied with the quality and taste of food served. ✓ All the stocks of vegetables and ration were kept properly on the shelves and in the freezer. ✓ <u>In lunch time water get collected on the floor under water cooler in H1 Mess though they mopped the floor regularly.</u> <u>Some Mess Workers at food counter did not wore Hair Net on regular basis.</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 there respective labs. All machines & equipments are 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 Mens 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. ✓ Soap/Handwash was available in washrooms. ✓
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	12 - 06 - 2019, (Academic Block-A)	10:20 AM to 12:10 PM	<u>Please ensure implementation →</u> <u>Dr. H. S. Khanna</u> 12-06-2019, (Academic Block-A) <u>Please instruct the vendor</u> <u>Dr. Admin</u>
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards,	14-06-2019	1:00 AM to 1:30 AM	In the night duty of 19th May., names of 14 security personnels were present in duty register. Out of 14, 14 guards were posted at every blocks, hostel buildings and Main Gate. Due to less no of guards Hill posting was not appointed. ✓

Please log down findings for Student Mess At Dr. H. S. Khanna 17/06/19  
for Dr. H. S. Khanna & Dr. Admin. Dr. Admin 17/06/19







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

I, Ar. Gaurav Kaushik, Asstt Professor, ASAP was the University Weekly Duty Officer for the period 17 June, 2019 to 23 June, 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.)	18-06-2019 & 20-06-2019	LUNCH 01:00 02:00 PM DINNER 08:00-09:00 PM	Rate list and Menu were not displayed on the notice board. Food items were prepared as per menu.  there were no storage cabinate for file records, so file were lying randomly.  Kitchen was clean. Food quality was acceptable.  At the time of food check the quality of Chapati was not proper.  Cooks/workers were reasonably maintaining hygiene.  I took feedback from other faculties residing at hostel about quality of food and rate list. They told me that:  1. Chapati is not cooked properly. 2. The serving plates was not properly clean some time. 3. Same dal is prepared often.
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	18/06/2019		All Labs of B-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		21/06/2019	2:30 PM to 5:00 PM	As per the interaction with Lab Superintendent of ASCO Lab (Room No. 210, Block-B), maintain special recording event and studio data. They issue instruments through requisition form and maintain proper data.
4	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	21/06/2019	1:00 AM to 2:00 AM	H1 hostel is under maintenance, all rooms were cleaning and paint work is going on in whole block  21 names were mentioned in duty register. Out of 21, 2 was supervisor and 19 were security guards.  2 Guards were on off (Mr. Arun Sharma and Mr. Girraj Singh) 2 Guards were absent (Mr. Praveen Kumar and Sohan Singh) 1 Guard is on training (Mr. Akash Sharma)  Rest all were present at their check post. None of them was found in sleepy state. Guards at the check post of A-Block & C-Block entrance found in a sitting position. Everything was fine.
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
5	'B' - Block (All class rooms)	18/06/2019 & 21/06/2019	2:30 PM & 5:00 PM	All classes were locked while inspection,
6	Moot Court (B-Block) Ground Floor			Moot court was locked properly while inspection, and at the time of checking I found everything fine. there are no issue found in library, all bookes are placed properly in book shelves, and all records were maintained very proper.
	Library (B-Block) Ground Floor			Everything was fine.
	113 A (B-Block) First floor			Everything was fine.
	113 B (B-Block) First floor			Everything was fine.
	112 B (B-Block) First floor			Everything was fine.
	112 A (B-Block) First floor			Everything was fine.
	111 Computer Lab (B-Block) First floor			1 keyboard stand found broken, need to replace or repair.
	Cafeteria Toilets (B-Block)			At the time of inspection in male & female toilet mirrors are not clean.
	Cafeteria (B-Block)			In male toilet one tube light is not working.
				ratelist were displayed and kitchen was clean at time of inspection.

\* Copy handed over to office  
the person in charge

Director (Admin)

Director (Hostel)

Registrar

Pl look into the issues which have been informed by duty officer.

MALVAGUJUL

24/06/19



LT 110 (B-Block)	
LT 109 (B-Block)	
LT 108 (B-Block)	
LT 107 (B-Block)	
LT 106 (B-Block)	
LT 105 (B-Block)	
LT 104 (B-Block)	
LT 103 (B-Block)	
103 Faculty Room Toilet	
102 Research Lab	
LT 101	
114-115 Biotech Lab 1 & 2	
116	
117 IT Lab	
118 IT Department	
208 A	
208 B	
207 A	
207 B	
206 A	
206 B	
205 ( Faculty Room)	
Toilets	
204 A	
204 B	
LT 203	
LT 202	
213 A	
213 B	
212 A	
210 B	
211 ( Faculty Room)	
210 (ASCO Studio)	
Toilets	
209 A ( Accounts)	
209 B	
Store	
Second Floor Corridor	
Third Floor toilets	
301 (Administration)	
302 ( VC Office)	
303 (Conference Hall)	
304 (Registrar Office)	
305 ( VIP Lounge)	
Admission Office	
COE Office	
Stairs near Examination Department	
Auditorium	
Administration office Stairs	
Third Floor ASCO Terrace	
Ground Floor Corridor	
First floor Corridor and Stairs	

24/06/19  
(DATE)

One Fan is not working properly, curtain found dirty, one chair found damaged, Everything was fine.	
Two chairs found damaged. And one fan regulator was missing	
Two no. of tube lights are not working.	
Two chair found damaged.	
One chair are found damaged.	
Everything was fine.	
Everything was fine.	
in male toilet one tube light is not working & wc flush jet is damaged	
Four tube lights, one fan are not working.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
One tube light is not working and one fan need to service.	
Everything was fine.	
Everything was fine.	
In male toilet one no. of tube light are not working.	
Everything was fine.	
one tube light was not working	
Two chairs found damaged.	
Two chairs found damaged.	
Everything was fine.	
Everything was fine.	
one tubelight was not in working condition	
Everything was fine.	
Everything was fine.	
there is a requirement of a dustbin.	
one urinal partition found broken and one tubelight was not working	
Everything was fine.	
three no. of tubelight was not working.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
Everything was fine.	
In registrar office toilet glass was not clean.	
Everything was fine.	
Everything was fine.	
Cabin door is not fixed properly.	
Two no. Of tube light is not working.	
some of false ceiling cobe light was not functioning.	
All doors and locks were properly working	
Everything was fine.	
Switch board is damaged.	
Everything was fine.	
Two no. tube light are not in working condition.	
four no. of Tube light is not in working condition.	

(SIGNATURE)



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


I, Dr. Khusboo (Designation), Asst Prof 1 (AIBAS) (School/ Institution) was the University Weekly Duty Officer for the period 24.06.2019 to 30.06.2019. 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.)	25.6.2019	8:30 PM	1. There was appropriate cleanliness in the Dining area as well as Kitchen was well maintained. Kitchen Store was in order and pest control done every week. But I found some expired items in the store room (porridge packets, noodles and vinegar) and some small worms in sooji.
				2. Food was as per menu in Dinner
				3. Quality of Food was upto the mark
		28.06.2019	1:10 PM	1. Hygiene was proper, no rodents and cockroaches were observed in kitchen as well as in store room
				2. Wastes were routinely collected in containers and disposed off two times a day
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			3. Lunch started on time and was as per the menu. Overall quality of food was good but taste was not satisfactory.
		27.06.2019	3:15 PM	1. BLOCK B (Cafeteria) Hygiene was maintained properly. No students were available so whether items were sold as per the price displayed and packed items on MRP was not known. Kitchen was organized and products list were displayed.
			3:30 PM	2. BLOCK B: All ROs were working properly and cold water was being dispensed.
			3:45 PM	3. BLOCK B: All washrooms were cleaned, hygiene was maintained, nothing was written on walls, bolts were working properly. Dustbins were placed in all Female Washrooms.



				One of the major problem in Hostel is entry of dogs. Especially on 2nd Floor the dogs create a mess in the corridor.
				1. 20 Guards and 2 Supervisors were on duty.
3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28.06.2017	1:00 AM	2. All guards were in position and alert. Took a complete round of the campus starting from main gate, A Block, B Block, C Block, 2 Boys Hostel and Girls Hostel and guards in check post 15 were also present. They threw light from their position to show their presence.
				3. Overall security in the campus was good, all street lights were on.

30.06.2019  
(DATE)

  
(SIGNATURE)

Registrar

Director (Hostel) for n/a pl.

M. N. Nandani  
01/07/19



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

I, Dr. Deepti Shakti , Assistant Professor (Amity School of Engineering and Technology) was the University Weekly Duty Officer for the period 01/07/19 to 07/07/19. During the course of my duties, I have checked the following, as instructed by the Hon'ble Pro-Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	2/7/2019	1.20 PM	I went for mess inspection during lunch time. The food was of good quality except tea which lacked taste.Prices were at printed rate. Vegetables were not being cut in the propoer room and dustbeen is found adjacent to the cutting place.
2		4/7/2019	9:00 PM	I inspected the dinner, the food was according to the menu. Over all food quality was ok except for some rotis which were quite burnt. Some storage can found open while not being used.
3	<b>UNIVERSITY PREMISE</b> (C- Block)	3/7/2019 and 5/7/2019	02.00 PM-4:00 PM	I inspected the C-Block premise as was instructed. I checked all the floors, ROs,taps, computer centre (307), Architecture computer room (308) Pharmacy Lab (Pharmaceuticle chemistry Lab-1, Pharmceutics Lab 218, Pharmaceutical Chemistry Lab II, 213, Pharmaseutics human lab & Machine room 221), Civil lab, ECE lab, cafeteria. Everything was found to be in order ( log books were well maintained in the labs, taps,coolers and ROs were working fine, prices were according to the chart in cafeteria ), except for the following : 1. Pipe was broken in the washroom near 305. 2.Comode was broken in washroom 301. 3.Break in wash basin in washroom near 211. 4. Leakage in washroom near 301: 5. Cafeteria's Kitchen room was not properly clean.
5	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	3/7/2019	1.30 AM	I inspected security system after mid night and found that they were active. On 3rd July, a total of 22 gaurds along with two supervisor were present at that time. Same number of gaurds and supervisors were mentioned in their register also. I visited every location and checke for their physical presence and alertness. 4 guard and 1 supervisor were present at main gate.Two gaurds were present near each H1 , H2 and H3 hostel. Two guards were present at A-Block, 4(two at front and two at back) guards were present at B-Block; four guards (two at front and two at back) and 1 supervisor were present at C-Block and 2 guards were posted for 15 no. All the guards were alert and active.

08/07/2019

(DATE)

✓ Registrar : For information

Director (Admin) } for information and necessary action M.

Director (Hostel)

Deepti Shakti

(SIGNATURE)

M. N. K. S. V.  
08/07/2019



# AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

## Weekly Duty Officers

Week (Monday to Sunday)

Month	Dates	Name of Duty Officer	Institute/ School
July	08.07.2019-14.07.2019	Dr. Neha Sharma ✓	AIB
July	15.07.2019-21.07.2019	Mrs. Rimjhim ✓	ABS
July	22.07.2019-28.07.2019	Mr. Rohit Kumar Pandey ✓	ASET-MAE
July/Aug.	29.07.2019-04.08.2019	<del>Ms. Amrita Parashar</del> <i>Ms. Varun Mishra</i> ✓	ASET-CSE
August	05.08.2019-11.08.2019	Dr. Sudhir Kumar Agrawal	ASL
August	12.08.2019-18.08.2019	Mr. Shubham Kirar Suryawanshi	AIBAS
August	19.08.2019-25.08.2019	Ms. Mahima Nand	ASFD
Aug/Sept.	26.08.2019-01.09.2019	Ms. Mandeep Kaur ✓	ALS
September	02.09.2019-08.09.2019	Ms. Monika Shekhar Gupta ✓	ASAP
September	09.09.2019-15.09.2019	Ms. Nupoor Agarwal ✓	ASAP
September	16.09.2019-22.09.2019	Dr. Jovita Kanoujia ✓	AIP
September	23.09.2019-29.09.2019	Ms. Chhavi Agarwal	ABS
Sept./Oct.	30.09.2019-06.10.2019	Ms. Divya Gautam Bilwal ✓	ASET-CSE
October	07.10.2019-13.10.2019	Dr. Vivek Gupta ✓	ABS
October	14.10.2019-20.10.2019	<del>Mr. Eshan Gupta</del> <i>Ms. Varun Kumar Sharma</i> ✓	ASET-CSE ✓
October	21.10.2019-27.10.2019	Ms. Shally Goyal ✓	ASET-ECE
Oct./Nov.	28.10.2019-03.11.2019	Mr. Vatsal Priyadarshi Pandey	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

*put up for approval pls.*

*(Rajesh Jain)*  
Registrar  
20/06/19

*Hon'ble VC*  
*U. Nanda*  
20/6/19



# AMITY UNIVERSITY MADHYA PRADESH GWALIOR

S.No	Name	Present Designation	Institution/ Department	Subject	Date of Joining (DOJ) MM/DD/YYYY
1	Prof (Dr) R.S. Tomar	Professor Director (AIB) & Acting Dean (Acad.)	AIB	Biotech	06/06/2009
2	Dr Vikas Shrivastava <i>add - 2.6.10</i>	Associate Professor		Biotech	08/26/2013
3	Dr Raghvendra Kumar Mishra <i>add - 8</i>	Associate Professor		Biotech	07/26/2012
4	Dr. Sushmita Shrivastava <i>add - 8</i>	Assistant Professor-3		Biotech	08/01/2016
✓ 5	Dr. Raghvendra Saxena <i>add - 3</i>	Assistant Professor-3		Biotech	08/10/2015
✓ 6	Dr. Neha Sharma ✓	Assistant Professor-3		Biotech	11/14/2018
7	Dr Anurag Jyoti <i>add - 1.8.8</i>	Assistant Professor-2		Biotech	08/01/2012
8	Ms Sharmistha Banerjee <i>add - 5</i>	Assistant Professor-1		Biotech	09/24/2014
9	Dr Pratistha Dwivedi <i>add - 5</i>	Assistant Professor-1		Biotech	08/17/2015
10	Dr. Manish Kumar <i>add - 4</i>	Assistant Professor-1		Biotech	09/04/2015
11	Prof(Dr) Anil Vashisht	Professor, Director-ABS,	ABS	Marketing	08/13/2012
12	Dr. Devendra Kumar Pandey <i>add - 1.8.8</i>	Professor		Marketing	09/24/2012
13	Dr Manoj Pandey <i>add - 1</i>	Associate Professor (HOD)		Finance & A/C	10/11/2011
14	Dr Anand Kumar Shrivastava <i>add - 2.10</i>	Associate Professor		Economics	07/17/2015
15	Dr. Malay Ghosh <i>add - 10</i>	Associate Professor		Management Marketing	07/16/2018
16	Dr Rohit Singh Tomar	Associate Professor		Economics	06/03/2019
17	Dr. Neeta Saxena <i>add - 6</i>	Assistant Professor-3		Maths	09/26/2016
18	Dr Deepika Singh Tomar <i>add - 4</i>	Assistant Professor-3		Finance & A/C	10/03/2011
19	Dr. Chetna Mahaur <i>add - 9</i>	Assistant Professor-3		Hr & Marketing	07/18/2018
20	Mr. Manav Vigg <i>add - 11</i>	Assistant Professor-3			08/27/2018
21	Mr Vikrant Vikram Singh <i>add - 2</i>	Assistant Professor-2		Finance	10/01/2014
22	Mr. Naresh Kedia <i>add - 3.9</i>	Assistant Professor-2		Finance	01/08/2016
23	Mr Pankaj Mishra <i>add - 5</i>	Assistant Professor-2		Marketing, Business Adm.	01/20/2015
✓ 24	Mrs Rimjhim <i>add - 3</i> ✓	Assistant Professor-2		HRM	02/18/2015
25	Mr Harendra Singh <i>add - 4.9</i>	Assistant Professor-2		Finance	07/17/2015



26	Ms. Mansi Tiwari <i>ald-6</i>	Assistant Professor-2
27	Ms. Vipra Dhingra <i>ald-6</i>	Assistant Professor-2
28	Mr. Sanjeev Saraswat <i>ald-11</i>	Assistant Professor-2
29	✓ Ms. Chhavi Agarwal	Assistant Professor-2
30	Mr Rajiv Kumar Dwivedi <i>ald-5</i>	Assistant Professor-1*
✓ 31	Dr. Astha Joshi <i>ald-3</i>	Assistant Professor-1*
32	Dr. Anil Singh Parihar <i>ald-5</i>	Assistant Professor-1
33	Mrs. Monica Chauhan Bhadoriya	Assistant Professor-1
34	✓ Dr. Vivek Gupta	Assistant Professor
35	Maj. Gen. (Dr.) Suresh Chandra Jain, VSM** (Retd)	Director ASET, & Professor -CSE
36	Prof (Dr.) Arvind Kumar Upadhyay	Professor-HOD-CSE
37	Prof (Dr.) Raghvendra Sharma	Professor & HoD
38	Mr. Nagendra Kumar Sharma <i>ald-6</i>	Assistant Professor-3
39	Mr Nasir Khan <i>ald-1.8</i>	Assistant Professor-3 and Officiating HOD of MAE
40	Dr. Abhishek Sharma <i>ald-6</i>	Assistant Professor-1
41	Dr. Moon Banerjee <i>ald-7</i>	Assistant Professor-2
✓ 42	Mr Rohit Kumar Pandey <i>ald-3</i>	Assistant Professor-1
43	Dr. Sandeep Rathee <i>ald-11</i>	Assistant Professor-1
44	Dr. Venkatadri Marriboyina	Professor & HOD CSE
45	Ms Samta Jain Goyal <i>ald-2.8</i>	Assistant Professor-3
✓ 46	Ms. Divya Gautam Bilwal <i>ald-3</i>	Assistant Professor-3
47	Mr Vivek Parashar <i>ald-1.8</i>	Assistant Professor-2
✓ 48	Ms Amrita Parashar <i>ald-3</i>	Assistant Professor-2
49	Mr. Hemant Kumar Soni <i>ald-11</i>	Assistant Professor-3
50	Mr. Devendra Kumar Mishra <i>ald-4</i>	Assistant Professor-2
51	Mr Varun Mishra <i>ald-4</i>	Assistant Professor-1
52	Mr Rajeev Goyal <i>ald-1.8</i>	Assistant Professor-3

HR Management	02/15/2017
Marketing	09/15/2017
Marketing HR	08/01/2018
	08/29/2018
HR, Marketing	08/26/2013
Finance, IB	09/02/2013
Marketing	09/14/2015
	08/24/2018
Economics	02/11/2019 <i>M.D.Y.</i>
CSE	06/01/2017
CSE	07/01/2016
ECE	08/12/2016
MAE	09/14/2016
MAE	10/07/2011
MAE	03/10/2017
MAE	08/16/2017
MAE	09/15/2014
MAE	06/13/2018
CSE	07/23/2018
CSE	08/26/2013
CSE	08/24/2015
CSE	07/20/2011
CSE	03/01/2012
CSE	09/16/2015
CSE	09/29/2015
CSE	08/26/2013
CSE	03/10/2014



53	Ms Madhavi Dhingra ald-4	Assistant Professor-2
54	Mr Eshan Gupta ald-3	Assistant Professor-1
55	Mr Vaibhav Agrawal ald-5	Assistant Professor-1
56	Mr. Ashok Kumar Shrivastava ald-6	Assistant Professor-1
57	Mr. Dinesh Sharma ald-5	Assistant Professor-1
58	Mr. Varun Kumar Sharma ald-10	Assistant Professor-1
59	Dr. Neha Agrawal	Assistant Professor-1
60	Mrs Rinkoo Bhatia ald-7	Assistant Professor-3
61	Dr. Vivek Singh Kushwah ald-2, 10	Assistant Professor-2
62	Ms Shally Goyal ald-3	Assistant Professor-2 (Part Time w.e.f
63	Mr Narendra Kumar Garg ald-6	Assistant Professor-2
64	Mr Ashutosh Barua ald-2, 10	Assistant Professor-1
65	Ms Juhi Dixit ald-5	Assistant Professor-1
66	Dr. Ajay Kumar Dadoria ald-11	Assistant Professor
67	Mr Mohan Kantharia	Assistant Professor-3
68	Mr. Shashank Gupta ald-5	Assistant Professor-1
69	Mr. Imran Ahmad Khan ald-8	Assistant Professor-1
70	Dr. Ripunjoy Gogoi ald-11	Assistant Professor-1
71	Mr. Sachin Tiwari ald-11	Assistant Professor-1
72	Dr Manisha Singh	Associate Professor (Offg.HOD)
73	Dr Pankaj Mishra ald-8	Associate Professor
74	Dr. Snehal Chandrashekhar Jani ald-10	Assistant Professor-1
75	Dr Rachana Kathal	Assistant Professor-2*
76	Dr. Divya Singh ald-7	Assistant Professor-1
77	Mr Alok Jain ald-2	Assistant Professor-3* HOD-Maths
78	Mrs Sonia Shivhare ald-6	Assistant Professor-3
79	Dr. Yogesh Shukla ald-7	Assistant Professor-1*

CSE	07/30/2014
CSE	10/28/2014
CSE	10/28/2014
CSE	10/12/2015
CSE	10/26/2015
CSE	07/09/2018
CSE	06/17/2019
ECE	09/23/2013
ECE	06/16/2011
ECE	08/21/2012
ECE	09/05/2013
ECE	09/02/2013
ECE	09/02/2013
ECE	07/02/2018
Civil	02/18/2013
Civil	08/07/2015
Civil	04/12/2018
Civil	06/22/2018
Civil	08/03/2018
Physics	09/24/2012
Physics	07/25/2011
Physics	11/09/2016
Chemistry	08/11/2011
Chemistry	06/20/2017
Maths	10/16/2012
Maths	02/24/2014
Maths	09/22/2012



80	Mr. Abhijit Das - old-11	Assistant Professor-1		Maths	07/27/2018
81	Dr. Deepti Shakti - old-11	Assistant Professor-1		Maths	08/13/2018
82	Dr. Iti Roychowdhury	Professor & Director (ASCENT,	ASCENT	Comm Skills	12/05/2011
83	Dr. Sudha Mishra - old-3	Assistant Professor-3*		English	08/26/2013
84	Dr. Bishakha Mandal - old-4	Assistant Professor-2			07/04/2016
85	Ms. Deepti Bhargava - old-4	Assistant Professor-2 (Contractual)			08/01/2016
86	Dr. Zeba Siddiqui - old-5	Associate Professor	ASL	English	02/10/2014
87	Mr. K. Muthuvel - old-5	Assistant Professor-2		French	02/01/2012
88	Ms. Neetu Sinha - old-6	Assistant Professor-1		French	08/31/2015
89	Mr. Sagar Seth	Assistant Professor-1		French	06/18/2018
90	Dr. Sudhir Kumar Agrawal	Assistant Professor-1		English	01/04/2019
91	Mrs. Neelam Singh Tomar - old-8	Assistant Professor-1 (Part Time)		French	08/04/2017
92	Dr. Shramita Pandey	Assistant Professor-1 (Part Time)			10/06/2019 MDY
93	Dr. Sumit Narula	Assistant Professor-3 Director	ASCO	Media & Journalism	06/13/2013
94	Mr. Ashish Sharma - old-5	Assistant Professor-2			08/16/2016
95	Dr. Sandesh Mahajan - old-6,8	Assistant Professor-2		Mass Comm	09/16/2013
96	Mr. Dhruv Sabharwal - old-1,8	Assistant Professor-1		Journalism & Mass Comm.	08/13/2014
97	Mr. Aditya Kumar Shukla - old-2,10	Assistant Professor-1		Journalism & Mass Comm.	09/08/2014
98	Ms. Sayantani Roy - old-4	Assistant Professor-1 (Contractual)		Journalism & Mass Comm.	09/07/2015
99	Mr. Satnam Singh - old-8 Promotion to Assistant	Assistant Professor-1		Journalism, Film Making, Animation Corporate Communication, PR	08/14/2017
100	Mr. Siddharth Sharma	Assistant Professor-1			06/03/2019
101	Ms. Mehrazun Neesa Haque - old-11	Assistant Professor			08/20/2018
102	Dr. Deepa Pandey (Offg.HOI)	Associate Professor	AIBAS	Behavioural Science	10/17/2011
103	Dr. Rajendra Kumar Sharma (Offg. HOD)	Associate Professor		Clinical Psychology	08/30/2016
104	Dr. Deepak Kumar - old-4	Associate Professor		Clinical & Industrial Psychology	04/05/2018
105	Ms. Jennifer Salim Chandani - old-11	Assistant Professor-1		Counselling Psychology)	07/23/2018
106	Mr. Shubham Kirar Suryawanshi	Assistant Professor-1		Clinical Psychology	08/03/2018



107	Mr. Akash Vishwakarma <i>old-11</i>	Assistant Professor-1		Clinical Psychology	08/06/2018
✓ 108	Mrs Shraddha Tripathi <i>old-2</i>	Assistant Professor-1		Clinical Psychology	02/12/2015
109	Ms. Shubhagata Awasthi <i>old-3</i>	Assistant Professor-1		Psychology	03/10/2016
✓ 110	Mr. Vatsal Priyadarshi Pandey	Assistant Professor-1		Cognitive Psychology	11/14/2018
111	Dr. Khusboo <i>old-11</i>	Assistant Professor-1		Psychology	12/03/2018
112	Mr. Neelabh Prajapati <i>old-11</i>	Assistant Professor		Clinical Psychology	10/22/2018
113	Ms Anshu Singh Chaudhary	Assistant Professor-2*	ASFT	FD&T	10/23/2013
114	Ms. Mahima Nand	Assistant Professor-1 (Contractual)		ASFDT	04/15/2019
115	Ms. Annu Kumari <i>old-8</i>	Assistant Professor-1		FD&T	03/08/2018
116	Ms. Dharmishtha Kachhwaha <i>old-10</i>	Teaching Assistant to Assistant Professor		FD&T	10/04/2017
117	Maj. Gen. Rajinder Kumar, AVSM, SM, VSM (Retd.)	Director - ALS and Professor (Law)	ALS	Law	09/04/2017
118	Dr. Rakhi Singh Chouhan <i>old-8</i>	Associate Professor		Law	08/17/2017
119	Dr. Sandeep Kulshrestha <i>old-2, 9</i>	Associate Professor		Law	11/02/2015
✓ 120	Dr. Sanjiv Singh Bhadouria <i>old-4</i>	Assistant Professor-3		Law	07/20/2016
121	Mr. Sachin Kumar Sharma <i>old-2, 10</i>	Assistant Professor-2		Law	01/25/2016
122	Dr. Alpa Sethi <i>old-5</i>	Assistant Professor-2		Law	26/08/2016
123	Mr Abhinav Upadhyay <i>old-1, 8</i>	Assistant Professor-1* (Part Time)		Law (Taxation)	06/10/2013
✓ 124	Dr Saroj Choudhary <i>old-3</i>	Assistant Professor-1		Law	11/07/2014
125	Ms. Krati Rajoria <i>old-6</i>	Assistant Professor-1		Law	02/20/2017
126	Mr. Arun Sharma <i>old-8</i>	Assistant Professor-1		Law	05/20/2017
127	Mr. Sadanand A Karhale <i>old-9</i>	Assistant Professor-1		Law	03/23/2018
128	Ms. Mandeep Kaur	Assistant Professor-1 (Full Time Contractual)		Law	03/27/2019
129	Prof Yogendra Pal Singh	Professor & Director	ASAP	Architecture	09/05/2012
130	Prof Lalitesh Kumar Jain	Professor & Director		Architecture	02/15/2019
131	Ms Monika Shekhar Gupta <i>old-2</i>	Associate Professor		Architecture	08/26/2013
132	Mr Ashish Sharma <i>old-1, 8</i>	Associate Professor		Architecture	02/16/2015
133	Mr Sudheer Singh Sikarwar <i>old-2, 10</i>	Associate Professor		Architecture	04/03/2015



134	Mr. Siddharth Singh Jadon <i>old-9</i>	Associate Professor		Architecture	23-Mar-18
135	Mr. Siddharth Mishra <i>old-3</i>	Assistant Professor-1		Architecture	12/08/2015
136	Mr. Manish Kumar Chitranshi <i>old-3</i>	Assistant Professor-1		Architecture	12/08/2015
137	Mr. Rajeev Parashar <i>old-7</i>	Assistant Professor-1		Architecture	05/15/2017
138	Ar. Kinzalk Singh Chauhan <i>old-7</i>	Assistant Professor-1		Architecture	05/08/2017
139	Ms. Aditi Gaur <i>old-11</i>	Assistant Professor		Architecture	07/02/2018
140	Ms. Nupoor Agarwal	Assistant Professor		<i>Arch.</i>	07/25/2018
141	Mr. Gaurav Kaushik <i>old-11</i>	Assistant Professor		Architecture	10/16/2018
142	Dr Shri Prakash Bajpai	Professor & Dean, (Research)		Environmental Studies and Life	08/06/2012
143	Dr Swapnil Rai <i>old-1.8</i>	Assistant Professor-2	Research and Environment al Studies & Life Sciences	Environmental Studies	11/03/2014
144	Dr. Rwitabrata Mallick <i>old-7</i>	Assistant Professor-1		Botany (EVS)	01/05/2017
145	Dr. Kuldip Dwivedi <i>old-10</i>	Assistant Professor-3		Botany (EVS)	07/12/2018
146	Prof. (Dr.) Anantha Naik Nag	Director & Principal-AIP		Pharmacology	06/01/2018
147	Dr. Ajay Sharma	Professor		Pharmacognosy	07/15/2018
148	Dr. Naveen Sharma <i>old-10</i>	Associate Professor	AIP	Pharmacognosy	07/15/2018
149	Dr. Pawan Kumar Porwal <i>old-10</i>	Associate Professor		Pharmaceutical Chemistry	08/20/2018
150	Dr. Pawan Kumar Gupta <i>old-10</i>	Assistant Professor-1		Pharmaceutical Chemistry	07/16/2018
151	Dr. Jovita Kanoujia	Assistant Professor		Pharmaceutical	01/02/2019



To,

THE REGISTRAR  
AUMP, GWALIOR.

24/07/19

SUB:- Regarding arrangement of VDO duty.

Respected Sir,  
This is to inform you that due to  
advance stage of pregnancy, I won't be able  
to perform VDO duty and my duty will be  
engaged by Ms. Varun Mishra from 29/07/19 to  
04/08/19.

Kindly consider the same.

Thanking You.

Yours Sincerely  
Sharma  
Anshika Parashar.

Vd (9 accepted).  
24/7/19

Glc  
24.7.19.

Hand  
24/7/19  
Maj Gen (or) Sec Jash  
Director-ASET  
Amity University Madhya Pradesh Gwalior

pls amend the record.

Sharma  
25/7/19

PS to Maj. VC Sir amended.  
25/7/19



To  
The Registrar  
AUMP, Gwalior

29<sup>th</sup> July 2019

Subject : Application for UDO duty swap.

Respected Sir,

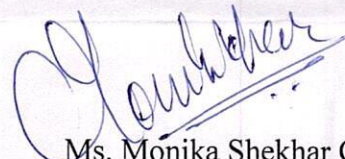
This is to request you that I Shubham Kirar Suryawanshi (AIBAS) want to swap my University Duty Officer (UDO) responsibility of 12-18 Aug. 2019 with Ms. Monika Shekhar Gupta (ASAP) as I need a leave during the mentioned dates for my PhD work. I will fulfill my UDO duty during 02-08 Sept. 2019 which is assigned to Ms. Monika S. Gupta in that duration.

I humbly request you to please consider my request and swap these duties and oblige me.

Thanking You



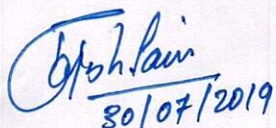
Shubham Kirar Suryawanshi  
Assistant Professor, AIBAS




Ms. Monika Shekhar Gupta  
Associate Professor, ASAP

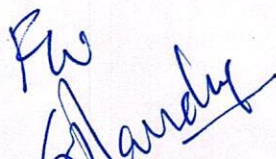
'O/K'

For record p/s.

  
30/07/2019

PS to Manj/6/16 VC

  
30/07/2019

  
(Dr. Deepa Pandey)  
Htg. HoT, AIBAS



To  
The Registrar  
Amity University Madhya Pradesh  
Gwalior-474005

Date: 30/08/19

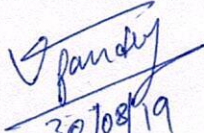
Subject: Regarding swapping of UDO duty scheduled on 28/10/2019-03/11/2019

Sir,


As per the duty roster for UDO duty I have been assigned the UDO duty from 28/10/2019-03/11/2019. I would like to bring to your notice that I am planning to take a leave on 25/10/2019. In this regard, I have consulted Ms. Nupur Agarwal from the Amity School of Architecture and Planning, her duty is scheduled from 09/09/2019-15/09/2019 and she has consented to exchange her duty with me as she is a resident of Gwalior. Thus, I would be grateful if you could allow me to swap my duty from Ms Agarwal.

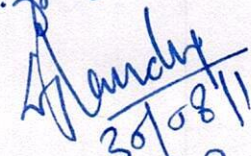
Thank you for your consideration

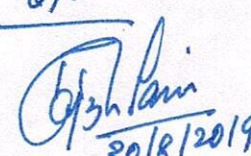

Yours Faithfully

  
30/08/19  
Dr. Vatsal Priyadarshi Pandey, PhD  
Assistant Professor  
Amity Institute of Behavioural and Allied Sciences  
Amity University Madhya Pradesh  
Gwalior-474005

Consenting Faculty

  
30/8/19  
Ms. Nupur Agarwal  
Assistant Professor  
Amity School of Architecture and Planning  
Amity University Madhya Pradesh  
Gwalior-474005

fw. for consideration  
  
30/08/19  
(Dr. Deepa Pandey)  
Offg. No. 2, AIBAS.

'OK'  
  
30/8/2019  
PS to VC  
  
30/8/19



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

I, **Dr. Neha Sharma**, Assistant Professor- III, Amity institute of Biotechnology was the University Weekly Duty Officer for the period 8<sup>th</sup> July 2019 to 14<sup>th</sup> July 2019. During the course of my duties, I have checked following, as instructed by the Hon'ble Pro Vice Chancellor.

S. No.	Duty	Date	Time	Remarks
1.	<b>UNIVERSITY PREMISES- "A" BLOCK</b>	08/07/2019	3.30 PM- 4.45 PM	Class rooms, Workshops, labs, washrooms were checked. ✓
i.	WORKSHOP			All machines functional, log book maintained. Two window glasses were found broken in mechanical workshop. ✓
ii.	Class rooms			In class rooms all fans and tube lights were working. ✓
iii.	Labs			Visited to different labs (Computer lab, Applied Chemistry lab, Applied physics lab, Civil lab), All instruments are working and log book properly maintained. ✓
iv.	RO'S			RO's were all working with good quality drinking water. ✓
v.	GIRL'S WASHROOMS			Washrooms were found to be clean with dustbins. ✓ Walls were clear having no written matter. ✓ Having proper water supply. ✓
2.	<b>STUDENT'S MESS</b>	10/07/2019	8.45 PM	The mess was found to be clean. Food items were properly cooked and stored. Dinner was according to fixed <u>menu but need to improve in taste.</u> ✓ Mess area, store and kitchen were clean. Spoiled vegetables were kept in separate basket for disposal. ✓ Leftover foods were kept in separate area of fridge for disposal. ✓ <u>One rat was found in store room.</u> ✓ <i>Dir Admin</i> <u>Quality of food was satisfactory, can be improved.</u> ✓ <i>Dir Hostels</i>
3.	<b>SECURITY</b>	12/07/2019	12.20 AM	20 Guards including Supervisors were on duty. ✓ 4 guards on gate, 3 at A- block, 2 at front of B block, 2 behind, 2 at front of C block, 2 on check post, 2 at girls hostel, 3 at Mess + boys hostel. ✓ All guards & supervisors were alert and active on duty. ✓

DATE 15/07/2019

*Neha* 15/7/19  
SIGNATURE

Please attend to points at Ser 2 above.  
*Dir Hostels* for *Dir* 15/7  
*Dir Admin* for *Sec* 15/7

*U.* 15/7/19



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

I, Rimjhim Jha (Designation) Asst Prof, ABS (School/ Institution) was the University Weekly Duty Officer for the period 15/7/19 to 21/7/19. 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.)	15/7/19	1:30 pm	→ Students were not satisfied with the quality of Chapati and Raita.	
2					
3		17/7/19	8:30 pm	→ Containers were kept open inside the Kitchen.	
4					
5					
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	Please have them repaired →		→ Plugs were not proper in Kitchen, store, and student mess.	
7					
8		17/7/19	17/7/19 9:30 am	→ All lab machines in every lab were functioning.	
9		18/7/19	12:30 pm		
10		19/7/19	10:30 am	→ Glass of door in Room no.2 and Glass of window in Room no.3 of the workshop was cracked.	
11					
12					
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	19/7/19	12:30 am to 1:25 am	→ All security staffs were on duty.	
14					
15				→ Lights of few electric Poles were not functioning.	
16					
17					
18					→ Light of the Hoarding was not functioning on 19/7/19.
19					
20					
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS	
1		17/7/19	9:30 to 10:30	All classes were OK, Every projector was in working condition.	
2		18/7/19	11:30 to 12:30		
3		19/7/19	11:00 to 12:00		
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS	
1					
2					
3					

22/7/19  
(DATE)

[Signature]  
(SIGNATURE)

Please speak. Unas.  
Dix Harkish for 22/7  
Dix Admin for 22/07/19

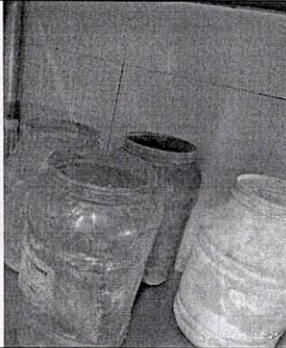




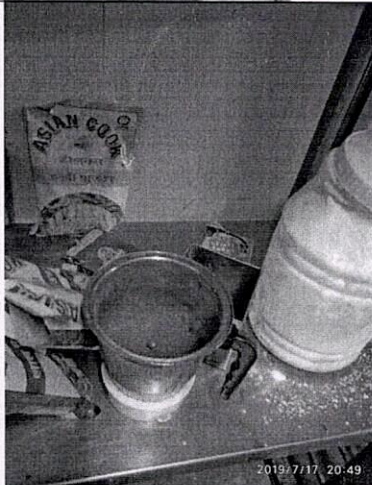
OPEN JARS IN KITCHEN



OPEN JARS IN KITCHEN


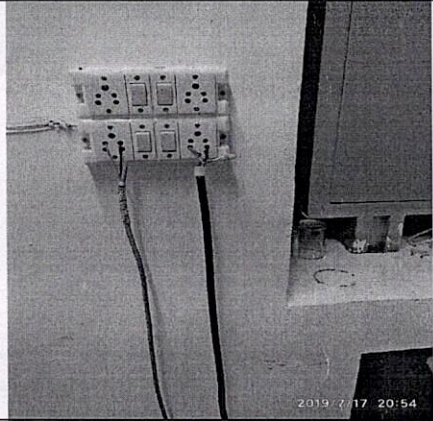



OPEN JARS IN KITCHEN



OPEN JARS IN KITCHEN



		<p><b>Inside Kitchen</b></p>
		<p><b>Store(mess)</b></p>
		<p><b>Student's Mess</b></p>



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

I, Mr. Rohit Kumar Pandey, Assistant Professor, ASET (MAE) was the University Weekly Duty Officer for the period 22/07/2019 to 28/07/2019. 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.)	22-07-2019	12:15-1:45PM	Food along with cleanliness was good and according to the menu, rates of items are as per print
2		24-07-2019	10:45-11:30AM	Canteen in block C was not clean. Used plates were spread on the tables and All the class rooms are neat and clean and arranged in proper way.
3		25-07-2019	8:15-9:15PM	Food was good and according to menu but chapatti's were not baked properly. Mess incharge should give attention to the rack where raw food materials are stored as store condition is not upto the mark.
4		26-07-2019	8:15-10:00PM	Food along with cleanliness was good according to the menu, rates of items are as per print.
5				
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	23-07-2019	11:30-1:15PM	Quality of drinking water in block C was up to the mark as it's taste is good. RO was working properly.
8		25-07-2019	10:15-11:10AM	Boys Toilets in Block-C were clean and upto mark.
9				
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	24-07-2019	12:00-1:30AM	All security guards were present with high alertness all were found very attentive and awakened position at different points like Block-A, B, C, Post No. 10 and 15. (21 Guards were on duty)
15		27-07-2019	01:00-02:15AM	All security guards were present with high alertness all were found very attentive and awakened position at different points like Block-A, B, C, Post No. 10 and 15. (22 Guards were on duty)
16				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Block -C	24-07-2019	11:30-1:15PM	All the class rooms are neat and clean and arranged in proper way.
2	Block -C	25-07-2019	11:15-1:10PM	All Labs were arranged in proper way and all log books updated.
3				All the computer labs arranged in proper way and all computer are working properly
4				All the projectors and UPS are working properly.
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Boys Hostel (Block H-1 & H-3)	25-07-2019	9:20-10:30PM	Surprised Checked random 5 Rooms in Block H-1 and 5 Rooms in Block H-3
2				Checked Students out pass entry at Warden's Office.
3				Surprised checked were performed in both hostels (H-1 & H-3) and nothing untoward material was found in their possession.

Rohit Kumar Pandey (Asst. Professor), MAE-ASET, AUMP  
(SIGNATURE)

Please take note in above - Mr. 28/07/2019  
Din Admin - 28/07/2019  
Din Hostel - 28/07/2019



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

I, Varun Mishra, Assistant Professor (CSE), ASET, was the University Weekly Duty Officer for the period 29/07/2019 to 04/08/2019. 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.)	30-Jul-19	20:15-21:15 Hrs.	I visited hostel mess for a surprise check and firstly I checked the kitchen area where they prepare food and I found proper Cleanliness in the kitchen and the dining hall and then I checked the menu of that day and the food was served as per the menu. After that I had a dinner and I found food is ok but <u>chapatis were not up to the mark.</u>
2		1-Aug-19	01:15-01:40 Hrs	I again visited hostel mess at lunch time where I tasted the food and the quality of food was ok. Cleanliness in the dining hall was proper but again I found quality of <u>chapatis were not good.</u> I checked rate list of all items in mess and nothing was found expired. They sell items as per the MRP mentioned over the items.
4				I started with the moot court and it was properly managed then I went to the library and get the details of students and faculties who had visited the library for the last 15 days ie(19/7/19 to 1/8/19) and I found more than 600 students and 40 faculty had visited the library as per the record.
5	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	2-Aug-19	09:20-10:05 Hrs.	I checked all the class rooms in B block and nothing was found improper and all the projectors were in working condition including Biotech section, ASCO Section, Law Section, ASENT and Fashion Designing section.
6				I visited all the labs in B block and I checked the log books, installed softwares and they were properly managed by lab incharge.
7				Washrooms, watercoolers were ok but the <u>back side mirror was broken of the gents toilet situated near the faculty room no 103.</u>
8	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	31/07/2019 & 01/08/2019	01:00-02:00 Hrs.	Total strength of the security guards were 24 including 2 supervisors, as per the attendance register and also discussion with Supervisor named Narsing tomar Out of 24 guards three were on leave rest 21 guards were placed at different locations of AUMP including Block-A, Block-B, Block-C, Girls Hostel, Boys Hostel, New Hostel and they all were attentive and alert.
				3 dark areas were identified : 1- Near main gate, 2- Near A block, 3- Near H1.
S. No.	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>
1	<b>Boys Hostel Visit</b>	30-Jul-19	21:05-21:30 Hrs.	I visited old boys hostel along with the hostel wardern and checked F-18 room, no unwanted material was found during my inspection and then I went to the new boys hostel where I checked FF-18, SF-13, SF-14 rooms and nothing suspicious was found.
2	<b>Cafeteria (Block B)</b>	2-Aug-19	04: 30 Hrs	Cleanliness in canteen was reasonably good and the eatables were placed in a proper and hygienic manner. Ratelist was displayed on counter wall and dustbins were kept at proper places.
	4/8/19 Date			
				Signature

Hon'ble VC

Boys Hostels - Please discuss, why we are constantly getting complaints about chapatis.  
DIC Maintenance - Please get the mirror changed.  
 08/08/19



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

I, **Dr. Sudhir Kumar Agrawal**, Assistant Professor in Amity School of Languages was the University Weekly Duty Officer for the period 05 August, 2019 to 11 August, 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.)	5-Aug	8:15 PM	Proper Storage & Disposal- Satisfactory
2		8-Aug	1:30 PM	Cleanliness in the kitchen- Satisfactory
3				Quality of Food – Satisfactory
4				Behavior of Staff - Satisfactory
5				The food was served as per the menu.
				Taste of food was Satisfactory but <u>chapatis were not up to the mark.</u>
				<u>One electric switch is not working in the dining hall.</u>
6				<u>Three fans of the dining hall are moving very slowly.</u>
				<u>One electric board in the mess near counter is broken.</u>
				Nothing was found under expiry date and they serve those items as per the MRP mentioned over those items in the mess.
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	6-Aug	10.45 am	Workshop - Satisfactory ✓
8		6-Aug	10.50 am	Log book - Satisfactory ✓
9		6-Aug	10.52 am	Equipments & Machines - Satisfactory ✓
10		6-Aug	10.55 am	Room no. 2 one window glass is broken. } <u>Dir Admstr</u>
11		6-Aug	10.57 am	Room no. 2 one door glass is broken. } <u>Please spl</u>
12		6-Aug	10.59 am	<u>One tube light of Manufacturing Machine lab is not working.</u>
13		6-Aug	11.02 am	<u>One tube light of fitting lab is not working.</u>
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	8-Aug	12.40 am	Guards on Duty - Main Gate - Satisfactory (01 Supervisors Mr. B. S. Tomar, 01 Gun Man Mr. Surendra Singh 02 Guards Balbeer Singh and Avdhesh Kumar) ✓
15		8-Aug	12.50 am	Guards on Duty Block A - Satisfactory ( Abhishek Kumar & Jitendra Pawaiya ) ✓
		8-Aug	12.55 am	Guards on Duty Block B - Satisfactory (Ramveer, Girraj, Praveen & Ramratan) ✓
16		8-Aug	01.00 am	Guards on Duty Block C - Satisfactory (Sohan Singh & Arun Sharma) Mr. Bijendra Singh Supervisor ✓
17		8-Aug	1.05 am	Guards on Duty Post 10- Satisfactory (Sandeep & Ravindra)

Please speak →

① Mr VK Sharma IAS

② Mr Nayas. — who is running 'A' Block Cafeteria

Pshamm  
14/08/19



		8-Aug	1.07 am	Guards on Duty Girls Hostel- Satisfactory (Vipul Gurjar & Raju Sharma) ✓
		8-Aug	1.10 am	Guards on Duty Boys Hostel- Satisfactory (Ajeet Gurjar & Ajay Chauhan) ✓
		8-Aug	1.12 am	Guards on Duty Post 15- Satisfactory (Akhilesh & Shivnarayan) ✓
		8-Aug	1.15 am	Total Guards on Duty - 21(02 Supervisors and 19 Guards) ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	101 Chemistry Lab (Ground Floor)	7-Aug	10.20 am	Two Platform tiles are not in proper shape. <i>Please get them repaired. Mr. V.K. Sharma</i>
2	102 Physics Lab	7-Aug	10.28 am	Satisfactory
3	LT 103	7-Aug	10.35 am	Satisfactory
4	LT104	7-Aug	10.40 am	Satisfactory
6	LT 106-Faculty Chamber	7-Aug	10.50 am	Satisfactory
7	LT 107	7-Aug	10.59 am	Satisfactory
8	LT 108	7-Aug	11.10 am	One Switch is broken and the projection is having low resolution.
9	LT 109- Research Scholar Lab	7-Aug	11.20 am	Satisfactory
10	LT 110 Electrical Science Lab	7-Aug	11.30 am	Satisfactory
11	LT 111 IT Lab	7-Aug	11.40 am	One faculty chair needs repairing. <i>Mr. V.K. Sharma</i>
12	LT 112- Computer Lab	7-Aug	11.50 am	Two tube lights are not working. <i>Mr. V.K. Sharma</i>
13	LT 113- Computer Lab	7-Aug	12.05 pm	Satisfactory
15	LT 115	7-Aug	12.25 pm	Satisfactory
16	LT 116	7-Aug	12.30 pm	Satisfactory
17	117- CBRN LAB	7-Aug	12.35 pm	Satisfactory
18	LT 118- Faculty Chamber	7-Aug	12.45 pm	One fan is not working. <i>Mr. V.K. Sharma</i>
19	LT 119- Mechatronics Lab	7-Aug	12.55 pm	One Fan Regulator cover is broken <i>Mr. V.K. Sharma</i>
20	LT 120-Mechanics Lab	7-Aug	1:05 PM	Satisfactory
21	Reception	7-Aug	1:10 PM	Satisfactory
22	Wash Room	7-Aug	9.15 am, 5.15 pm	Satisfactory
23	219 LIBRARY	9-Aug	12.45 pm	Satisfactory
24	LT 218	7-Aug	1:10 PM	Satisfactory



26	LT 216	7-Aug	1:20 PM	Satisfactory
27	LT 215	7-Aug	1:30 PM	Satisfactory
28	LT 214	7-Aug	1:40 PM	Satisfactory
29	LT 213 Faculty Chamber	7-Aug	1:45 PM	Satisfactory
30	LT 212	7-Aug	01.55 pm	Satisfactory
31	211- Canteen	7-Aug	01.58 pm	<u>Canteen was very dirty. One Window Glass was broken.</u>
32	LT 210	7-Aug	02.15 pm	Satisfactory
33	LT 209 (A)	7-Aug	02.25 pm	Satisfactory
34	LT 209 (B)	7-Aug	02.30 pm	Satisfactory
35	LT 208 (A)	7-Aug	02.35 pm	Satisfactory
36	LT 208 (B)	7-Aug	02.40 pm	Satisfactory
37	LT 207 (A)	7-Aug	02.45 pm	Window Pane glass was broken.
38	LT 207 (B)	7-Aug	02.50 pm	Satisfactory
39	LT 206	7-Aug	02.55 pm	Satisfactory
40	217 Lab Civil Engg. & Graphics lab	7-Aug	02.59 pm	One tube light is not working. Door stopper is required.
41	LT 204 (A)	7-Aug	03.05 pm	No Projector
42	LT 204 (B)	7-Aug	03.10 pm	No Projector
43	LT 203 (A)	7-Aug	03.15 pm	No Projector
44	LT 203 (B)	7-Aug	03.20 pm	Satisfactory
45	LT 202 (A)	7-Aug	03.24 pm	Satisfactory
46	LT 202 (B)	7-Aug	03.28 pm	Dais was dirty.
47	201 Exam	7-Aug	03.35 pm	Satisfactory
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	
1	NA	—	—	—

13 August, 2019  
(DATE)

(SIGNATURE)

Prayas to speech

A' Block Canteen

Mr. V. K. Sharma

Adm IC Block-A'



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

I, AR.MONIKA SHEKHAR GUPTA, Associate Professor, ASAP was the University Weekly Duty Officer for the period 12-18 August, 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.)	13-08-2019 & 16-08-2019	12:30-1:30 PM & 8:00 PM to 9:00 PM	Menu was followed. Kitchen was clean. Food quality was good but dal and paneer were tasteless. Salad was only having onions in it with least of cucumber. Cooks/workers were maintaining hygiene. ✓ The quality of raw food stuff is good and stored in neat conditions. ✓ Garbage disposal is separated into dry and wet waste. ✓ The leftover food is being utilized by the ALFANZO vendor for their workers at city center. ✓
2	UNIVERSITY PREMISES (Academic Blocks, Labs, Hostel Blocks, etc.)	13/08/2019	10:00AM to 11:00 AM	Female Wash rooms and RO - All the eight female wash rooms of B-Block were neat and tidy. The sanitary fixtures were working properly except one flush and a seat cover was broken in the toilet near accounts section. The three RO 's are working perfectly.
		16/08/2019	11:00AM to 12:00 AM	Canteen B-Block- Hygiene was maintained in the kitchen. All the edible items in the fridge were under expiry date. Rates written in the menu are being followed. Only 2-3 items written in the menu are not available and sometimes when there are more orders the quality of tea and coffee becomes poor having least milk in it.
3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	16/8/2019	12:45 AM to 1:15 AM	25 names were mentioned in duty register. Out of 25, 5 were on leave. 1 was supervisor and 19 were security guards. ✓ Everything was fine. Four guards were standing in a group at the back side of B- Block and C- Block. Rest all were present at their check post. None of them was found in sleepy state.
S. No.	SPECIAL TASK BY THE ORDER OF V.C.	DATE	TIME	REMARKS
4	Girls hostel rooms checking.	14/8/2019	11:30-1:30 PM	Didn't found any objectionable material except two irons from room No.F-5 Broom and F-19 Aroom. Recently day before yesterday warden mam caught three induction in her night surprise visit.

19/08/19

(DATE)

Dir Hostel

Dir Admin

Dir Hostel

Please discuss.

19/8/19

AR. MONIKA SHEKHAR GUPTA

(SIGNATURE)

AR. MONIKA SHEKHAR GUPTA



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

**I, Mahima Nand, Assistant Professor, Amity School of Fashion Design & Technology was the University Weekly Duty Officer for the period 19th**

**19 August, 2019 to 25th September, 2019** *August*

**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	<b>University Premises: Academic Block-C</b> a) Class room/ Projector	20/08/2019	13:00	i) A common " Remote" problem all students and faculties are facing for switch on/off of projector. 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.
	b) Faculty Parking	17/08/2019	1:00 PM	Two student's Motor Bikes used to park in faculty parking due their good relations with Security people. (C Bloch)
	c) Water Cooler	17/08/2019	12:05 PM	All water cooler's were working fine, water taste was fine.
	d) Cafeteria	17/08/2019	1:30 PM	Cafeteria cleanliness was fine <u>only</u> and food taste was acceptable.
	e) Labs i) Pharmaceu <u>t</u> ical Labs	25/08/2019	1:00 PM	Pharmaceutical Labs are in development stage, they are maintained and equipments are in working conditions. Log books are maintained properly, the only issue is that no. of labs are more but lab assistants are less
2	Students's Mess (Quality of Food, Cleaniness, Proper Storage & Disposal: <b>Lunch</b> )	17/09/2019	1:20 PM	i) The food was of acceptable taste but the cleanliness and hygiene of the mess was not upto the mark. There was also storage issues, the utensils were not kept upto the mark. ii) Quality Of the food was good. Items in the kitchen were sold as per the menu and the given rates. Cooks had caps but not gloves, nails were cut properly, there was a little food wastage . The menu was followed but the quality of the food was doubtful, hygiene of the working area is not upto the mark, cleanliness is hence a major problem is students's mess kitchen area.
	Students's Mess (Quality of Food, Cleaniness, Proper Storage & Disposal: <b>Dinner</b> )	22/09/2019	8:45 PM	ii) Cleaniness was appreciable at that time in kitchen area.

*Please  
spk W. 28/8/19  
mgr IT  
ll spk W. 28/8  
Dir Admin*

*Dir Hostel*

*Cases of food poisoning??*


*Please inform W. 28/8/19  
for Dir Hostel  
Low*

*for (IT) 28/8/19*



3	Security (Alertness of Guards on Duty)	22/09/2019	1:30 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	216	17/9/2019		Alignment of projector is correct and in working condition
2	Architecture Studio's			
3	Room 203			
4	Room no 218			
5	Architecture Studio-3			
S. No.	Special Task By Order of The Vice Chancellor			
1	Girl's Hostel	17/9/2019	8:00 PM	Nor there were any electric appliances found neither any objectional material was found
2	Girl's Washrooms (C block)	18/9/2019	12:30 AM	i) All the washrooms were checked in Block-C, cleanliness was fine ii) No graffiti's were there on walls, Taps were not dripping

28/09/2019.  
(Date)

  
(Signature)



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

I, Mandeep Kaur (Designation) AP/Adl (School/ Institution) was the University Weekly Duty Officer for the period 26.8.19 to 01.09.19 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		27.08.19	1:40 Pm (AS)	Food was ok & as per the menu but
2				chapatis were hard & dry.
3	STUDENTS' MESS			Mess was clean, Arrangement
4	(Quality of Food, Cleanliness, Proper Storage & Disposal etc.)			was not systematic.
5		28.08.19	8:15 to 9:20 pm	Food was fine, water dispensing
6				area is very untidy, Kitchen was not clean
7				Sewage was in very bad condition
8		30.08.19	4:00 to 4:55 pm	Workshop (A Block)
9	UNIVERSITY PREMISES			(Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)
10				Workshop (which carried electric supply of 33 k.v. is not safely maintained, spits of tobacco outside the workshop pipes.
11				large holes in ground that are unsafe.
12				Cafeteria was closed, Room no. 201
13				projector sitting are not proper (Tilted)
14				204 A, Projector is slow.
15				
16	SECURITY			
17	(Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	30.08.19	12:55 Around	Guards were alert, only first
18				area was not covered as both the
19				guards were on leave. They were
20				not wearing their name plates
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Lab 1, 2, 3, 4	29.08.19	4.00 pm	Fine, No Issue found.
2	Lab 119, 120, 103			
3	(Room)			
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Hostel (H2)	26.08.19	5:00 pm around	Everything was fine, No Irrelevant
2				Items found.
3	Toilets of Block A	29.08.19		Clean

2<sup>nd</sup> September '19  
(DATE)

Mandeep  
(SIGNATURE)

for AP/Adl  
29/8/19

for AP/Adl  
02/09/19

Mandeep  
2/09/19



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

1. Mandeep Kaur (Designation) AP / ADS (School/ Institution) was the University Weekly Duty Officer for the period 26.08.19 to 01.09.2019. 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	
3	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	25 <sup>th</sup> Aug	5:30 pm	<p><u>Hygiene &amp; Health, everything is at stake there,</u>  <u>open stuff, stinking &amp; unhygienic stuff in fridge, garbage boxes are open and looking &amp; preparation is going just next to that, decayed stuff.</u>  <u>Fridge was full of stuff which is hazardous &amp; comes under the category of below quality level.</u>  <u>completely unhygienic food &amp; stuff &amp; atmosphere also having the products of expiry date. Panacee around 7 and half K.G was stinking badly, Peas with full fungus. No standard of quality and hygiene met there.</u></p>	
4	Cafeteria (SCORPIANS)				
9	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)				
10					
11					
12					
13					
14					
15					
16					
17	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)				
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	Machinery Area	29.08.19	2:30 pm	<p><u>Fine, Only one standby motor pump is under service.</u></p>	
2					
3					

2<sup>nd</sup> September 19  
(DATE)

Mandeep  
(SIGNATURE)



**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 **02<sup>nd</sup> Sept. 2019 to 08<sup>th</sup> Sept. 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.)	02-09-2019 (Lunch) & 05-09-2019 (Dinner)	01:20 PM to 01:45 PM & 8:30 PM to 8:50 PM	<p>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. ✓</p> <p>Hand gloves were worn by all the mess workers. ✓</p> <p>Kitchen utensils are washed and cleaned properly. ✓</p> <p>Washbasin in H1 and H2 mess were clean. ✓</p> <p>All packed items in stock are of recent manufacturing dates. ✓</p> <p>Garbage disposal is done properly at regular intervals. ✓</p> <p>University students and staff are quite satisfied with the quality and taste of food served. ✓</p> <p>All the stocks of vegetables and ration were kept properly shelves and freezer. ✓</p> <p><u>Some Mess Workers at food counter did not wear Hair Net on regular basis.</u></p>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	04 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Sept. 2019 (Academic Block-B)	10:20 AM to 12:10 PM & 11:20 AM to 12:05 PM	<p>Floor of Block -B was clean and mopped properly.</p> <p>All Labs in Block - B were properly maintained. Lab Assistants were present in their respective labs. All machines &amp; equipment were functioning properly. I found all Log Books properly maintained. ✓</p> <p>All water coolers and RO were functioning properly and taste of water was normal and not salty. ✓</p> <p>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.</p> <p>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. ✓</p> <p>Soap/Handwash were available in all men's washrooms as well as locks on washroom doors were functioning smoothly. ✓</p> <p>No Drugs or any other addictive contents found at the time of inspection in H1 and H3 Boys' Hostel. No students were found using any restricted electrical appliances; Students using coolers had receipt for their fee submission. ✓</p>
3	<b>SECURITY</b> (Alertness of Guards on Duty,	05-09-19	01:10 AM to 1:45 AM	In the night duty of 5 <sup>th</sup> Sept., names of 26 security personals were mentioned in duty register. Out of 26, 2 were supervisors (Mr. N.S. Tomar and Mr. B. Singh), 22 guards were posted at every blocks, hostel buildings, hill Posts and

for *Asst*  
11/09/19

for *Asst*  
11/9/19



	Potential Security Hazards, Fire Hazards etc.)			Main Gate. 02 Guards were on Leave. (Sohan Singh and Abdhesh Kumar) ✓ All Guards on duty were alert and communicated properly during inspection. No one seems sleepy. Register on the gate was maintained properly. ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
4	101, 104 - 110, 113, 203, 204 (Class Rooms)	05 - 09 - 2019,	10:20 AM to 12:10 PM	In the Class Rooms all the electrical appliances were working properly, Furniture were in good conditions and Projectors were working fine. ✓
5	113A, 206, 207, 208, 209, 213 (Class Rooms)	06 - 09 - 2018 (Academic Block-B)	& 11:20 AM to 12:05 PM	No Projectors were installed in these classrooms ✓
6	102, 114, 115, 112, 210 (Labs)			Labs were properly maintained. All the other equipment were functioning. Log books were properly maintained. ✓

11-09-2019  
(DATE)



(SIGNATURE)



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

I, **Dr. Vatsal Priyadarshi Pandey**, Assistant Professor, AIBAS was the University Weekly Duty Officer for the period 9th September, 2019 to 14th September, 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.)	09-09-2019 (Dinner)	8:31 PM to 9:00 PM	Menu was as per the e-mail and also displayed on notice board. The food was according to the menu. The 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 were 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. ✓ Few students complained that the food is too spicy. While few said that seasonal vegetables are not included in the menu. ✓ There were few students who said inclusion of milk should be there during dinner. ✓ <b>During inspection one rodent was found roaming near the almirah.</b> There were 22 guards along with 2 supervisor. 19 guards were posted at every blocks, hostel buildings, hill Posts. 3 guards were there on the main gate. No one was absent. 1 Supervisor was at the gate and 1 supervisor was there with guards on C block. All Guards on duty were alert and communicated properly during inspection. No one seems sleepy. Register on the gate was maintained properly. ✓ Washrooms were neat and clean. ✓ No liquor and drugs was found in the rooms of H-1 and H-3 ✓ No Pornographic material was found during inspection ✓ During inspection no electrical appliances were found in the rooms. ✓ Menu was as per the e-mail and also displayed on notice board. The food was according to the menu. The 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 were 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. ✓ However, this time no rodents were found. ✓ Floor of Block - A was clean and mopped. ✓ All Labs in Block - A were neat and clean. Lab Assistants were present in there respective labs. All machines & equipments were functioning properly. I found all Log Books properly maintained. Automotive lab was closed during inspection ✓ Research lab was also in order and equipments were properly logged. ✓ 111, 112 (IT Lab): all appliances were working and were properly logged ✓ 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 Mens 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. ✓ In the Workshop all the equipments were in good and working conditions. lights and Fan were working properly. Logbook was in the classroom (room 108) students have scribbled on the desk. ✓
2	Alertness of Security Guard	10-09-2019	1:01 AM to 1:15 AM	
3	Hostel (H-1 and H-3)	11-09-2019	02:00: PM to 2:30 PM	
3	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	12-09-2019 (Lunch)	1:15 PM to 1:40 PM	
4	UNIVERSITY PREMISES (Academic Blocks, Labs, Hostel Blocks, etc.)	12-09-2019	01:46 PM to 2:45 PM	

Please reduce spices  
Dr. Vatsal P.

why cannot be made with be made available on payment basis

everyday - one of M. Phil final year student

Sarajia Roy  
Please dinner

Dr. Vatsal P.  
for 16/9/19

minde W. 16/9

Rot seen  
Dir. Admin

minde W. 16/9

Please speak  
Dir. Admin

16-09-2019  
(DATE)  
16/09/19

V. Pandey

(SIGNATURE)



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

I, **Dr. Jovita Kanoujia**, Assistant Professor, **Amity Institute of Pharmacy (AIP)** was the university weekly duty officer for the period **16/09/2019** to **22/09/19** 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.)	17/09/19	8:00 pm (Dinner)	1. The food quality was good and cross verified by students and faculties. ✓ 2. The hygiene conditions were maintained in whole kitchen and storage area. ✓ 3. The cooking and washing area was found clean. ✓ 4. No rodents and/or visible debris were observed in storage area. ✓
2		20/09/19	12:30 pm (Lunch)	1. The food quality was good and cross verified by students and faculties. ✓ 2. The hygiene conditions were maintained in kitchen and storage area. ✓ 3. The cooking and washing area was found clean. ✓ 4. No rodents and/or visible debris were observed in storage area. ✓
3	Cafeteria Block-B	16/09/19	03:00 PM	1. The food quality was good (Not checked manually) and cross verified by students. ✓ 2. The cooking and washing area was found clean. ✓ 3. The disposed item (packing remaining etc.) were disposed in disposal container. ✓ 4. The hygiene conditions were maintained in whole cafeteria as well as kitchen area. ✓ 5. No rodents and/or visible debris were observed in kitchen and storage area. ✓
6.	UNIVERSITY PREMISES (Block-B)	16/09/19	2:30-3:30 pm	1. All the Female's toilet were found clean and no un-hygiene condition was observed in toilets. ✓ 2. <u>Female toilet near room no. 104, the door in toilet number 1 is not shutting properly.</u> 3. The RO systems were found clean and taste of water was satisfactorily fine. ✓
7.	SECURITY (Alertness of Guards on Duty, potential security hazards, fire hazards etc.)	22/09/19	011:30 am	1. The chief security supervisor was not present at the site, he was on round. 2. The guard's attendance was verified manually. 3. The security guards were found alert and attentive. 4. The attendance and positions were noted down and matched physically.

for *[Signature]*  
23/09/19

by *[Signature]*  
23/09/19



S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	17/09/19	7:45 pm	1. The room was clean. 2. No objectionable items such as electrical appliances, drugs, alcohol etc. was found in the room. 3. The attached bathroom was found clean and no un-hygiene condition was observed in toilets.
	Girls Hostel Room G-8 Girls Hostel Room F-11			



Dr. Jovita Kanoujia

Assistant professor, AIP





# CHECK LIST: GUARD ATTENDANCE

Date: 22/09/2019

TIME: 11:30-12:00

Sr. No.	Name	Position	Position verify
1.	Brijendra Singh Tomar	Supervisor (On Round)	Verified and Checked
2.	Surendra Gurjar	Main Gate	Verified and Checked
3.	Manoj Kumar	Main Gate	Verified and Checked
4.	Vijendra Kumar	Main Gate	Verified and Checked
5.	Dinesh Tyagi	Block A	Verified and Checked
6.	Sandeep Singh-II	Block-A	Verified and Checked
7.	Pradeep Gurjar	Block-B	Verified and Checked
8.	Brijesh Kumar	Block-B	Verified and Checked
9.	Madhav Singh	Block-B Back Yard	Verified and Checked
10.	Umesh Sharma	Block-B Back Yard	Verified and Checked
11.	Ramadha Pawariya	Block-C	Verified and Checked
12.	Arvind Tomar	Block-C	Verified and Checked
13.	Jitendra Chauhan	Block-C Back yard	Verified and Checked
14.	Ram Kumar	Block-C Back yard	Verified and Checked
15.	Deepak Pal	Girl's Hostel	Verified and Checked
16.	Gajram Pal	Girl's Hostel	Verified and Checked
17.	Rajesh Chaurasiya	Hostel-H-1,H-2	Verified and Checked
18.	Hari Pal	15 No post	Verified and Checked
19.	Bhupendra Gurjar	15 No post	Verified and Checked
20.	Brijraj Singh	Leave	Verified and Checked
21.	Ankur Singh	Leave	Verified and Checked
22.	Sonu Tomar	Leave	Verified and Checked
23.	Devinder Gurjar	Leave	Verified and Checked
24.	Praveen Kumar	Leave	Verified and Checked

(SECURITY INCHARGE)

(UNIVERSITY OFFICER)

*[Signature]*



Check list: cafeteria and student mess

Area:

Cafeteria Block-B

Date: 16/09/19

Time: 03:00 PM

Sr. no.	Particular	REMARKS
1.	Quality of food	The quality of food was satisfactory and price of item was same as mentioned in list (cross verified by students)
2.	Cleanliness	Cleanliness was Satisfactory
3.	Storage in area/ rodent, cockroaches	Satisfactory, all food material was properly packed and stored in closed container.
4.	Disposal	Satisfactory and at proper place.
5.	Hygiene of cook and in-area	Cooking area as well as personnel's who are working in this area were found to be clean.
6.	Any other:	

(INCHARGE AVAILABLE)

  
(UNIVERSITY OFFICER)



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

I, Chhavi Agarwal, Assistant Professor, Amity Business School was the University Weekly Duty Officer for the period 23/09/2019 to 29/09/2019. 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.)	23/09/2019	08:00-08:30pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu. <u>Some of the staff was not wearing caps at the time of cooking. The same was notified to the concerned authority. Cleanliness of kitchen and hygiene was ok, not satisfactory. The water cooler was working fine. Cucumber and some other vegetables were not in eatable condition that also notified to concerned authority.</u>
		26/09/2019	01:30-02:00 pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu. Some of the chapati's were without ghee and when asked for same they were saying to student that ghee is over. <u>Hair is found in rice. Again salad was not in eatable condition they were using spoiled cucumber and onion. Some of the students were complaining about quality and menu of lunch.</u>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	25/9/2019	02:00-04:30 pm	Block A- 1) Women's Washrooms- The Girl's toilets on both the floors were found clean, all water taps and flushes were working properly. 2) Water Cooler & RO was found working properly. 3) All the dustbins were placed at appropriate places. 4) The Overhead Projectors installed in classes were working properly. 5) Cafeteria in A Block is under maintenance. Block A- Labs- Checked all the labs- Applied Chemistry Lab (101), Applied Physics Lab (102), Mechatronics Lab, CBRN Lab, Computer Labs (111, 112, 113), Electrical Lab (110), Graphics Lab (217) & Workshop behind Block A. 1) The machines/equipments in the labs were functioning smoothly and the log books were updated. 2) In the computer labs, Registers were updated instead of Log Books. The computers were working fine and connected to server. In all the computers anti viruses were updated on timely manner.
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28/09/2019	11:45pm - 12:15 am	Checked and verified the duty register of guards. As per the register total strength of guards is 26, <u>4 were Absent</u> , Total guards on duty were 20- 18 guards and two supervisors, verified the same physically. All the guards were alert and were at their respective positions.
4	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	23/09/2019	07:00-07:30 pm	Did a surprise check of Girl's hostels (H2). The rooms and washrooms were clean. There were no electrical appliances/liquor/drugs/raw vegetables found. Some of the students have installed room coolers inside their rooms with permission. <u>Guest room was not cleaned properly and one lizard was there on bed.</u>

29/09/2019  
(DATE)

(SIGNATURE)

Please activate pest control ill 01/10  
Dis Admin  
Dis Hostels

Please issue written warning to vendor Dis Hostels

This is bad!!

Dis Admin

Dis Hostels



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

I, Divya Gautam, Assistant Professor (CSE), ASET, was the University Weekly Duty Officer for the period 30/09/2019 to 06/10/2019. 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.)	03-Oct-19	01:30-02:05 PM	1. Store Room : Not found cleaned. 2. Fridge : Not Found Cleaned. 3. Rodents found in the kitchen and Store Area. 4. Utensils found cleaned. 5. Kitchen found clean. 6. All chefs were wearing caps. 7. Dining Area found clean. 8. Lunch was as per menu. 9. Taste of the food was ok. 10. <u>Quality of Daal was not found good.</u> 11. <u>Fungal peeled onion found in the vegetable chopper area.</u>
2		05-Oct-19	08:20-08:45 PM	1. Kitchen Area found cleaned. 2. No item found expired. 4. <u>Floor Bag was not covered.</u> 5. Utensils found cleaned. 6. <u>Rodents found in the Store Room</u> 7. Dinner was as per the menu.
	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			Leakage at the entrance of C-Block - ROOF WATER
4				I Floor :- 1. Female Student's Washrooms Found Clean. 2. <u>Faculty Washroom Needs to be more Clean.</u> 3. No leakage found. 4. Water Taste found ok
5				II Floor :- 1. Female Student's Washrooms Found Clean. 2. No leakage found. 3. Water Taste found ok. ✓
6		03-Oct-19	12:20-01:05 PM	III Floor :- 1. Female Student's Washrooms Found Clean. 2. No leakage found. 3. Water Taste found ok. 4. <u>Flushes Not working properly.</u>
7				IV Floor :- 1. <u>Female Student's Washrooms Not Found Clean.</u> 2. No leakage found. 3. Water Taste found ok.
8				V Floor :- 1. Female Student's Washrooms not Found Clean. 2. No leakage found. 3. Water Taste found ok. 4. <u>Flushes Not working properly.</u> 5. <u>Name plate missing outside female washroom.</u> 6. <u>Water Cooler not found clean. "People spitted in the cooler".</u>
8	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	05/10/2019 (night) & 06/10/2019	12:05-12:40 AM	1. Block A : 2 Guards and 1 Patrol guard were on duty. 2. Block C : 6 Guards and 1 Supervisor were on duty. 3. Block B : 2 Guards were on Duty. 4. Gate : Total 4 Guards including Supervisor. 4. Top Hill : 2 Guards were on Duty
10				2 dark areas were identified : 1- Near main gate , 2- Near A block Garden
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Girls Hostel Visit	05-Oct-19	09:30-10:00 PM	1. Randomly checked Two Rooms in the Hostel and all were found ok. 2. No electric item found. 3. Female Guard was present on the Main Hostel Entrance. 4. <u>Lots of Insects were found in the premises due to weather.</u>
2	Cafeteria (Block C)	03-Oct-19	1 : 05 - 1 : 20 PM	1. Cleanliness was found. 2. Rate List was displayed. 3. Proper Dustbins were placed. 4. Students Dining area found clean.
	9/10/19. Date			Signature <i>Divya</i> 9/10/19

*Please speak - Brig Rajesh Gargale*

*Why are rodents (rats) there? Dir Admin*

*U. 09/x/19*

*C'Block*

*Please have them rectified Dir Admin*

*Please speak U. 09/x/19 Dir Admin*

*(Ms. Divya Gautam) ASET*

*Dir Hostel for 09/10/19*



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

I, Dr. Vivek Gupta, Assistant Professor, Amity Business School was the University Weekly Duty Officer for the period 07/10/2019 to 13/10/2019. 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.)	09-10-2019	08:00 PM - 08:30 PM	Quality of Food along with food disposal system on the day of inspection was quite satisfactory and made as per the menu. All the cooking staff were wearing caps at the time of cooking. Cleanliness of kitchen and hygiene was satisfactory. The water coolers were working fine. Stock in the store was fresh and properly kept. Though in store Spider Nets were observed at 1-2 places and hand-wash/soap was not available at the washbasin. The general feedback of the students regarding quality of food was not satisfactory. They also complained of shortage of food supply and food not matching the menu at sometimes. Wastage of food by the students was also observed and the students were sensitized of the necessity not to waste the food and the students present also appreciated the instructions.
		11-10-2019	01:30- 02:00 pm	Quality of Food along with food disposal system was quite satisfactory and made as per the menu. General cleanliness of kitchen and dining area was satisfactory. All the cooking staff were wearing caps at the time of cooking. Cleanliness of kitchen and hygiene was satisfactory. The water coolers were working fine. Though in store Spider Nets were observed at 1-2 places and hand-wash/soap was not available at the washbasin. Some of the students were complaining about quality and menu of lunch.
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	09-10-2019	2:30 PM - 3:00 PM	Block B Cafeteria - Quality of food was not very satisfactory but O.K. The same feedback was shared by the students. The menu and the price list was visible though all the items written in the price list were not available. General hygiene and cleanliness of the kitchen, store and hall was satisfactory. Stock in the store was fresh and properly kept. Though no Cook was wearing the Head cover at the time of cooking and the traces of food leftovers were observed at some of the tables at the time of inspection.
				Block B - 1) Gents' Washrooms- All the Gents' toilets on all the floors were found clean, all water taps and flushes were working properly. Only one washroom at the floor of Central Library was having Roof Damp at the corner. 2) Water Cooler & RO's was found working properly.

*Vivek Gupta*  
*Dr. Vivek Gupta*  
*14/10/19.*

*The cafeteria vendor be called and warned, also in writing*

*Dir Admin - For - [Signature]*  
*14/10/2019*

*14/x*



		11-10-2019	11:15 AM - 04:00 PM	<p>Block B Central Library - <u>On an average 126 students per day had visited the Central library in the previous 15 working days while this average for the faculty members was 01 faculty member per day.</u> All the computers in the Central Library were working and Internet facility was available in each one of them.</p> <p>Block B- Labs- (1) Bio-Technology Labs (102,114,115,116) - The Log Books were maintained properly and all the machines and equipments were found to be in working conditions. (2) ASCO Audio Visual Lab - Registers were maintained. One computer system and two multi-twenty lights did not function at the time of inspection. The staff complained about the rat problem and a missing electric panel cover in the studio. (3) IT Labs - All the computers were functioning properly and entry registers were maintained.</p> <p>(4) ASFDD Lab (112) - All the sewing machines were in functional condition. Only one Overlock Thread machine did not function at the time of inspection.</p>
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	13-10-2019	12:45 AM - 01:10 AM	<p>Checked and verified the duty register of guards. As per the register total designated strength of guards was 27 (2 Supervisors and 25 Guards). <u>01 Guard was Absent.</u> So total strength present was 24 guards and 02 supervisors which was verified physically. All the guards were alert and were at their respective positions.</p>
4	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	09-10-2019	06:30- 08:00 pm	<p>Did a surprise check of Boy's Hostels (H1 &amp; H3). The rooms and washrooms were clean. There were no electrical appliances/liquor/drugs/raw vegetables found. Some of the students have installed room coolers and Table Lamps inside their rooms with permission. ✓</p>

14/10/2019  
(DATE)

  
(SIGNATURE)

Dr. Vinay Gupta



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

I, Dr. Varun Kumar Sharma, Assistant Professor (Designation), ASET (School/ Institution) was the University Weekly Duty Officer for the period 14/10/2019 to 20/10/2019. 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/CAFETERIA (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	10/15/2019	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. <u>The cleanliness of dinning area in front of H1 need some more attention. The storage area was clean and tidy.</u>
2		10/16/2019	01:15-02:00pm	Food along with cleanliness was good. Also, I have been visited kitchen area (Washing Area for big utensils, Area for making Chapatis, Area for making Rice and Pulses, and Washing Area for small utensils) in afternoon and found most of the parts were cleaned and workers was doing their work wearing caps as well.
4		10/15/2019	17:45- 18:30 pm	Also, I have visited mess premises on evening as well (around 17:45 pm) and observed the evening activities in the mess. The served tea and snadwidtech was good and mess were cleaned and tidy as well.
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	10/14/2019	11:20-1:30 pm	Log books in all labs were maintained appropriately, and equipments are functioning properly. Log books are uptodate till September and October 2019 in all the labs. I have checked the washrooms of Block-A 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-A was functioning properly. While, RO opposite R. No-209 A and 203 A was leaking (small white coloured cylinders and pipes) and some tobacco marks have been observed just below the RO's floor and side walls. <u>The water taste is very weired of the water tap opposite LT 103.</u>
8				
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	10/17/2019	12:40-1:10 am	There were 26 security guards presented in night duty , out of which 2 were the Security Supervisors (1 at the main gate and other one was at the B Block). However two security guards were on leave. I have checked the entries in entry register of all the guards. All the guards were present in their respective duties attentively.
15				
16				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Boys Hostel	10/15/2019	15:00 pm and 18:45 pm	1. Only main entrance of boys hostel was opened and all others were closed. Security guards were attentive. The whole hostel premises was neet and cleaned.
2				2. I have checked 3 rooms in Hostel H1 and H3. In H1 (Room No. G14) and H3 (Room No. FF 12 and SF 08). The students' room were cleaned and no objectionable and other electronic items were found to me.
3				

21/10/2019  
(DATE)

(SIGNATURE)

Please speak regarding RO in Block 'A'

Din Admin - for Adm 21/10/19

U 21/10/19



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

I, Shally Goyal, Assistant Professor (Designation), ASET (School/ Institution) was the University Weekly Duty Officer for the period 21/10/2019 to 27/10/2019. 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.)	23-Oct-19	1:15 AM	I visited hostel mess for a surprise check at lunch time where I tasted food that was satisfactory. Cleanliness in the dining hall was proper. Food was as per scheduled menu. Quality of food was reasonably good. I have taken feedback from students also. Satisfactory and average feedback was given. ✓
2				Pantry area as well as kitchen and food storage were neat and clean. ✓
3				Left over food was kept properly and disposed. Quality of the food was satisfactory. ✓
4				More emphasis should be given towards hot chapatis and vegetables as winters are coming. ✓
5				Good management for storage of grains and vegetables. ✓
6		25-Oct-19	8:30 PM	I visited second time for a surprise check at dinner time where I again tasted food that was quiet satisfactory. Tables were clean. Seating arrangement was proper. Only boys mess were open because of less no. of students. ✓
7				Food was prepared according to menu displayed. Rates of the confectionary items like chips, cold drinks & water bottles were reasonable and as per the MRP rate. ✓



8				I have visited ground floor of B block where I personally checked Moot court. As per the discussion with students wall of the moot court is not clean and required paint. Then I went to library I talked to Deputy librarian. All furniture was properly aligned, all computers were functional. Corridors were neat and clean as well as the washrooms. Ro water was good.
9			11:10 to 1:10 PM	At first floor I have visited all the class rooms and labs. Lab equipments were in very good condition and working. All Female washrooms were checked In one washroom (near to cafeteria) 1 tile were broken and curtains was very dirty .At room no. 112 tables were broken, Chairs were dirty. In GMT Lab(Room No.112) some swing machines having problem like thread cut again and again so students are not able to work efficiently. One side MCB was not working so that swing machines of one column was not working as discussed with students.
10			23-Oct-19	Cafeteria B Block: Cleanliness in canteen was require more attention. Rate list was displayed on counter wall and dustbins were kept at proper places. Tables were arrange in proper manner.
11				At second floor I have visited all the classrooms and labs. There I found some problems in ASCO studio like AC water leaking, Studio monitor was not working properly, Multi 10 light is not working, Projector resolution problem in room no. 212, 202 and 203 as discussed with the faculty. Floors were neat and clean. washroom tile were broken near to room no 204 .
12				All Ro's were working properly.
13			12:30 AM to 1 AM	I met Mr. Narsingh Tomar the security supervisor at the main gate. He had shown me the attendance register and briefed about the locations of guards in university premises. Mr. Narsingh Tomar went to each and every site/location ( A block, B block, C block, hostel and outskirts of the university) with me where I identified guards on duty physically. Total 19 guards and 2 Supervisors were present and performing their duties very nicely.
14			25-Oct	All boys and girls hostels were locked properly.
15				I checked positions of guard at A, B & C block, Girls, Boys & new hostel all of them were present and attentive. On 25th duty guard were less so no one was present on the post that is in front of Block C. Two guards were present at the post near to hostels. Petroling guards were seen doing their duty.

Please checked  
 do the  
 wash/s  
 & Confir  
 Dix Adman  
 ↑  
 Please warn the vendor  
 Dix  
 Adman

why?  
 Dix Adman  
 See 25/11/19



S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	RO's	23-Oct-19	10:35AM	All Ro's were working properly. ✓
2	Cafeteria (Block B)	23-Oct-19	11:10AM	More cleaning is required in Canteen, rate list was same as printed ✓
3	Ladies Toilets (Block B)	23-Oct-19	12:10 PM	All toilets were cleaned except washroom near to cafeteria and near room no 204 tiles were broken and curtains were very dirty ✓
4	Library (Block B)	23-Oct-19	10:25AM	Well Maintained and clean, all records were up to the mark, all computers were working. ✓
5	Laboratory	23-Oct-19	12:30PM	All labs were proper and well maintained, but lab at Room No 112 was not maintained, machines were not working properly. ✓
	(30-10-19) (DATE)			<div> <div>Ms. Shally Goyal</div> <div>(SIGNATURE)</div> </div> <div>1. Please dis-insect.</div>

2. Please have the curtain washed & ensure cleanliness

Dis Admin

30/10/19



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

I, AR.NUPOOR AGARWAL, Assistant Professor, ASAP was the University Weekly Duty Officer for the period 28/10/2019 to 1/11/2019, 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.)	31-10-2019 & 1-11-2019	12:30-1:30 PM & 8:00 PM to 9:00 PM	Menu was followed. The quality of food in dinner was better than lunch. Kitchen was clean. Food quality was good but dal and aarbi were tasteless. Salad was only having onions in it with least of cucumber. Cooks/workers were maintaining hygiene. The quality of raw food stuff is good and stored in neat conditions. Garbage disposal is separated into dry and wet waste. The leftover food is being utilized by the ALFANZO vendor for their workers at city center.
2	UNIVERSITY PREMISES (Academic Block A, Labs, Workshop, etc.)	31/10/2019	2:00PM to 2:15:00 PM  2:15 PM TO 3:30 PM	Female Wash rooms and RO - All the four female wash rooms of A-Block were neat and tidy. The sanitary fixtures were working properly. All washrooms were equipped with dustbins. No graffiti was found on walls. ASET LIBRARY No. of computers -10 Internet connection -working, Average no. of students visiting the library from past 1 year -100/day No. of books drawn by students -20 to 25 per day. CBRN LAB Log books are not a part, all equipments are in working condition. APPLIED PHYSICS LAB 24 Equipments along with log books maintained. CHEMISTRY LAB all equipments working along with log books maintained. AUTOMOBILE AND THERMODYNAMICS LAB All equipments and log books maintained. WORKSHOP All rooms - (1) Fluid mechanics and strength of material maintained (3) KOM/DOM maintained (4) EME LAB is maintained (2) MANUFACTURING MACHINE SHOP is maintained
3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire)	2/11/2019	1:30AM to 2:00 AM	Total 27 guards name list in the record book was maintained, 21 of them were present, which included 2 supervisors each one of them was alert during the duty.
4	Girls hostel rooms checking.	31/10/2019	2:00 P.M TO 2:15 PM	Didn't find any objectionable material.

*Agarwal*  
(Signature)

- Why no log books for eqpt in CBRN Lab?

*Dr. M P Kaur*

*M*  
04/11/19

Please have log books for major eqpts at least by 04/11/19  
Hony Vc

Normally logbook is required for equipments cost more than Rs. 1.0 lakh. In CBRN Lab all are small laboratory equipments. hence no logbook was kept; however if required, we can keep it.



old-13

# AMITY UNIVERSITY MADHYA PRADESH, Gwalior

## Weekly Duty Officers

Week (Monday to Sunday)

Month	Dates	Name of Duty Officer	Institute/ School
November	04.11.2019-10.11.2019	Dr. Raghvendra Saxena	AIB
November	11.11.2019-17.11.2019	Dr. Rohit Singh Tomar	ABS
November	18.11.2019-24.11.2019	Ms. Amrita Parashar	ASET-CSE
Nov/Dec.	25.11.2019-01.12.2019	Mr. Alok Jain	ASET-Maths
December	02.12.2019-08.12.2019	Mr. Siddharth Sharma	ASCO
December	09.12.2019-15.12.2019	Ms. Shubhagata Awasthi	AIBAS
December	16.12.2019-22.12.2019	Ms. Rupali Kakaria	ASFDT
December	23.12.2019-29.12.2019	Dr. Ettamena Venugopal	ALS
Dec/Jan	30.12.2019-05.01.2020	Mr. Siddharth Mishra	ASAP
January	06.01.2020-12.01.2020	Dr. Neha Agrawal	ASET-CSE
January	13.01.2020-19.01.2020	Dr. Mohd Owais Khan	AIBAS
January	20.01.2020-26.01.2020	Mrs. Monica Chauhan Bhadoriya	ABS
Jan/Feb	27.01.2020-02.02.2020	Dr. Vikas Sharma	ASET-ME
February	03.02.2020-09.02.2020	Dr. Saroj Choudhary	ALS
February	10.02.2020-16.02.2020	Mr. Manish Kumar Chitranshi	ASAP
February	17.02.2020-23.02.2020	Dr. Rajesh Kumar Mahawar	ALS
Feb/March	24.02.2020-01.03.2020	Dr. Saleem Ahmad	AISS

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 approval pls.

*(Signature)*  
14/10/19

*(Signature)*  
(Rajesh Jain) 14/10/19  
Registrar

Hon'ble VC *(Signature)*  
14/10/19



# AMITY UNIVERSITY MADHYA PRADESH GWALIOR

S.No	Name	Present Designation	Institution/ Department	Subject	Date of Joining (DOI)
1	Prof (Dr) R.S. Tomar	Professor Director (AIB) & Acting	AIB	Biotech	6-Jun-09
2	<i>ald-2510</i> Dr Vikas Shrivastava	Professor		Biotech	26-Aug-13
3	Dr Raghvendra Kumar Mishra, <i>ald-8</i>	Associate Professor		Biotech	26-Jul-12
4	Dr. Sushmita Shrivastava <i>ald-6</i>	Assistant Professor-3		Biotech	1-Aug-16
5	Dr. Raghvendra Saxena <i>ald-3</i> ✓	Assistant Professor-3		Biotech	10-Aug-15
6	Dr. Neha Sharma <i>ald/12</i>	Assistant Professor-3		Biotech	14-Nov-18
7	Dr Anurag Jyoti <i>ald-188</i>	Assistant Professor-2		Biotech	1-Aug-12
8	Ms Sharmistha Banerjee <i>ald-5</i>	Assistant Professor-2		Biotech	24-Sep-14
9	Dr Pratistha Dwivedi <i>ald-5</i>	Assistant Professor-1		Biotech	17-Aug-15
10	Dr. Manish Kumar <i>ald-4</i>	Assistant Professor-1		Biotech	4-Sep-15
11	Prof(Dr) Anil Vashisht	Professor, Director-ABS,	ABS	Marketing	13-Aug-12
12	Dr. Devendra Kumar Pandey <i>ald-158</i>	Professor		Marketing	24-Sep-12
13	Dr Manoj Pandey <i>ald-1</i>	Associate Professor (HOD)		Finance & A/C	11-Oct-11
14	Dr Anand Kumar Shrivastava <i>ald-2510</i>	Associate Professor		Economics	17-Jul-15
15	Dr. Malay Ghosh <i>ald-10</i>	Associate Professor		Management Marketing	16-Jul-18
16	✓ Dr Rohit Singh Tomar ✓	Associate Professor		Economics	3-Jun-19
17	Dr. Neeta Saxena <i>ald-6</i>	Assistant Professor-3		Maths	26-Sep-16
18	✓ Dr Deepika Singh Tomar <i>ald-4</i>	Associate Professor		Finance & A/C	3-Oct-11
19	Dr. Chetna Mahaur <i>ald-9</i>	Assistant Professor-3		Hr & Marketing	18-Jul-18
20	Mr. Manav Vigg <i>ald-11</i>	Assistant Professor-3			27-Aug-18
21	✓ Mr Vikrant Vikram Singh <i>ald-2</i>	Assistant Professor-2		Finance	1-Oct-14
22	Mr. Naresh Kedia <i>ald-3,9</i>	Assistant Professor-2		Finance	8-Jan-16
23	Mr Pankaj Mishra <i>ald-5</i>	Assistant Professor-2		Marketing, Business Adm.	20-Jan-15
24	Mrs Rimjhim <i>ald-3812</i>	Assistant Professor-2		HRM	18-Feb-15
25	Mr Harendra Singh <i>ald-4,9</i>	Assistant Professor-2		Finance	17-Jul-15



26	Ms. Mansi Tiwari <i>old-6</i>	Assistant Professor-2	ABS	HR Management	15-Feb-17
27	Ms. Vipra Dhingra <i>old-8</i>	Assistant Professor-2		Marketing	15-Sep-17
28	Mr. Sanjeev Saraswat <i>old-11</i>	Assistant Professor-2		Marketing HR	1-Aug-18
29	Ms. Chhavi Agarwal <i>old-12</i>	Assistant Professor-2			29-Aug-18
30	Mr Rajiv Kumar Dwivedi <i>old-5</i>	Assistant Professor-1*		HR, Marketing	26-Aug-13
31	Dr. Astha Joshi <i>old-3</i>	Assistant Professor-2		Finance, IB	2-Sep-13
32	Dr. Anil Singh Parihar <i>old-5</i>	Assistant Professor-2		Marketing	14-Sep-15
33	Mrs. Monica Chauhan Bhadoriya ✓	Assistant Professor-1			24-Aug-18
34	Dr. Vivek Gupta <i>old-12</i>	Assistant Professor	J	Economics	11-Feb-19
35	Maj. Gen. (Dr.) Suresh Chandra Jain, VSM** (Retd)	Director ASET, & Professor -CSE	ASET	CSE	1-Jun-17
36	Prof (Dr.) Arvind Kumar Upadhyay	Professor-HOD-CSE		CSE	1-Jul-16
37	Prof (Dr.) Raghvendra Sharma	Professor & HoD		ECE	12-Aug-16
38	Dr. C.P. Jawahar	Professor & HoD		MAE	24-Jun-19
39	Mr. Nagendra Kumar Sharma <i>old-6</i>	Assistant Professor-3		MAE	14-Sep-16
40	Mr Nasir Khan <i>old-1, 8</i>	Assistant Professor-3 and Officiating HOD of		MAE	7-Oct-11
41	Mr Rohit Kumar Pandey <i>old-3, 12</i>	Assistant Professor-1		MAE	15-Sep-14
42	Dr. Sandeep Rathee <i>old-11</i>	Assistant Professor-1		MAE	13-Jun-18
43	Dr. Vikas Sharma ✓	Assistant Professor-1		MAE	2-Aug-2019 08/02/2019
44	Dr. Venkatadri Marriboyina	Professor & HOD CSE		CSE	23-Jul-18
45	Ms Samta Jain Goyal <i>old-2, 8</i>	Assistant Professor-3		CSE	26-Aug-13
46	Ms. Divya Gautam Bilwal <i>old-3, 5, 12</i>	Assistant Professor-3		CSE	24-Aug-15
47	Mr Vivek Parashar <i>old-1, 8</i>	Assistant Professor-2		CSE	20-Jul-11
48	Ms Amrita Parashar ✓ <i>old-3</i>	Assistant Professor-2		CSE	1-Mar-12
49	Mr. Hemant Kumar Soni <i>old-11</i>	Assistant Professor-3		CSE	16-Sep-15
50	Mr. Devendra Kumar Mishra <i>old-4</i>	Assistant Professor-2		CSE	29-Sep-15
51	Mr Varun Mishra <i>old-4, 12</i>	Assistant Professor-1		CSE	26-Aug-13
52	Mr Rajeev Goyal <i>old-1, 8</i>	Assistant Professor-3		CSE	10-Mar-14



53	Ms Madhavi Dhingra <i>add-4</i>	Assistant Professor-2
54	Mr Eshan Gupta <i>add-3, 12</i>	Assistant Professor-1
55	Mr. Ashok Kumar Shrivastava <i>add-6</i>	Assistant Professor-1
56	Mr. Dinesh Sharma <i>add-5</i>	Assistant Professor-1
57	Mr. Varun Kumar Sharma <i>add-10, 12</i>	Assistant Professor-1
58	Dr. Neha Agrawal ✓	Assistant Professor-1
59	Dr. Pratiksha Gautam	Assistant Professor-1
60	Mrs Rinkoo Bhatia <i>add-7</i>	Assistant Professor-3
61	Dr. Vivek Singh Kushwah <i>add-2, 10</i>	Associate Professor
62	Ms Shally Goyal <i>add-3, 12</i>	Assistant Professor-2 (Part Time w.e.f)
63	Mr Narendra Kumar Garg <i>add-6</i>	Assistant Professor-2
64	Mr Ashutosh Barua <i>add-2, 10</i>	Assistant Professor-2
65	Ms Juhi Dixit <i>add-5</i>	Assistant Professor-2
66	Dr. Ajay Kumar Dadoria <i>add-11</i>	Assistant Professor
67	Mr Mohan Kantharia	Assistant Professor-3
68	Mr. Shashank Gupta <i>add-5</i>	Assistant Professor-1
69	Mr. Imran Ahmad Khan <i>add-8</i>	Assistant Professor-1
70	Dr. Ripunjoy Gogoi <i>add-11</i>	Assistant Professor-1
71	Mr. Sachin Tiwari <i>add-11</i>	Assistant Professor-1
72	Mr. P. Mahakavi	Assistant Professor-1
73	Dr Manisha Singh	Associate Professor (Offg.HOD)
74	Dr Pankaj Mishra <i>add-8</i>	Associate Professor
75	Dr. Snehal Chandrashekhar Jani <i>add-10</i>	Assistant Professor-2
76	Dr Rachana Kathal	Assistant Professor-2*
77	Dr. Divya Singh <i>add-7</i>	Assistant Professor-2
78	Dr. Santosh Kumar Sharma	Associate Professor & HOD
79	Dr. Girraj Kumar Verma	Associate Professor

CSE	30-Jul-14
CSE	28-Oct-14
CSE	12-Oct-15
CSE	26-Oct-15
CSE	9-Jul-18
CSE	17-Jun-19
CSE	9-Oct-19
ECE	23-Sep-13
ECE	16-Jun-11
ECE	21-Aug-12
ECE	5-Sep-13
ECE	2-Sep-13
ECE	2-Sep-13
ECE	2-Jul-18
Civil	18-Feb-13
Civil	7-Aug-15
Civil	12-Apr-18
Civil	22-Jun-18
Civil	3-Aug-18
Civil	1-Oct-19
Physics	24-Sep-12
Physics	25-Jul-11
Physics	9-Nov-16
Chemistry	11-Aug-11
Chemistry	20-Jun-17
Mathematics	23-Sep-19
Mathematics	17-Sep-19



80	Mr Alok Jain ald-2 ✓	Assistant Professor-3* HOD-Maths		Maths	16-Oct-12
81	Mrs Sonia Shivhare ald-6	Assistant Professor-3		Maths	24-Feb-14
82	Dr. Deepti Shakti ald-11	Assistant Professor-1		Maths	13-Aug-18
83	Dr Iti Roychowdhury	Professor & Director (ASCENT, ASL)	ASCENT	Comm Skills	5-Dec-11
84	Dr. Sudha Mishra ald-3,12	Associate Professor		English	26-Aug-13
85	Dr. Bishakha Mandal ald-4	Assistant Professor-2			4-Jul-16
86	Ms. Deepti Bhargava ald-4	Assistant Professor-2 (Contractual)			1-Aug-16
87	Dr Zeba Siddiqui ald-5	Associate Professor	ASL	English	10-Feb-14
88	Mr K. Muthuvel ald-5	Assistant Professor-2		French	1-Feb-12
89	Ms. Neetu Sinha ald-6	Assistant Professor-1		French	31-Aug-15
90	Dr. Sudhir Kumar Agrawal ald-12	Assistant Professor-1		English	4-Jan-19
91	Mrs. Neelam Singh Tomar ald-8	Assistant Professor-1 (Part Time)		French	4-Aug-17
92	Dr. Shramita Pandey	Assistant Professor-1 (Part Time)			10-Jun-19
93	Dr Sumit Narula	Associate Professor Director	ASCO	Media & Journalism	13-Jun-13
94	Mr. Ashish Sharma ald-5	Assistant Professor-2			16-Aug-16
95	Mr Dhruv Sabharwal ald-1,6	Assistant Professor-1		Journalism & Mass Comm.	13-Aug-14
96	Ms. Sayantani Roy ald-4	Assistant Professor-1 (Contractual)		Journalism & Mass Comm.	7-Sep-15
97	Mr. Satnam Singh ald-8	Promotion to Assistant			14-Aug-17
98	Mr. Siddharth Sharma ✓	Assistant Professor-1 (Contractual)		Journalism, Film Making, Animation Corporate Communication, PR Event	3-Jun-19
99	Dr. Mehrazun Neesa Haque ald-11	Assistant Professor			20-Aug-18
100	Dr. Deepa Pandey (Offg.HOI)	Associate Professor	AIBAS	Behavioural Science	17-Oct-11
101	Dr. Rajendra Kumar Sharma (Offg. HOD)	Associate Professor		Clinical Psychology	30-Aug-16
102	Dr. Deepak Kumar ald-4	Associate Professor		Clinical & Industrial Psychology	5-Apr-18
103	Ms. Jennifer Salim Chandani ald-11	Assistant Professor-1		Counselling Psychology)	23-Jul-18
104	Mr. Shubham Kirar Suryawanshi - ald-12	Assistant Professor-1		Clinical Psychology	3-Aug-18
105	Ms. Shubhagata Awasthi ald-3 ✓	Assistant Professor-1		Psychology	10-Mar-16
106	Dr.Vatsal Priyadarshi Pandey - ald-12	Assistant Professor-1		Cognitive Psychology	14-Nov-18



107	Dr. Khusboo <i>ald-11</i>	Assistant Professor-1	AIBAS	Psychology	3-Dec-18
108	Mr. Neelabh Prajapati <i>ald-11</i>	Assistant Professor		Clinical Psychology	22-Oct-18
109	Dr. Mohd Owais Khan ✓	Assistant Professor-1		Interpersonal Psychology	1-Jul-19
110	Mr. Gagan Jain	Assistant Professor-1		Applied	23-Sep-19
111	Ms. Samridhi Pareek	Assistant Professor-1		Clinical	30-Sep-19
112	Ms Anshu Singh Chaudhary	Assistant Professor-2*	ASFT	FD&T	23-Oct-13
113	Ms. Rupali Kakaria ✓	Assistant Professor-1		FD&T	19-Aug-19
114	Ms. Mahima Nand <i>ald-12</i>	Assistant Professor-1 (Contractual)		ASFDT	15-Apr-19
115	Ms. Dharmishtha Kachhwaha <i>ald-10</i>	Teaching Assistant to Assistant Professor		FD&T	4-Oct-17
116	Maj. Gen. Rajinder Kumar, AVSM, SM, VSM (Retd.)	Director - ALS and Professor (Law)	ALS	Law	4-Sep-17
117	Prof. (Dr) Rakhi Singh Chouhan <i>ald-8</i>	Professor & HoD		Law	17-Aug-17
118	Dr. Sandeep Kulshrestha <i>ald-2, 9</i>	Professor		Law	2-Nov-15
119	Dr. Sanjiv Singh Bhadouria <i>ald-4</i>	Associate Professor		Law	20-Jul-16
120	Mr. Sachin Kumar Sharma <i>ald-2, 10</i>	Assistant Professor-2		Law	25-Jan-16
121	Dr. Alpa Sethi <i>ald-5</i>	Assistant Professor-2		Law	26-Aug-16
122	Dr. Ettamena Venugopal ✓	Assistant Professor-2		Law	13-Aug-19
123	Mr Abhinav Upadhyay <i>ald-1, 6</i>	Assistant Professor-1* (Part Time)		Law (Taxation)	10-Jun-13
124	Dr. Saroj Choudhary ✓ <i>ald-3</i>	Assistant Professor-2		Law	7-Nov-14
125	Ms. Krati Rajoria <i>ald-6</i>	Assistant Professor-2		Law	20-Feb-17
126	Mr. Arun Sharma <i>ald-6</i>	Assistant Professor-1		Law	20-May-17
127	Mr. Sadanand A Karhale <i>ald-9</i>	Assistant Professor-1		Law	23-Mar-18
128	Dr. Rajesh Kumar Mahawar ✓	Assistant Professor-1		Law	7-Aug-19
129	Dr. Pamod Kumar	Assistant Professor-1		Law	7-Aug-19
130	Ms. Mandeep Kaur <i>ald-12</i>	Assistant Professor-1 (Full Time Contractual)		Law	27-Mar-19
131	Prof Yogendra Pal Singh	Professor & Director	ASAP	Architecture	5-Sep-12
132	Prof Lalitesh Kumar Jain	Professor & Director		Architecture	15-Feb-19
133	Ms Monika Shekhar Gupta <i>ald-2, 12</i>	Associate Professor		Architecture	26-Aug-13



134	Mr Ashish Sharma <i>ald-11, 6</i>	Associate Professor	ASAP	Architecture	16-Feb-15
135	Mr Sudheer Singh Sikarwar <i>ald-2, 10</i>	Associate Professor		Architecture	3-Apr-15
136	Mr. Siddharth Singh Jadon <i>ald-9</i>	Associate Professor		Architecture	<i>23-Mar-18</i>
137	Mr. Siddharth Mishra <i>ald-3</i> ✓	Assistant Professor-1		Architecture	8-Dec-15
138	Mr. Manish Kumar Chitranshi <i>ald-8</i> ✓	Assistant Professor-1		Architecture	8-Dec-15
139	Mr. Rajeev Parashar <i>ald-7</i>	Assistant Professor-1		Architecture	15-May-17
140	Ar. Kinzalk Singh Chauhan <i>ald-7</i>	Assistant Professor-1		Architecture	8-May-17
141	Ms. Nupoor Agarwal <i>ald-12</i>	Assistant Professor		Architecture	25-Jul-18
142	Mr. Gaurav Kaushik <i>ald-11</i>	Assistant Professor		Architecture	16-Oct-18
143	Dr Shri Prakash Bajpai	Professor & Dean, (Research)	Research and Environment al Studies & Life Sciences	Environmental Studies and Life Sciences	6-Aug-12
144	Dr Swapnil Rai <i>ald-1, 6</i>	Assistant Professor-2		Environmental Studies	3-Nov-14
145	Dr. Rwitabrata Mallick <i>ald-7</i>	Assistant Professor-1		Botany (EVS)	5-Jan-17
146	Dr. Kuldip Dwivedi <i>ald-10</i>	Assistant Professor-3		Botany (EVS)	12-Jul-18
147	Prof. (Dr.) Anantha Naik Nag	Director & Principal-AIP	AIP	Pharmacology	1-Jun-18
148	Dr. Ajay Sharma	Professor		Pharmacognosy	15-Jul-18
149	Dr. Neeraj Mishra	Professor		Pharmaceutics	1-Jul-19
150	Dr. Shvetank Bhatt	Professor		Neropharmacology	1-Jul-19
151	Dr. Naveen Sharma <i>ald-10</i>	Associate Professor		Pharmacognosy	15-Jul-18
152	Dr. Pawan Kumar Porwal <i>ald-10</i>	Associate Professor		Pharmaceutical Chemistry	20-Aug-18
153	Dr. Pawan Kumar Gupta <i>ald-10</i>	Assistant Professor-1		Pharmaceutical Chemistry	16-Jul-18
154	Dr. Jovita Kanoujia <i>ald-12</i>	Assistant Professor		Pharmaceutical	2-Jan-19
155	Dr. Saleem Ahmad ✓	Assistant Professor-II	AISS	Political Science	1-Oct-19



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

I, Dr. Raghendra saxena, Associate Professor, Amity Institute of Biotechnology (AIB) was the University Weekly Duty Officer for the period 04/11/2019 to 10/11/2019. 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.)	05-11-2019	7:50-8:25 pm.	
2				Menu was properly displayed on notice board indicating day and menu.
3				Kitchen area as well as food storage places were neat and clean.
4				Food preparation was as per menu and quality was good. Food was kept properly covered.
5		08-11-2019	12:30 -01:10 pm	Dining hall was clean, seating arrangement was proper. Disposal of food and water dispenser were arranged separately at proper place.
6				I visited hostel mess and inspected both Kitchen area, food storage place as well as dining hall at during Lunch time. I also had lunch and find it as per menu and satisfactory.
7				Kitchen area well as food storage places were neat and clean.
8				Food preparation was as per menu and quality was good. Prepared food was kept properly covered.
9				Dining hall was clean, seating arrangement was proper. Disposal of food and water dispenser were arranged separately at proper place.
10	<b>UNIVERSITY PREMISES</b> (Academic Block, Workshops, Hostel Blocks, Diesel storage, AC plant etc.) <b>Academic Block-C</b>	05-11-2019	11:15 -12:10 hrs	I visited and checked all Gents as well water coolers of Academic Block C. Director Administration assigned Mr. Vikash along with me.
11				I checked all the Gents toilets and Water coolers of all the Pockets (Ground, First floors, Second floor, Third, fourth and Fifth floor of Academic Block-C).
12				Overall all the toilets were in good conditions and functional. Toilets were reasonable neat and clean. All the water coolers were functional providing good quality of water.
13				First floor: Gents toilet, (Near room No101) was OK. Water cooler was OK.
14				Second Floor: Gents toilet (Near room No 201, and 211) were OK. In the toilet (Near room No 211) one of the urinal was found choked and stinking. Rest were ok.
15				Third Floor: Gents toilet (Near room No 301, and 305) were OK. Gents toilet (near 301), in one of the toilet washing jet was broken. Rest were OK. <u>Water cooler in canteen water was dripping.</u>
16				Fourth Floor: Gents toilets (Near room No 403, and 409) were OK. In Water cooler near 403, water was leaking in it.
17				Fifth floor: Gents toilets (Near room No 501) was OK.
18				Caffeteria of Block-C: Rate list was displayed on wall, food items were available as per price list. Storage room and kitchen area were clean, some ready made food material was kept in covered counter. Caffeteria premises was clean and dustbins were kept at proper places. Cold drinks and packed eatables were fresh and their MFD was recent.
19	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	09/10-11-2019 (Night)	00:50-1:30 hrs.	Total numbers of 20 security guards including security supervisor were present ON duty. In total 07 Guards were on leave/off /absent from duty as per attendance register.
20				I checked positions of guards at their assigned places (i.e., A-Block, B-Block, C-Block, Girls Hostel, Mess / Boys hostel area and Post) all of them were present, attentive and doing duty sincerely.
21				Security Supervisor, Mr. Brij Raj Singh was present at main gate and have shown me attendance register and briefed about the locations of the guards in university premises. He also accompanied during check.
22				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Civil Eng. Lab NO-102, 103, Lecture Theater (LT)- 104, 105, 106, 107, 108, 109.	05-11-2019	2:15-03:10 pm. and 4:20-05:00 pm	All the instruments were functional, Log books were maintained and updated. Projectors were on the proper place and functional, power plugs and lights were functional, in Room no104 projectore cable is loose.
2	Electronics and Communication (ECE) Labs NOs -201, 202, 203 and 204. Pharmacy Lab NO 205, 206, 207, 208, 212, 213, 218, 219, and 221. Lecture Theater (LT)-209, 210, 215, 216, 217, 222, 226, Machine room ; 221			All the instruments were functional, Log books were maintained and updated. Projectors were on the proper place and functional, power plugs and lights were functional,
3	Architecher computer lab 307, Lab-308. Psyclogy lab-302. Lecture Theater (LT)-303, 304, 306, 309, 310, 311, 312, 313, 314 and 315.	06-11-2019	11:20-12:05 hrs. and 4:20-05:00 pm	All the instruments were functional, Log books were maintained and updated. Projectors were on the proper place and functional, power plugs and lights were functional,
4	Architecture labs NO -401, 402, 404, Studio-405, 407, 408, 411 Lecture theater (LT)- 412, 413. CRC-501, Studio-502, 503, 504, 505, Lecture Theater (LT)- 506, 507			All the instruments were functional, Log books were maintained and updated. Projectors were on the proper place and functional, power plugs and lights were functional, in LT-413 one door of Podium is detatched.
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2	Boys Hostel H-1	08-11-2019	5:30-6:00pm	I met to Mr. Harendra Singh Bhadouria (Hostel Warden) in boys hostel H-1 and checked Room No-G-07, room was OK. During check hostel warden accompanied with me.
3	Boys Hostel H-3	08-11-2019	5:30-6:00pm	I met to Mr. Atma Ram Tiwari (Hostel Warden) in boys hostel H-3 and checked Room no-FF-13 (B), room was OK, during check hostel warden accompanied with me.

11/11/2019  
(DATE)

Please confirm after taking action on above points  
Dir Admin - for [Signature]  
11/11/19

[Signature]  
(SIGNATURE)  
11/11/2019

11/11/19



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

I, Dr. Rohit Singh Tomar, Associate Professor (Designation), ABS was the University Weekly Duty Officer for the period 11/11/2019 to 17/11/2019 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/ CAFETERIA</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	11/11/2019	01:15-01:30pm  01:30-02:00 pm  2:00 -2:20 pm	<p>Quality of Food along with food disposal system was quite satisfactory and made as per the menu/weekly schedule. Rates of items were printed.</p> <p>Cleanliness of kitchen and hygiene was satisfactory &amp; improved as compare to previous vendor but <u>vegetable and salad cutting room was stinky and salad hygiene was not up to the mark.</u></p> <p>Feedback was collected from students of different schools, it was reported that <u>service quality is not good. Sometimes breakfast finishes before student eat &amp; they have to do alternate arrangement. It was also reported that the quality of food is declining as compare to past.</u></p> <p>Packed food items like biscuits and chips of well known brands were there in BLOCK B canteen as per the MRP. Cleanliness of kitchen was satisfactory and students were also satisfied.</p>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	13/11/2019	11:30-12:30 am	<p>Log books along with stock register in all labs were maintained and all equipments are properly functioning. Fashion Designing lab - 08 stitching machines are not working properly. ASCO studio one light is not working. Overhead projectors of lecture room 212-A has display problem (colour in display). Window of classroom 106 is broken. I checked all the washrooms of Block B and found them cleaned. In male washroom near 205 faculty room one toilet hand jet is broken. Washroom near Exam controller office - washbasin tape I is loosely fit. Adequate number of dust bins was placed inside and outside the washrooms. Water in Block B is satisfactory.</p>
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	13/11/2019	12:45 - 1:05 am	All guards (20) & supervisors (02) were alert on duty.
		13/11/2019	2:00 PM	I found few cars standing at the slope in front of BLOCK C, which is dangerous and can be a cause of accident, <u>guards at the front gate of BLOCK C are not vigilant.</u>

Dr. Hostel  
Pl speak  
M.  
20/11

Dr. Admin  
ASCDT  
Please speak  
M.  
20/11

Dr. Manish

Please take action by 20/11

Dr. Admin

Dr. Hostel

Dr. Admin

Offg H.E. ASDT

Please speak individually

M.  
20/11  
Dr. Manish

20/11/19

20/11/19



S. No.	SPECIAL TASK BY ORDER OF THE VICE	DATE	TIME	REMARKS
4	Library Students Visit	13/11/2019	11:30 AM	All computers of library were working.
				150 students per week are visiting central library.

18/11/2019  
(DATE)

  
(SIGNATURE)

(Dr. Rohit Singh Tondal)



# Application

To,

The Registrar,  
Amity University Madhya Pradesh

Date: 25/10/2019

Subject: Regarding swapping of VDO duty

Respected Sir,

As per the assigned VDO duties, my duty has been scheduled from 6.01.2020 to 12.01.2020. Due to some personal reasons, it will not be possible to me to do the VDO duty on the scheduled dates.

After discussing with Mrs. Anurita Panwar Mam, I would like to swap my duty from her. Her duty has been scheduled from 18.11.2019 to 24.11.2019.

It is my humble request to you to kindly consider this and allow us to do the swapping of VDO duties.

Yours Sincerely

Neha  
25/10/19

Dr. Neha Agrawal

Sharma  
26/10/19

Emp. Code: 303660

ASET (CSE)

Recommended  
Forwarded  
of 25.10.19.

'Recommended'

30/X

Director-ASET  
Amity University Madhya Pradesh Gwalior

PS to VC  
04/11

OK

8/11/19

PS to VC - for necessary changes.



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

I, Dr. Neha Agrawal, Assistant Professor (Designation), ASET (School/ Institution) was the University Weekly Duty Officer for the period 18/11/2019 to 24/11/2019. 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/CAFETERIA</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18/11/2019	20:00-20:30	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. The storage area was clean and tidy.
2		19/11/2019	08:30-09:00	Also, I have visited mess premises in the morning as well (around 08:45) and observed the morning activities in the mess. The served tea and food was good and mess were cleaned and tidy as well.
4		21/11/2019	13:15- 13:45	Food along with cleanliness was good. Also, I have been visited kitchen area (Washing Area for big utensils, Area for making Chapatis, Area for making Rice and Pulses, and Washing Area for small utensils) in afternoon and found most of the parts were cleaned and workers was doing their work wearing caps as well.
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	19/11/2019	09:20-11:10 am	Log books in all labs of Block-C were maintained appropriately, and equipments are functioning properly. Log books are up-to-date till October-November 2019 in all the labs. I have checked the washrooms of Block-C and found them cleaned. <u>However, the washroom at first floor (near room no. 203) was not properly cleaned. Also, I 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-C was functioning properly.</u>
8				
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	18/11/2019	01:00-1:30	There were 21 security guards presented in night duty, out of which 2 were the Security Supervisors (1 at the main gate and other one was at the B Block). I have checked the entries in entry register of all the guards. All the guards were present in their respective duties attentively.
15				
16				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Girls Hostel	18/11/2019	22:00 pm and 22:45	1. Only main entrance of girls hostel was opened and all others were closed. Security guards were attentive. The whole hostel premises was neat and cleaned.
2				2. I have checked total 6 rooms of students from different semesters and courses. The students' room were cleaned and no objectionable and other electronic items were found to me.
3	Block-C Cafeteria	22/11/2019	11:30-12:00	I have cross-checked the displayed list of items and their price with the items being sold. The items are being sold as per the list. No expiry item has been found in the canteen.

25/11/2019  
(DATE)

*Neha*  
(SIGNATURE)

*for ASET*  
*28/11/19*



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

I, Mr. Siddharth Sharma , Asst Prof 1 (ASCO) was the University Weekly Duty Officer for the period 02.12.2019 to 08.12.2019. 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.)	03.12.2019	12:40 PM	1. There was appropriate cleanliness in the Dining area as well as Kitchen was well maintained. Kitchen Store was in order and pest control done every week. ✓
2				2. Food was as per menu in lunch ✓
3				3. Quality of Food was upto the mark and the vegetable area was also maintained properly ✓
4		05.12.2019	8:02 PM	1. Hygiene was proper, no rodents and cockroaches were observed in kitchen as well as in store room, Hand wash area was also clean but there was no soap in dispenser ✓
5				2. Wastes were routinely collected in containers and disposed off two times a day. Surplus food was distributed to staff. ✓
6				3. Dinner started on time and was as per the menu. Overall taste and quality of food was satisfactory ✓
7			2:40 PM	1. BLOCK A (Room No 214-218) All rooms were in proper state, dustbins at place but in room number 218 instead of dustbin there was a tin box ✓ A' Block
8			2:55 PM	2. BLOCK A room no-112 - IT lab- Computers been upgraded, softwares yet to be installed ✓ why? Dir Admin Manager IT?
9			3:00 PM	3. BLOCK A (Room No 101 & 102: applied chemistry lab and physics labs) all the machines are in working condition. Log Book was maintained properly.

Copy to Dir Hostel, Dir Admin & Manager IT for info. ✓  
9/12/19

Ull  
09/12/19



10	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			3:05 PM	BLOCK A: All ROs were working properly ✓
11		5/15/2019		3:10 PM	Room no-109, Research Scholar lab. All machines were working and log book was maintained ✓
12				3:15 PM	BLOCK A: All washrooms were cleaned, hygiene was maintained, nothing was written on walls, bolts were working properly. Dustbins were placed in all male Washrooms. ✓
13				3:17 PM	BLOCK A (Room No 119: Engineering Mechanis) All instruments are in working condition and log book was maintained properly ✓
				3:20 PM	BLOCK A(Room no- 120 Megatronics lab) All instruments are in working condition. ✓
14				3:25 PM	Manufacturing Machine shop- All machines in working condition except drilling machine for which the query has already been raised ✓
				3:30 PM	Room no - 217 EDS lab, all things in working condition, Ceiling fan requirement has been raised already ✓
15		06.12.2019		1:00 AM	1. 20 Guards and 2 Supervisors were on duty. ✓
16	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)				2. All guards were in position and alert. Took a complete round of the campus starting from C Block, B Block, A Block, Main gate, 2 Boys Hostel and Girls Hostel and guards in check post 15 were also present. They threw light from their position to show their presence. ✓
17					3. Overall security in the campus was good, all street lights were on. ✓

12.12.2019

(DATE)

Siddhanta Sharma  
(SIGNATURE)



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

I, Dr. SHUBHAGATA AWASTHI, ASSISTANT PROFESSOR (Designation), AIRAS (School/ Institution) was the University Weekly Duty Officer for the period 09/12/19 to 15/12/19. 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.)	11/12/19	01:00 pm	Lunch & Dinner checked: Menu checked Food quality is good, also checked Student feedback
2				Taste checked: Good
3				Cleanliness: Inside & outside the kitchen maintained
4				Food items covered properly
5				No Expired item was found
6				Hygiene checked but using detergent powder for washing dishes.
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			Dustbin and Disposables checked.
8				Cooking caps Used by most of the food servers but not all.
9				1. ALS 201: Must coat - No logbooks & equipment
10				2. Research lab: 102 - 20 log books   Equipments Room no 115+114+116 - 40 log books   are working
11				3. IT: 117 - Attendance Register maintained 118 - checked and 111: ICT lab ADDOS checked
12				4. FD studio - 112(a) Equipment working 112(b) - Total 13 stitching machines 12 working and 01 is not working.
13				5. ASCO: 210 - CPU: Not working logbooks checked.
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	14/12/19	1:10 am	Security checked (satisfactory) ✓
15				Total no of guards on duty = 25 ✓
16				Present guards = 17 ✓
17				On leave (CL) - 02 ✓
18				(OFF) - 04 ✓
19				(A) - 02 ✓
20				Potential of security checked (satisfactory) Position is checked at 1:10 am Guards Alertness is checked (satisfactory) ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	— NA —	—	—	—
2				
3				
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	a. Water cooler checking b. Girls washrooms	10/12/19	1:00 pm	— ANNEXURE-1, ATTACHED —
2	c. Central Library	13/12/19	11:30 am	
3	d. Cafeteria	13/12/19	02:00 pm	

15/12/19  
(DATE)

Shubhagata  
15/12/19.  
(SIGNATURE)



**Inspection: Block B****a. Watercoolers****b. Girls washrooms**

- Please have them repaired & confirm. Dir Admin*
1. Ground floor Water cooler leakage; between library and moot-court  
: Girls washroom checked
  2. 1<sup>st</sup> floor Water cooler leakage; between 103-104  
: Girls washroom; water dripping in 2<sup>nd</sup> & 3<sup>rd</sup> tap
  3. Water cooler checked; near canteen  
: Girls washroom; water dripping in 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> cabin
  4. 2<sup>nd</sup> floor Water cooler checked; between 204-205
  5. Water cooler checked; near 209(A)  
: Girls washroom; water dripping & flash not working in 1<sup>st</sup> & 3<sup>rd</sup> cabin
  6. 3<sup>rd</sup> floor Water cooler checked; near room no 301  
: (a) Girls washroom checked  
: Handicap washroom; No dustbins  
: (b) Girls washroom; near Admission cell water dripping in 2<sup>nd</sup> wash basin taps
  7. 4<sup>th</sup> floor Girls washroom; near exam cell water dripping in 2<sup>nd</sup> wash basin tap
- checked*
- Please take action to plug the leakage. M. 16/12/11*
- Dir Admin*

**c. Central library**

1. Total computers- 10
  2. Internet-working: checked
  3. Photocopy machine in library not working
  4. Total librarians: 05
  5. Number of students visited during first week of Nov-Dec: Morning-225 and Evening-100.
  6. Number of faculties visited: 08
- Please speak Dy Librarian Manager I T M. 16/12*
- for M. 16/12/12*

**d. Cafeteria**

1. Rate list checked
  2. Hygiene checked: No cooking caps: Should be improved
  3. Dustbins 03 outside and 01 inside
  4. Water leakage in canteen wash basin
  5. Cleanliness checked: should be improved
- Please issue notices. Dir Admin*
- Hygiene of Cafeteria of Block 'B' needs definite improvement. Dir Admin*
- 16/12/19*
- 15/12/19*
- Dr. SHUBHAGATA AWASTHI AIBAS*



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

I, **Rupali Kakaria**, Assistant Professor, Amity School of Fashion Design & Technology was the University Weekly Duty Officer for the period 16th December, 2019 to 22th December, 2019.

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	<b>University Premises: Academic Block-A</b>	18-12-2019	14:30	i) All 'Girls washrooms' were clean and hygienic. None of the washroom was blocked. Every washroom contained dustbin and soap as well. The taps were working properly.
				ii) All the 4 ROs were working properly and none of the tap was dripping.
				iii) The Cafeteria area was under construction and it is expected to start from 13 Jan 2020.
				iv) The Library was well maintained with the records and registers for visit. The average number of students visited during last month(16/11/2019 - 11/12/2019) were 65.
				v) All the labs including Computer Lab, Applied Physics Lab, EME Lab and CBRN Lab were maintained well with updated log books of the equipments. All the equipments were fully functional.
				vi) Workshop area had four labs including Metrology Lab, EME Lab, Manufacturing machine shop and Mechanics of solid and fluid lab. All the labs were clean with equipments in place. Log books of every equipment were maintained and routine check up was done twice in each semester.
				i) The cleanliness maintained in the store area as well as Kitchen was average. The dining area was clean and pest control was done every week.
	Students's Mess (Quality of Food, Cleanliness, Proper Storage)	17-12-2019	1:45 PM	ii) <u>The food taste and the quality of the food was not upto the mark.</u>

*Lunch on 17/12/19  
Please investigate & warn the vendor  
Dis. Hostels*

*23/12/19*

*23/12/19*



2	<p><b>&amp; Disposal: Lunch</b></p> <p>Students's Mess (Quality of Food, Cleaniness, Proper Storage &amp; Disposal: <b>Dinner</b>)</p>	19-12-2019	9:00 PM	<p>iii) Items in the kitchen were sold as per the menu and the given rates. iv) The cooks and person serving food wore headgear and nails were cut properly but gloves were missing during preparation of food and also while serving. <i>?</i></p> <p>i) Hygeine was well maintained and no rodents or cockroaches were observed in kitchen as well as in store room. ii) Two containers containing pulses were not covered with lid. <i>→ All containers must have lids.</i></p> <p>iii) Wastes were routinely collected in containers and disposed off two times a day. iv) There was no soap near washbasin area and they did not fill the liquid soap bottle even after informing. v) Overall quality and taste of food was average.</p>
3	<b>Security</b> (Alertness of Guards on Duty)	19-12-2019	1:00 AM	<p>A complete round of the campus was taken. All the guards were in position and were alert but one of the guard of C block was found sleeping but was awake when he got know that UDO is on round.</p>

23/12/2019  
(Date)

*Rupali*  
(Signature)  
RUPALI KAKARIA

1. This must be regularly replenished.

2. Who is suppose to do that?

Please speak.

U - 23/12

Dix Harkesh



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

I, Dr. Rajesh Kumar Mahawar, Assistant Professor (I), Amity Law School was the University Weekly Duty Officer for the period 23/12/2019 to 29/12/2019. 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.)	23/12/2019	1:15 PM	Mess: Food was served when I reached there. I inspected the kitchen area, and found it to be cleaned, chimney was working. Cooking staff was using gloves and head cover to maintain hygiene while preparing food. Fresh "Roti" were serving. All the kitchen waste was properly disposed of and dishes' washing area was clean properly. The drinking water area was clean and water was purified. Though area for "hand-wash" was dirty. 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 Monday, and found that there was the same "Menu".
2				Storage: The food storage was clean and proper. Containers were sealed. Their inventory system is efficient as they maintain record for all log. ✓
3				Quality of Food: The Quality of food was relatively good. The menu for the day was roti, matar masala, rice, amti dal, papad and salad. The food served was freshly cooked and taste was good. ✓
1				Cafeteria C Block: The Block C Canteen was clean the furniture was properly arranged. No expired items have been found. Rate list was properly displayed. Items were sold according to the rate list. ✓

Please ensure cleanliness & hand liquid  
Hand Wash Area & hand liquid  
Soap available there.  
23/12/19

Dr. Rajesh Kumar Mahawar  
23/12/2019



2	UNIVERSITY PREMISES (Academic block-C)	24/12/2018	10:15 AM	<p>Gents Toilets: All handles/latched were working properly. All toilets were in clean and maintained. ✓</p> <p>Labs &amp; Workshops: In labs log books were examined and all of them were updated with latest entries. All equipments were in working condition, except in Room No. 221 where the tablet punching machine was not working.</p> <p>Drinking water: All the Water coolers and Purifiers were working except the Ros which was installed in the adjacent to room no. 201, 305 and 403, there was a slight leakage in the RO systems.</p>
3		<p>Please speak b/wg Dir. Dir. A.I.P.</p>		
4		<p>Please look into this Please repair.</p>		
1	SECURITY (Alertness of Guards on Duty)	25/12/2019	01:30-02:30 AM	<p>Details of guards on duty: There were 2 supervisors and 19 guards on duty. 3 guard were on leave as per the register.</p> <p>I started at 1:15 AM from Boy's hostel, and reached the main gate at 1:25 AM. At the main gate, Mr. N. S. Tomar, one of the supervisors was present with other guards and they all were in active position. 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 accurate. While inspection I found that no guard was present on Post 10 as three guards were absent on the day of inspection. While inspection I met with another supervisor Mr. B. S. Tomar with 2 other guards in the front of B Block and two guards at the back side. I found 2 guards on the entrance gate of C Block and 2 on the back gate of the same. 2 Guards were present at Block A and both were in active mode. 2 guards were present at the Hostle 2, Hostle 1 and Post No 15 respectively. Mr. Arvind Tomar, Mr. Jitender and Mr. Murari Lal were absent on the day of inspection. All the guards were active while inspection, no guards were sleepy. ✓</p>
2		<p>Please ensure &amp; check that these three persons have been washed showered.</p>		
		<p>Dir. Admin.</p>		



	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	<u>Dix Harkish</u> 26/12/2019	8:15 PM	<p>Mess: Food was served when I reached there. I inspected the kitchen area, and found it to be cleaned, chimney was working. Cooking staff was using gloves and head cover to maintain hygiene while preparing food. Fresh "Roti" were serving. All the kitchen waste was properly disposed of and dishes' washing area was clean properly. The drinking water area was clean and water was purified. Though area for "hand-wash" was little bit dirty. Hand wash was not available in the hand wash container. 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 Thursday, and found that there was the same "Menu". Menu of the day was Dal Makhani, Mix Veg, Rice, Roti, Salad and Suji Halwa.</p>
S. No	SPECIAL TASK BY ORDER OF THE VICE	DATE	TIME	REMARKS
1				
2				
3				

30/12/2019

Shubhakar  
30/12/2019

(DATE)

(SIGNATURE)



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

I, Ar. Siddharth Mishra, Asstt Professor, ASAP was the University Weekly Duty Officer for the period 30 December, 2019 to 05 January, 2020 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.)	30-12-2019 & 02-01-2020	LUNCH 01:00-02:00 PM DINNER 08:00-09:00 PM	Food items were prepared as per menu. ✓ Kitchen was clean. Food quality was acceptable. ✓
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	12/30/2019	2:30 PM to 5:00 PM	All Labs of B-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		1/3/2020		As per the interaction with Lab Superintendent of ASCO Lab (Room No. 210, Block-B), maintain special recording event and studio data, They issue instruments through requisition form and maintain proper data. ✓
4	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	1/4/2020	1:00 AM to 2:00 AM	25 names were mentioned in duty register. Out of 25, 2 was supervisor and 16 were security guards. 5 Guards were on leave 3 Please verify. ✓ 2 Guards were absent ✓ Rest all were present at their check post. None of them was found in sleepy state. Guards at the check post of A-Block & C-Block entrance found in a sitting position. Everything was fine. ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
5	'B' - Block (All class rooms)	30/12/2019 & 03/01/2020	2:30 PM & 5:00 PM	All classes were locked while inspection, ✓
6	Moot Court (B-Block) Ground Floor			One tubelight is working properly. Moot court was locked properly while inspection, and at the time of checking I found everything was fine.
7	Library ( B-Block) Ground Floor			There are no issue found in librabry, all bookes are placed properly in book shelves, and all records were maintained very proper.
8	113 A (B-Block) First floor			Dummy switche casing was missing.
9	LT 107 (B-Block)			Tublight not working
10	LT 103 Faculty Room			Led light in faculty room, Faculty pantry water leakage commomn toilet tower bolt is not working properly.
11	LT 101			Chair is broken
12	201 ( Faculty Room)			Holes in false ceiling. leading to rodents.
13	204 B			Tubelight is not working.
14	LT 202			Chair is broken
15	212 A			Projector jack issue/ tubelight is not working.
16	HR Office			Crack in wall.
17	211 ( faculty Room)			Blinds needs to be clean
18	209 A ( Accounts)			rooms freshner required by accounts office damaged ac
19	209 B			Tubelight is not working.
	06-01-2020 (DATE)			Ar.Siddharth Mishra (SIGNATURE)

1. False ceiling needs repairs at places. in Accts office, faculty rooms etc. This is also the case in 'Block C'.

2. Please check all these points & try to rectify through proj dept.

Dis Admin For: 06/01/2020

06/1/2020



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

I, Vivek Parashar, Assistant Professor, ASET was the University Weekly Duty Officer for the period 06/01/2020 to 12/01/2020. During the course of my duties, I have checked the following heads, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS/CAFETERIA</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	06/01/2020 Mess	13:30 Hrs. (Lunch)	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. The storage area was clean and tidy.
		07/01/2020 Block C Cafeteria	12:00 Hrs.	I have cross-checked the displayed list of items and their price with the items being sold. The items are being sold as per the list and packed items were sold on MRP. No expiry item has been found in the canteen.
		08/01/2020 Mess	20:15 Hrs. Dinner	Food along with cleanliness was good. Also, I have been visited kitchen area (Washing Area for big utensils, Area for making Chapatis, Area for making Rice and Pulses, and Washing Area for small utensils) in afternoon and found most of the parts were cleaned and workers was doing their work wearing caps as well.
4	<b>SECURITY</b> (Alertness of Guards on Duty)	11-01-2020	12:00-12:30	In the night, 29 guards was present at their duties point like Block A, Block B, Block C, Boys and Girls hostel and on the hill. All the gaurds were alert and were doing their duties properly. I have also checked the entries in entry register of all the guards.
3	<b>Washrooms and RO of Block C</b>	07-01-2020	11:00-12:00	<p>1. <b>4 Floor:</b> Flush of the washroom of Female toilet Architecture Department (Faculty chamber) was not working.</p> <p>2. <b>2 Floor:</b> The RO filter installed near the ABS faculty chamber was not working properly. Mice in the faculty chamber of ABS are destroying important files and documents. The display signs of MALE and FEMALE was missing outside the toilets on the second floor.</p> <p>3. <b>1, 3&amp; 5 Floor:</b> There is no problem with RO and toilets.</p>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
				<p>Dis Admin for 13/01/20</p> <p>Manager Maintenance</p> <p>93/01/2020</p>

(SIGNATURE)



The Registrar

Amity University Madhya Pradesh

Gwalior

Dated: 2 Jan. 2020

Subject - Regarding adjustment of UDO duty

Dear Sir,

I, Anurita Parashar has been assigned UDO duty in the duration 6 Jan - 10 Jan 2020.

My son is 4 months old and I will be on leave during the duration.

My UDO duty will be done by Mr. Vivek Parashar.

Kindly Consider.

Yours Sincerely

Anurita Parashar  
02-01-2020

Emp Id: 8081

Mob. no- 8878844486

'OK'  
02/01/2020

PS TO Hon'ble VC Sir, Noted.

OK

of

21/01/2020

2.1.2020

HOD - CSE

"Recommended"

2/1/20

Director - ASET



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

**I, Dr. Mohd Owais Khan, Assistant Professor, Amity Institute of Allied and Behavioral sciences was the University Weekly Duty Officer for the period 13th January, 2020 to 19th January, 2020.**

**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-B	17/01/2020	14:30	i) All gents washrooms were clean and hygienic. None of the washroom was blocked. Every washroom contained dustbin and soap as well. The taps were working properly. ✓
				ii) All the ROs were working properly and dispensing potable water. None of the tap was dripping. ✓
				iii) The Cafeteria was clean and hygienic. Food is good in quality and quantity both. Students have no complains regarding quality of food. charging as per the menu rates. None of the products found expired. ✓
				iv) All the 10 computers in the library was found in working condition. There was requirement of 309 books in last semester from July 2019 to December 2019. number of ordered books were 309 and total 271 books were delivered to library and remaining order of 38 books seized because of unavailability of books. ✓
				v) All the labs including Computer Lab, Biotechnology lab, Fashion technology, mass communication studio and MOOT court were maintained well with updated log books of the equipments. All the equipments were fully functional. All the 60 instruments in all 4 labs of Biotechnology were functional. 5 instruments were repaired in last semester and log sheet maintained properly. All the 70 computers in ICT Lab are functional. All the 14 sewing machines were found functional ✓



2	Students's Mess (Quality of Food, Cleanliness, Proper Storage & Disposal: <b>Lunch</b> )	15/01/2020	13:30 PM	<p>i) The cleanliness and hygiene in the kitchen is average. All the cooks were wearing head caps and waiters were wearing hand gloves. The dining area was clean and pest control was done every week. All the raw material in the store were placed and stored properly. No pest were found in store as well as in kitchen area. They are using Good quality oil, ghee, flour etc for cooking. No item found expired. ✓</p> <p>ii) Items in the kitchen were sold as per the menu and the given rates. ✓</p>
	Students's Mess (Quality of Food, Cleanliness, Proper Storage & Disposal: <b>Dinner</b> )	17/01/2020	21:00 PM	<p>i) Hygiene was well maintained and no rodents or cockroaches were observed in kitchen as well as in store room. ✓</p> <p>iii) Wastes were routinely collected in containers and disposed off two times a day. ✓</p> <p>iv) They recently have installed soap dispenser for hand washing. ✓</p> <p>v) Overall quality and taste of food was average. ✓</p>
	Security (Alertness of Guards on Duty)	15/01/2020	1:00 AM	<p>A complete round of the campus was taken. All the guards were in position and were alert. 28 guards were on duty out of which 22 were available on duty and remaining were on leave. ✓</p>

21/01/2020  
(Date)

(Signature)

*Dr. Mohd Owais Khan*

*Please file M. 21/01/20*  
*PS*



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

I, Dr Monica Chauhan Bhadoriya, Assistant Professor, Amity Business School was the University Weekly Duty Officer for the period 20/01/2020 to 26/01/2020. 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.)	21/01/2020	08:15-08:45pm	The food was served as per the menu which was a repetition of last month (Dec'19). The reason given was less no. of students. The quality of food along with food disposal system was quite satisfactory. Few students and faculty members also reported it to be satisfactory. The staff was wearing caps at the time of cooking. Cleanliness of kitchen and hygiene was ok. Few raw and cut vegetables were kept open as the cutting was in process. The water cooler was working fine. Dry ration was stored properly. The amount of food being left was very less.
		23/01/2020	01:45-02:15 pm	The food which was served had a different dal which was a substitute for dal which was finished. But, it was there in the students' mess from where it was brought. Record of medical examination of cooks was not found in the mess. The manager told that it would be brought after two days from the main branch. The pic of the same was asked which was shown.
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	Pl get it cleaned. Dir Admin By when will it be functional? Pl discuss 24/1/2019 11:00 am - 12:30 pm Dir Admin		Block A- 1) Women's Washrooms- The Girl's toilets on both the floors were found clean, all water taps and flushes were working properly. All the dustbins were placed at appropriate places. 2) Water Cooler & ROs were found to be working properly. Taste of water was satisfactory. One of the watercoolers has slightly clogged and dirty drainage. 3) New cafeteria in A Block was found non-functional. It was locked and some packed stuff was kept outside the cafeteria.
		24/1/2019	11:00 am - 12:30 pm	Block A- Labs- Checked all the labs- Applied Chemistry Lab (101), Applied Physics Lab (102), Mechatronics Lab (119), Computer Labs (111, 112, 113), Electrical Lab (110), Thermodynamics/Automotive/IC engine Lab (120) & Workshop (4 rooms) behind Block A. 1) The machines/equipments in the labs were functioning smoothly and the log books were updated. 2) The computer lab 112 was latched and no lab incharge was found as he was on leave. On reporting it to the competent authority, it was told that engineers were working there and hence it was not locked. The lab incharge of adjacent lab had shown the lab. Registers were updated and the computers were working fine and connected to server. In all the computers anti viruses were updated on timely manner.
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	25/01/2020	12:45 am - 01:15 am	Surprise visit was made. The duty register of guards was checked and verified. 3 out of 26 guards were absent including one supervisor. The other supervisor was on round and was met outside C- Block. Rest 21 guards were deployed and one guard accompanied the UDQ. All of the guards were alert and at their respective positions. ✓
4	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	23/01/2020	02:30-03:00 pm	Girl's hostels (H2) was visited. Met the warden. Two rooms of flat G-5 were inspected. The rooms and washrooms were clean. There were no electrical appliances/liquor/cigarettes/drugs/raw vegetables found. Geysers were working. The cooking utensils were found on the basins. On electric kettle, one iron and one induction cooktop was found outside the rooms in designated area.

27/01/2020  
(DATE)

(SIGNATURE)

(Dr Monica C. Bhadoriya)

Dir Admin

27/01/2020



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

I, Dr. Sanjay Chondhery (Designation), AP (School/ Institution) was the University Weekly Duty Officer for the period 3-02-2020 to 9-02-2020. 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.)	4.02-20	8:00 PM	All good, sometimes
2		6.02-20	1:25	Rice is not cooked properly?
3		7.02-20	8:10	Leakage of water cooler (H <sub>2</sub> )
4		Please dinner Mr. W. Sharma. W		
5		10/2/20		
6		Proper drainage system required.		
7	Block - C UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	7-02-20	12:30 - 1:45	Lab 212, Chemical requires
8		Dix AP to please speak. W		
9		Heating Mantle not working		
10		Lab-218 - Distel water H <sub>2</sub> O.		
11		Tablet punching machine not working? why?		
12		Why no camera in Lab 221? - Mr. Ram Toman		
13		Please speak		
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	6.02.20	12:45-1:00	2 Supervisors + 24 guards
15				
16		8.02.20	1:10-1:25	2 Supervisors + 22 guards
17				3 Absent → Devendra,
18				Jitendra
19				Anand Toman
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	All classes of Block-C	7.02.20	12:30-1:10	All good but
2				camera is only in two
3				Labs (212 & 213)
4				Pharmacy - 10 Labs
5				camera required there.
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Mess	4 Feb	8:00	Mess dinner - very good
2	Mess and CAFE	6 Feb	1:00	Lunch - Good
3		6 Feb	1:00 Night	Security - Alert

10-02-2020

(DATE)

Mr. Ram Toman ✓  
Dr. Anu Nagappa ✓

(SIGNATURE)

Sanjay 10.02.2020

Please speak. W

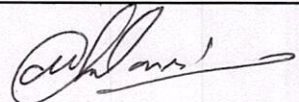
10/2/20

Spoken and still be required



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

I, Ar. Manish kumar chitranshi, Asstt Professor, ASAP was the University Weekly Duty Officer for the period 10 February, 2020 to 16 February, 2020 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.)	11-02-2020 & 13-02-2020	LUNCH 01:00-02:00 PM DINNER 08:30-09:00 PM	Food items were prepared as per menu, workers and chef is using head cap during the visit of hygiene check. ✓ Kitchen was clean, food quality was acceptable. ✓
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Labs, Hostel Blocks, etc.)	10/2/2020	2:15 PM to 5:00 PM	All Labs of B-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. <u>The labs under fashion department are not maintaining the log report.</u>
3		14/02/2020		As per the interaction with Lab Superintendent of ASCO Lab (Room No. 210, Block-B), maintain special recording event and studio data, They issue instruments through requisition form and maintain proper data.
4	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	15/02/2020	1:00 AM to 1:30 AM	27 names were mentioned in duty register. Out of 27, 03 was supervisor and 24 were security guards. 04 Guards were on leave <u>01 Guards were absent</u> → <u>Dir Admin</u> Rest all were present at their check post. None of them was found in sleepy state. Everything was as mentioned in the duty register. ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
5	'B' - Block (All class rooms)	10/02/2020 & 14/02/2020	2:15 PM & 5:00 PM	All classes upto date, arranged and clean during the visit. ✓
6	Library ( B-Block) Ground Floor			There are no issue found in library, all books are placed properly in book shelves, and all records were maintained very proper. ✓
	B- Block Canteen			Maintaining proper hygiene, the products they were selling is having long expiry date, <u>not all the product available in canteen mentioned in the menu.</u>
8	All floors R.O.			Are in good condition and working properly. ✓
9	Aesco studio			Having mouse issues mentioned by the faculty present at the time of visit.
10	Fashion Design LAB			Out of 5 focus lights are not working in lab.
17-02-2020 (DATE)				<div style="text-align: right;">             Ar. Manish Kumar Chitranshi            (SIGNATURE)         </div>

Offg HoE ASFD T to please dinners. ✓  
 Offg HoE ASFD T  
 17/2/20  
 17/2/2020



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

I, Dr. Rajesh Kumar Mahawar, Assistant Professor (I), Amity Law School was the University Weekly Duty Officer for the period 17/02/2020 to 23/02/2020. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor Sir:

S. No	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	18/02/2020	1:15 PM	<p>Mess: Food was served when I reached there. I inspected the kitchen area, and found it to be cleaned, chimney was working. Cooking staff was using gloves and head cover to maintain hygiene while preparing food. Fresh "Roti" were serving. All the kitchen waste was properly disposed of and dishes' washing area was clean properly. The drinking water area was clean and water was purified. Though area for "hand-wash" was dirty. 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, and found that there was the same "Menu". On inspection of the complaint register I found, one complaint regarding the <u>uncleaned plate. The quality of the pickle (green chilli) was not up to the standard.</u></p> <p><i>Please dinner staff</i> <i>Dir. Hon'ble</i> <i>for duty</i></p>
2				<p><b>Storage:</b> The food storage was clean and proper. Containers were sealed. Their inventory system is efficient as they maintain record for all log.</p>
3				<p><b>Quality of Food:</b> The Quality of food was relatively good. The menu for the day was roti, rice, palak dal, soya badi and salad. The food served was freshly cooked and taste was good.</p>



1				<p>Cafeteria C Block: The Block C Canteen was clean the furniture was properly arranged. No expired items have been found. Rate list was properly displayed. Items were sold according to the rate list. Only hand wash area not properly cleaned. ✓</p>
2				<p><b>Gents Toilets:</b> All handles/latched were working properly. All toilets were in clean and maintained. <u>Flush and eroll pot was leacked in one toilet adjacent to room no 211.</u></p>
3				<p><b>Labs &amp; Workshops:</b> In labs log books were examined and all of them were updated with latest entries. All equipments were in working condition. Two issues were found during the inspection of labs that in <u>room no 218, 206 and 213 washbeshens were leacked.</u></p>
4				<p><b>Drinking water:</b> All the Water coolers and Purifiers were working except the RO which was installed in the adjacent to room no. 305, there was a leakage in the RO systems.</p>
18				

Dis. Admin  
 Mr V K Sharma

UNIVERSITY PREMISES  
 (Academic block-C)

19/02/2020 12:15 PM



1			<p>Details of guards on duty: There were 1 supervisors and 20 guards on duty. 5 guard were on leave as per the register.</p> <p>I started at 1:15 AM from Boy's hostel, and reached the main gate at 1:25 AM. At the main gate, Mr. N. S. Tomar, one of the supervisors was present with other guards and they all were in active position. 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 accurate. While inspection I found that no guard was present on Post 10 as five guards were absent on the day of inspection. While inspection I met with 2 other guards in the front of B Block and two guards at the back side. I found 2 guards on the entrance gate of C Block and 2 on the back gate of the same. 2 Guards were present at Block A and both were in active mode. 2 guards were present at the Hostle 2, Hostle 1 and Post No 15 respectively. Mr. B. S. Tomar (Security Supervisor), Mr. Abhishek Kumar, Mr. Sohan Singh, Mr. Ram Ratan Singh, Mr. Dharminder Gujjar and Mr. Arvind Tomar. were absent on the day of inspection. All the guards were active while inspection, no guards were sleepy.</p>
2	<p><b>SECURITY</b> (Alertness of Guards on Duty)</p>	<p>20/02/2022 0</p> <p>01:00- 02:00 AM</p> <p><i>Mr. Adhikari</i> <i>21/02/22</i></p> <p><i>for</i> <i>21/02/22</i></p>	



Mess: Food was served when I reached there. I inspected the kitchen area, and found it to be cleaned. Chimney was working. Cooking staff was using gloves and head cover to maintain hygiene while preparing food. All the kitchen waste was properly disposed of and dishes' washing area was clean properly. The drinking water area was clean and water was purified. Though area for "hand-wash" was little bit dirty in both the mess. Hand wash was not available in the hand wash container of students mess although it was available in the faculty mess. 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 Wednesday, and found that there was the same "Menu". Menu of the day was manchurian, fried rice and noodles. On inspection of the complaint register it was found that few complaint were recorded by the students regarding the 19 Feb 2020 lunch such as roti were not enough and were not at time, students had to wait for roti for approx 25-30 minutes and the subji was not properly cooked as the potatoes in the subji was not properly cooked.

<p><b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage &amp; Disposal etc.)</p>	<p>19/02/2020 8:15 PM</p>	<p>REMARKS</p>
<p>3</p>	<p>why? Dr. Handish</p>	<p>Dr. Handish Dr. Handish</p>
<p>S. No</p>	<p>DATE</p>	<p>TIME</p>
<p>1</p>	<p></p>	<p></p>
<p>2</p>	<p></p>	<p></p>
<p>3</p>	<p></p>	<p></p>

24/02/2020

(DATE)

Handish

(SIGNATURE)



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

I, **Dr. Saleem Ahmad**, Assistant Professor (II), Amity Institute of Social Sciences was the University Weekly Duty Officer for the period 24/02/2020 to 01/03/2020. 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	<p><i>This is not acceptable. Any worker found spitting should not be allowed to enter again. Please discontinue.</i></p> <p><b>STUDENTS' MESS</b> <i>Dir. Harkishan</i>                      (Quality of Food, Cleanliness, Proper Storage &amp; Disposal etc.)</p>	24-02-20	1:15 PM	<p><b>Mess:</b> Students were having their lunch when I reached there. I inspected the kitchen area and found it needs to be cleaned because of the working mess. Cooking staffs were using gloves and head covers while preparing food. All the kitchen wastes were properly disposed and the washing area was cleaned appropriately. The drinking water area was neat and clean and water was purified. ROs were properly working. <u>But the hand-wash area was very dirty because some people regularly spit Gutkha/Pan into the TUB.</u> Tables were clean and seating arrangements were proper. All the members of Staff were co-operative. <u>I also noticed the shortage of Dal in the middle of lunch. Some students complained regarding the extra use of oil in sabzi. I also found low level quality of pickle.</u> I visited on Tuesday, and found that there was the same Menu i.e. Chana Dal, Baby Corn Masala, Rice, Roti, Salad and papad.</p>



2				<p><b>Storage:</b> The food storage area was properly cleaned. Containers were sealed and the manufacturing and expiring dates were checked properly. The Mess Manager has maintained records for all log.</p>
3				<p><b>Quality of Food:</b> Students feedback regarding the Quality of food was good. The lunch for the day was served according to the menu. The food served was freshly cooked and taste was good.</p>
1				<p><b>Cafeteria A Block:</b> The Block A Canteen was cleaned and the furniture was properly arranged. No expired items had been found. Rate list was properly displayed. Items were sold according to the MRP.</p>
2	UNIVERSITY PREMISES (Academic block-A)	27-02-20	11:00 AM	<p><b>Gents Toilets:</b> Because of the preparation of Convocation ceremony, all toilets were so dirty and stinking and water supply was stopped, plumbers were working and replacing leaked tabs/totis and renovating work was going on.</p>
3				<p><b>Labs &amp; Workshops:</b> In labs, all the log books were examined properly and all of them were updated with latest entries of the February month. All equipments were in working condition.</p>
4				<p><b>Drinking water:</b> All the Water coolers and Purifiers were working properly. The taste of water was good.</p>
1				<p><b>Details of guards on duty:</b> There were 2 supervisors and 13 guards were present on duty and <u>10-11 guards were on</u></p>

why were no many guards in leave?

by Admin  
Joshi  
22/03/20



[illegible]



3	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	25-02-20	8:15 PM	<p>there. I inspected the kitchen area and found it needs to be cleaned because of the working mess. Cooking staffs were using gloves and head covers while preparing food. All the kitchen wastes were properly disposed and the washing area was cleaned appropriately. The drinking water area was neat and cleaned and water was purified. ROs were properly working. <u>But the hand-wash area was very dirty because people regularly spit Gutkha/Pan into the TUB.</u> Tables were clean and seating arrangements was proper. All the members of Staff were co-operative. <u>I observed some female faculty members were making noise while having their meal. They were discussing unnecessary things and laughing so loudly. I also noticed the shortage of Poori in the middle of Dinner.</u> After the waiting of 15 minutes, students were provided the supply of poori. I visited on Monday, and found that there was the same Menu i.e Aloo, Bhaji, Poori, Kheer and Salad.</p>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

02/03/2020

(DATE)

Sakem Shinde

(SIGNATURE)