

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

I, Nasir Khan, AP-III (Designation), ME/ASET (School/ Institution) was the University Weekly Duty Officer for the period 14/03/2022 to 20/03/2022. 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.)	14/03/2022	8:30 AM	Breakfast was good & healthy on 14/03/2022. ✓
2				
3		16/03/2022	1:30 PM	It was available before scheduled time. Quality of food is improving from last 07 days. ✓
4				
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	15/03/2022	2:15 to 2:45	Items were selling as per rate list in cafeteria. ✓
8				
9		16/03/2022	4:15 to 4:45	RO was functioning properly. However some students
10				reported increased hardness of water.
11		17/03/2022	1:15 to 2:30	Students were using rough language in washroom. I have sensitize them.
12				
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			
14		17/03/2022	1:30 AM	Security was adequate. ✓
15				
16		18/03/2022	12:45 AM	No security lapses were found. ✓
17				
18				
19	CLASS & ROOM NO.			
20		15/03/2022	10 AM to 11:30 AM	None of the class was found unattended. However during free lecture students were found misusing furniture. ✓
21				
22				
23				
24				
25	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
26	NA		α	
27				
28				

21/03/22  
(DATE)

Please file the  
PS  
21/3/22

N Khan  
(SIGNATURE)



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

I, **Dr. SANJEEV SARASWAT**, Assistant Professor , ABS was the University Weekly Duty Officer for the period **21/03/2022 to 27/03/2022**. 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.)	22-03-2022	01:30-02:00 PM	The quality of Food along with the food disposal system was quite satisfactory and made as per the menu/weekly schedule in hostel mess . Cleanliness of kitchen and hygiene was satisfactory .
		24-03-2022	08:10-8:55 pm	The quality and quantity of Food along with the food disposal system was quite satisfactory and made as per the menu/weekly schedule in hostel mess. The cleanliness of the kitchen and hygiene was satisfactory. Some Students has raised the issue related to the taste of food and food cooking ( semi-cooked or overcooked some time). <u>one student has raised the issue of a metal nail in her food. Pictures are attached in the annexure.</u>
		22-03-2022	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.)	22-03-2022	2:30-3:30	I had checked all boy's toilets in BLOCK B. The toilets were clean and all taps were working properly. ✓
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	22-03-2022	02:30-03:30	The fire alarm system and fire extinguishers were working properly. <u>Some fire extinguishers required refilling, a request is already made in this regard.</u> <i>Dir Admin</i>
		25-03-2022	1:00-1:30 am	All guards (15) & supervisors (01) were alert on duty. Two Guards were on leave and Three were absent, that was <u>already marked in the attendance register.</u> <i>Dir Admin</i>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
4	Central Library	22-03-2022	2:25-2:55	Out of 10 computer terminals of central library <u>4 were not working ( AUMPDT 0103,0106,0097,0098).</u> <i>Mgr IT Please get speak</i> Average 70-100 issue return per day were there in central library.
5	Checking in boys Hostel	25-03-2022	10:10 PM	3 rooms of H1 and 2 rooms of H 3 boys hostel were checked no objectionable material found in Boys Hostel. ✓

28/03/2022  
(DATE)

(SIGNATURE)

1. Please speak regarding food - *Dir Hostel.*
2. *Dir Admin* regarding Ln No.3.
3. *Mgr IT* regarding Ln No.4.

*Dir Hostel.*  
*Dir Admin*  
*Mgr IT*  
*28/3/22*  
*28/3/22*  
*28/3/22*



①



MS. QJASHWI SAHOO  
(BBAIVC)  
7054906999  
(contact detail)

Meal Nail in food

Date 24/03/2022  
evening



MS. QJASHWI SAHOO

(BBAIVC)

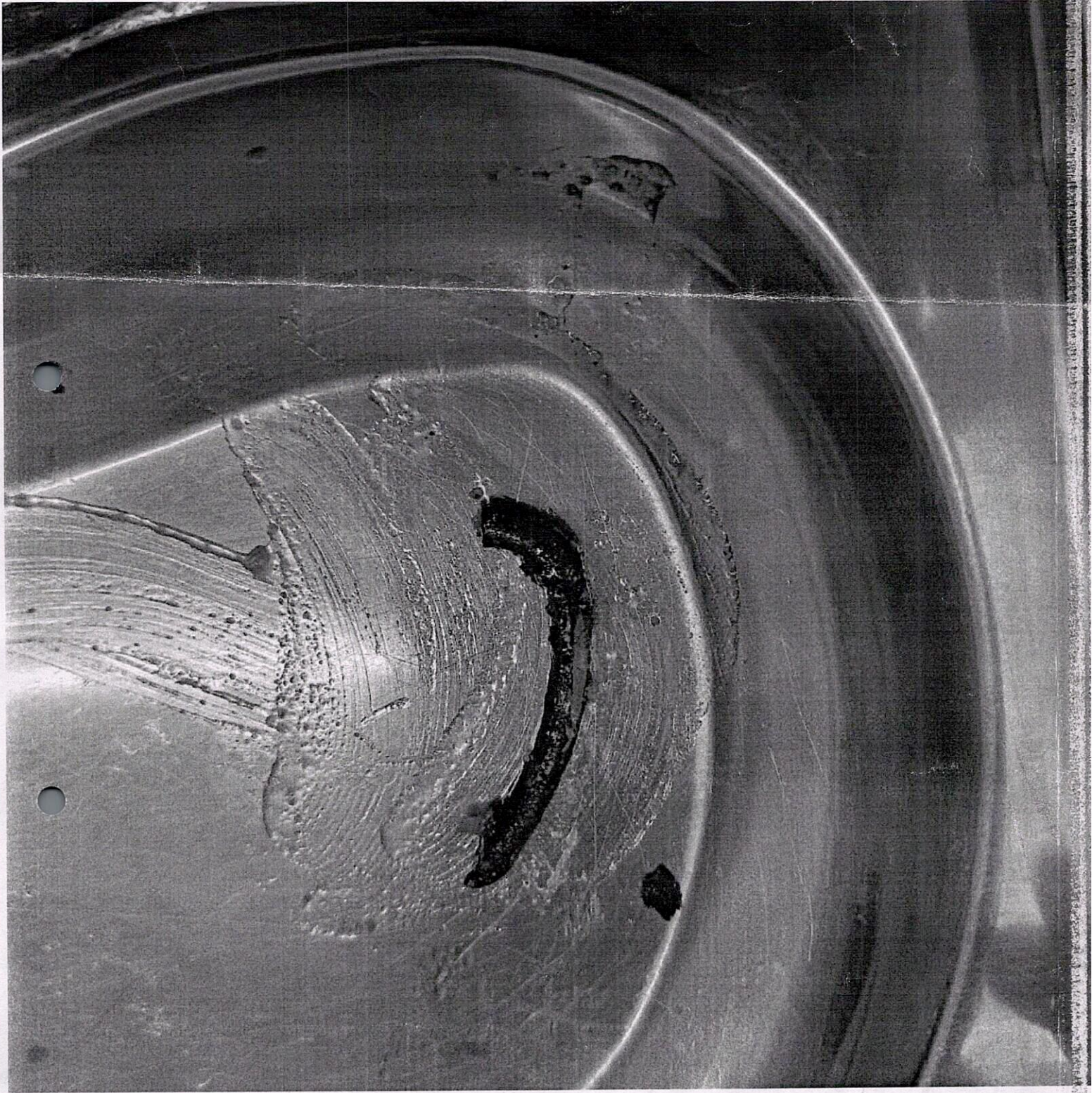
7054906999

(Contact detail)

Mentail Fin food

Date 24/03/2022

evening





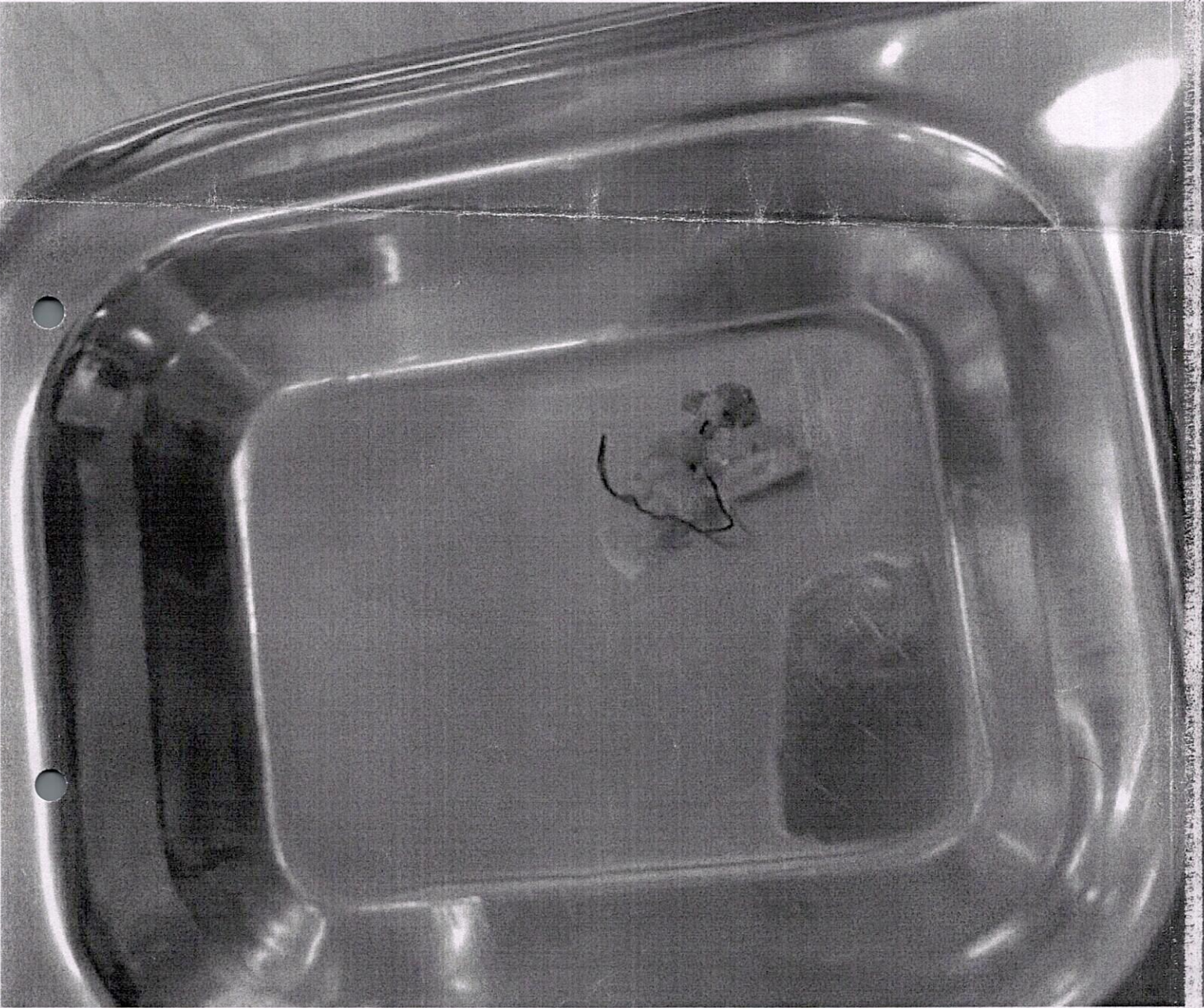
Mr. Vikash Tomar  
MBA IV

9084695818

contact detail

Metal wire in food

(Time frame not known)



90



MR. SANDIP KUMAR  
MBA JV

7979068551

Contact detail

Posta Not cooked  
Pospoby

Date 22/03/2022





Mr. SANDIP KUMAR  
MBA IV

797906851  
contact detail

Food Not Cooked Properly

Date 22/03/2022

21





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

I, Dr. MANISH KUMAR (Designation), Assistant Professor (ATB) (School/ Institution) was the University Weekly Duty Officer for the period 28/3/22 to 03/4/22. 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.)	29th March	7:45 PM - 8:45 PM	Student mess was found neat and clean. Food was served according to menu. Storage was proper along with all commodities within expiry date. Food quality was good. This was suggested to keep more clean the disposal.
2				
3		30th March	1:00 PM - 2:00 PM	
4				
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	28/3/22 - 01/4/22	Block-B (At random time)	• All ROs are working properly. • All washrooms are good in terms of hygiene and cleanliness. Taps are working properly. • Some tube lights are not working & seats in classes are broken or damaged (Details given below).
8				
9				
10				
11				
12				
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	31/3/22	2:00 PM - 2:40 PM	• Guards were doing their duty sincerely at all locations. • As I inspected in all around the campus including blocks, hostel & mountain points, duty was checked through guard whistleblowing. • Supervisors showed attendance diary also.
14				
15				
16				
17				
18				
19	CLASS & ROOM NO.	DATE	TIME	REMARKS
20		28/3/22 - 01/4/22		• Class 202 - Two chairs in the last row is damaged.
1				• Class 204A - 1 chair; 204B - 1 chair
2				206A - 2 chairs are damaged.
3				Class 208A - NO glasses on window.
4				• LT-101 - 3 seats are broken/damaged. Tube lights in ATB corridor not working properly.
5	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
6		29th March	8:30 - 8:45 PM	Random checking on one room in H1 & H3 was done. Unwanted materials or liquor/drugs were not found.
7				
8		29th & 30th March	9:30 - 10:00 am	Cafeteria was clean, storage was proper & selling was according to menu.
9				
10				

04/04/2022

(DATE)

Please take action for repair of class room furniture & changing of tube lights.

Dir Admin

for 04/04/22

Manish Kumar

(SIGNATURE)

04/04/22



To,  
The Registrar

Amity University Madhya Pradesh

Date- 03-04-2022

Subject- Changing UDO date.

Respected,

This is to bring in notice that due to some personal issue I won't be able to perform the UDO duty on the given date. I sincerely apologize for that.

Dr. Sandeep has readily accepted my proposal to exchange his duty with mine. Please consider the same

Siddharth UDO- 18.04.2022-24.04.2022

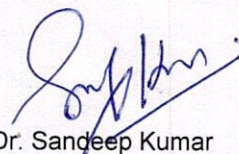
Dr. Sandeep UDO- 20.06.2022-26.06.2022

For your kind Pursual

Regards

Siddharth Sharma

ASCO, 303620



Dr. Sandeep Kumar

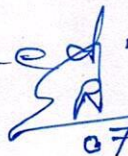
ASCO, 304490

OK. Duties may be swapped between  
Dr. Sandeep Kumar, Asst. Prof ASCO and  
Mr. Siddharth Sharma.

  
06/4/22

PS to Hon'ble VC

Sir Noted

  
07/4/2022



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

I, Vaqueru Mishra, AP-II (Designation), ASET-CSE (School/ Institution) was the University Weekly Duty Officer for the period 04/04/2022 to 10/04/2022 During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	05/04/2022	1:15 PM	Lunch was ok but the
2				rice was not cooked properly.
3				
4		08/04/2022	8:30 PM	Dinner was good and it
5				was served according to menu.
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			Proper cleanliness were found.
7		6/04/2022	1:30 PM	In block-C, Auro Systems
8				were ok and All the Men's
9				wash rooms were found Neat & Clean.
10		6/04/2022	3:30 PM	I went to the Cafeteria in
11	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			which, no expiry items were found.
12				but dustbins were not properly managed.
13				All the fire extinguishers were found ok.
14		06/4/2022	1:40 AM	Security was ok and
15				all the guards were
16				deployed on their allotted place.
17				
18		07/4/2022	12:20 AM	All the guards were found
19				alert and streetlights were
20				on during inspection on both day.
S.	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	Checking of boy's Hostel.	08/04/2022	09:45 PM	I checked H <sub>1</sub> & H <sub>3</sub> boy's hostel and none of the suspicious items were found.
2	Needs of Generator & Transformer in AUMP	08/04/2022	04:00 PM	I met Mr. Jitendra Yadav & understand the entire process of load sharing and he said no need of extra generator & transformer in AUMP till date. When the new block will be functional then we can use this.

11/04/2022  
(DATE)

1. Why was rice not cooked properly on 05/4/22?

2. Cafeteria pt. be. looked into.

(SIGNATURE)

11/04/22

RA  
P. S. H. V.  
11/4



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

*By Gangele to see on return from leave*  
*CSK Sethi*  
*① ↑*

I, Dr. Sandeep Kumar (Designation), Assistant Pro. (ASCO) (School/ Institution) was the University Weekly Duty Officer for the period 18-04-22 to 24/4/22. 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.)	18-04-2022	01:00 PM - 02:00 PM	Student mess was found neat & clean.
2				Food quality was good. This was suggested to keep more clean.
3				Disposal Area.
4				
5		20-04-2022	04:00 PM - 05:30 PM	Snacks was good & refreshing.
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			All RO's were working properly & All workshops were clean & hygienic.
7		21-04-22	Block - A, B	Scrapage problem found near H-1 hostel.
8		22-04-22		Diesel storage was OK. ✓
9				Some seats in class were broken in Block B. Room No- 202, 107.
10				Walls of Room no- 202, 209 were found dirty.
11	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			Guards were doing their duty sincerely at the allocated locations.
12		23/04/22		Security Supervisor showed attendance daily also. ✓
13				
14				
15				

*ASCO faculty to sensitize students as addressed to Dr. Sandeep Kumar.*

*Dr. ASCO*

S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	B-202	23/04/22		2 chairs are broken in last row & walls were found dirty.
2	B-107/125			2 chairs are broken in first row & walls were found dirty.
3	B-209			
4				
5				

*Please sensitize the students to use chairs in a proper manner & not for swinging.*

*Dr. ASCO*

S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Boys hostel room inspection	19-04-22	8:30 PM - 8:45 PM	Random checking of one room in H1 + H3 was done. unwanted materials like alcohol, cigarettes & drugs were not found.
2				
3	Canteen - B & A Block			Canteen was clean & satisfactory.

26/04/22  
(DATE)

*for w/a please*

*Dean (A)*

*Dr. AS CO*

*Dr. Admin*

*for*

*Dir hostel*

*27/4/22*



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

I, NEELABH RAJAPATI (Designation), Asst. Professor / MSHS (School/ Institution) was the University Weekly Duty Officer for the period 28/4/22 to 29/4/22. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

*Please sign in  
Dir Hostel  
28/4/22*

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	26/4/22	12:45	Quality of food has improved but, quantity has decreased.
2				
3				
4				Regarding quantity, students & families both complained
5				
6		28/4/22	0:45	— do —
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	25/4/22	10:30	Moot count, all the RO's were working
8				cafeteria's list & cleanliness was maintained
9				
10				
11				
12		28/4/22	2:30	Diesel storage, safety were found fine.
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	28/4/22	2:00 AM	14 guards were on duty. 05 were absent without leave.
14				Total of 21 guards list was there. for night shift
15				
16				
17				
18				
19				

*1. Please ensure pay  
ent for them.  
2. Also warn them.  
Dir Hostel*

S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Moot count	28/4/22	1:30	Few chairs were broken, and mattress cushion of few chair were coming out
2				
3				
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Hostel Lt3	28/4/22	2:00 AM	Students were caught using Alcohol, smoking.
2				
3	171	28/4/22	3:00 AM	Nails were drilled in room

*Dir Admin  
28/4/22*

*29/04/22  
Dir Hostel  
Dir Admin  
For  
21/05/22*

*Please identify these students  
& inform their parents & the E/Lt  
Dir Hostel*

(SIGNATURE)

*28/4/22*



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

I, Ar. Rajeev Parashar, Asstt Professor, ASAP was the University Duty Officer for the 2nd Week of 09th May, 2022 to 15th May, 2022 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.)	11-05-2022 (Lunch Time) & 12-05-2022 (Dinner time)	1:20 PM to 2:10 PM & 8:30 PM to 9:30 PM	<p>Menu was not Displayed for Students in Mess. 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.</p> <p>Kitchen was clean. Food could be prepared in hygienic manner and taste quality could be better then served food.</p> <p>At the time of food check Salad, Papad was there at 9:00 PM itself almost half an hour before the Dinner end time same condition is in lunch hours.</p> <p>morning and evening hours as per vendor.</p> <p>Cooks/workers were reasonably maintaining hygiene.</p> <p>I took feedback from students and visitors about quality of food:</p> <p>1. Quality of food <u>could be better then served food</u>. ✓</p> <p>2. Taste of food is degraded by excess amount of gravy that taste same in all vegetables. ✓</p> <p>3. Quantity and taste is degrading as students said. ✓</p>		
	<b>UNIVERSITY PREMISES</b> (Hostel Blocks, Diesel Storage, Fire Hazards etc.)	13-05-2022 (Academic Block) & 12-05-2022 (Hostel Block)	2:00 PM to 4:30 PM & 9:30 to 10:30 PM	<p>Every thing was fine at Hostel blocks, During the room checking at block H-3, FF-7 and H1, G9A, G10A in room every thing was in order, nothing suspicious. Found Hostel Staff was Supportive to Students. ✓</p> <p>As per the interaction with incharge diesel Generator there was no open deisel storage, all storage of fuel was into the tanks of D.G. Sets machines &amp; equipments are working properly. They maintain proper filling and following security codes and provisions at the time of the fuel filling. in case of any fire hazard situation there were provisions installed to face any situation (Fire Buckets and Fire Extinguishers)</p>		
3	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards etc.)	10-11.05.2022	1:30 AM to 2:00 AM	<p>On 10-11.05.2022 Night, 20 names were mentioned in duty register. 1 was supervisor, 2 guard was on Gate duty, 17 were security guards in which 04 was absent. Total 16 Persons on duty.</p> <p>All were present at their check post. None of them was found in sleepy state. Guards at the check posts were alert and on duty gaurds were walking around. Everything was fine.</p>		
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS		
4	'A' - Block (All class rooms)	13.05.2022	2:00 PM to 4:30 PM	Maximum classes were engaed by regular lecture and remaining classes was locked Properly.		
5	ROOM NO. 101 (Applied Chemistry Lab.)			Everything was Fine.		
6	ROOM NO. 102 (Applied Physics Lab.)			Everything was Fine.		
7	ROOM NO. 109 (Research lab)			Everything was Fine.		
8	ROOM NO. 111 (IT Server)			Everything was Fine.		
9	RO Water Dispensers (Ground floor)			Both RO water Dispenser was working in a proper manner, wall near RO need to do a re-plaster. Only one tap working. ✓		
10	Washrooms (Ground floor)			Washroom was clean and dustbins was found in every toilet cabin, but Seepage Problem is there. Door Closers was not Working Properly. ✓		
11	ROOM NO. 112-113 (Building Computer Lab.)			Everything was Fine.		
12	ROOM NO. 117 (Enviornmental Lab.)			Everything was Fine.		
13	ROOM NO. 119 (Mechanical Lab.)			Everything was Fine.		
14	ROOM NO. 120 (Mechanical Lab.)			Everything was Fine.		
15	RO Water Dispensers (First floor)			Both RO water Dispenser was working in a proper manner. ✓		
16	Staff Washroom (First floor)			Everything was Fine, Neat and Clean. ✓		
17	Washroom (First Floor)			Everything was Fine, Neat and Clean. Urinal tap and WC Leaking.		
18	Workshop			All equipments are in working condition, Every thing was fine in workshop no. 01, 03. In 02 workshop one ventilator glass was broken and in workshop no. 04 two tube light and one fan was not working.		
<p><b>Note:-</b> During the Time of Inspection the Block head peon (Mukesh Kumar Shakya) inform about recent maintenance and repairing of Block that's why most of the room were in proper running condition.</p>						

17-05-2022  
(DATE)

(Ar. Rajeev Parashar)  
(SIGNATURE)

1. The taste of Gravy remains the same on all days.

2. Please ensure adequate quantity.

3. 4 Security persons were absent as they were on leave.

Dir Hostel

for 17/5/22

17/5/22

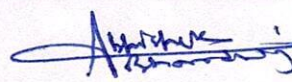
PS & VC  
17/5/22



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

I, **Dr. Abhishek Kumar Bhardwaj**, Assistant Professor I (EVS), University Duty Officer for the period 16/05/2022 to 22/05/2022. 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.)	17.05.22	12:15 PM to 1:00 PM	<p><i>Dir. Hostel</i></p> <p>The lunch for the students of Amity University was served as per the prescribed menu. The taste and quality of lunch were up to the mark as per hostel students. <u>The storage area was unhygienic. Expiry dated milk and the spoiled dough was found in the refrigerator.</u></p> <p>Cleanliness of the kitchen and serving area was satisfactory. ✓</p> <p><u>Disposal of dry and wet (plastic and food waste) in a single bin was not found satisfactory.</u></p> <p>I tasted lunch on 18.05.22, it was found satisfactory the quality and taste.</p> <p><u>The mess supervisor was non-cooperative and misbehaved with UDO.</u></p>
		19.05.22	8.30 PM	<p><i>Dir. Admin</i></p> <p>They denied for dinner quality test and charged for the same, However, I paid and tasted the dinner. It was salty but served as per the prescribed menu.</p> <p>Mess supervisor said we only allow for checking one day of the week, not two days like one day for lunch and another day for dinner.</p>
2	<b>University Premises</b> (Academic Block C, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc)	19.05.22	02:10PM-03:10PM	<p><i>Mr. Nandhani be warned</i></p> <p><i>Dir. Hostel</i></p> <p><i>This is not correct</i></p> <p><i>Dir. Admin</i></p> <p><i>Please take action</i></p> <p><i>Dir. Admin</i></p> <p><i>We will take up. com.</i></p> <p><u>The cafeteria was looking unhygienic due to a lack of cleanliness.</u></p> <p>Fast foods, snacks, and cold drink quality were ok &amp; the food items were served as per the prescribed rates.</p> <p>Hostel Block H3 was found neat and clean, and all water coolers were working properly. Students were also found in disciplined. ✓</p> <p>Hostel Block H1 was also found clean and also seen repairing of damaged pipelines. <u>Few water cooler were found leaky and not cooling properly.</u></p> <p>The fire extinguishers were charged &amp; properly marked. The R.O of the all the floor was working properly. All classrooms, galleries, and washrooms were found clean except for two washroom that, was locked just beside the cafeteria and room no. 201. <u>One light of gallery was blinking and one not working in front of room no 202.</u></p> <p>Workshop instruments, DG and AC Plant were functioning properly. Log book also found maintained on regular basis. ✓</p> <p><u>Guards Supervisor, Ranveer Singh refused to show any register and record regarding working of guards However, I counted 12 guards who were alert at midnight. He said, the director, denied showing it to any authority. Guard Supervisor was found without batches and also talked in a rude manner.</u></p> <p>All guards were found in the active positioned.</p> <p><u>As per my suggestion, our complete university boundary must have solar-based lightning. Which helps to visualise the boundary by the guards in the night.</u></p>
4	<b>CLASS &amp; ROOM NO.</b>	<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>
1	All the Lecture theatre	18 & 19-05-2022	01:05PM-4:15PM	LCD projector & sitting arrangement OK ✓
	Library ABS			All lecture theatres are well maintained. ✓
				Found properly maintained. ✓
				<b>REMARKS</b>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	
	<i>Dir. Hostel</i>			<i>24/5/22</i>
	<i>Dir. Admin</i>			<i>24/5/22</i>

  
 (SIGNATURE)  
 Dr Abhishek Bhardwaj



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

I, Dr. Harish Kumar Shaky (Designation), Asst. Prof. (ASET) (School/ Institution) was the University Weekly Duty Officer for the period 23/5/2022 to 29/5/2022. 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.)	26/05/2022	1:15 pm to 2:00 pm	Student mess was found neat & clean. Food was served according to menu. Food quality was good as well as storage also proper. My suggestion is kindly <del>do more focus</del> <u>on cleaning &amp; hygiene.</u>
2				
3				
4				
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	27/5/2022	Block-B (Random visit)	All the washrooms were clean & RO's are working properly. Most of the projectors are working properly. (Details are given below)
8				
9				
10				
11				
12				
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	27/5/2022	11:00 am to 12:30 pm	Guards were present and doing the duty on the given locations. I visited the hostels H1 & H3 & checked the rooms also. Supervisor showed attendance diary also.
14				
15				
16				
17				
18				
19	CLASS & ROOM NO.	25/5/2022	1 to 2 pm & 3 to 4 pm	I found all the projectors are working properly based on the student feedback.
20				
21				
22				
23				
24	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	25/5/2022	1 to 2 pm	I found some issues: (i) fan condenser requires cleaning, (ii) Tube light not working, (iii) So much heat, Cooler requires total = 4500 liter, current = 2400 lt. below than 3000 lt. capacity 600 Ton is Carrier, only one is there, is working, (iv) Rate list is fresh, (v) Kitchen is neat & clean.
25				
26				

30/5/2022  
(DATE)

*RA*  
3/5

*Dr. Admin*  
31/5/22

(SIGNATURE)

30/5/22



Date - 27/5/2022

Shipra

Date \_\_\_\_\_

Page No. \_\_\_\_\_

①	Sup - Chandra Bhan Singh -	11 Qute -
2	819. RAVIKUMAR -	- do -
3	816. AKASH SHARMA -	- do -
4	818. RANMORA PARTAP -	A Block -
5	817. DINESH SINGH -	A Block -
6	811. MANOJ KUMAR -	B/H
7	812. ASAY KUMAR -	B/H
8	814. SONU SINGH -	G/H
9	813. SURAMORA SINGH -	H
10	815. MANOJ TOMAR -	H3
11	816. PRADEEP SINGH I	B Block LAL Bhatt
12	817. DHARMENDRA GOSWAMI	B Block अत
13	818. SUNIL KUSHWAH -	B Block अत
14	819. SHIV NARAYAN -	B Block अत
15	820. ARUN SHARMA -	C Block -
16	821. GIRIRAJ SINGH -	C Block -
17	822. JITENDRA SINGH -	C Block
18	823. PRADEEP SINGH II	C Block अत

All  
cheques  
XX

Chandra Bhan



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

I, Dr. Saleem Ahmad (Designation), Assistant Professor (School/ Institution) was the University Weekly Duty Officer for the period 30-05-2022 to 05-06-2022. 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		31-05-22	08:30 PM	Kheer, Pudi & Bhandara Sabzi were good.
2	1. Please have the Feedback Register activated.		(DINNER)	Feedback register was missing in HZ.
3	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)			Water cooler was not working. Food was served without water for two days.
4	2. Why was there no water on 31 <sup>st</sup> May?	02-06-22	01:00 PM	Food was good and tasty.
5	3. Water Cooler		(LUNCH)	Water cooler needs to be cleaned.
6	4. Better not to give lemon rather than giving stale.			Lemon pieces were stale.
7	5. Fire Safety Officer to	31-05-22	11:00 AM	Safety of Diesel Storage was properly taken.
8	6. Fire Safety Officer to		(DIESEL)	But 4 Buckets of half filled Sand were found.
9	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)		A-BLOCK Machine/Equipments/Workshops Log Books	All the equipments/machines are working.
10				All the Logbooks entries were updated.
11	Water Cooler/Washroom			Taste of water is good. Washrooms were not cleaned and stinking.
12	5. 'A' Block Admin Supervisor	01-06-22	10:30 PM (H2)	Not found anything objectionable.
13	6. Trench & bed sheets in use by	03-06-22	10:00 PM (H3)	Rooms were so dirty and stinking.
14	University are misused by students.			University's Trench & Bed sheet as a damp cloths.
15	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	02-06-22	(SECURITY)	Mr. Ranveer Singh was Supervisor.
16			1:30 AM	All the 16 Security Guards were present and no one was absent.
17				All the Security Guards were found positioned at their place.
18				
19				
20				
21	CLASS & ROOM NO.	DATE	TIME	REMARKS
1		31-05-22	12:00 PM	Students were studying on their classrooms and faculty members were also actively teaching.
2			A-BLOCK	
3			(First Floor)	
4				
5				
6				
7	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

06-06-2022  
(DATE)

Saleem Ahmad  
(SIGNATURE)

06/06/22



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

I, **Dr. Sandeep Raghuwanshi**, Assistant Professor , ABS was the University Weekly Duty Officer for the period 06/06/2022 to 12/06/2022. 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.)	07-06-2022	01:30-02:00 PM	The food was of decent quality, I asked the students about the quality of the food, <u>and they said the quality of the Chapatti was not acceptable</u> , but the cleanness and storage of the mess was satisfactory, and I also checked the expiry dates of the goods and noticed that they were all fresh.
		09-06-2022	8:50 -9:30 PM	The Quality of dinner and the food disposal system was good,, and the food in the hostel mess was prepared according to the schedule. When I asked the students about the quality of the dinner, <u>they raised concerns about the taste and the food preparation system (some vegetables are not peeled)</u> , and one student showed a picture of a metal nail in his rice plate.
		08-06-2022	2:30 -3:00 PM	All of the packed food items are fresh, and the hygiene and cleanliness of the kitchen are satisfactory , <u>however I notice some issues with the cleanliness in sitting area of the cafeteria's.</u>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks- B Washroom, Ro water etc.)	08-06-2022	3:00-3:45 PM	I had checked all boy's toilets and RO machine in BLOCK B. The toilets were clean and all the RO machine and taps were working properly.
3	<b>SECURITY</b> (Alertness of Guards on Duty.)	10-06-2022	2:00 - 2:40 Am	I arrived at the university at 2 a.m. to verify the alertness of the guards on duty, and I observed that all guards were present in their designated locations and that all guards (17) were awaked on duty.
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
4	Checking in boys Hostel	09-06-2022	5:40-6:45 PM	3 rooms of H1 and 3 rooms of H 3 boys hostel were checked no objectionable material found in Boys Hostel.

13-06-2022  
(DATE)

*Sandeep*  
(SIGNATURE)

Please take n/a 15/6/22

for Dix Hostels

Dix Admin 16/06/22 SR 16/6/22



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

I, Dr. Rohit Kumar Pandey, Assistant Professor, ASET (ME) was the University Weekly Duty Officer for the period 13/06/2022 to 19/06/2022. 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.)	13-06-2022	12:15-1:15PM	Food along with cleanliness was good and according to the menu, rates of items are as per print. Rates of items were printed. Expiry date also checked. ✓
2		15-06-2022	10:45-11:30AM	Canteen in block C was clean. Used plates were not spread on the tables and all the class rooms and labs are neat and clean and arranged in proper way. ✓
3		16-06-2022	8:15-9:15PM	Food was good and according to menu. Chapatti's were baked properly. Store room and rack where raw food materials are stored are clean and upto the mark. During checking I found water are delivering cont. while tub was filled. So advised don't waste the water as we are aware that shortage of water level and importance of water in present condition. *
4		17-06-2022	12:45-1:25PM	Food along with cleanliness was good according to the menu, rates of items are as per print. ✓
5	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	14-06-2022	02:30-3:55PM	Log books along with stock register in all labs were maintained and all equipments are properly functioning. Overhead projectors were ok. I checked all the washrooms of Block C and found them cleaned. ✓
6		16-06-2022	3:15-4:50AM	Quality of drinking water in block C was up to the mark as it's taste is good. RO was working properly. All boys Toilets in Block-C were clean and upto mark. ✓
7	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	16-06-2022	10:05-11:10PM	All security guards were present with high alertness all were found very attentive and awakend position at difernt points like Block-A, B, C, Post No. 10 and 15. (21 Guards were on duty). ✓
8		17-06-2022	1:00-1:55AM	All security guards were present with high alertness all were found very attentive and awakend position at difernt points like Block-A, B, C, Post No. 10 and 15. (22 Guards were on duty). ✓
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Boys Hostel (Block H-1 & H-3)	16-06-2022	9:20-10:15PM	All entrance of boys hostel were closed. Security guards were attentive. ✓ Surprised Checked random 4 Rooms in Block H-1 and 3 Rooms in Block H-3. ✓ Surprised checked were performed in both hostels (H-1 & H-3) and nothing untoward material was found in their possession. ✓

20/06/2022  
(DATE)

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

\* Please ensure that water is not left flowing & wastage in kitchen area. ✓  
20/06/22 ✓  
20/06/22 ✓



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

I, Siddhant Sharma (Designation), Assistant Prof. (School/ Institution) was the University Weekly Duty Officer for the period 20-06-22 to 24-06-22. 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.)	22-06-22	1:40 Pm	Food was <u>just average</u> <sup>back quality</sup>
2				quality.
3				Students & faculty feedback.
4				morning food was of poor
5				quality. And because, many
6				students have left, that is why
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			Lunch food have gone but
8				better. rest it also remains poor.
9		23-06-22	2:45 pm	lab - 120 - dog maintained ✓
10		23-06-22	2:50 pm	lab - 117 - all good ✓
11		23-06-22	2:55	Washrooms - Clean ✓
12		"	"	Water cooler can collapse
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			Cafeteria - Expired products, unhygienic
14				Guards at entrance
15		24-06-22	12:50 pm	15 guards to be on duty
16				all were on duty. ✓
17				
18				
19	<p><i>Col SK Lathi be please see the video / photo with duty officer &amp; do the needful</i></p> <p><i>A' Blotch cafeteria please investigate.</i></p> <p><i>Dir Admin</i></p> <p><i>27/6/22</i></p> <p><i>Dir Admin</i></p> <p><i>OIC Manik</i></p>			
20	<p><b>CLASS &amp; ROOM NO</b>      <b>DATE</b>      <b>TIME</b>      <b>REMARKS</b></p>			
1	103	23-06-22	2:40 PM)	Broken chairs
2	LAB- 102	"	"	All good. dog maintained.
3	175	"	"	"
4				Some lab - "
5				manufacturing "
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

27/06/22 For up a please ✓ *Dir Admin* *27/6/22* *Sde* (SIGNATURE)

*for Dir* *Dir Hostel* *28/6/22*



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

I, Arun Sharma (Designation), Asst. Prof. (School/ Institution) was the University Weekly Duty Officer for the period 27/6/22 to 3/7/22. During the course of my duties, I have checked the following as instructed by the Hon'ble Vice Chancellor:

1. Expired bread found in Fridge!  
2. Hot case for chapatis not working.  
3. Deep Freezer was smelling with same spilled over.

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	27/6/22	8:35	Mess - Kitchen was clean & properly managed, food was well cooked. ✓
2				
3		30/6/22	1:30 PM	Mess & Dinner was of good quality & student review was satisfied. ✓
4				
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	28/6/22	1:50 PM	C-block. All washrooms were neat & in working condition.
8				
9		28/6/22	3:05 PM	Diesel Storage & DCR setup was well managed, All records were ok.
10				
11				
12		28/6/22	3:20 PM	AC plant was having some rust over compressors. ✓
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	30/6/22	1:05 AM	total 15 guards were on duty & all were alert.
14				
15				
16				
17				
18				
19				
20				

S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	R. No 218	30/6/22	2:30 PM	Machine Lab - All machine were found in neat & clean, working condition, log books are also maintained. ✓
2				
3	Pharmacology Lab-I	30/6/22	2:55 PM	} Labs were maintained well & log books are maintained as required. ✓
4	Pharmacology Lab-II	30/6/22	3:10 PM	
5				

S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Chemistry Lab	30/6/22	2:45 PM	All log registers related to chemical use & storage were updated as required. ✓
2				
3	Hostel rooms H1 & H2	29/6/22	3:05 PM	Student rooms were in good condition no intoxication/cooking utensils found. ✓

04/07/2022  
PS to VC  
04/7/22  
Dir Hostel  
Dir Admin  
Arun Sharma  
Please take up a.  
04/7/22



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

I, Dr. Dinesh Sharma (Designation), Assistant Professor (School/ Institution) was the University Weekly Duty Officer for the period 11/07/22 to 13/07/22. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	7 <sup>th</sup> July	7:40PM-9:05PM	Mess was clean and food was up to the mark
2				
3		8 <sup>th</sup> July	1:10PM-2:00PM	Garbage box inside the Kitchen has no cover.
4				All the products available in the mess are within expiry limit.
5				All washrooms are good in term of hygiene and cleanliness
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	9 <sup>th</sup> July	Block-B	Infront of 117 Computer Lab Washroom 1 tap was not working.
7				All RO are working properly
8				Lab No. 115 one equipment (water bath) was not working.
9				In ASCO studio rats are damaging studio.
10				Guard & were doing their duty properly at all locations
11	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	9 <sup>th</sup> July	12:40PM-1:10PM	I checked attendance diary of guards.
12				
13				
14				
15				
16	CLASS & ROOM NO.	11 <sup>th</sup> July		
17				
18				
19				
20				
21	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	11 <sup>th</sup> July	7:20PM-7:35PM	Due to end of session only few students present in hostel. Unwanted material were not found.
22				Fire Protection is available
23				
24				
25				

11/07/22  
(DATE)

Please take action  
Dean (A) & Dir AIB  
Dir Admin

for Dir Hostel

11/7/22  
11/07/22

(SIGNATURE)



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

I, Dr. Surbhi Tiwari (Designation), Asst. Prof. (ALS) (School/ Institution) was the University Weekly Duty Officer for the period 11.7.2022 to 17.7.2022 During the course of my duties, I have checked the following, as stated by the Hon'ble Vice Chancellor:

O.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	12.7.22	12:30 Pm	- Food serving was properly maintained - Disposal of waste well managed - checked expiry date on packets - All OK.
2		14.7.22	08:30 Pm	- vegetables & milk properly stored - spices in use in kitchen was not covered with lid - Grinding room in kitchen area has open stinking drain
3	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	11.7.22	11:13 AM	visited - Block-C All female - was rooms was properly maintained - inspect computer lab room no - 308 & 307 all 40+60 Computer were in working condition.
4		14.7.22	12:30 Pm	✓ Canteen in Block-C well maintained
5		14.7.22	8:30 Pm	visited student mess at dinner time - visited main gate of university security in charge Mr Chandia
6	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	14.7.22	12:30 AM	Bhan ji was on duty - same time checked all guards main gate - 03, Girls Hostel - 01 Boys Hostel - 02, A-Block - 02 C-Block - 02, B-Block - 04 All security guards were on place and well alerted
7				- visited and stayed in Girls Hostel from 8:45 Pm to 12:15 Am in guest room - All well maintained met with Hostel director madam & warden madam.
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	visited all	11.7.22	12:30 Pm	visited all laboratories of Block-C, room no 213, 212, 218
2	Pharmacy			219 equipment log books were well maintained
3	laboratories			All equipment were in working condition

15.07.2022.  
(DATE)

*SR*  
18/Jul/22

(SIGNATURE) *Surbhi*  
DR. SURBHI TIWARI  
ASST. PROF. (ALS)



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

I, Ashok Kumar Shrivastava, Associate Professor , ASET was the University Weekly Duty Officer for the period 18/07/2022 to 24/07/2022. 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.)	19-07-2022	12:50 -02:00	The quality of Food was good, Kitchen was clean and spacious, Lunch was prepared according to the menu.
2		21-07-2022	20:15 -21:00	The Quality of Food was good, Kitchen was clean, Dinner was prepared according to menu. No expiry item found in freezer. Food storage was proper.
3				
4				
5				
6				
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	18-07-2022	13:30-2:00	Cafeteria of block B found neat & clean. No expiry item found in freezer. Food storage was proper. But in sitting area one fan was not working. — <i>Dir Admin</i>
8		18-07-2022	02:00-03:00	Boys/Mens washroom were clean, No leakage problem. But urinal pot partition was missing, glass in window was missing in mens washroom beside IT Lab 111. In faculty washroom pipe for spray for toilet shower is not working properly on same floor.
9		19-07-2022	02:30-04:00	IT lab 111 and Lab 117 no issue found also maintaining log books. Biotech labs (114, 115 116 and 102) found ok maintaining log book. In lab 115 water bath found ok.
10		20-07-2022	02:30-17:10	Boys/Mens washroom were clean, No leakage problem. But toilet seat cover was not fixed on pot it was kept a side and exhaust fan was missing beside room no. 205.
11		20-07-2022	02:30-17:10	10 terminal (computer system) found ok, log book is also maintaining in Central Library
12				
13				
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	22-07-2022	01:00 -01:30	Total 16 guards was on duty. All guards were present on their location and found alert
15				
16				
17				
18				
19				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2				
3				
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

25/07/2022  
(DATE)

*Please get necessary repairs done.*  
*Dir Admin for. Ashok*  
*25/7/22*

(SIGNATURE)

*25/7/22*



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

I, Dr. V. Murugesan Associate professor (Designation), A.T.P (School/ Institution) was the University Weekly Duty Officer for the period 25-7-22 to 31-7-22 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.)	25-7-22	1:00 PM	Roti were found to be thick & hard. Non-chewable and
2				non-baked. Rotten lemon
3		27-7-22	8:10 PM	Found on the Salad. Dead house fly
4				found in the Panera storage
5				freezer. Rat excreta found.
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	27-7-22	11:00 AM	All washrooms in A-Block
8			to	maintained in good condition ✓
9			1:00 pm	All Lab equipment in A-block
10				is found to be working and
11				well maintained. ✓
12				Diesel storage & A/c plant
13			maintained properly. ✓	
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	29-7-22	12:40 AM	
15			to 1:05 AM	Security guards on duty
16				were found to be alert
17		30-7-22	1:30 AM	and attentive. ✓
18			to 1:55 AM	
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	A/c plant	27-7-22	12:30 PM	Fire safety measure were
2	Diesel Storage	27-7-22	12:45 PM	found to be proper. ✓
3				All electric lines in A/c plant were found to be intact. ✓

01/08/22  
(DATE)

[Signature]  
(SIGNATURE)

Please take appropriate action. Three.

Dr. V. Murugesan

[Signature]  
01/8/22

01/8/22

for [Signature]  
01/8



# AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

## Weekly Duty Officers

Week (Monday to Sunday)

Date: 22.07.2022

Month	Dates	Name of Duty Officer	Institute/ School
August	01.08.2022-07.08.2022	Dr. Neha Sharma	AIB
August	15.08.2022-21.08.2022	Dr. Naresh Kedia	ABS
August	22.08.2022-28.08.2022	Dr. Deepak Motwani	ASET
Aug/Sep.	29.08.2022-04.09.2022	Dr. Manish Dubey	ASCO
September	05.09.2022-11.09.2022	Dr. Shivendra Singh	ASET
September	12.09.2022-18.09.2022	Mr. Devendra Kumar Mishra	ASET
September	19.09.2022-25.09.2022	Ms. Divya Chauhan	AIBAS
Sep/Oct.	26.09.2022-02.10.2022	Dr. Rajesh Kumar Mahawar	ALS
October	10.10.2022-16.10.2022	Dr. Nidhi Shukla	ASLS/EVS
October	17.10.2022-23.10.2022	Ms. Nupoor Goyal	ASAP
October	24.10.2022-30.10.2022	Dr. Surendra Nagar	ASET
Oct/Nov	31.10.2022-06.11.2022	Ms. Ankita Kishore	AIP
November	07.11.2022-13.11.2022	Dr. Ajay Kumar Dadoria	ASET
November	14.11.2022-20.11.2022	Dr. Keerti Sood	AISS
November	21.11.2022-27.11.2022	Dr. Vijay Srivastava	ALS
Nov/Dec	28.11.2022-04.12.2022	Ms. Madhavi Tomar	ASFDT
December	05.12.2022-11.12.2022	Mr. Deepak Singh Janoti	AIP
December	12.12.2022-18.12.2022	Dr. Arif Hasan	ABS
December	19.12.2022-25.12.2022	Dr. Ripunjoy Gogoi	ASET
Dec/Jan	26.12.2022-01.01.2023	Mr. Gaurav Chhabra	ASCO

### Note:

1. Due to long holidays in the week from 8 Aug to 14 Aug and from 3 Oct to 9 Oct 2022, the duties for these weeks have not been assigned.
2. All Duty Officers must report to the Hon'ble VC afternoon hours of every Friday preceding to next week according to their duty roster.

*Rajesh Jain*  
(Rajesh Jain)  
Registrar  
22/07/2022  
AMITY UNIVERSITY MADHYA PRADESH  
Maharajpura  
Gwalior



# AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

## Weekly Duty Officers

Week (Monday to Sunday)

Date: 21.07.2022

Month	Dates	Name of Duty Officer	Institute/ School
August	01.08.2022-07.08.2022	Dr. Neha Sharma <i>nsharma22</i>	AIB
August	15.08.2022-21.08.2022	Dr. Naresh Kedia <i>nk</i>	ABS
August	22.08.2022-28.08.2022	Dr. Deepak Motwani	ASET
Aug/Sep.	29.08.2022-04.09.2022	Dr. Manish Dubey	ASCO
September	05.09.2022-11.09.2022	Dr. Shivendra Singh	ASET
September	12.09.2022-18.09.2022	Mr. Devendra Kumar Mishra	ASET
September	19.09.2022-25.09.2022	Ms. Divya Chauhan	AIBAS
Sep/Oct.	26.09.2022-02.10.2022	Dr. Rajesh Kumar Mahawar	ALS
October	10.10.2022-16.10.2022	Dr. Nidhi Shukla	ASLS/EVS
October	17.10.2022-23.10.2022	Ms. Nupoor Goyal	ASAP
October	24.10.2022-30.10.2022	Dr. Surendra Nagar	ASET
Oct/Nov	31.10.2022-06.11.2022	Ms. Ankita Kishore	AIP
November	07.11.2022-13.11.2022	Dr. Ajay Kumar Dadoria	ASET
November	14.11.2022-20.11.2022	Dr. Keerti Sood	AISS
November	21.11.2022-27.11.2022	Dr. Vijay Srivastava	ALS
Nov/Dec	28.11.2022-04.12.2022	Ms. Madhavi Tomar	ASFDT
December	05.12.2022-11.12.2022	Mr. Deepak Singh Janoti	AIP
December	12.12.2022-18.12.2022	Dr. Arif Hasan	ABS
December	19.12.2022-25.12.2022	Dr. Ripunjoy Gogoi	ASET
Dec/Jan	26.12.2022-01.01.2023	Mr. Gaurav Chhabra	ASCO

**Note:**

1. Due to long holidays in the week from 8 Aug to 14 Aug and from 3 Oct to 9 Oct 2022, the duties for these weeks have not been assigned.

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

*put up for kind approval, pls.*

/   
 (Rajesh Jain)   
 Registrar

*Hon'ble VC*

*Rajesh Jain*   
 21/7/22



**Amity University Madhya Pradesh Gwalior**  
**List of Staff Members (Teaching)**

8-14/08/2022 No Duty  
This week

S. No.	Empl Code	School / Institute	Name	Designation	DOJ	Email
1	7315	AIB	Dr. R.S. Tomar	Professor Director (AIB) & Dean (Academics)	06/06/2009	rstomar@amity.edu rstomar33@hotmail.com
2	11046	AIB	Dr. Vikas Shrivastava	Professor	26/08/2013	vikas_chri@yahoo.co.in vshrivastava@gwa.amity.edu
3	8683	AIB	Dr. Raghvendra Kumar Mishra	Professor	26/07/2012	raghymishra@gmail.com rkmishra@gwa.amity.edu
4	14992	AIB	Dr. Raghvendra Saxena	Associate Professor	10/08/2015	raghvendra24x7@gmail.com rsaxena@gwa.amity.edu
5	8698	AIB	Dr. Anurag Jyoti	Associate Professor	01/08/2012	anurag_bt@yahoo.com ajyoti@gwa.amity.edu
6	27306	AIB	Dr. Neha Sharma	Assistant Professor-3	13/11/2018	drneha16may@gmail.com nsharma2@gwa.amity.edu
7	15337	AIB	Dr. Manish Kumar	Assistant Professor-2	04/09/2015	manishgshrivastava@gmail.com mkumar@gwa.amity.edu
8	308314	AIB	Dr. Asha Singh	Assistant Professor-2	11/05/2022	asingh@gwa.amity.edu drashasingh18@gmail.com
9	304865	AIB	Dr. Pallavi Singh Chauhan	Assistant Professor-1	31/01/2020	pallavi.chauhan97@gmail.com pschauhan@gwa.amity.edu
10	307275	AIB	Dr. Pushpika Udawat	Assistant Professor-1	03/12/2021	pudawat@gwa.amity.edu pushpikka333@gmail.com
11	8739	ABS	Dr. Anil Vashisht	Dy. Pro-Vice Chancellor Professor*, Director-ABS,	13/08/2012	vash.anil@gmail.com avashisht@gwa.amity.edu
12	7603	ABS	Dr. Manoj Pandey	Professor* & HoD (ABS)	11/10/2011	manojpandey4@gmail.com mpandey@gwa.amity.edu
13	9021	ABS	Dr. Devendra Kumar Pandey	Professor	24/09/2012	dkp567@gmail.com dkpandey@gwa.amity.edu
14	14900	ABS	Dr. Anand Kumar Shrivastava	Associate Professor	17/07/2015	anand.economics@gmail.com akshrivastava@gwa.amity.edu
15	15323	ABS	Dr. Anil Singh Parihar	Associate Professor	14/09/2015	ansipa2@gmail.com ansipa6@yahoo.co.in asparihar@gwa.amity.edu
16	308235	ABS	Dr. Shaifali Garg	Associate Professor	02/05/2022	sgarg1@gwa.amity.edu shfali_garg@yahoo.co.in
17	308265	ABS	Dr. Abhishek Singhal	Associate Professor	05/05/2022	asinghal@gwa.amity.edu abhishekh.singhal@gmail.com
18	308400	ABS	Dr. Hephzibah Beula John	Associate Professor	06/06/2022	hbjohn@gwa.amity.edu dr.hjohn21@gmail.com
19	306438	ABS	Dr. Shweta Saxena	Assistant Professor-3	02/08/2021	er.saxenashweta15@gmail.com ssaxena8@gwa.amity.edu
20	11090	ABS	Dr. Astha Joshi	Assistant Professor-2	02/09/2013	asthajoshi7@gmail.com ajoshi@gwa.amity.edu
21	15829	ABS	Dr. Nareesh Kedia	Assistant Professor-2	08/01/2016	kedianareesh@gmail.com nkedia@gwa.amity.edu
22	26949	ABS	Dr. Sanjeev Saraswat	Assistant Professor-2	01/08/2018	sanjeevsaraswat78@gmail.com ssaraswat@gwa.amity.edu
23	306138	ABS	Dr. Sandeep Raghuvanshi	Assistant Professor-2	20/04/2021	sraghuwanshi@gwa.amity.edu san.7608@gmail.com
24	307423	ABS	Dr. Arif Hasan	Assistant Professor-2	31/12/2021	ahasan@gwa.amity.edu arifhasan135@gmail.com
25	308077	ABS	Dr. Mini Agrawal	Assistant Professor-2	01/04/2022	magrawal@gwa.amity.edu miniagrwal24@gmail.com
26	308250	ABS	Dr. Dinesh Gupta	Assistant Professor-2	04/05/2022	dgupta@gwa.amity.edu opti.dinesh404@gmail.com
27	308379	ABS	Mr. Ujjwal Kumar Pathak	Assistant Professor-2	01/06/2022	ukpathak@gwa.amity.edu ukpathak.mba@gmail.com
28	11037	ABS	Mr. Rajiv Kumar Dwivedi	Assistant Professor-1*	26/08/2013	rkdvns@rediffmail.com rkdwivedi@gwa.amity.edu



29	306092	ABS	Dr. Vinod Kumar Patel	Assistant Professor-1	05/04/2021	vkpatel@gwa.amity.edu vinodsumiran.patel@gmail.com
30	306439	ABS	Dr. Deepali Soni	Assistant Professor-1	02/08/2021	contactsoni2014@gmail.com dsoni@gwa.amity.edu
31	306574	ABS	Dr. Prashant Raj Singh	Assistant Professor-1	16/08/2021	prashant9790@gmail.com prsingh@gwa.amity.edu
32	307290	ABS	Dr. Abhilasha Dixit	Assistant Professor-1	06/12/2021	adixit@gwa.amity.edu abhilashaanu@gmail.com
33	307471	ABS	Dr. Sudarshana Sharma	Assistant Professor-1	06/01/2022	ssharma4@gwa.amity.edu sudarshana08@gmail.com
34	25522	ASET	Maj. Gen (Dr) S.C. Jain, VSM** (Retd)	Director - ASET & Professor (CSE)	01/06/2017	scjain555@gmail.com scjain@gwa.amity.edu
35	26865	ASET	Dr. Venkatadri Marriboyina	Professor & HoD (CSE)	23/07/2018	venkatadri.mr@gmail.com vmarriboyina@gwa.amity.edu
36	16508	ASET	Dr. Arvind Kumar Upadhyay	Professor	01/07/2016	aupadhyay1@gmail.com akupadhyay@gwa.amity.edu
37	304697	ASET	Dr. Subhrendu Guha Neogi	Associate Professor	23/12/2019	sguhaneogi@gmail.com sgneogi@gwa.amity.edu
38	305065	ASET	Dr. Kapil Sharma	Associate Professor	02/03/2020	kapil.rjit@gmail.com ksharma@gwa.amity.edu
39	305265	ASET	Dr. Deepak Motwani	Associate Professor	10/08/2020	dmotwani20005@gmail.com dmotwani@gwa.amity.edu
40	15388	ASET	Dr. Hemant Kumar Soni	Associate Professor & University Amizone Coordinator	16/09/2015	soni_hemant@rediffmail.com hksoni@gwa.amity.edu
41	11038	ASET	Dr. Samta Jain Goyal	Associate Professor	26/08/2013	jainsamta80@yahoo.com sjgoyal@gwa.amity.edu
42	15511	ASET	Dr. Ashok Kumar Shrivastava	Associate Professor	12/10/2015	ashok79.shrivastava@gmail.com akshrivastava1@gwa.amity.edu
43	307572	ASET	Dr. Shyam Sunder Gupta	Associate Professor	20/01/2022	ssgupta@gwa.amity.edu gohadshyam@gmail.com
44	307610	ASET	Dr. Amit Kumar Mishra	Associate Professor	27/01/2022	akmishra1@gwa.amity.edu amitmishra.phd@gmail.com
45	15099	ASET	Ms. Divya Gautam	Assistant Professor-3	24/08/2015	divyagautam06@gmail.com dgbilwal@gwa.amity.edu
46	13030	ASET	Dr. Madhavi Dhingra	Assistant Professor-3	30/07/2014	madhavi.dhingra@gmail.com mdhingra@gwa.amity.edu
47	307372	ASET	Mr. Manish Gupta	Assistant Professor-3 (Contractual)	15/12/2021	mgupta1@gwa.amity.edu manishgupta.2007@gmail.com
48	7462	ASET	Mr. Vivek Parashar	Assistant Professor-2	20/07/2011	vivekparashar.19@gmail.com vparashar@gwa.amity.edu
49	8081	ASET	Ms. Amrita Parashar	Assistant Professor-2	01/03/2012	amrita_1486@yahoo.co.in aparashar@gwa.amity.edu
50	15437	ASET	Mr. Devendra Kumar Mishra	Assistant Professor-2	29/09/2015	dev1.bit@gmail.com dkmishra@gwa.amity.edu
51	304528	ASET	Dr. Harish Kumar Shakya	Assistant Professor-2	24/10/2019	harish.shakya@gmail.com hkshakya@gwa.amity.edu
52	11032	ASET	Mr. Varun Mishra	Assistant Professor-2	26/08/2013	varund5@yahoo.co.in vmishra1@gwa.amity.edu
53	15501	ASET	Dr. Dinesh Sharma	Assistant Professor-2	26/10/2015	sharma.dineshme@gmail.com dsharma@gwa.amity.edu
54	304428	ASET	Dr. Pratiksha Gautam	Assistant Professor-2	09/10/2019	pratikshamtech20@gmail.com pgautam@gwa.amity.edu
55	307383	ASET	Dr. Surendra Nagar	Assistant Professor-1	20/12/2021	snagar@gwa.amity.edu nagar.surendra@outlook.com
56	308424	ASET	Mr. Kuldeep Narayan Tripathi	Assistant Professor-1	14/06/2022	kntripathi@gwa.amity.edu kuldeep08narayan@gmail.com
57	17011	ASET	Dr. Raghavendra Sharma	Professor & HoD (ECE)	12/08/2016	raghsharma2000@yahoo.com rsharma3@gwa.amity.edu
58	7461	ASET	Dr. Vivek Singh Kushwah	Professor	16/06/2011	vskushwah@aset.amity.edu vskushwah@gwa.amity.edu



59	11275	ASET	Mrs. Rinkoo Bhatia	Assistant Professor-3	23/09/2013	rinkoobhatia@gmail.com rbhatia@gwa.amity.edu
60	8829	ASET	Ms. Shally Goyal	Assistant Professor-2 (Part Time)	21/08/2012	shallygoyal1@gmail.com sgoyal@gwa.amity.edu
61	11089	ASET	Dr. Ashutosh Barua	Assistant Professor-2	02/09/2013	ashutoshbarua1@gmail.com abarua@gwa.amity.edu
62	11141	ASET	Mr. Narendra Kumar Garg	Assistant Professor-2	05/09/2013	narendra.gwl.mits@gmail.com nkgarg41@gwa.amity.edu
63	26756	ASET	Dr. Ajay Kumar Dadoria	Assistant Professor-1	02/07/2018	ajaymanito@gmail.com akdadoria@gwa.amity.edu
64	308073	ASET	Dr. Priyank Sharma	Assistant Professor-1	31/03/2022	psharma@gwa.amity.edu Priyank.sharma35@gmail.com
65	303691	ASET	Dr. C.P. Jawahar	Professor & HoD (MAE)	24/06/2019	cpjawahar@gmail.com cpjawahar@gwa.amity.edu
66	7606	ASET	Dr. Nasir Khan	Assistant Professor-3	07/10/2011	nasir_khan760@yahoo.com nkhan@gwa.amity.edu
67	17212	ASET	Mr. Nagendra Kumar Sharma	Assistant Professor-3	14/09/2016	sharmanagendra26@gmail.com nksharma@gwa.amity.edu
68	13296	ASET	Dr. Rohit Kumar Pandey	Assistant Professor-2	15/09/2014	pandeyrohit1988@gmail.com rkpandey@gwa.amity.edu
69	304891	ASET	Dr. Manvandra Kumar Singh	Assistant Professor-2	20/01/2020	manvandra.iitbhu@gmail.com mksingh@gwa.amity.edu
70	307974	ASET	Dr. Rabindra Prasad	Assistant Professor-1	14/03/2022	rprasad@gwa.amity.edu ravindrprasad.010@gmail.com
71	304877	ASET	Dr. Vimal Kumar Gupta	Associate Professor & HoD (Civil)	16/01/2020	vimalkumargupta@yahoo.co.in vkgupta@gwa.amity.edu
72	9757	ASET	Dr. Mohan Kantharia	Associate Professor	18/02/2013	kantharia2008@rediffmail.com mkantharia@gwa.amity.edu
73	304412	ASET	Dr. P. Mahakavi	Assistant Professor-2	01/10/2019	pmahakavi272@gmail.com pmahakavi@gwa.amity.edu
74	26578	ASET	Dr. Imran Ahmad Khan	Assistant Professor-1	12/04/2018	imranzhcet@gmail.com iakhan@gwa.amity.edu
75	26755	ASET	Dr. Ripunjoy Gogoi	Assistant Professor-1	22/06/2018	ripunjoy.gogoi@gmail.com rgogoi@gwa.amity.edu
76	26950	ASET	Mr. Sachin Tiwari	Assistant Professor-1	03/08/2018	akashtiwari351@gmail.com stiwari@gwa.amity.edu
77	9020	ASET	Dr. Manisha Singh	Associate Professor & HoD (Physics)	24/09/2012	manisha_moss@yahoo.com msingh@gwa.amity.edu
78	7464	ASET	Dr. Pankaj Kumar Mishra	Professor	25/07/2011	pm_hcst@rediffmail.com pmishra@gwa.amity.edu
79	17481	ASET	Dr. Snehal Chandrashekar Jani	Assistant Professor-2	09/11/2016	sneh.jani@gmail.com scjani@gwa.amity.edu
80	307382	ASET	Dr. Kuldeep Singh	Professor & HOD - Chemistry	20/12/2021	ksingh1@gwa.amity.edu singhfcy@gmail.com
81	7463	ASET	Dr. Rachana Kathal	Associate Professor & Coordinator (Chemistry)	11/08/2011	rachanakathal@yahoo.com rkathal@gwa.amity.edu
82	307256	ASET	Dr. Shivendra Singh	Assistant Professor-2	01/12/2021	ssingh4@gwa.amity.edu shivendrasngh0@gmail.com
83	304384	ASET	Dr. Santosh Kumar Sharma	Associate Professor & HoD (Maths)	23/09/2019	sksharma_itm@rediffmail.com sksharma1@gwa.amity.edu
84	304356	ASET	Dr. Girraj Kumar Verma	Associate Professor	17/09/2019	girrajv@gmail.com gkverma@gwa.amity.edu
85	9130	ASET	Dr. Alok Jain	Associate Professor	16/10/2012	alokjain1969@gmail.com ajain1@gwa.amity.edu
86	305525	ASET	Dr. Rajat Vaish	Assistant Professor-1	05/10/2020	rajatvaish6@gmail.com rvaish@gwa.amity.edu
87	305657	ASET	Dr. Pradip Ramesh Patle	Assistant Professor-1	09/11/2020	pradip.patile12@gmail.com prpatle@gwa.amity.edu
88	306807	ASET	Dr. Ram Kumar	Assistant Professor-1	21/09/2021	rkumar4@gwa.amity.edu ramkumarbhu1991@gmail.com



89	308287	ASET	Dr. Reetu Kumari	Assistant Professor-1	09/05/2022	rkumari@gwa.amity.edu tomarritu1986@gmail.com
90	7687	ASCENT	Dr. Iti Roychowdhury	Professor & Director (ASCENT, ASL & AISS) &	05/12/2011	itroy@gmail.com iroychowdhury@gwa.amity.edu
91	16512	ASCENT	Dr. Bishakha Mandal	Associate Professor	04/07/2016	redorial.401@gmail.com bmandal@gwa.amity.edu
92	11870	ASL	Dr. Zeba Siddiqui	Associate Professor	10/02/2014	zebasid2010@gmail.com zsiddiqui@gwa.amity.edu
93	308461	ASL	Dr. Archana Sharma	Assistant Professor-1	24/06/2022	asharma7@gwa.amity.edu archana12sharma@gmail.com
94	303634	ASL	Dr. Shramita Pandey	Assistant Professor-1 (Part Time)	10/06/2019	shramitapandey206@gmail.com spandey@gwa.amity.edu
95	8013	ASL	Mr. K. Muthuvel	Assistant Professor-2* & HoD (Foreign Languages)	01/02/2012	calsee.mv@gmail.com , kmuthuvel@gwa.amity.edu
96	307004	ASL	Mr. Bal Kishan -1	Assistant Professor-1 (Contractual)	20/10/2021	bkishan@gwa.amity.edu Krishna.balkishan@gmail.com
97	25816	ASL	Ms. Neelam Singh Tomar	Assistant Professor-1 (Part Time)	04/08/2017	neelamjayanttomar@gmail.com nstomar@gwa.amity.edu
98	305784	AISS	Dr. Kumar Sambhav Pareek	Associate Professor	11/01/2021	dr.kumarspareek@gmail.com kspareek@gwa.amity.edu
99	304421	AISS	Dr. Saleem Ahmad -1	Assistant Professor-2	03/10/2019	s.ahmad982@gmail.com sahmad@gwa.amity.edu
100	306440	AISS	Dr. Keerti Sood	Assistant Professor-1	02/08/2021	keertisood926@gmail.com ksood@gwa.amity.edu
101	308332	AISS	Dr. Rizwan Ahmad	Assistant Professor-1	17/05/2022	rahmad@gwa.amity.edu rizwan9053@gmail.com
102	10610	ASCO	Dr. Sumit Narula	Professor & Director-ASCO Deputy Dean Research (Publications and Citations)	13/06/2013	suminarula@gmail.com snarula@gwa.amity.edu
103	13028	ASCO	Dr. Dhruv Sabharwal	Associate Professor	13/08/2014	dhruvaxe@gmail.com dsabharwal@gwa.amity.edu
104	307691	ASCO	Mrs. Harshika Varma	Assistant Professor-2	07/02/2022	hvarma@gwa.amity.edu harshika.varma@gmail.com
105	303620	ASCO	Mr. Siddharth Sharma -1	Assistant Professor-1	03/06/2019	siddharth756@gmail.com ssharma@gwa.amity.edu
106	304460	ASCO	Dr. Adhrit Chandra Pati Tripathi	Assistant Professor-1	14/10/2019	tripathiacp@gmail.com acptripathi@gwa.amity.edu
107	304490	ASCO	Dr. Sandeep Kumar -1	Assistant Professor-1	21/10/2019	drsandeepkumar153@gmail.com skumar@gwa.amity.edu
108	304951	ASCO	Dr. Pranav Mishra	Assistant Professor-1	03/02/2020	pranavmishravm@gmail.com pmishra3@gwa.amity.edu
109	16313	ASCO	Dr. Manish Dubey	Assistant Professor-1	29/03/2016	manish.dubeymd01@gmail.com mdubey1@gwa.amity.edu
110	307872	ASCO	Mr. Gaurav Chhabra -1	Assistant Professor-1	02/03/2022	gchhabra@gwa.amity.edu grv_chhabra@yahoo.co.in
111	7732	AIBAS	Dr. Deepa Pandey	Associate Professor & Offg. Hoi (AIBAS)	24/10/2011	deepapandey30@gmail.com dpandey@gwa.amity.edu
112	17056	AIBAS	Dr. Rajendra Kumar Sharma	Associate Professor & HoD (Clinical Psy.)	30/08/2016	rajrcrc@gmail.com rksharma1@gwa.amity.edu
113	26576	AIBAS	Dr. Deepak Kumar	Associate Professor	05/04/2018	drdeepakkumar050@gmail.com dkumar1@gwa.amity.edu
114	27275	AIBAS	Mr. Neelabh Prajapati -1	Assistant Professor-2	22/10/2018	neelabhprajapati@gmail.com nprajapati@gwa.amity.edu
115	16085	AIBAS	Dr. Shubhagata Awasthi	Assistant Professor-2	10/03/2016	awasthi.shubhagata@gmail.com sawasthi@gwa.amity.edu
116	26868	AIBAS	Ms. Jennifer Salim Chandani	Assistant Professor-1	23/07/2018	jenniferchandani@gmail.com jschandani@gwa.amity.edu
117	304933	AIBAS	Mr. Divya Chauhan	Assistant Professor-1	27/01/2020	divyax1@gmail.com dchauhan@gwa.amity.edu
118	305233	AIBAS	Ms. Grace Sharon Joyce	Assistant Professor-1	04/08/2020	gracesharonjoyce@gmail.com gsjoyce@gwa.amity.edu

6  
20.04.2022



119	306371	AIBAS	Dr. Sandhya Garg	Assistant Professor-1	19/07/2021	sandhya.counselor@gmail.com sgarg@gwa.amity.edu
120	306893	AIBAS	Dr. Ritu Raj	Assistant Professor-1	04/10/2021	rraj@gwa.amity.edu rituraj28@outlook.com
121	308124	AIBAS	Dr. Udai Prakash Verma	Assistant Professor-1	11/04/2022	upverma@gwa.amity.edu udayindia2016@gmail.com
122	308125	AIBAS	Dr. Jangjeet Chahal	Assistant Professor-1	11/04/2022	jchahal@gwa.amity.edu chahaljangjeet@gmail.com
123	11462	ASFT	Ms. Anshu Singh Choudhary	Assistant Professor-2* & Offg. Hol (ASFT)	23/10/2013	anshusingh2k6@gmail.com aschoudhary@gwa.amity.edu
124	304743	ASFT	Mrs. Shweta Singh	Assistant Professor-1	06/01/2020	atewhs241@gmail.com ssingh3@gwa.amity.edu
125	307623	ASFT	Ms. Madhavi Tomar	Assistant Professor-1	31/01/2022	mtomar@gwa.amity.edu madhavitomar.singh@gmail.com
126	303662	ASFT	Ms Twinkle Rastogi	Assistant Professor-1	17/06/2019	twinkle24rastogi@gmail.com trastogi@gwa.amity.edu
127	25932	ALS	Maj. Gen Rajinder Kumar, AVSM, SM, VSM (Retd.)	Director - ALS & Professor- Law	04/09/2017	rajinder.br@gmail.com rkumar1@gwa.amity.edu
128	25814	ALS	Dr. Rakhi Singh Chouhan	Professor & HoD	17/08/2017	chouhan.rakhi7@gmail.com rsingh2@gwa.amity.edu
129	15502	ALS	Dr. Sandeep Kulshrestha	Professor	02/11/2015	sandeep723@gmail.com skulshrestha@gwa.amity.edu
130	16675	ALS	Dr. Sanjiv Singh Bhadauria	Associate Professor	20/07/2016	mr_ssb@yahoo.in ssbhadauria@gwa.amity.edu
131	307052	ALS	Dr. Vijay Srivastava	Associate Professor	08/11/2021	vjsrivastava009@gmail.com, drarbisrivastava@gmail.com
132	13501	ALS	Dr. Saroj Choudhary	Associate Professor	07/11/2014	sarojch_13@rediffmail.com schoudhary@gwa.amity.edu
133	17120	ALS	Dr. Alpa Sethi	Associate Professor	26/08/2016	alpasethi9@gmail.com asethi@gwa.amity.edu
134	15839	ALS	Mr. Sachin Kumar Sharma	Assistant Professor-2	25/01/2016	108sachi2008@gmail.com sksharma@gwa.amity.edu
135	25288	ALS	Dr. Krati Rajoria	Assistant Professor-2 (Part Time)	20/02/2017	rajoria88@gmail.com krajoria@gwa.amity.edu
136	10589	ALS	Mr. Abhinav Upadhyay	Assistant Professor-1* (Part Time)	10/06/2013	muktabhinav@gmail.com aupadhyay@gwa.amity.edu
137	25506	ALS	Mr. Arun Sharma	Assistant Professor-1 (Contractual)	20/05/2017	arunbohareindia@gmail.com asharma4@gwa.amity.edu
138	304084	ALS	Dr. Rajesh Kumar Mahawar	Assistant Professor-1	07/08/2019	dr.rajeshlaw@gmail.com rkmahawar@gwa.amity.edu
139	306730	ALS	Dr. Surbhi Tiwari	Assistant Professor-1	13/09/2021	stiwari2@gwa.amity.edu surbhivd@gmail.com
140	307602	ALS	Ms. Nidhi Kastwar	Assistant Professor-I (Contractual)	25/01/2022	nkastwar@gwa.amity.edu kastwarnidhi@gmail.com
141	307603	ALS	Ms. Shubhi Bhargava	Assistant Professor-I (Contractual)	25/01/2022	sbhargav@gwa.amity.edu shubhibhargava8@gmail.com
142	307604	ALS	Mrs. Vartika Saxena	Assistant Professor-I (Contractual)	25/01/2022	vsaxena1@gwa.amity.edu vartika.saxena5@gmail.com
143	307735	ALS	Ms. Sheetal Chauhan	Assistant Professor-I (Contractual)	14/02/2022	sheetalc@gwa.amity.edu sheetal.chauhan93@gmail.com
144	307915	ALS	Ms. Shubhangi Gupta	Assistant Professor-I (Contractual)	03/03/2022	sgupta3@gwa.amity.edu gupta.shubhangi994@gmail.com
145	303209	ASAP	Prof. Lalitesh Kumar Jain	Professor & Director (ASAP)	15/02/2019	lkjain@gwa.amity.edu laliteshkjain03@gmail.com
146	13962	ASAP	Mr. Ashish Sharma	Associate Professor	16/02/2015	ashish.archi.mits@gmail.com asharma2@gwa.amity.edu
147	14162	ASAP	Mr. Sudheer Singh Sikarwar	Associate Professor	03/04/2015	ar.sudheersikarwar@gmail.com sssikarwar1@gwa.amity.edu
148	15722	ASAP	Mr. Manish Kumar Chitranshi	Assistant Professor	08/12/2015	manishchitranshi1000@gmail.com mkchitranshi@gwa.amity.edu



149	25489	ASAP	Mr. Rajeev Parashar	Assistant Professor	15/05/2017	ar.rajeev13@gmail.com rparashar@gwa.amity.edu
150	26947	ASAP	Ms. Nupoor Goyal (Agarwal)	Assistant Professor	25/07/2018	nupuragarwal.509@gmail.com nagarwal1@gwa.amity.edu
151	307796	ASAP	Ms. Ayushi Garg	Assistant Professor	22/02/2022	agarg@gwa.amity.edu ar.ayushigarg@gmail.com
152	307819	ASAP	Mr. Nikhil Gopalrao Wakode	Assistant Professor	23/02/2022	ngwakode@gwa.amity.edu nikhilwakode2893@gmail.com
153	307860	ASAP	Mr. Aditya Bhattacharya	Assistant Professor	02/03/2022	abhattacharya@gwa.amity.edu adityabhattacharya.10@gmail.com
154	26837	ASLS	Dr. Kuldip Dwivedi	Professor	12/07/2018	dwivedikul2012@gmail.com kdwivedi@gwa.amity.edu
155	13470	ASLS	Dr. Swapnil Rai	Professor	03/11/2014	ssrai31@gmail.com srai@gwa.amity.edu
156	25088	ASLS	Dr. Rwitabrata Mallick	Assistant Professor-3	05/01/2017	rwitabrata@gmail.com rmallick@gwa.amity.edu
157	304764	ASLS	Dr. Nidhi Shukla	Assistant Professor-2	06/01/2020	nidthesaviour@gmail.com nshukla@gwa.amity.edu
158	306669	ASLS	Dr. Abhishek Kumar Bhardwaj	Assistant Professor-1	03/09/2021	bhardwajak87@gmail.com akbhardwaj@gwa.amity.edu
159	305653	AIP	Dr. Sabapathi Mohanakshmi	Professor & Director & Principal (AIP)	05/11/2020	mohanaashok@gmail.com smlakshmi@gwa.amity.edu
160	303733	AIP	Dr. Neeraj Mishra	Professor	01/07/2019	neerajdops@gmail.com nmishra1@gwa.amity.edu
161	303734	AIP	Dr. Shvetank Bhatt	Professor	01/07/2019	shvetankbhatt@gmail.com sbhatt@gwa.amity.edu
162	306495	AIP	Dr. Parameshwar Ravula	Professor	04/08/2021	parmi_pharma@yahoo.com pravula@gwa.amity.edu
163	26867	AIP	Dr. Naveen Sharma	Associate Professor	20/07/2018	naveenpcol@gmail.com nsharma@gwa.amity.edu
164	304953	AIP	Dr. Srabanti Jana	Associate Professor	03/02/2020	janasrabanti@gmail.com sjana@gwa.amity.edu
165	305973	AIP	Dr. S. Vijayaraj	Associate Professor	03/03/2021	vijaysurender85@gmail.com svijayaraj@gwa.amity.edu
166	306045	AIP	Dr. V. Murugesan	Associate Professor	19/03/2021	vmurugesann@gmail.com vmurugesan@gwa.amity.edu
167	306644	AIP	Dr. M. Prathap	Associate Professor	01/09/2021	mpratap@gwa.amity.edu Prathap.nil@gmail.com
168	307336	AIP	Dr. K. Anitha	Associate Professor	13/12/2021	kanitha@gwa.amity.edu kuttiappanitha@gmail.com
169	27364	AIP	Dr. Jovita Kanoujia	Associate Professor	02/01/2019	jovita_kanoujia@rediffmail.com jkanoujia@gwa.amity.edu
170	307737	AIP	Dr. M Sathish Kumar	Associate Professor	15/02/2022	mskumar@gwa.amity.edu drmsk@live.com
171	308033	AIP	Dr. Satish Shilpi	Associate Professor	23/03/2022	sshilpi@gwa.amity.edu shilpisatish@gmail.com
172	308313	AIP	Mr. Jamal Basha Dudekula	Associate Professor	11/05/2022	jbdudekula@gwa.amity.edu jamal0210@gmail.com
173	26851	AIP	Dr. Pawan Kumar Gupta	Assistant Professor	16/07/2018	prehugupta@yahoo.co.in pkrenugupta@gmail.com pkgupta@gwa.amity.edu
174	305006	AIP	Mrs. Monika Kaushik	Assistant Professor	15/02/2020	monikakaushik28@gmail.com mkaushik@gwa.amity.edu
175	306693	AIP	Mr. Ankita Kishore	Assistant Professor	06/09/2021	akishore@gwa.amity.edu 88ankitakishore@gmail.com
176	308134	AIP	Mr. Deepak Singh Janoti	Assistant Professor	11/04/2022	dsjanotia@gwa.amity.edu ds.janoti@gmail.com



To,  
The Registrar,  
Amity University Madhya Pradesh

Subject: Application for swap the duty of University Duty Officer.

Dear Sir.

With due respect, I would like to tell you that i am nominated as **University Duty Officer** for the 1<sup>st</sup> week of August (1-8-2022 to 7-8-2022). I would like to inform you that I will on leave on 4<sup>th</sup> & 5<sup>th</sup> August 2022. For the same, I had a discussion with Dr. Deepak Motwani Sir. His assigned dates are 22-8-2022 to 28-8-2022 and he is agreed to exchange the duty. So kindly consider it.

Thanks and Regards

*Ans*  
26/07/2022

*Neha Sharma*  
26/7/22

**Dr. Neha Sharma**  
Assistant Professor (III)  
Amity Institute of Biotechnology  
Amity University Madhya Pradesh

*For information and necessary  
changes, pls.*

*Chaitan*  
26/07/2022

*PS To Hon. VC*

*Sir noted.*

*SR*  
26/07/22



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

I, Dr Deepak Motwani, Associate Professor, CSE, ASET was the University Weekly Duty Officer for the period 01/08/2022 to 08/08/2022 (C-Block). 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.)	02-08-2022	13:30-14:10	The quality of Food was good, Kitchen was clean and spacious, Lunch was prepare according to the menu. <u>One tube light hall and one tube light kitchen are not working, electricity board issue, one mosquito machine is not functioning, kitchen blower is not properly working.</u>
2		04-08-2022	20:15 -21:00	Kitchen was clean, Dinner was prepare according to menu. Two tube lights are not working.
3				
4				
5				
6				
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Labs, Diesel Storage, AC Plant etc.)	01-08-2022	13:30-14:20	In Cafeteria(301) price list displayed, Cafeteria was clean.
8		01-08-2022	14:30-15:40	Boys washroom were clean, No leakage problem, Water coolers were working properly.
9		15:40-16:10	Near Room 301 Cafeteria Toilet was not cleaned, Lab 307,308(A&B), Lab213,219,212,218,213,206,207,208,205 visited.	
10				
11				
12				
13	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	02-08-2022	13.30.14.10	Diesel Storage plant maintaied properly , AC Plant is ok. ✓
14		03-08-2022	14.30-15.10	Lab102,103 visited ,Near Room 301 :Men Toilet tap Leakage, Near Room 409 Toilet tape leakage and near room 403 men : mirror issue, workshop / Lab410 and 411 visited. near room 501 men Toilet :mirror issue.
15				
16		06-08-2022	01:05 -1:30	All guards were present on their location, All Streetlight were on. ✓
17				
18				
19				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

08/08/2022  
(DATE)

*Dr Deepak Motwani*  
(SIGNATURE)

*Please take action to undertake repairs & compen.  
Dy Dir Maintenance - Mr I K Sharma  
Dir Hostel & Chief Proctor*

*for [Signature]*

*SR*  
*16/8/22*



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

I, Dr. Naresh Kedia, Assistant Professor (Amity Business School) the University Weekly Duty Officer for the period 15/8/2022 to 21/8/2022. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	16-08-2022	2:00 PM	1. Did a complete check of the menu, the food was as per the menu. 2. Checked all the cooking places and the storage of the masala. It was clean. 3. The quality of the food was good.
2		18-08-2022	8.50 AM	I inspected the breakfast and it was fine and as per the menu.
3		18-08-2022	8.30 PM	I went to mess for dinner inspection. It was as per the menu and quality was ok.
4				1. Over all quality of food was ok. 2. The cleanliness can be improved more. Basic hygiene is maintained, but there are scope of improvement in terms of cleanliness. 3. The storeroom is mess for keeping masala was not arranged properly.
5	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	17-08-2022	11.30 AM	1. Visited A-BLOCK, the classes were running very well. 2. Checked the Male washrooms, and one complete washroom was closed for maintenance in the block. 3. The curtains were cleaned and were being put in all the classrooms. 4. The canteen in the block was closed and students had no other options.
6		18-08-2022	11.00 AM	1. Visited A-BLOCK, and classes were going well. 2. The washroom closed for maintenance, was working well now.
7	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards etc.)	15-08-2022	11:00 AM	I inspected security and all were in the place of the duty. No issues found.
8		19-08-2022	12.45 AM	I inspected the security and all the guards were sitting in the place of duty. The guards were active. Overall, it was good.
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1		17-08-2022	11.30 AM	I inspected block A and I found all classes were held properly.
2		18-08-2022	2.00 PM	While inspecting block B I found all the classes were held on time.
3		18-08-2022	9. 15 AM	I inspected block C all the students were in proper classes and lectures were held properly.
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Checking of A/C Plant and DG Area.	16-08-2022	3.00 PM	1. Inspected the A/C Chiller plant and it was in good condition. 2. All fire extinguisher were checked for dates, and all have been updated very recently and in good condition. 3. No leaks in the wire or loose ends.

22-8-2022  
(DATE)

Naresh Kedia  
(SIGNATURE)

Please examine the rates of tea, coffee and Samosa in our Canteens. 'R' is tea for Rs. 10/-, coffee for Rs. 15/- and Samosa Rs. 10/-. See if it is possible

Dir Admin

2

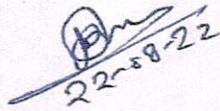
22/8/22

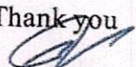


To,  
The Registrar  
Amity University Madhya Pradesh  
Subject: Application for swap the duty of University Duty Officer.  
Respected Sir,

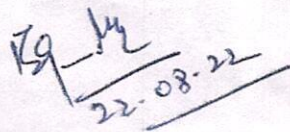
With Due respect, I would like to tell you that I am nominated as University Duty Officer for the last week of August and first week of September (29-08-2022 to 04-09-2022). I would like to inform due to some emergency I will be on leave on 24-08-2022 to 27-08-2022. For the same I had a discussion with Mr. Devendra Kumar Mishra sir, His Assigned dates are 12-09-2022 to 18-09-2022 and he is agreed to exchange the duty. So kindly consider it.



  
22-08-22

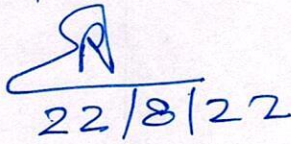
Thank you  
  
Dr. Manish Dubey  
Assistant Professor  
Amity School of Communication  
Amity University Madhya Pradesh

For information and  
necessary action, please

  
22-08-22

PS to Hon'ble VC Sir

Sir Noted.

  
22/8/22



**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 22<sup>nd</sup> to 28<sup>th</sup> August 2022. During the course of my duties, I have checked following, as instructed by the Hon'ble Vice Chancellor.

S. No.	Duty	Date	Time	Remarks
1.	<b>STUDENT'S MESS</b>	22/8/2022	8:45 PM	The mess was found to be clean.
				Food items were properly cooked and stored.
				Dinner was according to fixed menu and was good in taste.
				Spoiled vegetables were kept in separate basket for disposal.
2.		27/8/2022	1.30 PM	Mess was clean, food was according to menu.
				Quality of food was satisfactory, can be improved.
3.	<b>UNIVERSITY PREMISES- "A" BLOCK</b>	25/8/2022	9.30 AM – 10.30 AM	Workshops and labs (Electronics lab, CRBN, Physics lab, Chemistry lab, Electrical Machine lab, Metrology lab) were checked. All machines are functional. Log books were maintained according to months.
				RO's were all working with good quality drinking water.
				Ladies and faculty Washrooms were found to be clean with dustbins.
				Few taps and flush were not working properly in ladies washroom in both ground and first floor.
				List of non working taps and flush was kept with supervisor.
		27/8/2022	12:30 PM	AC plants were in good working conditions with all safety measurements.
4.	<b>SECURITY</b>	27/8/2022	1.30 AM	14 Guards with 01 Supervisors were on duty. All guards & supervisors were alert and active on duty.
		28/8/2022	12.45 AM	14 Guards with 01 Supervisors were on duty. All guards & supervisors were alert and active on duty. All were attentive and on their destined place.
5.	<b>CLASS &amp; ROOM NO</b>	25/8/2022	9.30 AM – 10.30 AM	All class rooms of block A (Ground floor and First Floor) were neat and clean with proper light and AC supply.
				Labs (Electronics lab, CRBN, Physics lab, Chemistry lab, Electrical Machine lab, Metrology lab) were checked. All instruments were working and log books were properly maintained.

*Dr. Hostals*

*Please ensure functionality of Air Maintenance by Dr. Admin*

*Dr. 30/8/22*

*for Dr. Hostals*  
*Dr. Admin*  
*By Air Maintenance*

*for Dr. Pl. Y. 29/8/22*

*for 30/08/2022*

*30/8/22*



6.	<b>SPECIAL TASK BY ORDER OF VICE CANCELLAR</b>			
	Sudden Visit in Girl's hostel 2 suites- (F Blocks)	27/10/202 2	12.00 PM	All rooms were clean, no objectionable thing was found. ✓

DATE 29/8/22

*A. Khosrui*  
SIGNATURE



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

I, Dr. Devendra Kumar Mishra ,Assistant Professor , ASET was the University Weekly Duty Officer for the period 29/08/2022 to 04/09/2022. 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.)	30-08-2022	13:30 -14:00	The quality of food was good, Kitchen was clean and spacious, Lunch was prepared according to the menu, but no mechanism available to keep food warm during distribution.
2		02-09-2022	20:30-21:30	The food quality was good, the kitchen was clean, and the dinner was prepared according to the menu, but no mechanism available to keep food warm during distribution.
3				
4				
5				
6				
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	02-09-2022	13:20-13:30	Block B's cafeteria was discovered to be nice and clean. There were no unusual items discovered in the freezer. Food storage was adequate.
8		02-09-2022	13:30-13:40	Mens washroom were clean, No leakage problem.
9		02-09-2022	13:40- 13:50	Log books are maintaining in Central Library and Labs
10		02-09-2022	13:55- 14:20	AC Plant and Diesel Storage are OK
11				
12				
13				
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	04-09-2022	01:30 -02:00	All guards were present on their location, All Streetlight were on.
15				
16				
17				
18				
19				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS

05/09/2022  
(DATE)

(SIGNATURE)

1. We have mechanism to keep food hot while serving.
2. If it is non functional, please take up, care for repair & confirm.

Dir Admin for food  
Dir Hostels for 07/09/22  
08/09/22

02/9/22



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

I, Dr. Shivendra Singh, Assistant Professor-II (ASET) was the University Duty Officer for a period 05/09/2022 to 11/09/2022. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S.No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	05-09-2022	07:30 PM - 09:30 PM	<p><b>Kitchen:</b> The cooking area was found neat and clean. In addition to staffs, total 498 students had their dinner on 04/09/22. ✓</p> <p><b>Storage:</b> Most of the bags and boxes containing food items are covered; However some packets of spices were found open. No rodents or insects were found in the storage areas.</p> <p><b>Water Coolers:</b> Working properly and the surrounding area were clean.</p> <p><b>Disposal system:</b> The waste food is stored at a defined place at the back side of hostel-1 and it is handed over to third party. The third party takes all the waste food items after 05:00 PM (everyday) and dump somewhere in the Gwalior Municipal dumping area (mostly eaten by Pigs or other animals)</p> <p><b>Feedback from Students:</b> Most of the students are satisfied with mesh cleaning and food quality. However, the students have a lot of complaints about insects in foods. Students have shown some videos and photographs having insects and living objects in foods as well.</p> <p>The students have also complaint about oily glasses in the mesh. The mesh supervisor says that they have issue with hot water supply and therefore this issue is coming.</p>

*This is unnecessary, table.*

*Disposal*

*This should not happen  
Disposal*

1. Please look into this.
2. It is the job of vendor.

*to arrange for vendor  
Disposal*

*PS to VC  
13/9/22*

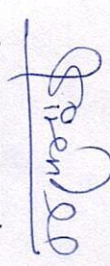


2	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	07-09-2022	09:30 AM - 12:30 PM	<p><b>Block-C visit:</b> All the water coolers are working properly and the cleanliness is well maintained.</p> <p><b>Pharmacy Division:</b> Visited all the nine pharmacy labs i.e. Room numbers 205, 206, 207, 208, 212, 213, 218, 219 and 221. The equipments available in most of the labs are working and log books are maintained. However, Some minor issues are observed; One heating mantle is broken in Room number 213. For proper working of HPLC, electricity connection is properly required in Room no. 208. One rubber tubing is required for triple distillation assembly in Room number 208. In Room number 205, the autoclave is not working properly.</p> <p><b>Engineering Division:</b> Labs are well maintained.</p> <p><b>All other departments:</b> Area is clean and water coolers are working properly.</p> <p><b>Cafeteria:</b> Clean and well maintained.</p> <p><b>Diesel Storage:</b> Well maintained.</p>
	<p><i>Please get it done.</i></p> <p><u>Air A.I. I</u></p> <p><u>for Admin</u></p> <p><u>12/09/22</u></p>	07-09-2022	12:40 PM - 01:05 PM	



			<p><b>H-3 Visit:</b> Visited twice with hostel warden and with discipline committee of H-3. The hostels were clean and water coolers were working properly. The electrical appliances are well managed by hostel management. Adequate fire extinguishers were there in the hostels. No liquors or drugs are found during checking. The students are satisfied with hostel facilities. H-3 has 40 blocks (pockets) and currently girls are staying at the 8-blocks of H-3. The attendance is taken by wardens at 07:30 PM everyday. Fire extinguishers are also placed at different positions. Two pockets in H-3 has AC room as well. Total 142 students stays in this hostel.</p>
	09-09-2022	07:30 PM - 11:30 PM	<p><b>H-1 Visit:</b> Visited twice, once with hostel warden and then alone. The hostels were clean and water coolers were working properly. The electrical appliances are well managed by hostel management. Adequate fire extinguishers were there in the hostels. No liquors or drugs are found during checking. The students are satisfied with hostel facilities. Total 158 students stays in this hostel.</p>
	10-09-2022	09:30 PM - 11:00 PM	<p>Random check to University premises in the hostel areas. The students goes inside hostel before 10:00 PM.</p> <p><b>H-4 Visit:</b> Under construction and some blocks will be ready in the coming weeks.</p>



3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	09-09-2022	07:30 PM - 11:30 PM	Registers at Main gate: Separate registers were maintained for students and updated frequently. Pass issued for students taking leaves. The outpass details of girl students are submitted everyday to hostel warden (at 07:30 PM)
				Number of Guards: Total number is 14. Out of which 11 were on duty (3 on leave) (Supervisor: Mr. Gajendra Singh)
				Guards Position: 3 (Main gate), 1 (A-block), 2 (B-block), 3 (C-block), 1 (Girls hostel), 1 (Boys hostel)
4	CLASS & ROOM NO.	10-09-2022	08:30 PM - 11:00 PM	Number of Guards: Total number is 14. Out of which all 14 were on duty (Supervisor: Mr. Gajendra Singh)
				Guards Position: 3 (Main gate), 1 (A-block), 4 (B-block), 3 (C-block), 1 (Girls hostel), 2 (Boys hostel)
4	CLASS & ROOM NO.	07-09-2022	09:30 AM - 12:30 PM	Several classrooms of C-Blocks were checked. No issue found in those classes.
5	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	NIL	NIL	NIL
<div style="display: flex; justify-content: space-between;"> <div> 12/09/2022 (DATE) </div> <div>  (SIGNATURE) Dr. Surender Singh </div> </div>				



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

I, Dr. Shivendra Singh, Assistant Professor-II (ASET) was the University Duty Officer for a period 05/09/2022 to 11/09/2022. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S.No.	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	05-09-2022	07:30 PM - 09:30 PM	<p><b>Kitchen:</b> The cooking area was found neat and clean. In addition to staffs, total 498 students had their dinner on 04/09/22. ✓</p> <p><b>Storage:</b> Most of the bags and boxes containing food items are covered; However some packets of spices were found open. No rodents or insects were found in the storage areas.</p> <p><b>Water Coolers:</b> Working properly and the surrounding area were clean.</p> <p><b>Disposal system:</b> The waste food is stored at a defined place at the back side of hostel-1 and it is handed over to third party. The third party takes all the waste food items after 05:00 PM (everyday) and dump somewhere in the Gwalior Municipal dumping area (mostly eaten by Pigs or other animals)</p> <p><b>Feedback from Students:</b> Most of the students are satisfied with mesh cleaning and food quality. However, the students have a lot of complaints about insects in foods. Students have shown some videos and photographs having insects and living objects in foods as well.</p> <p>The students have also complaint about oily glasses in the mesh. The mesh supervisor says that they have issue with hot water supply and therefore this issue is coming.</p>

*This is unacceptable.*  
*Dr. Shivendra Singh*  
 1. Please look into this.  
 2. If it is the job of vendor to manage the kitchen.  
*Dr. Shivendra Singh*

*This should not happen*  
*Dr. Shivendra Singh*

*Dr. Shivendra Singh*  
*Dr. Shivendra Singh*  
*Dr. Shivendra Singh*  
 20/9/22



2	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	07-09-2022	09:30 AM - 12:30 PM	<p><b>Block-C visit:</b> All the water coolers are working properly and the cleanliness is well maintained.</p> <p><b>Pharmacy Division:</b> Visited all the nine pharmacy labs i.e. Room numbers 205, 206, 207, 208, 212, 213, 218, 219 and 221. The equipments available in most of the labs are working and log books are maintained. However, Some minor issues are observed; One heating mantle is broken in Room number 213. For proper working of HPLC, electricity connection is properly required in Room no. 208. One rubber tubing is required for triple distillation assembly in Room number 208. In Room number 205, the autoclave is not working properly.</p> <p><b>Engineering Division:</b> Labs are well maintained.</p> <p><b>All other departments:</b> Area is clean and water coolers are working properly.</p> <p><b>Cafeteria:</b> Clean and well maintained.</p> <p><b>Diesel Storage:</b> Well maintained.</p>
		07-09-2022	12:40 PM - 01:05 PM	

Please get it done.  
Sir A I  
Sir Admin

W  
29

Can be easily  
taken up for  
function with CIV Sir

W



	<p>✓</p> <p>07:30 PM - 11:30 PM</p>	<p><b>H-3 Visit:</b> Visited twice with hostel warden and with discipline committee of H-3. The hostels were clean and water coolers were working properly. The electrical appliances are well managed by hostel management. Adequate fire extinguishers were there in the hostels. No liquors or drugs are found during checking. The students are satisfied with hostel facilities. H-3 has 40 blocks (pockets) and currently girls are staying at the 8-blocks of H-3. The attendance is taken by wardens at 07:30 PM everyday. Fire extinguishers are also placed at different positions. Two pockets in H-3 has AC room as well. Total 142 students stays in this hostel.</p> <p>✓</p> <p><b>H-1 Visit:</b> Visited twice, once with hostel warden and then alone. The hostels were clean and water coolers were working properly. The electrical appliances are well managed by hostel management. Adequate fire extinguishers were there in the hostels. No liquors or drugs are found during checking. The students are satisfied with hostel facilities. Total 158 students stays in this hostel.</p>
<p>10-09-2022</p>	<p>09:30 PM - 11:00 PM</p> <p>✓</p>	<p>Random check to University premises in the hostel areas. The students goes inside hostel before 10:00 PM.</p> <p>✓</p> <p><b>H-4 Visit:</b> Under construction and some blocks will be ready in the coming weeks.</p>



3	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	09-09-2022	07:30 PM - 11:30 PM	Registers at Main gate: Separate registers were maintained for students and updated frequently. Pass issued for students taking leaves. The outpass details of girl students are submitted everyday to hostel warden (at 07:30 PM)
				Number of Guards: Total number is 14. Out of which 11 were on duty (3 on leave) (Supervisor: Mr. Gajendra Singh)
		10-09-2022	08:30 PM - 11:00 PM	Guards Position: 3 (Main gate), 1 (A-block), 2 (B-block), 3 (C-block), 1 (Girls hostel), 1 (Boys hostel)
4	CLASS & ROOM NO.	07-09-2022	09:30 AM - 12:30 PM	Number of Guards: Total number is 14. Out of which all 14 were on duty (Supervisor: Mr. Gajendra Singh)
5	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	NIL	NIL	Guards Position: 3 (Main gate), 1 (A-block), 4 (B-block), 3 (C-block), 1 (Girls hostel), 2 (Boys hostel)
<p>12/09/2022</p> <p>(DATE)</p> <p>(SIGNATURE)</p> <p>D.S. Suresh Singh</p>				



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

I, Dr Manish Dubey, Asst Professor (Designation), ASCO (School/ Institution) was the University Weekly Duty Officer for the period 12/09/22 to 19/09/22. 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.)	12/09/22	8:30	The quality of food was not good,
2				Kitchen was not clean, & it
3				was unhygienic
4		14/09/22	12:30	"
5	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			
6				
7				
8				
9	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			
10				
11				
12				
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			
14				
15				
16				
17	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			
18				
19				
20				
1	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Block A - 101	16/9/22	1:05 PM	All ok
2	Block A 101F			All ok
3	Block A (Carbon 105)	16/9/22	1:28 PM	one Equipment was damaged & magnetic Hot Plate not working
1	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

1. The capacity of diesel tanks near generator be 19/09/22 written on tanks with paint.
2. The tube light inside ATM needs to be made operational.

(DATE)

(SIGNATURE)

ER  
20/9/22

Maes  
19/9/22



DATE...15.....Total guards present...16.....

(c) Main Gate...03.....

(b) A Block...01.....

(e) B Block...04.....

(d) C Block...04.....

(g) Hostel...01.....

(f) Girls Hostel...01.....

(g) Hostel (H I&H3)...02.....

(h) Reserve.....

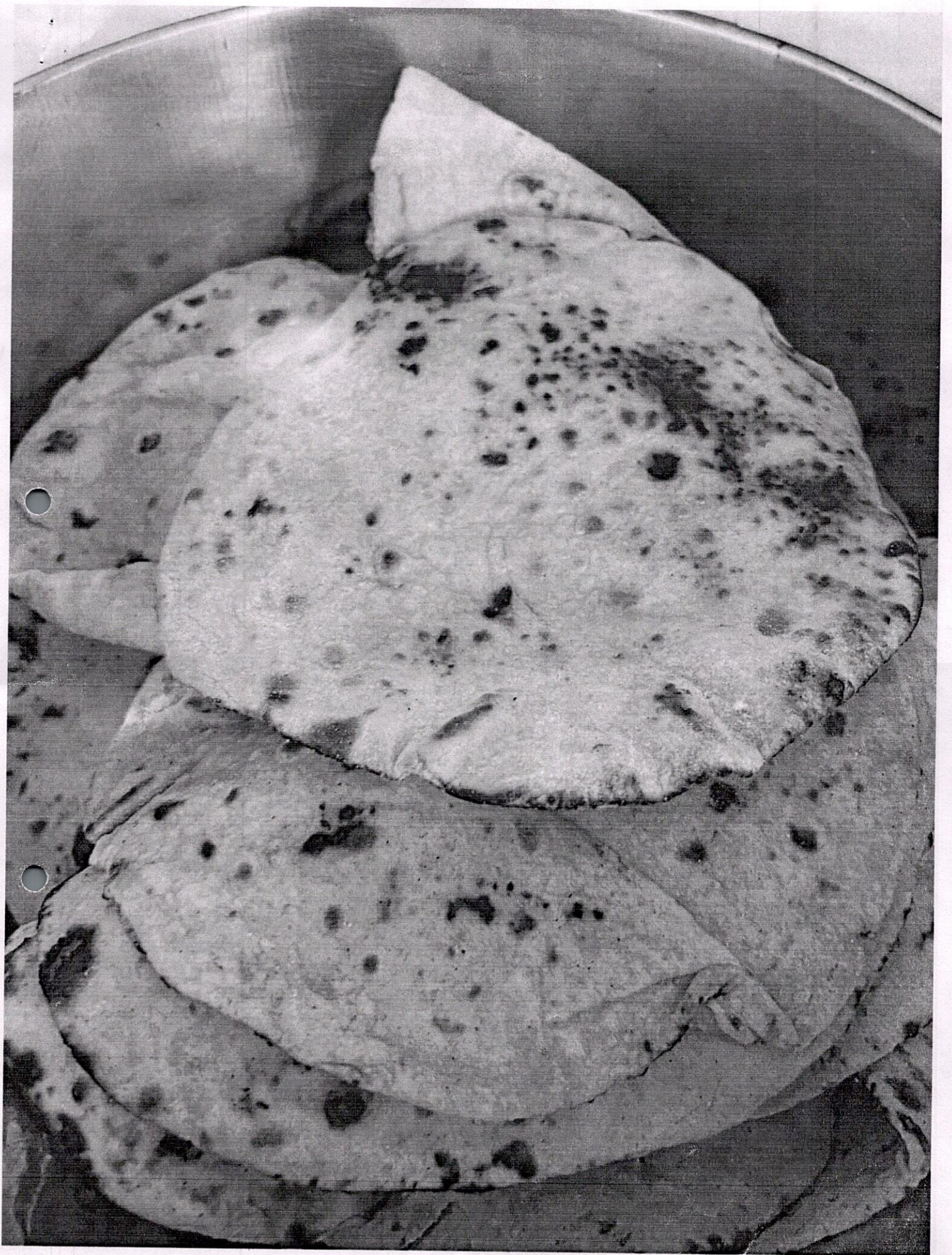




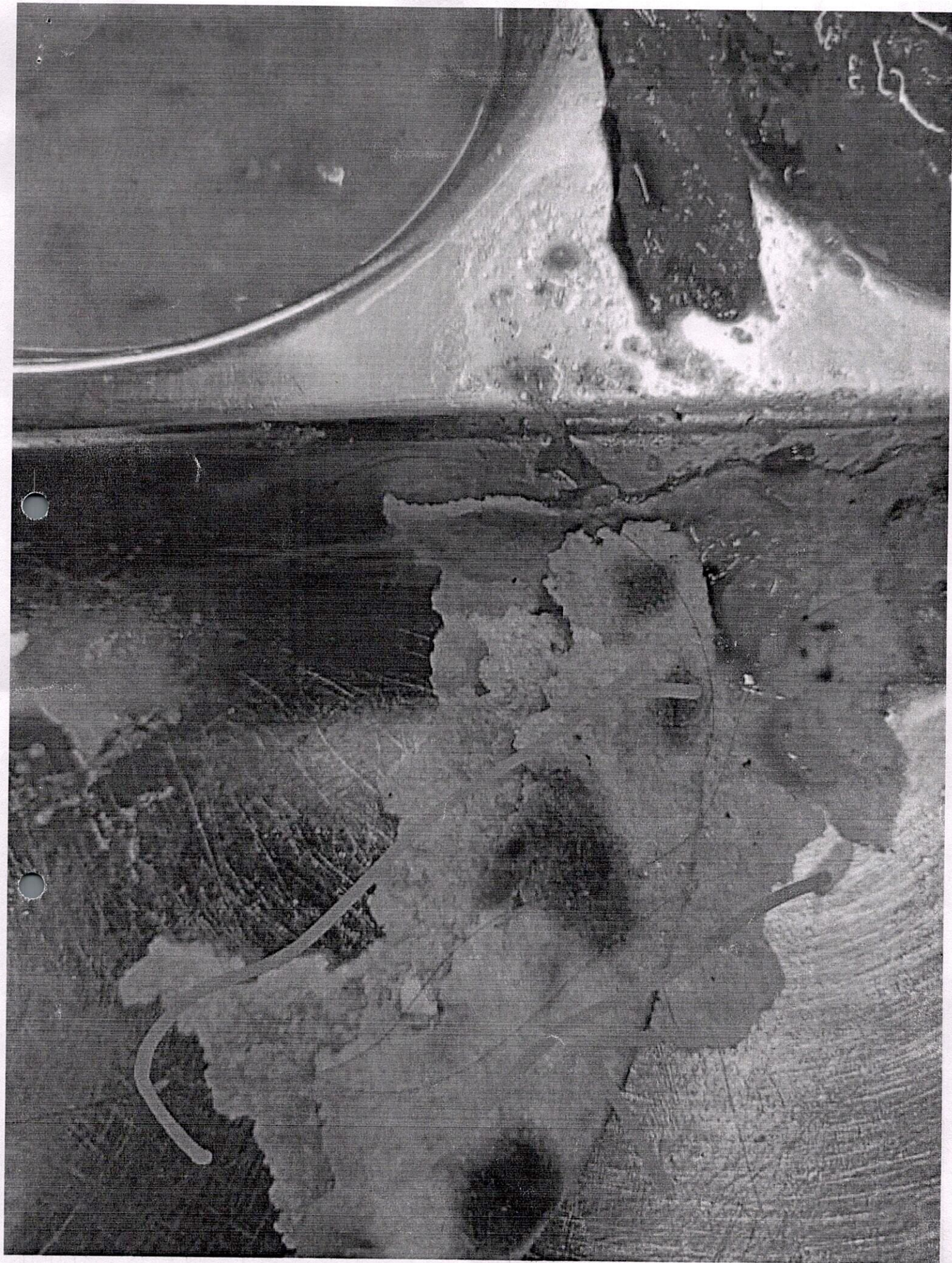


















To.

The Registrar,

(AUMP, Gwalior, Madhya Pradesh)

Respected Sir,

It is very humbly submitted that, I have been assigned UDO duty during 21-27 Nov. 2022. further this is to inform in your kind notice that because of some personal engagements, I am unable to perform the said duty during the said period. Therefore with the mutual consent - with Dr. Rajesh Mahawar, I am willing to exchange my duty which is assigned to him between 26th Sep. to 2nd Oct. 2022. further it is again very humbly submitted that - kindly approve the same changes in duty and do the needful.

Thanking you.

Dr. Vijay Srivastava  
Associate Professor.  
AL S. AUMP.

Dr. Rajesh Mahawar

Date.

20/9/2022.

pls amend the duty roster accordingly.

Dr. Rajesh Mahawar  
20/9/22  
D.S. to Vice Chancellor.  
20/9/22



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

I, DIIVA CHAUHAN (Designation), ASSISTANT PROFESSOR (School/ Institution) was the University Weekly Duty Officer for the period 19/09/22 to 23/09/22. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

*This is a serious issue. Insects in food are just not acceptable.*

S. No.	DUTY	DATE	TIME	REMARKS
1	<i>This was under dinner on 21 Sep.</i>			
2	<i>Dix Hostel</i>	21 <sup>st</sup> Sep (Dinner)	9:00 pm	Hygiene was maintained in cooking & clearing area, BUT students have concern with menu & insects are found in food.
3	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	23 <sup>rd</sup> Sep (Lunch)	1:30 pm	
4				
5				
6	1. <i>Stair Case railing (near to canteen) to be got repaired</i>			
7	2. <i>Please ensure all latches of washrooms are working. The lower latch is used by girls of small height</i>			In B block's 1st & 2nd floor tubelights are not working, Latch not working in washroom, tables are broken in classroom eg Legal aid centre room
8				
9	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	22 <sup>nd</sup> Sep	11:00 am	In room no 212 tables are not available. Railing of the stairs are also broken. Bad odor outside 2nd floor washroom
10	3. <i>Furniture in</i>			
11	<i>Dix Admin</i>			In girls hostel facilities are in place but they have concerns of male staff sleeping in corridor untimely
12				Canteen area was clean & in order.
13	1. <i>Male staff for maintenance should go in girls hostel after informing the girls warden</i>			
14				
15				
16	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	23 <sup>rd</sup> Sep	1:00 am	Security Incharge Ranbir Singh Yadav was present. 16 guards were present & were in place & active.
17				
18	<i>Dix Hostel</i>			Need of female guards were highlighted by the students.
19				
20	<i>check if this is feasible for Noide</i>			
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				Not all classroom have dustbin.
2		20 <sup>th</sup> Sep	12:30 pm	Girl students requested for Sanitary pad vending machine in toilets.
3	<i>We should get one.</i>			
4				
5	<i>Dix Hostel</i>			Canteen's chairs are broken
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

26/09/22  
(DATE)

*RC  
P3 to VC  
28/9*

*[Signature]*  
(SIGNATURE)



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

I, Dr. Vijay Srivastava (Designation), Associate Pro (School/ Institution) was the University Weekly Duty Officer for the period 27/9/22 to 01/10/22. 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.)	27.9.22	20:30	① Hygiene related issue was found
2		30.9.22	13:00	both the mess,
3				② food quality was not good.
4				③ Some food packages were expired date
5				④ Cleanliness Problem.
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	27.9.22	15:30	① Academic block was properly arranged.
7				② All lab were properly functioning and log books were properly maintained.
8				③ Workshop was not properly functioned but log books were
9				④ Total guards were present under the supervision of Mr. N. Chander Bhan Singh. All were deployed on assigned place. All were alert and performing their duties.
10				
11	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	30.9.22	1:45 AM	
12		01.10.22	12:45 AM	
13				
14				
15				
16	CLASS & ROOM NO.	27/9/22	11:50	Rooms were properly maintained, no technical were found.
17		20/9/22	11:50	
18				
19				
20				
21	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	29/9/22	14:00	Overall inspection of A-block was done except hygiene and cleanliness were found.
22				
23				

Hygiene aspects need to be drastically improved in Hostels

Canteen 'A' Block  
1. Bread of expired date.  
2. Butter with fungus

we sh let the  
for the  
10/10/22  
Why was the workshop found closed?  
Dir HCT

SP  
10/10/22 07/10/2022 (DATE)

(SIGNATURE)

⊗ Properly maintained.  
# Hosted :- 2 Rooms of H<sub>1</sub> and H<sub>3</sub> respectively visited. Host premises were found neat and clean and records were maintained properly



## Chiller Plant; Mr. Rajinder + 3 other operators were present on duty. Two panel and 2 chiller plants of 60 TR were function properly and record were maintained.

#### Diesel Plant: - Mr. Jitender Singh + 5 other staff were present on duty. Log books were properly maintained.

#### Block-A washroom and floor were properly cleaned.

##### A-Block Canteen

• Cleanliness and expiry date edible items found.


Jamranga  
7/10/22



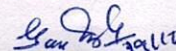
**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

I, **Dr. Nidhi Shukla**, Assistant Professor II (EVS), University Duty Officer for the period 10/10/2022 to 16/10/2022. 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.)	12.10.22	1:00 PM & 8:00 PM	<p>The lunch &amp; dinner both for the students of Amity University was served as per the prescribed menu. The lunch &amp; dinner for the day scholars and faculty was served in H1 Block whereas for the hostel students of Amity University it was served in H2 block.</p> <p><u>Drinking water of Mess is not OK. Students are buying water bottles.</u></p> <p>Cleanliness of the kitchen and serving area was satisfactory.</p> <p><u>The wash basin area need to require proper cleanliness.</u></p> <p>Lunch in taste &amp; quality was up to the mark.</p> <p>Storage was ok, disposal is also satisfactory</p> <p>Cleaning was going on in the kitchen, serving area was ok</p> <p><u>The bone bary (Food serving ovens in Block H2 and H1 where the lunch &amp; dinner to the students &amp; faculty was been served was not working.</u></p> <p>Dinner food taste &amp; quality was satisfactory. It was served as per the menu</p>
2	University Premises (Block C Lecture Rooms, Labs, Workshop, Instruments etc)	11.10.22 - 14.10.22	01:10AM-05:10PM	<p>Girls washrooms were clean. <u>There was dampness on the walls in the toilet area of ground floor. Water tap of one of the washbasins in the ground floor was not functioning. 3rd floor washroom's door was damaged (last door which is a kind of storage). Suggestion: Sanitary Napkin Vending Machine is a Self-Service Vending Machine used for dispensing Sanitary Napkins against acceptance of Coins, its required for Girls Washrooms.</u></p> <p>4th Floor drinking water was salty in taste. Though it was reported that the cleaning &amp; maintenance had been done few days before.</p> <p>Cafeteria was clean, food quality was ok &amp; the food items were served as per the prescribed rates.</p> <p>Log book for use of instruments suggested to be maintained in the coming semester in Electrical Science lab.</p> <p>The facility of fire extinguishers is made available in nearby labs and classrooms. The fire extinguishers were charged &amp; properly marked (as 3/08/23 on 2nd floor). The R.O in the Five floors was working properly but the water quality is not good.</p> <p>Workshop instruments were functioning properly. Log book needs to be maintained on regular basis.</p> <p>The labs had proper working of instruments and log book updated in Block - C.</p>
3	SECURITY (Alertness of Guards on Duty)	16.10.2022	12.45 AM-01:30 AM	<p>Total 14 security personel were present.</p> <p>14 security personel were alert and on their deputed places, physically checked (2 at Main gate(Gajendra Singh, Ravikant), 2 at A Block(Bhupendra Gurjar, Jitendra Singh), Ravi Singh was Present at outside of H1, Satendra Mandelia and Ankur Singh was Present at H3, Ajay Chauhan was present at H2 Block, Ram Tatan Singh was present in front of C block and Asharam and Sonveer was behind C block. Anil Singh was present in front of B block, Dinesh and Sunil Kushwaha was behind B block.</p> <p><u>There is need for a shaded check post near the H2 hostel block (On the sidelines of the hostel gate so that security guard can monitor the movement.</u></p>
4	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Lecture Room 104 105, 106 A & B, 107 A and B, 108 L, 109 L Lecture theatre 209, 210, 214, 215, 216, 220, 222 Lecture theatre 306, 310, 312, 313, 314 A & B Lecture Theatre 407, 408, 409, 412, 413 Lecture Theatre 506, 507	11-15 Oct 2022	01:05PM-4:15PM	<p>LCD projector is not present in 107 A and B, 106 A &amp; B &amp; sitting arrangement is OK.</p> <p>Sitting Arrangement was ok and Projector was in working condition.</p> <p>Classes sitting arrangement are OK.</p> <p>Classes sitting arrangement are OK.</p> <p>Position of LCD projector should be shifted to the center as class is large with sitting capacity of 60 students for proper visibility.</p>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Visit to Chillar Plant	15-10-2022	01:00 PM	<p>Visited Chillar plant and found ok.</p>

  
 (SIGNATURE)  
 Dr. Nidhi Shukla

1. The girls have requested (in hostels) one electric kettle & one induction cooker to be placed on first floor as well, in addition to ground floor.  
 2. Dir Hostels to please examine & put up case.  
 Dir Hostels

  
 15/10/22



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

I, NUPUR AGARWAL AP-1 (Designation), ASAP (School/ Institution) was the University Weekly Duty Officer for the period 17/10/22 to 23/10/22. 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.)	18/10/22	Between	Menu was followed.
2		(Dinner)	8 To 9 PM	Quality of Lunch was better than Dinner
3		19/10/22	Between	Hygiene was maintained
4		(Lunch)	12:30 - 1:30	Little more cleaning is required in Store area.
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	18/10/22	11:00 - 12:30 PM	A Block F WASHROOMS - neat, tidy, fixtures intact
8				CBRN LAB - Maintained
9				CHEMISTRY LAB - Maintained
10				AUTOMOBILE, THERMO DY. LAB - maintained, ROOM 119 MECHANICAL LAB - (sink replacement)
11				DG SET/ CHILLER PLANTS - working
12				
13				
14	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	21/10/22	12:30 - AM - 1:00 AM	TOTAL 18 SECURITY GUARDS
15				Main Gate - 03
16				A Block - 02, H3 Hostel - 03
17				B Block - 04
18				Boy Hostel 01, Girls Hostel - 01
19				Chiller Plant - 01
20				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	GIRLS HOSTEL	18/10/22	12:30 PM	Two rooms <sup>9-5</sup> were checked.
2				on Ground Floor. No.
3				electrical/drugs etc; found.
4	A Block canteen	18/10/22	11 AM - 12:00	closed.
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	NONE			
2				
3				

27/10/22  
(DATE)

Nagarwal  
(SIGNATURE)

*Please file by*  
*27/10/22*  
*PS*  
*27/10/22*



Date: 02/11/2022

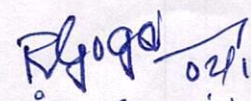
To, The Registrar  
AUMP, Gwalior

Subject: Exchange of UDO responsibility

Respected Sir,

I would like to exchange my UDO work/duty with Dr. Ajay Kumar Dadoria, Asst. Prof, ECE Dept, ASET. My week of UDO is from 19 Dec - 25 Dec, 2022. Dr. Ajay kumar Dadoria duty is from 7 Nov - 13 Nov 2022. I would be grateful for your kind consideration.

Sincerely,

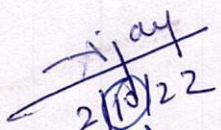
  
(Dr. Ripunjay Gogoi)

Emp ID. 26755

Asst. Prof, CE, ASET

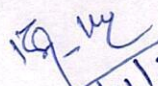
PHONE: 9005527680


Request for kind approval.

  
(Dr. Ajay Kumar Dadoria)

Phone: 9893592899

Please amend the duty roster accordingly.

  
02/11/22  
Asst. Registrar

  
03 Nov 22



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

I, Ankita Kishore, Assistant Professor (Designation), AIP (School/ Institution) was the University Weekly Duty Officer for the period 31/10/2022 to 6/11/2022. 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.)	03/11/2022	8:15 PM	Dinner was good in taste & quality. Store have all fresh items.
2				
3				Kitchen, washing area & drinking
4				area should be kept more clean.
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	02/11/22	2:15 PM.	Washrooms, corridors checked.
8				Male washroom next to canteen, should
9				have indication, stairs should be
10				lighted up. - Please check
11				
12				
13	'Block B'	03/11/22	2:20 PM	All labs were checked.
14				
15				
16				
17				
18				
19	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	03/11/2022	01:05 AM (Night)	All securities were found to be alert on their duties.
20				All were on their assigned duty places.
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Lab (102,	03/11/22	2:20 PM	Labs were having proper
2	114-116)			log book maintenance.
3				equipments are working &
4				cleanliness maintained.
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

7/11/2022  
(DATE)

Ankita  
(SIGNATURE)

SR  
10/11/22



→ Critals Hostel checked →  
(H<sub>2</sub> & H<sub>3</sub>)

Date: 03/11/2022  
Time: 10:15 PM

H<sub>2</sub> Room No. → F<sub>6</sub>, F<sub>10</sub>, F<sub>12</sub>, F-18,  
G<sub>3</sub> & G<sub>5</sub>.

H<sub>3</sub> Room No. → SF<sub>4</sub>, SF<sub>5</sub>

→ In H<sub>3</sub> girls was requesting for common induction.

→ In H<sub>2</sub> some common problems like wall plaster  
falling & rusted almirah were noticed.

→ I told to attendant to check all these.  
→ Cleanliness & other facilities were well  
maintained.

→ Please look into this Shree  
09/11/22

for Shree  
10/11/22  
Dir Hostel  
Dir Admin

h



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

I, **Dr. Ripunjoy Gogoi**, Assistant Professor (ASET) the University Weekly Duty Officer for the period 07/11/22 to 13/11/22. 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.) <i>Please look into this.</i> <i>Dir. Hostels</i>	09-11-2012	1.00 PM	I went for lunch. The food was of good quality. Prices were at printed rates. ✓
2		10-11-2022	8.30 PM	I went for dinner. The food was served hot and was of good quality. Prices were at printed rates. ✓
3		09-11-2012	1.00 PM	I went to mess for inspection of cooking and storage area. The kitchen and storage area found to be clean. No foul smell detected. No dirty places spotted. ✓
4				Some students requested to include fruits frequently in breakfasts.
5				
6				
7	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	10-11-2022	6.00 PM	Two blocks in H-1 was inspected with Mr. Ajit. Hostel rooms, corridors and bathrooms were found to be clean. No illegal things observed or found. ✓
9		10-11-2022	6.30 PM	Two blocks in H-4 was inspected with Mr. Ajit and Mr. Jadon. Hostel rooms, corridors and bathrooms were found to be clean. No illegal things observed or found. ✓
10				While interacting with few students in hostels, they requested institute support to upgrade the hostel gyms, if possible.
				<i>No way to take up case for repair of gym equipment &amp; a little bit of upgrade of required</i> <i>Dir. Hostels</i> <i>15/11/22</i>

*16/11/22*  
*Dir. Hostels*  
*16/11/22*



11					
12					
13					
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	11-11-2022	12:30 AM	I inspected security system at mid night and found that they were active. There were total 18 guards in the university premises at their designated places. Guards were alert and active. ✓	
15					
16					
17					
<b>S. No.</b>	<b>CLASS &amp; ROOM NO.</b>	<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>	
1				Computer labs of block A were inspected. All the machines were working fine as told by Mr. Kapil, lab assistant. Lab books were found to be maintained on day to day basis. ✓	
2				Drinking water systems were working properly. ✓	
3				Block A washrooms were found to be clean. No broken water tapes observed. ✓	
4					
5					
<b>S. No.</b>	<b>SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR</b>	<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>	
1					

14.11.2022  
(DATE)

Ripunjay Gogoi  
(SIGNATURE)



# AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

## Weekly Duty Officers

Week (Monday to Sunday)

Date: 21.12.2022

Month	Dates	Name of Duty Officer	Institute/ School
January	02.01.2023-08.01.2023	Dr. Dinesh Sharma	CSE-ASET
January	09.01.2023-15.01.2023	Dr. Vinod Kumar Patel	ABS
January	16.01.2023-22.01.2023	Dr. Saleem Ahmad	AISS
January	23.01.2023-29.01.2023	Dr. Sandeep Kumar	ASCO
Jan/February	30.01.2023-05.02.2023	Mr. Neelabh Prajapati	AIBAS
February	06.02.2023-12.02.2023	Dr. Abhishek Kumar Bhardwaj	ASLS
February	13.02.2023-19.02.2023	Mr. Manish Kumar Chitranshi	ASAP
February	20.02.2023-26.02.2023	Mrs. Vartika Saxena	ALS
February/March	27.02.2023-05.03.2023	Dr. Dinesh Gupta	ABS
March	06.03.2023-12.03.2023	Mr. Manish Gupta	CSE-ASET
March	13.03.2023-19.03.2023	Mr. Bal Kishan	ASL
March	20.03.2023-26.03.2023	Mr. Narender Kumar	AIP
March/April	27.03.2023-02.04.2023	Mr. Nikhil Gopalrao Wakode	ASAP
April	03.04.2023-09.04.2023	Dr. Kuldeep Narayan Tripathi <i>Left 22/12/2022</i>	CSE-ASET
April	10.04.2023-16.04.2023	Dr. Ritu Raj	AIBAS
April	17.04.2023-23.04.2023	Dr. Harshika Varma	ASCO
April	24.04.2023-30.04.2023	Mr. Sachin Tiwari	Civil-ASET
May	01.05.2023-07.05.2023	Dr. Asha Singh	AIB
May	08.05.2023-14.05.2023	Dr. Imran Ahmad Khan	Civil-ASET
May	15.05.2023-21.05.2023	Dr. Surbhi Tiwari	ALS
May	22.05.2023-28.05.2023	Dr. Pushpika Udawat	AIB

Note: 1. All Duty Officers must report to the Hon'ble VC afternoon hours of every Friday preceding to next week according to their duty roster.

*put up for kind approval, pls*

*Rajesh Jain*  
21/12/2022

(Rajesh Jain)  
Registrar

*Hon'ble VC*

*Uman.*  
*21/12/2022*



# AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

## Weekly Duty Officers

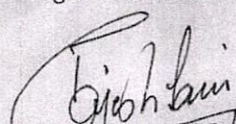

Week (Monday to Sunday)

Date: 22.07.2022

Month	Dates	Name of Duty Officer	Institute/ School
August	01.08.2022-07.08.2022	Dr. Neha Sharma ✓	AIB
August	15.08.2022-21.08.2022	Dr. Naresh Kedia ✓	ABS
August	22.08.2022-28.08.2022	Dr. Deepak Motwani ✓	ASET
Aug/Sep.	29.08.2022-04.09.2022	Dr. Manish Dubey ✓	ASCO
September	05.09.2022-11.09.2022	Dr. Shivendra Singh ✓	ASET
September	12.09.2022-18.09.2022	Mr. Devendra Kumar Mishra ✓	ASET
September	19.09.2022-25.09.2022	Ms. Divya Chauhan	AIBAS
Sep/Oct.	26.09.2022-02.10.2022	Dr. Rajesh Kumar Mahawar ✓	ALS
October	10.10.2022-16.10.2022	Dr. Nidhi Shukla ✓	ASLS/EVS
October	17.10.2022-23.10.2022	Ms. Nupoor Goyal ✓	ASAP
October	24.10.2022-30.10.2022	Dr. Surendra Nagar	ASET
Oct/Nov	31.10.2022-06.11.2022	Ms. Ankita Kishore ✓	AIP
November	07.11.2022-13.11.2022	Dr. Ajay Kumar Dadoria ✓	ASET
November	14.11.2022-20.11.2022	Dr. Keerti Sood ✓	AISS
November	21.11.2022-27.11.2022	Dr. Vijay Srivastava ✓	ALS
Nov/Dec	28.11.2022-04.12.2022	Ms. Madhavi Tomar ✓	ASFDT
December	05.12.2022-11.12.2022	Mr. Deepak Singh Janoti ✓	AIP
December	12.12.2022-18.12.2022	Dr. Arif Hasan ✓	ABS
December	19.12.2022-25.12.2022	Dr. Ripunjoy Gogoi ✓	ASET
Dec/Jan	26.12.2022-01.01.2023	Mr. Gaurav Chhabra ✓	ASCO

**Note:**

1. Due to long holidays in the week from 8 Aug to 14 Aug and from 3 Oct to 9 Oct 2022, the duties for these weeks have not been assigned.
2. All Duty Officers must report to the Hon'ble VC afternoon hours of every Friday preceding to next week according to their duty roster.

  
 (Rajesh Jain) 22/07/2022  
 Registrar  




## Amity University Madhya Pradesh Gwalior

### List of Staff Members (Teaching)

S. No.	Empl Code	School / Institute	Name	Designation	DOJ	Email
1	7315	AIB	Dr. R.S. Tomar	Professor Director (AIB) & Dean (Academics)	06/06/2009	rstomar@amity.edu rstomar33@hotmail.com
2	11046	AIB	Dr. Vikas Shrivastava	Professor	26/08/2013	vikas_chri@yahoo.co.in vshrivastava@gwa.amity.edu
3	8683	AIB	Dr. Raghvendra Kumar Mishra	Professor	26/07/2012	raghymishra@gmail.com rkishra@gwa.amity.edu
4	14992	AIB	Dr. Raghvendra Saxena	Associate Professor	10/08/2015	raghvendra24x7@gmail.com rsaxena@gwa.amity.edu
5	8698	AIB	Dr. Anurag Jyoti	Associate Professor	01/08/2012	anurag_bt@yahoo.com ajyoti@gwa.amity.edu
6	27306	AIB	Dr. Neha Sharma	Assistant Professor-3	13/11/2018	drneha16may@gmail.com nsharma2@gwa.amity.edu
7	15337	AIB	Dr. Manish Kumar	Assistant Professor-2	04/09/2015	manishgshrivastava@gmail.com mkumar@gwa.amity.edu
8	308314	AIB	Dr. Asha Singh	Assistant Professor-2	11/05/2022	asingh@gwa.amity.edu drashasingh18@gmail.com
9	304865	AIB	Dr. Pallavi Singh Chauhan	Assistant Professor-1	31/01/2020	pallavi.chauhan97@gmail.com pschauhan@gwa.amity.edu
10	307275	AIB	Dr. Pushpika Udawat	Assistant Professor-1	03/12/2021	pudawat@gwa.amity.edu pushpikka333@gmail.com
11	8739	ABS	Dr. Anil Vashisht	Dy. Pro-Vice Chancellor Professor*	13/08/2012	vash.anil@gmail.com avashisht@gwa.amity.edu
12	7603	ABS	Dr. Manoj Pandey	Professor* & HoD (ABS)	11/10/2011	manojpandey4@gmail.com mpandey@gwa.amity.edu
13	14900	ABS	Dr. Anand Kumar Shrivastava	Associate Professor	17/07/2015	anand.economics@gmail.com akshrivastava@gwa.amity.edu
14	15323	ABS	Dr. Anil Singh Parihar	Associate Professor	14/09/2015	ansipa2@gmail.com ansipa6@yahoo.co.in asparihar@gwa.amity.edu
15	308235	ABS	Dr. Shaifali Garg	Associate Professor	02/05/2022	sgarg1@gwa.amity.edu shefali_garg@yahoo.co.in
16	308265	ABS	Dr. Abhishek Singhal	Associate Professor	05/05/2022	asinghal@gwa.amity.edu abhishekh.singhal@gmail.com
17	308400	ABS	Dr. Hephzibah Beula John	Associate Professor	06/06/2022	hbjohn@gwa.amity.edu dr.hjohn21@gmail.com
18	308882	ABS	Dr. Kul Prakash	Associate Professor	22/08/2022	kprakash@gwa.amity.edu dr.kulprakash@gmail.com
19	308929	ABS	Dr. Pooja Jain	Associate Professor	24/08/2022	pjain@gwa.amity.edu pjain1203@gmail.com
20	306438	ABS	Dr. Shweta Saxena	Assistant Professor-3	02/08/2021	er.saxenashweta15@gmail.com ssaxena8@gwa.amity.edu
21	11090	ABS	Dr. Astha Joshi	Assistant Professor-2	02/09/2013	asthajoshi7@gmail.com ajoshi@gwa.amity.edu
22	306138	ABS	Dr. Sandeep Raghuvanshi	Assistant Professor-2	20/04/2021	sraghuwanshi@gwa.amity.edu san.7608@gmail.com
23	307423	ABS	Dr. Arif Hasan	Assistant Professor-2	31/12/2021	ahasan@gwa.amity.edu arifhasan135@gmail.com
24	308077	ABS	Dr. Mini Agrawal	Assistant Professor-2	01/04/2022	magrawal@gwa.amity.edu miniagrawal24@gmail.com
25	308250	ABS	Dr. Dinesh Gupta	Assistant Professor-2	04/05/2022	dgupta@gwa.amity.edu opti.dinesh404@gmail.com



26	308379	ABS	Mr. Ujjwal Kumar Pathak	Assistant Professor-2	01/06/2022	ukpathak@gwa.amity.edu ukpathak.mba@gmail.com
27	308751	ABS	Dr. Minakshi Tripathi	Assistant Professor-2	08/08/2022	mtripathi@gwa.amity.edu minakshitripathiju@gmail.com
28	11037	ABS	Dr. Rajiv Kumar Dwivedi	Assistant Professor-1*	26/08/2013	rkdvns@rediffmail.com rkdwivedi@gwa.amity.edu
29	306092	ABS	Dr. Vinod Kumar Patel	Assistant Professor-1	05/04/2021	vkpatel@gwa.amity.edu vinodsumiran.patel@gmail.com
30	306439	ABS	Dr. Deepali Soni	Assistant Professor-1	02/08/2021	contactsoni2014@gmail.com dsoni@gwa.amity.edu
31	307290	ABS	Dr. Abhilasha Dixit	Assistant Professor-1	06/12/2021	adixit@gwa.amity.edu abhilashaanu@gmail.com
32	307471	ABS	Dr. Sudarshana Sharma	Assistant Professor-1	06/01/2022	ssharma4@gwa.amity.edu sudarshana08@gmail.com
33	25522	ASET	Maj. Gen (Dr) S.C. Jain, VSM** (Retd)	Director - ASET & Professor (CSE)	01/06/2017	scjain555@gmail.com scjain@gwa.amity.edu
34	16508	ASET	Dr. Arvind Kumar Upadhyay	Professor	01/07/2016	aupadhyay1@gmail.com akupadhyay@gwa.amity.edu
35	304697	ASET	Dr. Subhrendu Guha Neogi	Associate Professor	23/12/2019	sguhaneogi@gmail.com sgneogi@gwa.amity.edu
36	305065	ASET	Dr. Kapil Sharma	Associate Professor	02/03/2020	kapil.rjit@gmail.com ksharma@gwa.amity.edu
37	305265	ASET	Dr. Deepak Motwani	Associate Professor	10/08/2020	dmotwani20005@gmail.com dmotwani@gwa.amity.edu
38	15388	ASET	Dr. Hemant Kumar Soni	Associate Professor & University Amizone	16/09/2015	soni_hemant@rediffmail.com hksoni@gwa.amity.edu
39	11038	ASET	Dr. Samta Jain Goyal	Associate Professor	26/08/2013	jainsamta80@yahoo.com sjgoyal@gwa.amity.edu
40	15511	ASET	Dr. Ashok Kumar Shrivastava	Associate Professor	12/10/2015	ashok79.shrivastava@gmail.com akshrivastava1@gwa.amity.edu
41	307572	ASET	Dr. Shyam Sunder Gupta	Associate Professor	20/01/2022	ssgupta@gwa.amity.edu gohadshyam@gmail.com
42	307610	ASET	Dr. Amit Kumar Mishra	Associate Professor	27/01/2022	akmishra1@gwa.amity.edu amitmishra.phd@gmail.com
43	309008	ASET	Dr. Nikhlesh Pathik	Associate Professor	01/09/2022	npathik@gwa.amity.edu pathiknikhlesh@gmail.com
44	309031	ASET	Dr. Rajeev Goyal	Associate Professor	02/09/2022	rgoyal@gwa.amity.edu goyal.rajeev@gmail.com
45	13030	ASET	Dr. Madhavi Dhingra	Assistant Professor-3	30/07/2014	madhavi.dhingra@gmail.com mdhingra@gwa.amity.edu
46	307372	ASET	Mr. Manish Gupta	Assistant Professor-3 (Contractual)	15/12/2021	mgupta1@gwa.amity.edu manishgupta.2007@gmail.com
47	7462	ASET	Dr. Vivek Parashar	Assistant Professor-2	20/07/2011	vivekparashar.19@gmail.com vparashar@gwa.amity.edu
48	8081	ASET	Dr. Amrita Parashar	Assistant Professor-2	01/03/2012	amrita_1486@yahoo.co.in aparashar@gwa.amity.edu
49	15437	ASET	Dr. Devendra Kumar Mishra	Assistant Professor-2	29/09/2015	dev1.bit@gmail.com dkmishra@gwa.amity.edu
50	304528	ASET	Dr. Harish Kumar Shakya	Assistant Professor-2	24/10/2019	harish.shakya@gmail.com hkshakya@gwa.amity.edu
51	11032	ASET	Mr. Varun Mishra	Assistant Professor-2	26/08/2013	varund5@yahoo.co.in vmishra1@gwa.amity.edu
52	15501	ASET	Dr. Dinesh Sharma	Assistant Professor-2	26/10/2015	sharma.dineshme@gmail.com dsharma@gwa.amity.edu



53	308424	ASET	Dr. Kuldeep Narayan Tripathi	Assistant Professor-1	14/06/2022	kntripathi@gwa.amity.edu kuldeep08narayan@gmail.com
54	17011	ASET	Dr. Raghavendra Sharma	Professor & HoD (ECE)	12/08/2016	raghsharma2000@yahoo.com rsharma3@gwa.amity.edu
55	7461	ASET	Dr. Vivek Singh Kushwah	Professor	16/06/2011	vskushwah@aset.amity.edu vskushwah@gwa.amity.edu
56	11275	ASET	Dr. Rinkoo Bhatia	Assistant Professor-3	23/09/2013	rinkoobhatia@gmail.com rbhatia@gwa.amity.edu
57	8829	ASET	Dr. Shally Goyal	Assistant Professor-2 (Part Time)	21/08/2012	shallygoyal1@gmail.com sgoyal@gwa.amity.edu
58	11141	ASET	Dr. Narendra Kumar Garg	Assistant Professor-2	05/09/2013	narendra.gwl.mits@gmail.com nkgarg41@gwa.amity.edu
59	26756	ASET	Dr. Ajay Kumar Dadoria	Assistant Professor-1	02/07/2018	ajaymanito@gmail.com akdadoria@gwa.amity.edu
60	7606	ASET	Dr. Nasir Khan	Assistant Professor-3 & Offg. Hoi (ASET MAE)	07/10/2011	nasir_khan760@yahoo.com nkhan@gwa.amity.edu
61	17212	ASET	Mr. Nagendra Kumar Sharma	Assistant Professor-3	14/09/2016	sharmanagendra26@gmail.com nksharma@gwa.amity.edu
62	13296	ASET	Dr. Rohit Kumar Pandey	Assistant Professor-2	15/09/2014	pandeyrohit1988@gmail.com rkpandey@gwa.amity.edu
63	304891	ASET	Dr. Manvandra Kumar Singh	Assistant Professor-2	20/01/2020	manvandra.iitbhu@gmail.com mksingh@gwa.amity.edu
64	307974	ASET	Dr. Rabindra Prasad	Assistant Professor-1	14/03/2022	rprasad@gwa.amity.edu ravindrprasad.010@gmail.com
65	304877	ASET	Dr. Vimal Kumar Gupta	Associate Professor & HoD (Civil)	16/01/2020	vimalkumargupta@yahoo.co.in vkgupta@gwa.amity.edu
66	9757	ASET	Dr. Mohan Kantharia	Associate Professor	18/02/2013	kantharia2008@rediffmail.com mkantharia@gwa.amity.edu
67	304412	ASET	Dr. P. Mahakavi	Assistant Professor-2	01/10/2019	pmahakavi272@gmail.com pmahakavi@gwa.amity.edu
68	26578	ASET	Dr. Imran Ahmad Khan	Assistant Professor-1	12/04/2018	imranzhcet@gmail.com iakhan@gwa.amity.edu
69	26755	ASET	Dr. Ripunjoy Gogoi	Assistant Professor-1	22/06/2018	ripunjoy.gogoi@gmail.com rgogoi@gwa.amity.edu
70	26950	ASET	Dr. Sachin Tiwari	Assistant Professor-1	03/08/2018	akashtiwari351@gmail.com stiwari@gwa.amity.edu
71	9020	ASET	Dr. Manisha Singh	Associate Professor & HoD (Physics)	24/09/2012	manisha_moss@yahoo.com msingh@gwa.amity.edu
72	7464	ASET	Dr. Pankaj Kumar Mishra	Professor	25/07/2011	pm_hcst@rediffmail.com pmishra@gwa.amity.edu
73	17481	ASET	Dr. Snehal Chandrashekhar Jani	Assistant Professor-2	09/11/2016	sneh.jani@gmail.com scjani@gwa.amity.edu
74	307382	ASET	Dr. Kuldeep Singh	Professor & HOD - Chemistry	20/12/2021	ksingh1@gwa.amity.edu singhfcy@gmail.com
75	7463	ASET	Dr. Rachana Kathal	Associate Professor & Coordinator	11/08/2011	rachanakathal@yahoo.com rkathal@gwa.amity.edu
76	307256	ASET	Dr. Shivendra Singh	Assistant Professor-2	01/12/2021	ssingh4@gwa.amity.edu shivendrasngh0@gmail.com
77	304384	ASET	Dr. Santosh Kumar Sharma	Associate Professor & HoD (Maths)	23/09/2019	sksharma_itm@rediffmail.com sksharma1@gwa.amity.edu
78	304356	ASET	Dr. Girraj Kumar Verma	Associate Professor	17/09/2019	girrajv@gmail.com gkverma@gwa.amity.edu
79	9130	ASET	Dr. Alok Jain	Associate Professor	16/10/2012	alokjain1969@gmail.com ajain1@gwa.amity.edu



80	305525	ASET	Dr. Rajat Vaish	Assistant Professor-1	05/10/2020	rajatvaish6@gmail.com rvaish@gwa.amity.edu
81	305657	ASET	Dr. Pradip Ramesh Patle	Assistant Professor-1	09/11/2020	pradip.patle12@gmail.com prpatle@gwa.amity.edu
82	306807	ASET	Dr. Ram Kumar	Assistant Professor-1	21/09/2021	rkumar4@gwa.amity.edu ramkumarbhu1991@gmail.com
83	308287	ASET	Dr. Reetu Kumari	Assistant Professor-1	09/05/2022	rkumari@gwa.amity.edu tomarritu1986@gmail.com
84	7687	ASCENT	Dr. Iti Roychowdhury	Professor & Director (ASCENT, ASL & AISS) &	05/12/2011	itroy@gmail.com iroychowdhury@gwa.amity.edu
85	16512	ASCENT	Dr. Bishakha Mandal	Associate Professor	04/07/2016	redorial.401@gmail.com bmandal@gwa.amity.edu
86	11870	ASL	Dr. Zeba Siddiqui	Associate Professor & Head of Department (English)	10/02/2014	zebasid2010@gmail.com zsiddiqui@gwa.amity.edu
87	308461	ASL	Dr. Archana Sharma	Assistant Professor-1	24/06/2022	asharma7@gwa.amity.edu archana12sharma@gmail.com
88	303634	ASL	Dr. Shramita Pandey	Assistant Professor-1 (Part Time)	10/06/2019	shramitapandey206@gmail.com spandey@gwa.amity.edu
89	8013	ASL	Mr. K. Muthuvel	Assistant Professor-2* & HoD (Foreign Languages)	01/02/2012	calsee.mv@gmail.com , kmuthuvel@gwa.amity.edu
90	307004	ASL	Mr. Bal Kishan	Assistant Professor-1 (Contractual)	20/10/2021	bkishan@gwa.amity.edu Krishna.balkishan@gmail.com
91	309449	ASL	Ms. Minnee Priya	Assistant Professor-1 (Contractual)	17/10/2022	mpriya@gwa.amity.edu minnee.priya1998@gmail.com
92	304421	AISS	Dr. Saleem Ahmad	Assistant Professor-2	03/10/2019	s.ahmad982@gmail.com sahmad@gwa.amity.edu
93	306440	AISS	Dr. Keerti Sood	Assistant Professor-1	02/08/2021	keertisood926@gmail.com ksood@gwa.amity.edu
94	308332	AISS	Dr. Rizwan Ahmad	Assistant Professor-1	17/05/2022	rahmad@gwa.amity.edu rizwan9053@gmail.com
95	10610	ASCO	Dr. Sumit Narula	Professor & Director-ASCO Deputy Dean	13/06/2013	suminarula@gmail.com snarula@gwa.amity.edu
96	307691	ASCO	Dr. Harshika Varma	Assistant Professor-2	07/02/2022	hvarma@gwa.amity.edu harshika.varma@gmail.com
97	303620	ASCO	Mr. Siddharth Sharma	Assistant Professor-1	03/06/2019	siddharth756@gmail.com ssharma@gwa.amity.edu
98	304460	ASCO	Dr. Adhrit Chandra Pati Tripathi	Assistant Professor-1	14/10/2019	tripathiACP@gmail.com acptripathi@gwa.amity.edu
99	304490	ASCO	Dr. Sandeep Kumar	Assistant Professor-1	21/10/2019	drsandeepkumar153@gmail.com skumar@gwa.amity.edu
100	304951	ASCO	Dr. Pranav Mishra	Assistant Professor-1	03/02/2020	pranavmishravm@gmail.com pmishra3@gwa.amity.edu
101	16313	ASCO	Dr. Manish Dubey	Assistant Professor-1	29/03/2016	manish.dubeymd01@gmail.com mdubey1@gwa.amity.edu
102	307872	ASCO	Mr. Gaurav Chhabra	Assistant Professor-1	02/03/2022	gchhabra@gwa.amity.edu grv_chabra@yahoo.co.in
103	7732	AIBAS	Dr. Deepa Pandey	Associate Professor & Offg. HoI (AIBAS)	24/10/2011	deepapandey30@gmail.com dpandey@gwa.amity.edu
104	17056	AIBAS	Dr. Rajendra Kumar Sharma	Associate Professor & HoD (Clinical Psy.)	30/08/2016	rajrcr@gmail.com rksharma1@gwa.amity.edu
105	26576	AIBAS	Dr. Deepak Kumar	Associate Professor	05/04/2018	drdeepakkumar050@gmail.com dkumar1@gwa.amity.edu
106	27275	AIBAS	Mr. Neelabh Prajapati	Assistant Professor-2	22/10/2018	neelabhprajapati@gmail.com nprajapati@gwa.amity.edu



107	16085	AIBAS	Dr. Shubhagata Awasthi	Assistant Professor-2	10/03/2016	awasthi.shubhagata@gmail.com sawasthi@gwa.amity.edu
108	26868	AIBAS	Ms. Jennifer Salim Chandani	Assistant Professor-1	23/07/2018	jenniferchandani@gmail.com jschandani@gwa.amity.edu
109	305233	AIBAS	Ms. Grace Sharon Joyce	Assistant Professor-1	04/08/2020	gracesharonjoyce@gmail.com gsjoyce@gwa.amity.edu
110	306371	AIBAS	Dr. Sandhya Garg	Assistant Professor-1	19/07/2021	sandhya.counselor@gmail.com sgarg@gwa.amity.edu
111	306893	AIBAS	Dr. Ritu Raj	Assistant Professor-1	04/10/2021	rraj@gwa.amity.edu rituraj28@outlook.com
112	308124	AIBAS	Dr. Udai Prakash Verma	Assistant Professor-1	11/04/2022	upverma@gwa.amity.edu udayindia2016@gmail.com
113	308125	AIBAS	Dr. Jangjeet Chahal	Assistant Professor-1	11/04/2022	jchahal@gwa.amity.edu chahaljangjeet@gmail.com
114	309483	AIBAS	Ms. Himani Sharma	Assistant Professor-1	20/10/2022	hsharma@gwa.amity.edu cpsychologist.himanisharma@gmail.com
115	11462	ASFT	Ms. Anshu Singh Choudhary	Assistant Professor-2* & Offg. Hol (ASFT)	23/10/2013	anshusingh2k6@gmail.com aschoudhary@gwa.amity.edu
116	304743	ASFT	Mrs. Shweta Singh	Assistant Professor-1	06/01/2020	atewhs241@gmail.com ssingh3@gwa.amity.edu
117	307623	ASFT	Ms. Madhavi Tomar	Assistant Professor-1	31/01/2022	mtomar@gwa.amity.edu madhavitomar.singh@gmail.com
118	303662	ASFT	Ms. Twinkle Rastogi	Assistant Professor-1	17/06/2019	twinkle24rastogi@gmail.com trastogi@gwa.amity.edu
119	309410	ASFT	Mrs. Vidhu Gupta	Assistant Professor-1	11/10/2022	vgupta@gwa.amity.edu vidhu.gupta30@gmail.com
120	25932	ALS	Maj. Gen Rajinder Kumar, AVSM, SM, VSM (Retd.)	Director - ALS & Professor- Law	04/09/2017	rajinder.brig@gmail.com rkumar1@gwa.amity.edu
121	25814	ALS	Dr. Rakhi Singh Chouhan	Deputy Director	17/08/2017	chouhan.rakhi7@gmail.com rsingh2@gwa.amity.edu
122	15502	ALS	Dr. Sandeep Kulshrestha	Professor	02/11/2015	sandeep723@gmail.com skulshrestha@gwa.amity.edu
123	16675	ALS	Dr. Sanjiv Singh Bhadauria	Associate Professor	20/07/2016	mr_ssb@yahoo.in ssbhadauria@gwa.amity.edu
124	307052	ALS	Dr. Vijay Srivastava	Associate Professor	08/11/2021	vjsrivastava009@gmail.com, drarbisrivastava@gmail.com
125	13501	ALS	Dr. Saroj Choudhary	Associate Professor	07/11/2014	sarojch_13@rediffmail.com schoudhary@gwa.amity.edu
126	25506	ALS	Mr. Arun Sharma	Assistant Professor-1 (Contractual)	20/05/2017	arunbohareindia@gmail.com asharma4@gwa.amity.edu
127	304084	ALS	Dr. Rajesh Kumar Mahawar	Assistant Professor-1	07/08/2019	dr.rajeshlaw@gmail.com rkmahawar@gwa.amity.edu
128	306730	ALS	Dr. Surbhi Tiwari	Assistant Professor-1	13/09/2021	stiwari2@gwa.amity.edu surbhivd@gmail.com
129	307602	ALS	Ms. Nidhi Kastwar	Assistant Professor-I (Contractual)	25/01/2022	nkastwar@gwa.amity.edu kastwarnidhi@gmail.com
130	307603	ALS	Ms. Shubhi Bhargava	Assistant Professor-I (Contractual)	25/01/2022	sbhargav@gwa.amity.edu shubhibhargava8@gmail.com
131	307604	ALS	Mrs. Vartika Saxena	Assistant Professor-I (Contractual)	25/01/2022	vsaxena1@gwa.amity.edu vartika.saxena5@gmail.com
132	307735	ALS	Ms. Sheetal Chauhan	Assistant Professor-I (Contractual)	14/02/2022	sheetalc@gwa.amity.edu sheetal.chauhan93@gmail.com
133	307915	ALS	Ms. Shubhangi Gupta	Assistant Professor-I (Contractual)	03/03/2022	sgupta3@gwa.amity.edu gupta.shubhangi994@gmail.com



134	303209	ASAP	Prof. Lalitesh Kumar Jain	Professor & Director (ASAP)	15/02/2019	lkjain@gwa.amity.edu laliteshkjain03@gmail.com
135	13962	ASAP	Mr. Ashish Sharma	Associate Professor	16/02/2015	ashish.archi.mits@gmail.com asharma2@gwa.amity.edu
136	14162	ASAP	Mr. Sudheer Singh Sikarwar	Associate Professor	03/04/2015	ar.sudheersikarwar@gmail.com sssikarwar1@gwa.amity.edu
137	15722	ASAP	Mr. Manish Kumar Chitranshi	Assistant Professor	08/12/2015	manishchitranshi1000@gmail.com mkchitranshi@gwa.amity.edu
138	25489	ASAP	Mr. Rajeev Parashar	Assistant Professor	15/05/2017	ar.rajeev13@gmail.com rparashar@gwa.amity.edu
139	26947	ASAP	Ms. Nupoor Goyal (Agarwal)	Assistant Professor	25/07/2018	nupuragarwal.509@gmail.com nagarwal1@gwa.amity.edu
140	307796	ASAP	Ms. Ayushi Garg	Assistant Professor	22/02/2022	agarg@gwa.amity.edu ar.ayushigarg@gmail.com
141	307819	ASAP	Mr. Nikhil Gopalrao Wakode	Assistant Professor	23/02/2022	ngwakode@gwa.amity.edu nikhilwakode2893@gmail.com
142	307860	ASAP	Mr. Aditya Bhattacharya	Assistant Professor	02/03/2022	abhattacharya@gwa.amity.edu adityabhattacharya.10@gmail.com
143	26837	ASLS	Dr. Kuldip Dwivedi	Professor	12/07/2018	dwivedikul2012@gmail.com kdwivedi@gwa.amity.edu
144	13470	ASLS	Dr. Swapnil Rai	Professor	03/11/2014	ssrai31@gmail.com srai@gwa.amity.edu
145	25088	ASLS	Dr. Rwitabrata Mallick	Assistant Professor-3	05/01/2017	rwitabrata@gmail.com rmallick@gwa.amity.edu
146	304764	ASLS	Dr. Nidhi Shukla	Assistant Professor-2	06/01/2020	nidhesaviour@gmail.com nshukla@gwa.amity.edu
147	306669	ASLS	Dr. Abhishek Kumar Bhardwaj	Assistant Professor-1	03/09/2021	bhardwajak87@gmail.com akbhardwaj@gwa.amity.edu
148	305653	AIP	Dr. Sabapathi Mohanalakshmi	Professor & Director & Principal (AIP)	05/11/2020	mohanaashok@gmail.com smlakshmi@gwa.amity.edu
149	303733	AIP	Dr. Neeraj Mishra	Professor	01/07/2019	neerajdops@gmail.com nmishra1@gwa.amity.edu
150	306495	AIP	Dr. Parameshwar Ravula	Professor	04/08/2021	parmi_pharma@yahoo.com pravula@gwa.amity.edu
151	26867	AIP	Dr. Naveen Sharma	Professor	20/07/2018	naveenpcol@gmail.com nsharma@gwa.amity.edu
152	309653	AIP	Dr. Amit Upadhyay	Professor	17/11/2022	aupadhyay@gwa.amity.edu upadhyaydr16@gmail.com
153	305973	AIP	Dr. S. Vijayaraj	Associate Professor	03/03/2021	vijaysurender85@gmail.com svijayaraj@gwa.amity.edu
154	306045	AIP	Dr. V. Murugesan	Associate Professor	19/03/2021	vmurugesann@gmail.com vmurugesan@gwa.amity.edu
155	306644	AIP	Dr. M. Prathap	Associate Professor	01/09/2021	mpratap@gwa.amity.edu Prathap.nil@gmail.com
156	307336	AIP	Dr. K. Anitha	Associate Professor	13/12/2021	kanitha@gwa.amity.edu kuttiappanaritha@gmail.com
157	27364	AIP	Dr. Jovita Kanoujia	Associate Professor	02/01/2019	jovita_kanoujia@rediffmail.com jkanoujia@gwa.amity.edu
158	308313	AIP	Mr. Jamal Basha Dudekula	Associate Professor	11/05/2022	jbdudekula@gwa.amity.edu jamal0210@gmail.com
159	308627	AIP	Dr. Vikas Pandey	Associate Professor	26/07/2022	vpandey@gwa.amity.edu vikaspandeydops@gmail.com
160	308777	AIP	Dr. Vijaya Bhaskar Kanakam	Associate Professor	10/08/2022	vbkanakam@gwa.amity.edu kvbhasakar3743@gmail.com



161	309640	AIP	Dr. Nimisha Jain	Associate Professor	16/11/2022	njain1@gwa.amity.edu nimishajain28@gmail.com
162	309654	AIP	Dr. Sathish Kumar Mittapalli	Associate Professor	18/11/2022	skmittapalli@gwa.amity.edu sattisuma@gmail.com
163	26851	AIP	Dr. Pawan Kumar Gupta	Assistant Professor	16/07/2018	prehugupta@yahoo.co.in pkrenugupta@gmail.com pkgupta@gwa.amity.edu
164	305006	AIP	Mrs. Monika Kaushik	Assistant Professor	15/02/2020	monikakaushik28@gmail.com mkaushik@gwa.amity.edu
165	306693	AIP	Ms. Ankita Kishore	Assistant Professor	06/09/2021	akishore@gwa.amity.edu 88ankitakishore@gmail.com
166	309634	AIP	✓ Wasim Akram	Assistant Professor	16/11/2022	wakram@gwa.amity.edu wasimjiwaji@gmail.com
167	309593	AIP	Mr. Tanweer Haider	Assistant Professor	10/11/2022	thaider@gwa.amity.edu tanweer0852@gmail.com
168	309600	AIP	Mr. Arvind Singh Jadon (1)	Assistant Professor	14/11/2022	asjadon@gwa.amity.edu drarvindjadon@gmail.com
169	309625	AIP	✓ Mr. Narender Kumar ✓	Assistant Professor	15/11/2022	nkumar1@gwa.amity.edu narendra.kr.phe14@itbhu.ac.in



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

I, Dr. Keerti Sood (Designation), Assistant Professor (School/ Institution) was the University Weekly Duty Officer for the period 14/11/2022 to 18/11/2022. 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.)	15/11/2022	8:30 P.m	Paneer, Masoor Dal, Rice
2				Papad, Salad - Rice was
3				uncooked and watery
4		17/11/2022	1:05 P.m	Food was Good & tasty
5				Kitchen Area needs to be
6				cleaned. ✓
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	18/11/2022	2:15 Am (Diesel)	Diesel Storage was proper ✓
8				
9		B-Block	B (Block -	All the equipments/machines
10			Machine/Equipments	are working. Log Books
11			workshops/	entries were updated, Library
12			Log Books,	Students were studying
13		Library/Labs	20-25 per day, washrooms to	
14		Washrooms	be cleaned properly.	
15		Hostels -	Cleaned & No illegal thing	
16	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	19-11-2022	Security.	Supervisor - Mr. Dharmveer
17			1:00 Am	- Singh Yadav, All the
18				16 Security Guards were
19				present. All Guards
20				including Supervisor
				were positioned actively ✓
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1		16/11/2022	12:00 P.m	Classes were properly
2			B-Block.	Running, Students
3				were studying and
4				faculty was teaching
5				actively ✓
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

21/11/2022  
(DATE)

Keerti Sood  
(SIGNATURE)

Please file by  
21/11/22  
21/11/22



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

I, Dr. Rajesh Mahawar (Designation), Assistant Prof. - A.C.S (School/ Institution) was the University Weekly Duty Officer for the period 24/11/22 to 27/11/22. 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.)	23-11-22	8:12 PM	Mess Visited Dinner-
2				- Proper Hygien was maintained. ✓
3				- Food were found tasty & Healthy. ✓
4				* No Expiry item were found. ✓
5				- Proper cleaning were maintained. ✓
6				- washrooms were found cleaned & updated. ✓
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	24/11/22	2 P.M	- Lab & class room were found duly arranged ✓
8				and in Lab Log Books were properly recorded. ✓
9				
10				
11				
12				
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	25/11/22	1:00 A.M	* 15 guards were found on duty out of 18. Reported by Mr. Rakesh Singh. ✓
14				* They were found active on their duties. ✓
15				
16				
17				
18				
19	CLASS & ROOM NO.	DATE	TIME	REMARKS
20				
1		24/11/22	2: p.m	All class rooms of Block 'C' were found properly arranged, & clean and organised. ✓
2				
3				
4	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
5				
1		25/11/22	2 p.m	* 6 Fire Extinguisher were found working condition. ✓
2				* 4 Sand Borequets of the capacity of 4000-4500lt. were found. ✓

*Please investigate why?*

*By Rajesh Gargade*

*Dir AIP - Please speak*

(SIGNATURE)

*Mahawar*

*29/11/22*

\* Lunch Visit - Some food shortage as per requirement were found and reported to Incharge Mr. Manoj.

\*\* In the Lab of Pharmacology (Room-205) Autoclave machine were not in working conditions, reported by Lab Incharge Ms. Bhawana.



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

I, Madhavi Tomar, Assistant Professor I (ASFD), University Duty Officer for the period 28/11/2022 to 4/12/2022. During the course of my duties, I have Checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1	Student's mess & Girls hostel room (Quality of Food, Cleanliness of kitchen area, Proper Storage, Disposal, Hostel Room cleanliness etc.)	29.11.22	5:45 PM & 8:00 PM	<p>The Lunch &amp; dinner both for the students of Amity University was served as per the prescribed menu. The snacks &amp; dinner for the in H2 Block student mess and students &amp; faculties of Amity University it was served in H1 block (due to extended student strength students are allowed to have dinner and lunch in H1 block as well)</p> <p><i>Please discuss with Hostels</i> → <u>Kitchen area was not clean when food was prepared attached picture for reference and serving area was satisfactory.</u></p> <p><u>The wash basin area had leakage and water was spilled all over that area. And drainage area was not cleaned attached pictures for reference.</u></p> <p>Lunch &amp; dinner in taste &amp; quality was up to the mark.</p> <p>I have checked Pocket S-3 &amp; S-4 (room a,b &amp; c), F-2 (B-room), F10 (c-room) in H-2 girls hostel. Pocket FF 8 &amp; 7 (room a,b &amp; c) SF-1 (room a &amp; c) SF-5 (room a,b &amp; c) in H-3 girls hostel with hostel attender. Room were clean, students wardrobes were also managed, no unwanted material or antinational literature were found in the rooms. Toilets were also neat and clean.</p> <p>Storage was ok, disposal of food was ok but not upto the mark some vegetable waste was spilled around the dustbin and empty bottles or sauces were also kept on the window.</p> <p>Cleaning was going on in the kitchen after serving of dinner, serving area was ok</p> <p>Lunch &amp; Dinner food taste &amp; quality was satisfactory. It was served as per the menu</p>
2	University Premises (Block A Labs, Workshop, Instruments & Ladies washrooms)	1.12.22	12:40 PM	<p><i>why?</i> →</p> <p>Ladies washrooms were clean. Water tap were working properly no water leakage and blockage in toilets were found. Empty bottles of phenyl or colin were kept in the side corner of the toilets in a basket. Dustbin's were placed in all the ladies toilet.</p> <p>All 4 RO's for drinking water was in working condition. No leakage or wastage of water was found</p> <p>Log books in labs for use of instruments was properly maintained till november month.</p> <p>The fire extinguishers in corridors, labs and workshops were charged &amp; properly marked.</p> <p>Workshop instruments were functioning properly. Log books were maintained till november month</p> <p>The labs had proper working of instruments and log book updated in Block - A.</p> <p>Cafeteria was clean, food quality was ok &amp; the food items were served as per the prescribed rates. discovered dim lights in the cafeteria that could be a little brighter.</p> <p>Security supervisor was Mr. Ranveer singh and he informed that total 11 guards were on duty, many guards were on leave, which is why only 11 guards on duty instead 18</p> <p>11 security personnel were alert and on duty, physically checking (3 at the main gate, including the security supervisor, 1 at A Block, 3 at B Block (2 at the back side and 1 at the front side), 3 at C Block (2 at the back side and 1 at the front side), and 1 at the Hostel main gate.</p> <p>A little more light is needed on the back side of B block; it was bit dark.</p>
3	SECURITY (Alertness of Guards on Duty)	02.12.22	01:00 AM-01:50 AM	<p><i>Dis Admin</i> → <i>(A) Block cafeteria lighting needs to be improved</i></p> <p>Security supervisor was Mr. Ranveer singh and he informed that total 11 guards were on duty, many guards were on leave, which is why only 11 guards on duty instead 18</p> <p>11 security personnel were alert and on duty, physically checking (3 at the main gate, including the security supervisor, 1 at A Block, 3 at B Block (2 at the back side and 1 at the front side), 3 at C Block (2 at the back side and 1 at the front side), and 1 at the Hostel main gate.</p> <p>A little more light is needed on the back side of B block; it was bit dark.</p>
4	ROOMS, LABS & WORKSHOPS ROOM NO>	DATE	TIME	REMARKS
1	Mechatronics- room no. 119, Applied chemistry room no. 101, Applied Physics room no. 102 Computer Labs Room no. 112 & 113 Workshops E.M.E lab (all 4 rooms) Lecture theatre 103, 104, 107 108, 202, 203, 205, 216,215, 207, 208, 209,	01.12.2022	12:05PM-1:15PM	<p>The Lab equipments were working condition, taps in laboratories were also working</p> <p>All the systems and projector were in working condition, attendance registers were also maintained.</p> <p>Workshop instruments were in working condition. Log books were maintained till november month and fire extinguishers in the labs were also refilled with updted expiry date</p> <p>Projector &amp; sitting arrangement OK</p>
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Generatoor, loose wires and deseal storage	02-12-2022	5:10PM -5:45PM	<p>Generators were refilled and in working order, no loose wires were discovered, and the deseal container was also properly maintained because generators were refilled on the same day, so only a small amount of deseal was spilled out. And there were some empty boxes of new spare parts left over from maintenance.</p>

Date 5-12-2022

(SIGNATURE)

*Madhavi*

*Dis Hostels to please see the pictures attached & speak.*

*Dis Hostels*

*ER 02/12*

*Mr. osti*

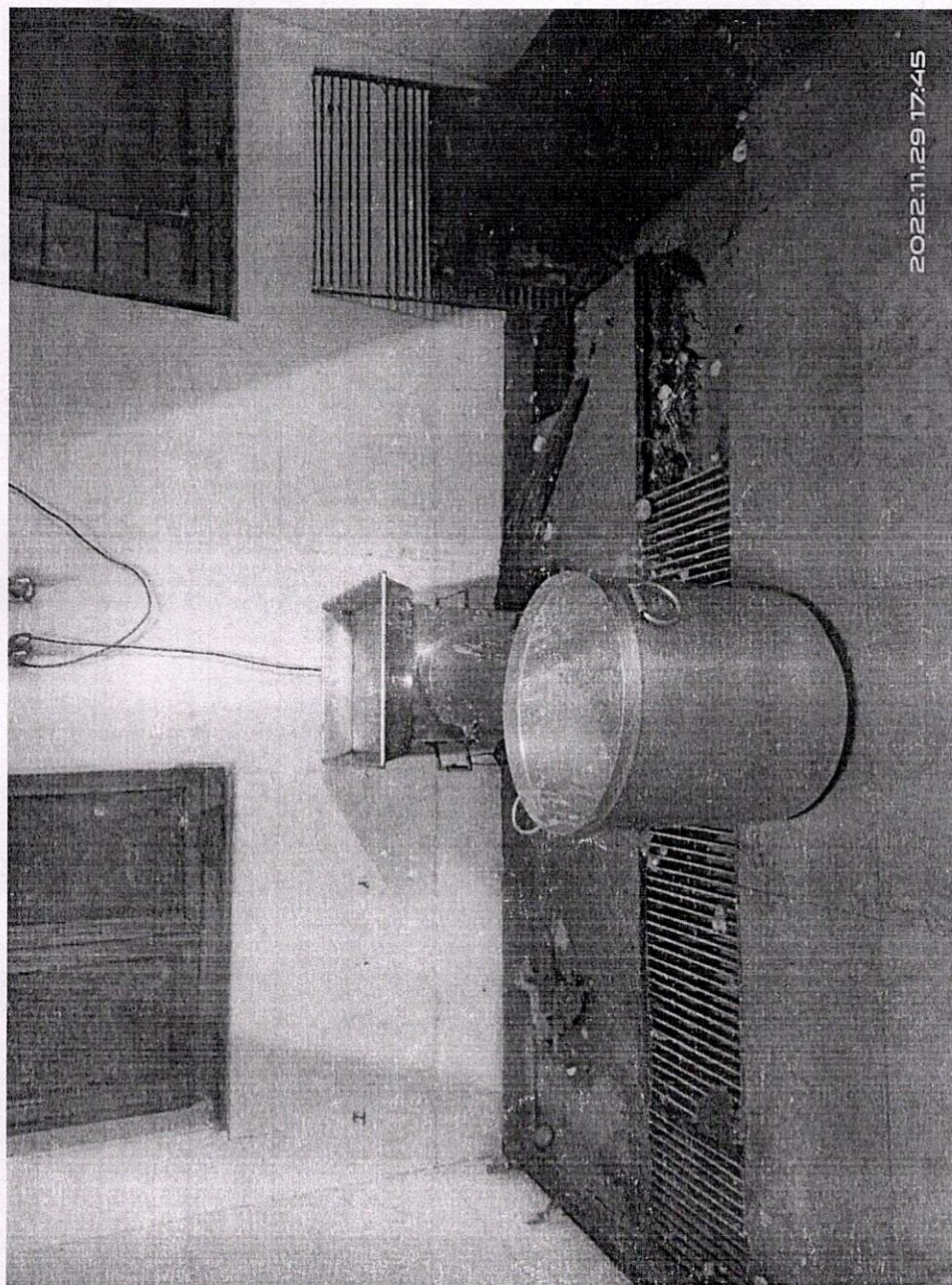
*for 06/12/22*





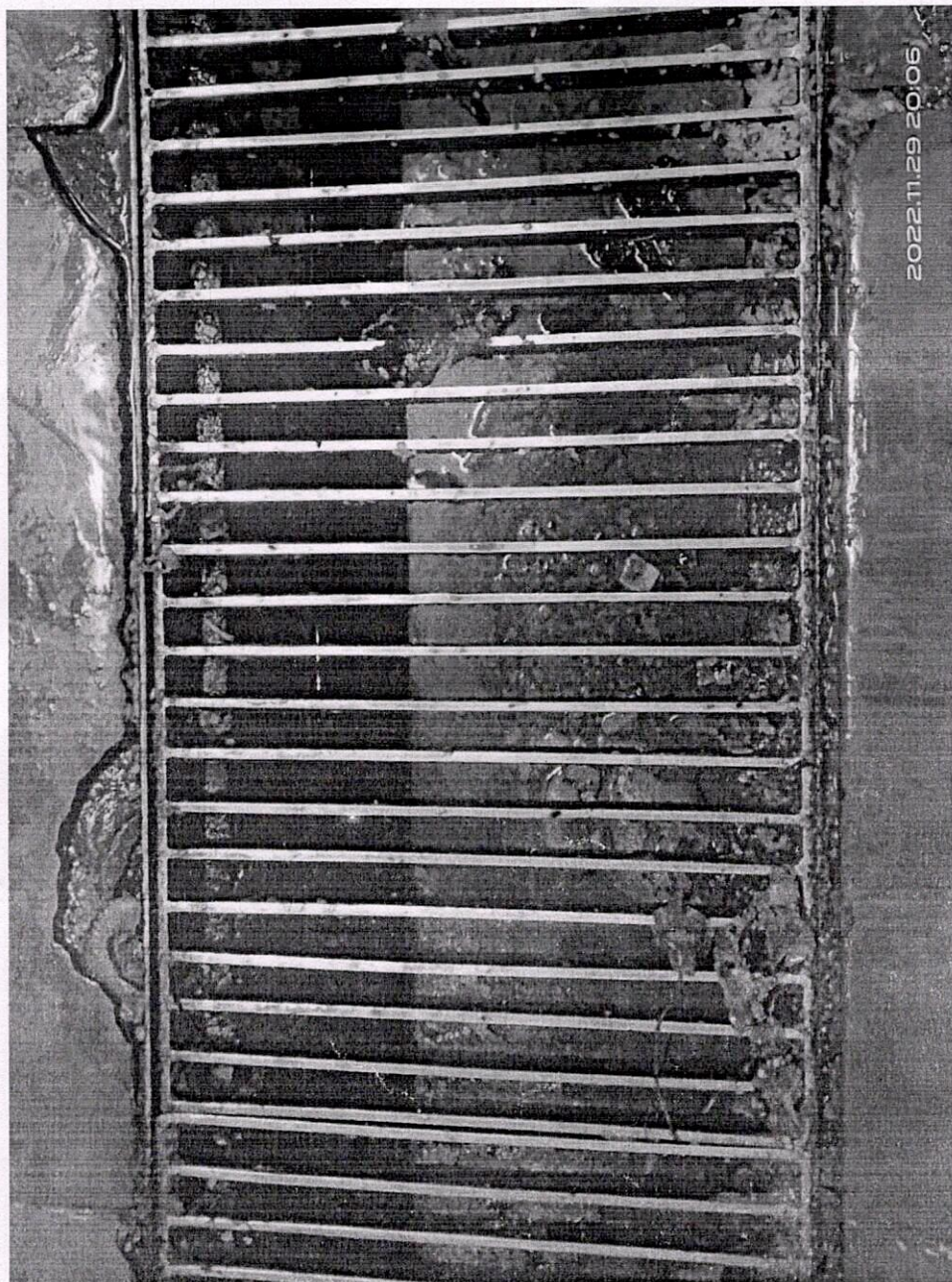
Kitchen is dirty



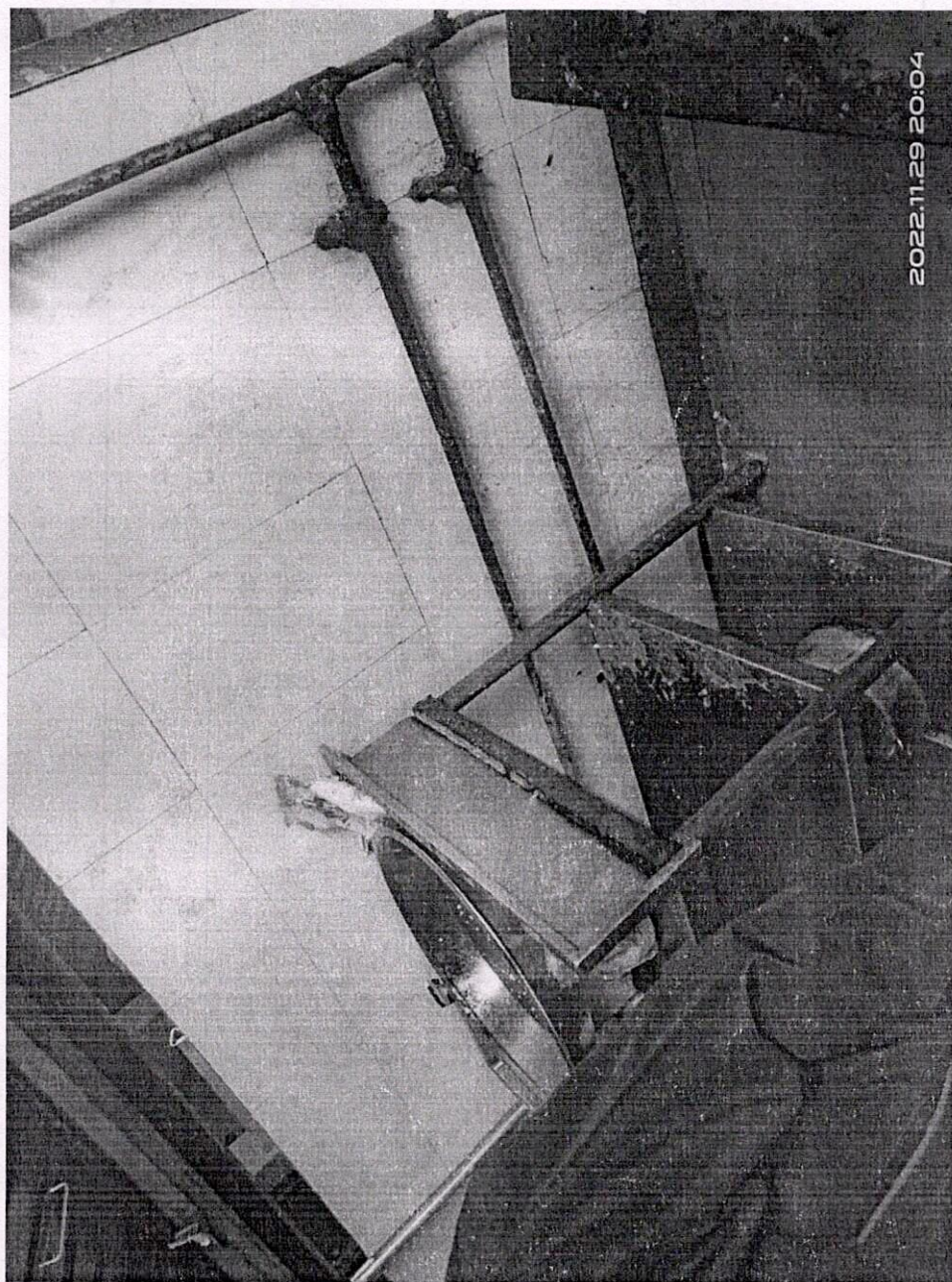


2022.11.29 17:45

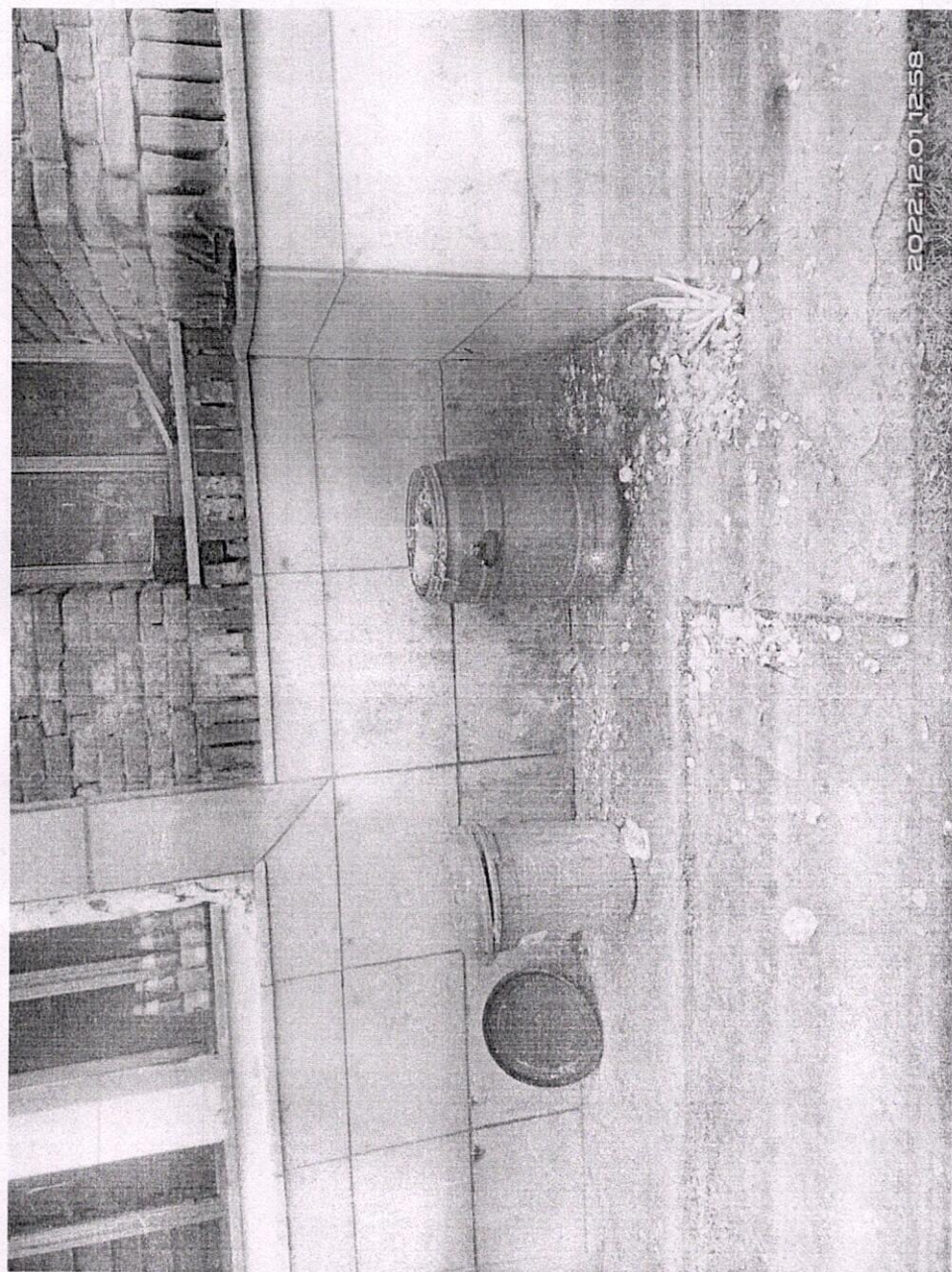










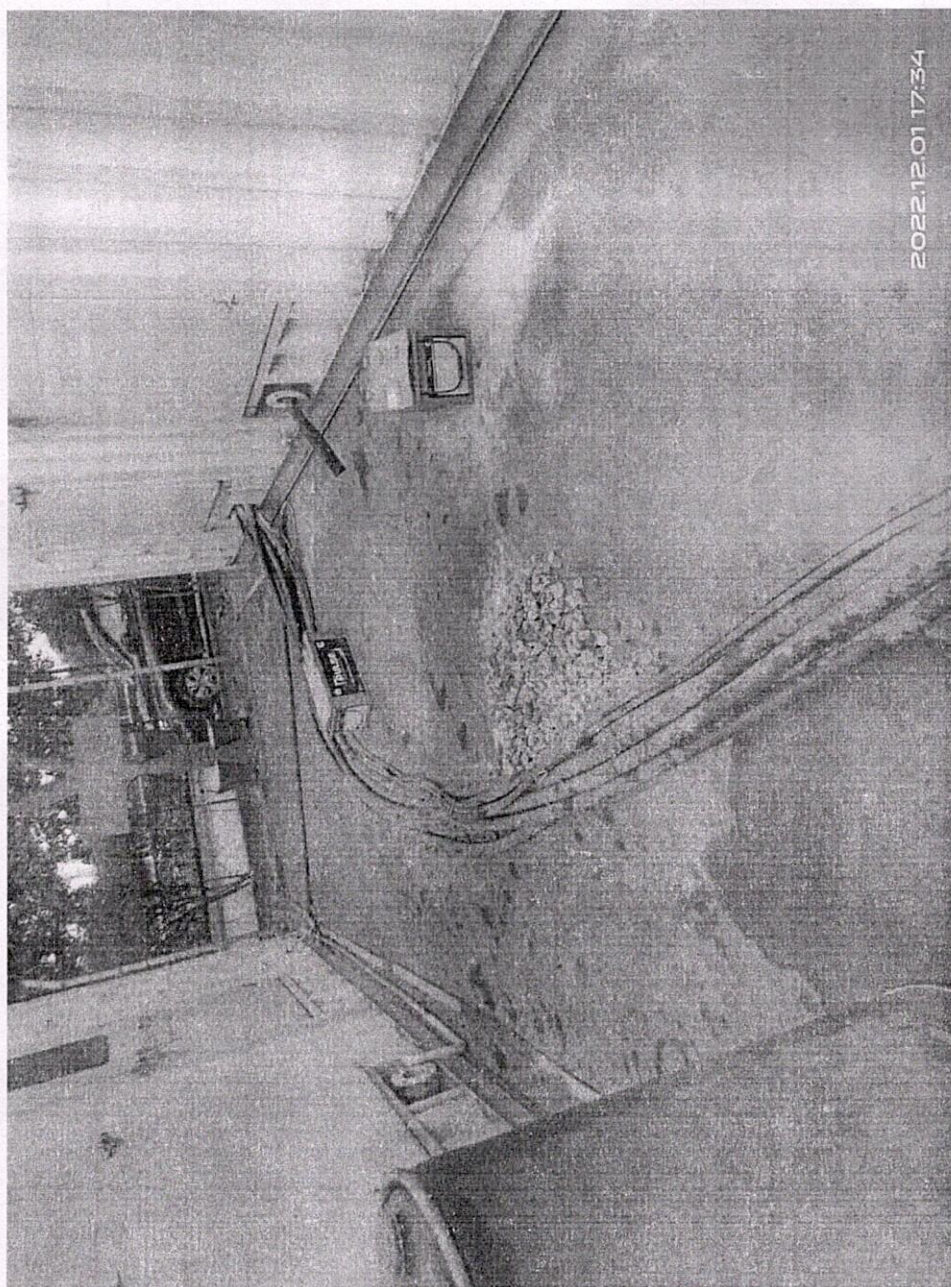






2022/12/01 17:38







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

I, **Dr. Ajay Kumar Dadoria, Assistant Professor (ASET)** the University Weekly Duty Officer for the period 19/12/22 to 25/12/22. 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.)	20-12-2012	1.00 PM	I went for lunch. The food was of good quality. Prices were at printed rates. There was a proper dispose of garbage.
2		23-12-2022	8.30 PM	I went for dinner. The food was served hot and was of good quality. Prices were at printed rates.
3		20-12-2012	1.00 PM	I went to mess for inspection of cooking and storage area. The kitchen and storage area found to be clean. No foul smell detected. No dirty places spotted.
4	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	21-12-2022	2.00 PM	<b>Visted Central Library in B Block, Ground Floor:</b> All Computers are working, All Tables and Chairs are upto the mark, All Shelves are Filled with Books, News Paper is coming Regularly, All records are upto-date.
5		21-12-2022	2.15 PM	<b>IT Dept:</b> All Optical Fiber Terminals are Working Properley ,In Room No.117 Computer center, All the Computers and UPS are Working Properly.
6		21-12-2022	2.20 PM	<b>Bio-Tech Labs:</b> Room No.102, 114,115 & 116, All Equipments are Working Properly, All Chemicals are Upto-date, Manual and Lab Records are properly maintained.
7		21-12-2022	2.30 PM	<b>All RO,s are Working Properly.</b>
8		21-12-2022	2.35 PM <i>Please check &amp; rectify by Mr. Maintenance</i>	In First Floor Near Canteen Washroom Tube Light is not Working, In Second toilet Leakage Problem is there, Toilet Partioning is not there, No Odonil is there. Near Room No.110, Stairs Tube Light is not Working.
9		21-12-2022	2.40 PM <i>Please discuss &amp; put up proposal for their repair</i>	In Room No.112 GMT Lab (Garment Staching Lab), 14 Machines are there Only 6 are working, remaning machine repairing is required.

*Dr. Ajay Kumar Dadoria*

*Dr. Shweta Singh*

*26/12/22*



10		21-12-2022	2.45 PM	<b>Canteen:</b> Canteen is Proper, Cleanliness is there, Proper Rate List is displayed, Refrigerators are working Properly, New Coffee Machine is installed, Storage is Proper.
11		22-12-2022	10.00AM	<b>Chillar Plant and Diesel Storage:</b> Chillar Plant is Under Maintenance, Visted the Power System, All are Functioning Well, Two Transformer Capacity 1.5 MB, Five Generators all are working, Proper Record of diesel usage is maintained, No Fire Extigusion were found beacuse all were sent for maintainance.
12		22-12-2022	11.30 AM	MCB Outer Pannel is Missing in front of Store Room 215, Tube Light is not working in Washroom near Room No. 204 in stair case, Tab is not working in washroom near room no. 205, Tube light is not working in washroom near room no. 205.
13		22-12-2022	11.45 AM	All Fir Safety Equipments are working and upto-date.
14	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	24-12-2022	01:00 AM	I inspected security system at mid night and found that they were active. There were total 14 guards in the university premises at their designated places. Guards were alert and active.
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				Computer labs of block B were inspected. All the machines were working fine as told by Mr. Vijay Tiwari, lab assistant. Lab books were found to be maintained on day to day basis.
2				Drinking water systems were working properly.
3				Block B washrooms were found to be clean. No broken water tapes observed.
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				

26/12/22  
(DATE)

Ajay  
(SIGNATURE)



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

I, Gaurav Chhabra (Designation), ASCO (School/ Institution) was the University Weekly Duty Officer for the period 26/12/2022 to 01/01/2023. 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.)	26/12/22	12:45 PM	No worker was wearing Mask & Handcap
2		29/12/22	07:50 PM	Hostlers complaint about <u>stones in del</u> and <u>other dishes</u> .
3				Fire extinguisher not found in Kitchen
4				In stone Namkern was found of Dec 2022 expiry. / Floor was not clean in kitchen.
5				
6				
7	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	30/12/22	12:20 PM	No Fire Hazard found Diesel storage.
8		29/12/22	08:20 PM	approx 3700 litre diesel was there as per Jitendra Singh.
9				Fire extinguisher found updated.
10				H4 - camera not installed, Leakage found near RO - Tap on ground floor.
11				H1 - No Problem found in H1 block
12				
13	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	31/12/22	01:00 am	15 Guards were on-duty. Including Supervising
14				No locks were working at Main gate
15				Baran barrier found not working.
16				No Fire Hazard found near gate
17				and security check post at Block A, 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	Male washrooms C-Block	30/12/22	01:45 PM	Cleaning was not upto the mark. Found few taps & Flush Not working.
2	C-Block, RO	30/12/22	02:20 PM	All RO Check, Found working properly
3	Lab check A-Block	30/12/22	11:20 AM	Room No-119, Log book not updated for Dec-22.

02/01/2023

1. A few taps are not working in unknown. 82  
2. One RO tank near Room No. 403 in 'C' Block is leaking. Please get it repaired by engineer.  
Dir Admin  
30/01/2023  
02/01/23

R 03/1/23



Block A - Programming lab - 110

111(A)

9 Pcs - All working

30 Pcs - New, All working

112(A)

30 Pcs - SSD updated, All working

112(B)

30 Pcs - SSD updated, All working

113(A)

30 Pcs - New, All working

113(B)

30 Pcs - New, All working

R.No 101 -  
Chemistry lab

35 log books checked

log book No 21 - weighing

Balance electronic is not  
working since 30/01/2020.

Item is under the custody of  
Mr. Neelash Mishra (Lab assistant)

R.No 119 -  
HMT Lab,  
Mechatronics lab,  
Cm Lab, Refrigeration lab

HMT - 9 log books checked  
Not signed by lab incharge since  
15/02/21.

★ Dec-2022 updation due.

Mechatronics - 04 log books checked  
Not signed by lab incharge since  
15/02/21.

★ Dec-2022 log book updation due.

Cam - CNC Lathe Machine -  
Partial working  
(Printer Point cable not working)

02 Log books checked

★ Not signed by lab incharge  
since 15/02/21.

★ Dec 2022 log book updation due.

Refrigeration - 02 log books  
checked

★ log book not signed by lab  
incharge since 15/02/21

(Lab assistant - Sunil Rajput)

★ Cleaning issue

★ Dirt & Dust found in Kitchen area  
& student lounge area.

Canteen Block A -



Block A — Room No- 102  
(Physics Lab)

413 log books checked.

All ok.

Updated and signed by lab incharge

Room No- 117  
(CBRN Lab)

Lab was locked, As per the conversation with Mr. Neelesh Mishra, this lab comes under Pro VC Sir, So he advised me to not to check that.

EME Lab  
(Workshop)

17 log books checked

All updated till dec 2022 but not signed by lab incharge since March 21.

Fitting Shop  
welding Shop  
Machine Shop  
Sheet Metal Shop  
Smithy Shop.

No fire hazard found

All fire extinguisher were up to date.

Around 3700 diesel was present as per Mr. Jitendra Singh.

Generator  
+  
Diesel Store

Block - C Canteen

- ★ No expiring food found
- ★ Neat & clean Kitchen premises
- ★ All Masala box were found covered.
- ★ Worker was not wearing Mask & Headcap.
- ★ Food quality was up to the mark.



Block - C

Washrooms

Ground floor

All flush OK, Tap OK, Cleaning was not up to the mark.

First floor

(1) Washroom was closed at 1st floor near 201, No signboard was found on gate of gents washroom -

★ Near 211 Faculty Room, Flush wall was not working & 4<sup>th</sup> No-Toilet (western)

★ Cleaning was not up to the mark.

Second floor -

Near 305, 2 wash basin tap is leaking.

Third floor -

1 washroom found closed due to smoking  
★ All OK (as per Mr. Bharat Singh)

★ cleaning & stinking issue found.

Fourth floor -

Near - 409  
2 western toilet not working.  
★ Stinking issue found.

Block C -

Ro's

- All floor Ro checked, found OK.

★ Near 403, Ro tank leakage found.



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

I, Dr. Dinesh Sharma (Designation), Assistant Professor <sup>ASET</sup> (School/ Institution) was the University Weekly Duty Officer for the period 21/1/23 to 6/1/23. 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.)	3/1/23	1:15 PM	Student mess was neat & clean during inspection.
2				
3		5/1/23	8:45 PM	Storage was properly managed and food quality was fine.
4				
5				
6	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)			
7				
8				
9		4/1/23	12/1/23 (12 PM)	All ROs were working properly.
10				Rate doing distribution in ASCO studio.
11	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			Pressure pipe problem in Biotech Faculty washroom.
12				Few lights are not working in AIB Faculty room.
13				
14				
15				
16				
17				
18				
19				
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2	All classrooms	5/1/23	11:30 PM	Examination was going on in classrooms.
3				
4				
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1	Library Inspection	4/1/23	12:45 PM	I have checked attendance register and student sitting till 8:PM for study purpose.
2				All Library Computer Internet is working.
3				

10/1/23

(DATE)

(SIGNATURE)

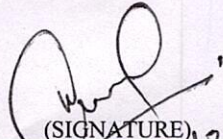
SA  
10/1/23

SA



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

I, **Dr. Vinod Kumar Patel**, Assistant Professor , ABS was the University Weekly Duty Officer for the period **09/01/2023 to 13/01/2023**. 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.)	09-01-2023	01:30-02:00 PM	The food was of decent quality, I asked the students about the quality of the food, and they said the <u>quality of the Chapatti was not acceptable</u> , but the cleanness and storage of the mess was satisfactory, and I also checked the expiry dates of the goods and noticed that they were all fresh.
		10-01-2023	8:50 -9:30 PM	The Quality of dinner and the food disposal system was good,, and the food in the hostel mess was prepared according to the schedule. When I asked the students about the quality of the dinner, they raised concerns about the taste and the food preparation system ( <u>some vegetables are not peeled</u> ), and one student showed a picture of a metal nail in his rice plate.
		09-01-2023	2:30 -3:00 PM	All of the packed food items are fresh, and the hygiene and cleanliness of the kitchen are satisfactory , <u>however I notice some issues with the cleanliness in sitting area of the cafeteria's.</u>
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks- B Washroom, Ro water etc.)	12-01-2023	10:00-11:10 AM	I had checked all boy's toilets and RO machine in BLOCK B. The toilets were clean and all the RO machine and taps were working properly. All the lab equipment working properly also log records were maintained. The caffetirea is cleaned and all rate list were will intact. Studnets were availbe in decent number. (during 7:00 PM)
3	<b>SECURITY</b> (Alertness of Guards on Duty.)	13-01-2023	2:00 - 2:40 Am	I arrived at the university at 2 a.m. to verify the alertness of the guards on duty, and I observed that all guards were present in their designated locations and that all guards (17) were aware on duty.
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
4	Checking in boys Hostel	13-01-2023	7:00-7:45 PM	3 rooms of H1 and 3 rooms of H 3 boys hostel were checked no objectionable material found in Boys Hostel.
	20-01-2023 (DATE)			<div style="text-align: right;">             (SIGNATURE)            20/01/23         </div>

1. We need to improve the quality of food being served to students.
2. Hygiene needs to improve.

Des Hostels & Chief In-charge

PS to VC

for Dr. Patel  
20/1

Umesh.  
20/1/23



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

I, Dr. Saleem Ahmed (Designation), Asst Prof - II (School/ Institution) was the University Weekly Duty Officer for the period 16-01-2023 to 22-01-2023. 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.)	18-01-23	08:00 PM	Quality of food was Good.
2				Students feedbacks were also
3				Satisfactory. Storage items found
4		20-01-23	01:00 PM	Up to date. Kitchen was neat &
5				clean. Waste food also taken
6				care properly.
7	A-Block  UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	17-01-23	02:30 PM	Canteen was closed during the
8				exam. Lab attendants were
9				busy in exams. Water coolers
10				were properly functioning.
11		26-01-23		taste of water is good. Wash
12				rooms were neat & clean but
13				Commode found broken.
14		20-01-23	12:45 AM	All the Security Guards
15				found actively positioned
16				including the supervisor
17	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			Mr. Chandra Bhan.
18		19-01-23	10:30 PM	Students were busy in study.
19				Not found anything objectionable.
20				Maximum students went to their home.
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	Fire Hazards	17-01-23	3:30 PM	Dry grass found properly
2				fallen care. managed. Fire extinguishers
3				were up to date. Not found any other issues

SR  
23/1/23

(SIGNATURE)  
Dr. Saleem Ahmed  
23/01/2023

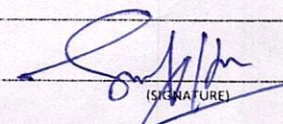


**FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES**

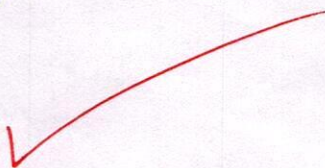
I, Dr. Sandeep Kumar (Designation), Assistant Pro. (Aseo) (School/ Institution) was the University Weekly Duty Officer for the period 23-01-2023 to 29-01-23. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

S. No.	DUTY	DATE	TIME	REMARKS
1				
2		27/01/2023	01:00 PM - 02:00 PM	Student mess was found
3	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)			neat & clean. Food Quality was
4				good.
5				
6		28/01/2023	04:00 PM - 5:00 PM	Snacks were good & refreshing
7				
8				
9	UNIVERSITY PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	23/01/2023	Block - C	All Ro's were working Properly
10				All washrooms are clean & hygienic
11				All class rooms & lab were off.
12		24/01/2023		Diesel Storage was off but one
13				Fire Safety Equipment was
14				broken. (Picture is attached
15				to this Report)
16	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	27/01/23		Security guards were doing
17		28/01/23		their duty Sincerely.
18				Security Supervisor showed
19				the Attendance diary also
20				
S. No.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1				
2		24/01/23	12:00 PM	
3		25/01/23	2:00 PM	All class rooms & labs
4				were off.
5				
S. No.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2	Canteen C Block	25/01/23	01:00 PM	Food Quality was good.
3				

31/01/2023  
(DATE)

  
(SIGNATURE)

PS to VC  
31/1/23







*This is near  
diesel storage area.*

REDMI NOTE 5 PRO  
MI DUAL CAMERA



FORM TO BE FILLED BY UNIVERSITY WEEKLY DUTY OFFICER ON COMPLETION OF DUTIES			
I, <b>Dr. Manish Gupta, Assistant Professor-III (ASET)</b> was the University Duty Officer for a period <u>06/03/2023 to 12/03/2023</u> . During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:			
S.No.	DUTY	DATE	TIME
1	STUDENTS' MESS (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	06-03-2023	09:30 AM 05:15 PM
<p><b>Kitchen:</b> The cooking area was found neat and clean. In addition to staffs, total 300 students had their lunch on 06/03/23. ✓</p> <p><b>Storage:</b> Most of the bags and boxes containing food items are covered; However some packets of spices were found open. No rodents or insects were found in the storage area. ✓</p> <p><b>Water Coolers:</b> Working properly and the surrounding area were clean. <u>Only leakage in water cooler in front of IT Department.</u> ✓ <u>Repaired</u></p> <p><b>Disposal system:</b> The waste food is stored at a defined place at the back side of hostel-1 and it is handed over to third party. The third party takes all the waste food items after 05:00 PM (everyday) and dump somewhere in the Gwalior Municipal dumping area (mostly eaten by Pigs or other animals)</p> <p><b>Feedback from Students:</b> Most of the students are satisfied with mesh cleaning and food quality. However, the students have a lot of complaints about insects in foods. ✓</p>			
2	UNIVERSITY PREMISES (Academic Blocks)	07-03-2023	09:30 AM 09:30 PM
<p><b>Block-B visit:</b> All the water coolers are working properly and the cleanliness is well maintained. ✓</p> <p><b>Labs instruments:</b> Visited all biotech labs, computer lab and fashion designing labs. The equipments available in most of the labs are working and log books are maintained. ✓</p> <p><b>Dinner:</b> Checked dinner quality, It was OK. ✓</p> <p><b>Men's washroom:</b> All men's washroom visited. No leakage in taps and well cleaned. ✓</p> <p><b>Cafeteria:</b> Clean and well maintained. All food item prices are according to the price list shown in the cafeteria section. Also, randomly checked price tags of packed items, no expiry dates item were found. ✓</p>			

(DATE)

13th March 2023

(SIGNATURE)



Please take action on pts applicable to you and inform.

Dr. Manish Gupta

Dr. Admin

for. Admin 13/03/2023

SR 13/3/23

13/3/23

Dr. Manish Gupta

check & rectify  
Dr. Admin

→ This must stop!!  
Dr. Manish Gupta



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

I, Mr. Bal Kishan, Assistant Professor-1 (ASL) was the University Weekly Duty Officer for the period 13.03.2023 to 19.03.2023. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor AUMP:

S. No.	DUTY	DATE	TIME	REMARKS
1	<b>STUDENTS' MESS</b> (Quality of Food, Cleanliness, Proper Storage & Disposal etc.)	15.03.2023	1:20 PM	1. There was an appropriate cleanliness in the Dining area as well as Kitchen. Kitchen Store was in order and pest control done by every week. Proper hygiene was maintained. ✓
2				2. Food served as per menu in lunch [Wednesday]. ✓
3				3. Quality of Food was upto the mark and the vegetable area was also maintained properly ✓
4		17.03.2023	8:02 PM	1. Hygiene was proper, no rodents and cockroaches/insects were observed in kitchen as well as in store room, Hand wash area was also cleaned. ✓
5				2. Wastes were routinely collected in proper containers and disposed off twice a day. Surplus food was distributed to staff. ✓
6				3. Dinner started on time and was served as per the menu. Overall taste and quality of food was satisfactory. ✓
7			10:20 AM	1. BLOCK A, all Rooms were in proper state at ground floor <u>but the door [at ground floor] which opens towards workshop area, an open electric AC wire [without tapped] was found.</u> ✓
8			10:50 AM	2. BLOCK A (First Floor) All rooms were in proper state, dustbins were at places but in room number 218 AC was not working and broken furniture is also found. The wire of class projector was found without plug. ✓
9		13.03.2023	12:20 PM	3. Behind BLOCK A (Workshop Area). All machines are in working condition. Log Book was maintained properly, <u>but dusting of the articles placed at workshop's corridor was maintained well.</u> ✓

*By Dir  
Mushinam*

*Please ensure proper cleanliness in workshop.  
Dir AS ET  
20/3/23*

*SA  
22/3/23  
21/3/23*



10	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)		12:30 PM	4. BLOCK A Cafeteria was maintained well. ✓
11			12:40 PM	5. BLOCK A: All ROs were working properly ✓
12			3:20 PM	6. BLOCK A: All washrooms were cleaned, hygiene was maintained, nothing was written on walls, doors were functioning properly. Dustbins were placed at the right places. ✓
13		14/03/2023	6:10 PM	1. A surprise visit of Hostel H1 in room number G1 A and G2 A was made and no illegal product was found during inspection. 2. Mr. Ajit Sharma [Hostel Warden H1] was actively performing his duties. ✓
		18/03/2023	6:50 PM	1. A surprise visit of Hostel H3 in room number G5 and F2 was made and no illegal product was found during inspection. 2. Mr. Tara Singh Jadon [Hostel Warden H3] was actively performing his duties. ✓
15	<b>SECURITY</b> (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)			1. 15 Guards and a Supervisor [Mr. Chandrabhan] were on duty. ✓
		19.03.2023	2:00 AM	2. All guards were in position and alert. Took a complete round of the campus starting from C Block, B Block, A Block along with supervisor. 3. As per my personal observation, A secret meeting is required with Mr. Chandrabhan [Security Supervisor] as he was saying that few local guards are not following his instructions and behave in a very indifferent manner. However he did not disclose their names.
16				
17				4. Overall security in the campus was good, all street lights were on.

20.03.2023  
(DATE)

(SIGNATURE)

*[Signature]*  
20/03/23

*Brig Rajesh Gangele, please look into this aspect. W 20/3/23*  
*Chief Warden*

*[Signature]*  
21/4/23



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

I **Narender Kumar**, Assistant Professor (Designation), **AIP** (School/Institution) was the University weekly Duty Officer for the period 20/03/2023 to 25/03/2023. 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>STUDENT'S MESS</b> (Quality of Food, Cleanliness, proper storage, and disposal etc.)	21/03/23	8:15 pm	<b>Dinner</b> was good in taste and quality. The store has all fresh items. All the items were up to date. The kitchen, washing area, & drinking area should be kept cleaner. <u>Students have requested to keep the south Indian breakfast on weekends.</u>
		22/03/23	1:20 pm	<b>Lunch</b> was okay in taste. The quality and thickness of chapatis can be improved. During lunch hours there was a very rush that could be managed. All the waste food has proper disposal. There are separate people who take the waste food for disposal.
2	<b>UNIVERSITY PREMISES</b> (Academic Blocks, Workshops, Hostel Blocks, Deiseal storage, AC plant etc.)  <b>"BLOCK B"</b>	23/03/23	2:30 pm	The library, canteen, men's washroom, and corridors were checked. On that day, Library stock verification was going on. In the last fifteen days, 17 faculties and 1,128 students visited the library. Also, during that time, 43 students accessed the computer in the library. The reference book section can be organized more efficiently. The food in the canteen was good, and they were selling it based on the displayed price list. All items were fresh and clean. Staff was wearing proper aprons during cooking and serving. All men's washroom was clean and maintained properly. <u>On the second floor near 209A, the drinking water taps were dripping that can be repaired.</u>
		24/03/23	11 am	All labs were checked in Block B. Labs were having proper log book maintenance. All the instruments were in working condition and well-maintained.
		25/03/23	10 pm	The rooms in boy's hostel H-1 and H-3 were checked with the help of Wardens. All rooms were checked properly, and we did not find any electrical appliances or objectionable material in all rooms.
3	<b>SECURITY</b> (Alertness of guards on Duty, Potential Security hazards, Fire hazards, etc.)	25/03/23	1:05 am	All security gaurds were present on night duty. A total of 14 guards were placed all around campus. 4 were on the main gate, 1 in A block, 3 in B block, 3 in C block, and 1 guard in each Hostel. All guards were found in their respective positions, and they were awake and alert.

Date: 27/03/2023

Signature

for Dir Hostel  
Registrar / Dy Librarian  
Dir Admin / Dir Maintenance  
29/3/23  
29/3/23  
29/3/23  
29/3/23





**AMITY UNIVERSITY**

**MADHYA PRADESH**

(Established by Ritnand Balved Education Foundation)

# University Duty Officer Report

Period: From 03.04.2023 to 09.04.2023

Submitted by

Dr. P. Mahakavi

Assistant Professor/Civil, ASET

*P. Mahakavi*  
10/4/23



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

I **Dr. P. Mahakavi AP/Civil**, Amity School of Engineering and Technology, was the University Duty Officer for the period from **03.04.2023 to 09.04.2023**. 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) H1	04.04.2023	8 PM	<ul style="list-style-type: none"> <li>• <b>Dinner:</b> Taste of the food was satisfactory and Feedback from the students also good.</li> <li>• There were no delay in serving the food</li> <li>• Items were clean, dust free and stored orderly.</li> <li>• Store room appears clean, well lit, ventilated and organized. Store rooms free from unnecessary items, litter and other wastes.</li> </ul>
		05.04.2023	1.30PM	<ul style="list-style-type: none"> <li>• <b>Lunch:</b> Taste of the food was satisfactory and Feedback from the students also good. There was no delay in serving the food.</li> <li>• Stove, refrigerator etc are clean, rust free, well maintained and working properly.</li> <li>• Utensils (pans, spoons, fork, knife etc.) are stored/handled appropriately and clean hygiene in conditions. Kitchens appear generally clean and well maintained.</li> <li>• Waste storage area is clean, odour free and outfitted with a cover and enables restricted access.</li> <li>• <b>Vegetables:</b> Tomatoes which are kept in basket are not fresh and looks like stale vegetables (nearly 10 nos). It was unpleasant for eating. Instructed them to remove those tomatoes before cooking and not purchase such vegetables from the vendors/contractors.</li> </ul>

*Please look into this*  
*Dir Hantech*

*11/4/23*

*11/4/23*



2.	UNIVERSITIES PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	04.04.2023	10.50 AM	<b>Block B:</b> <ul style="list-style-type: none"> <li>All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults.</li> <li>Grounds free from water-related nuisances such as water stagnation or leakage from septic tank/inspection chamber.</li> </ul>
		05.04.2023	11.00 AM	<b>CAFETERIA:</b> <ul style="list-style-type: none"> <li>In Cafeteria (Block B), Expired Dated Tropicana juice (Pineapple) was kept in refrigerator for selling (<b>Refer Figure 1</b>).</li> <li>All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults.</li> <li>Store room appears clean, well lit, ventilated and organized. Kitchens appear generally clean and well maintained.</li> </ul>
		06.04.2023	2.05 PM	<b>Block B:</b> <ul style="list-style-type: none"> <li>Registers and log books are maintained properly by each lab and its institutions.</li> <li>In Central library, Computers are working properly and Registers are maintained properly.</li> <li>All fire extinguishers are good in condition, working and not expired.</li> <li>In Ground Floor, Sign board are missing from Gents Bathroom and Handicapped Bathroom near moot court.</li> <li>In First Floor, Drinking water taps are not working in the RO plant and doors are also rusted because of leakage (<b>Refer Figure 2</b>).</li> <li>Exit signs or Entrance or Staircase sign boards are missing for all floors.</li> <li>An Emergency Evacuation Diagram is not displayed.</li> </ul>

*Please investigate & issue written warning.*  
*Dir Admin*  
*11/04/23*

*Please take action*  
*Dir Admin*  
*M V K Sharma*



3.	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	06.04.2023	12.30 AM	<p>Following No of duties was assigned to security guards on 06.04.2023</p> <ul style="list-style-type: none"> <li>• Main gate (1+3) = 04 guards</li> <li>• A Block = 01 guards</li> <li>• B Block = 03 guards</li> <li>• C Block = 04 guards</li> <li>• Boys Hostel = 01 guards</li> <li>• Girls Hostel = 01 guards</li> <li>• H3 + H4 = 02 guards</li> <li>• Chiller plant = 01 guards</li> </ul> <p>Totally 17 guards are allocated inside the AUMP campus on 06.04.2023.</p> <ul style="list-style-type: none"> <li>• All guards were alert and aware of their surroundings throughout the night.</li> <li>• Security guards were on time for their duties (from first day 7 PM to next day 7 AM).</li> </ul>
		07.04.2023	01.00 AM	<p>Same total no of 17 guards were allocated inside the AUMP campus on 07.04.2023.</p> <ul style="list-style-type: none"> <li>• All guards were alert and aware of their surroundings throughout the night.</li> <li>• Security guards were on time for their duties (from first day 7 PM to next day 7 AM).</li> </ul>
S. No	Class & R Nos.	DATE	TIME	REMARKS
4.	Moot Court (GF)	05.04.2023	11.00 AM	<p>Subject Code: CBF201 (CBCS) Subject Name: Industrial Environmental Health and Safety Course: BBA, Law, B.Com Interior Design (II Sem)</p> <ul style="list-style-type: none"> <li>• Lecture was clear and understandable ALD Teacher also had interaction with students.</li> <li>• I like the attitude of the lecturer to the subject. He is interesting and quite fun to listen to. I do learn a lot while he is teaching.</li> </ul>
5.	R. NO 203 (Block B)	06.04.2023	4.25PM	<p>Subject Code: FLU244 Subject Name: French Course: LLB (II Sem)</p> <ul style="list-style-type: none"> <li>• Information is delivered in a concise and clear way.</li> <li>• Teacher tries best to be available to students. Teaching style is not boring. Makes networks as interesting as can be.</li> </ul>



Special Task by Order of the Vice Chancellor				
6.	HOSTEL ROOMS (H4)	05.04.2023	9.30 PM	<ul style="list-style-type: none"> <li>• No liquor/drugs and other pornography materials are found inside hostel (H4) premises ✓</li> <li>• All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults. ✓</li> <li>• Plumbing fixtures (pipes, taps etc.) are clean, free from leakages/ limescale build up and well maintained. ✓</li> <li>• Cupboards, shelves, countertops etc. are working in conditions. No signs of damage. ✓</li> </ul>
		06.04.2023	8.30 PM	<ul style="list-style-type: none"> <li>• Water geyser is working, well maintained and producing suitably heated water. ✓</li> <li>• Entrance, patios, verandahs etc are cleaned ✓</li> <li>• Grounds free from litter and appear well kept. ✓</li> <li>• Water closets sufficient in number, well maintained, working properly and show no signs of damage. ✓</li> <li>• Hand washing sinks are adequate in number, working properly and well maintained. ✓</li> </ul> <p><b>GYM at H1 Hostel: (Fig: 3)</b></p> <ul style="list-style-type: none"> <li>• Gym floor area was not covered properly. Floor mat were torn out and not maintained properly.</li> <li>• Equipments are not lubricated properly and not maintained. All cables, straps damaged.</li> <li>• No racks are available to stake the dumbbells. So users are throwing these dumbbells on floor which creates structural damages in that floor.</li> <li>• Equipment externally damaged and 50% of equipments are not in use.</li> </ul>

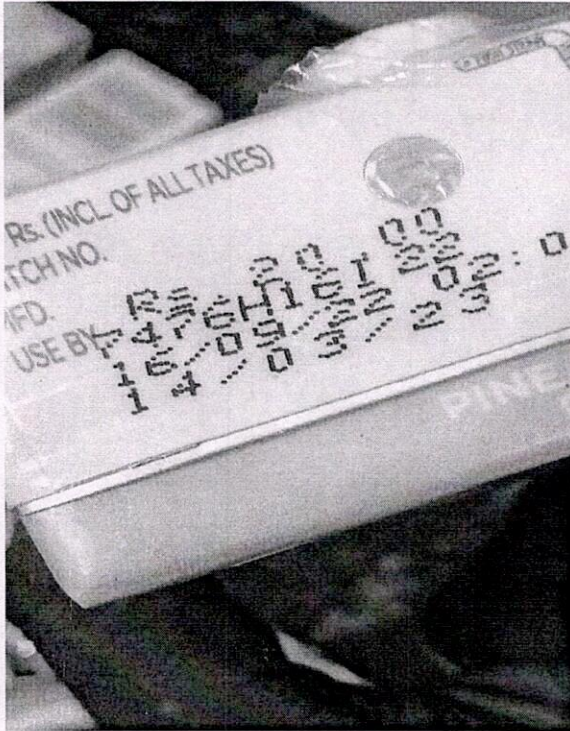
Please have the gym properly done up, now we have need financial sanctions.

Uy  
T/4/23

Dir Admin



Figure 1  
Photographs of Cafeteria at Block B:



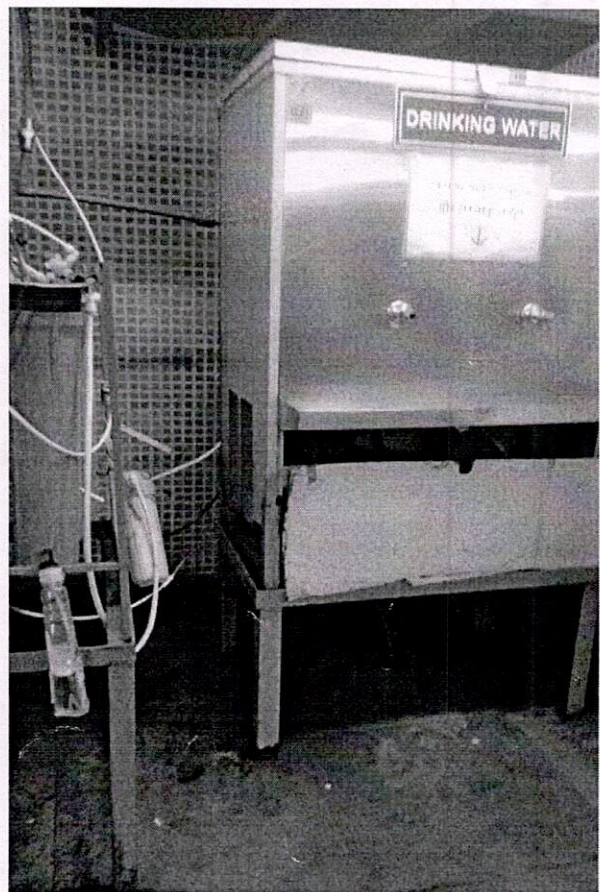
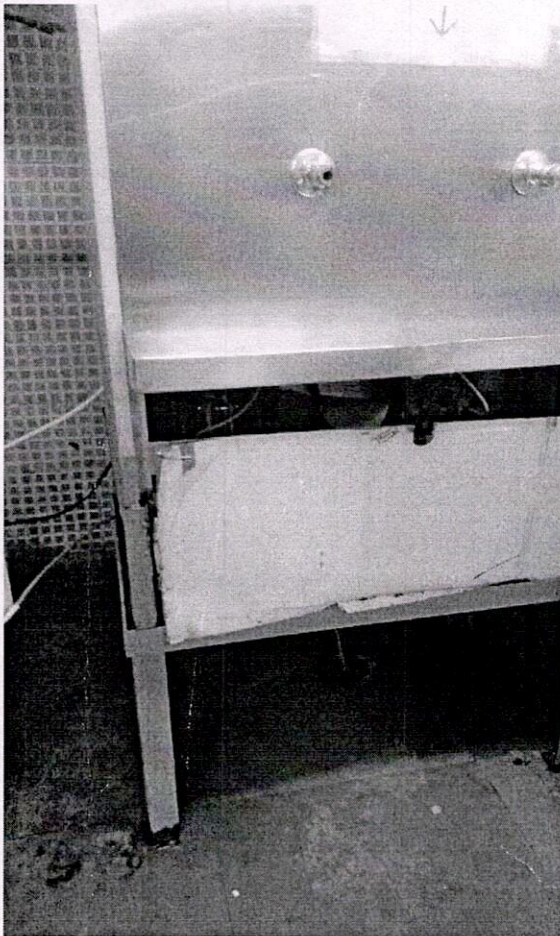
- Expired Dated Tropicana juice (Pineapple) was kept in refrigerator for selling.
- Nearly 50 nos of packets were kept inside the refrigerator.
- Manufactured Date: 16.09.2022
- Expire Date: 14.03.2023

*Please investigate*  
*Dir. Admin*



Figure 2

Photographs of RO Drinking Water at Block B



#### RO Drinking Water at Block B

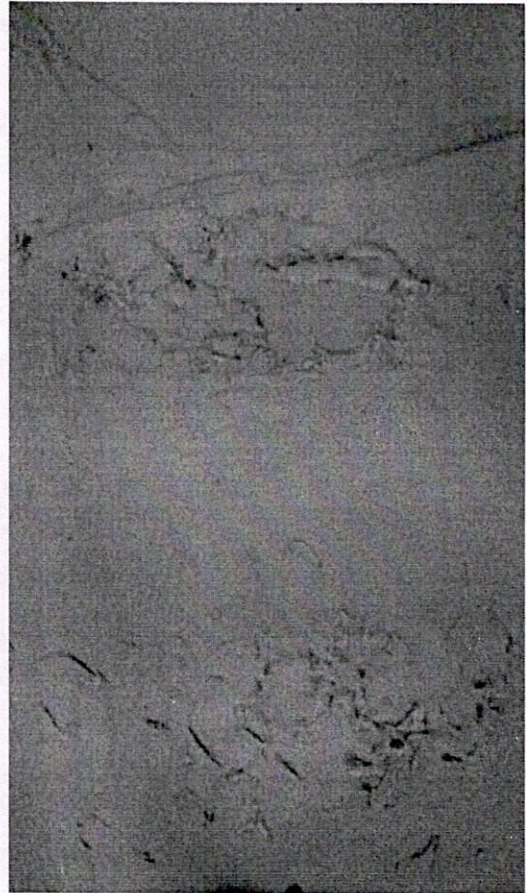
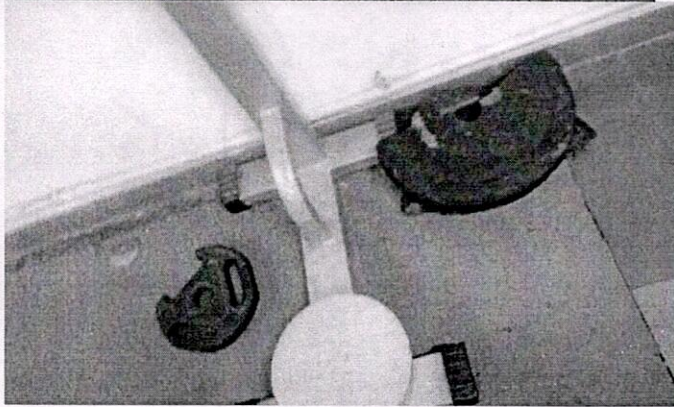
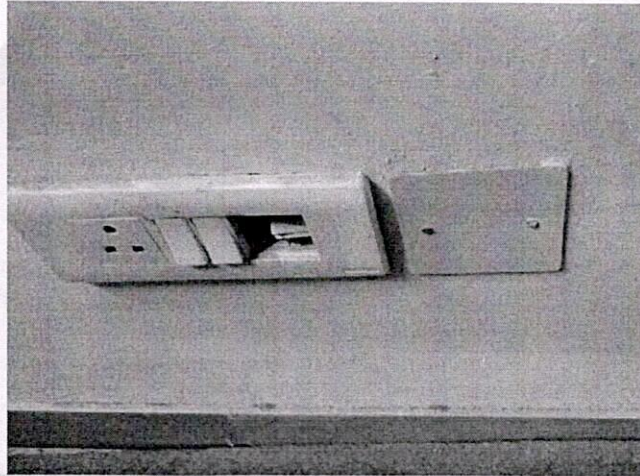
- In First Floor, RO Drinking water tap is not working and
- Doors are also rusted because of leakage.

By Sir Maintenance



Figure 3

Photographs of GYM at H1 Hostel:



**GYM at H1 Hostel:**

- Gym floor area was not covered properly. Floor mats were torn out and not maintained properly. All cables, straps damaged.
- Equipments are not lubricated properly and not maintained.
- No racks are available to stake the dumbbells. So users are throwing these dumbbells on floor which creates structural damages in that floor.
- Equipment externally damaged and 50% of equipments are not in use.
- Switch boards/plug point was damaged and not maintained properly.

Please have it done up.  
10/2/23  
Dir Admin



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

I **Mr. Sachin Tiwari AP/Civil**, Amity School of Engineering and Technology, was the University Duty Officer for the period from **24.04.2023 to 30.04.2023**. 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) H1	25.04.2023	8 PM	<ul style="list-style-type: none"> <li>• <b>Dinner:</b> Taste of the food was satisfactory and Feedback from the students also good. ✓</li> <li>• There were no delay in serving the food ✓</li> <li>• Items were clean, dust free and stored orderly. ✓</li> <li>• Store room appears clean, well lit, ventilated and organized. No insects and cockroaches or flies were there in the room. ✓</li> </ul>
		26.04.2023	1.30PM	<ul style="list-style-type: none"> <li>• <b>Lunch:</b> Taste of the food was satisfactory and Feedback from the students also good. There was no delay in serving the food. ✓</li> <li>• Stove, refrigerator etc are clean, rust free, well maintained and working properly. ✓</li> <li>• Utensils (pans, spoons, fork, knife etc.) are stored/handled appropriately and clean hygiene in conditions. Kitchens appear generally clean and well maintained. ✓</li> <li>• Waste storage area is clean, odour free and outfitted with a cover and enables restricted access. ✓</li> </ul> <p>Vegetables:- All the vegetables used were properly cleaned no stale vegetables were present in the storage area. ✓</p>



2.	UNIVERSITIES PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	26.04.2023	10.00 AM	<p><b>Block B:</b></p> <ul style="list-style-type: none"> <li>• All pipes (waste water, traps, hot water pipes etc) are in good working condition and show no signs of faults. ✓</li> <li>• Grounds free from water-related nuisances such as water stagnation or leakage from septic tank/inspection chamber. ✓</li> <li>• No proper cleaning near dustbin area of B-block near canteen washroom <b>Fig: 1</b></li> <li>• Water cooler in-front room no 117 was not working and R.O plant was also kept aside. <b>Fig:2</b></li> </ul>
		26.04.2023	11.00 AM	<p><b>CAFETERIA:</b></p> <ul style="list-style-type: none"> <li>• In Cafeteria (Block B), no proper cleaning near washing area all the remains of leftover food was there on the floor.</li> <li>• All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults.</li> <li>• Store room appears clean, well lit, ventilated and organized. Kitchens appear generally clean and well maintained.</li> </ul>
		27.04.2023	11.35 AM	<p><b>Block B:</b></p> <ul style="list-style-type: none"> <li>• Registers and log books are maintained properly by each lab and its institutions.</li> <li>• In Central library, Computers are working properly and Registers are maintained properly.</li> <li>• All fire extinguishers are good in condition, working and not expired. ✓</li> <li>• In Ground Floor, Sign board are missing from Gents Bathroom and Handicapped Bathroom near moot court. ✓</li> <li>• Exit signs or Entrance or Staircase sign boards are missing for all floors.</li> <li>• An Emergency Evacuation Diagram is not</li> </ul>

Why? Please warn the vendor  
 Dir Admin  
 Please take action.  
 By Dir Maintenance. VJ  
 08/5

Please get the needful done  
 Dir Admin



				displayed.
3.	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	27.04.2023	12.30 AM	<p>Following No of duties was assigned to security guards on 06.04.2023</p> <ul style="list-style-type: none"> <li>• Main gate (1+3) = 04 guards</li> <li>• A Block = 01 guards</li> <li>• B Block = 03 guards (1 on leave)</li> <li>• C Block = 04 guards (1 on leave)</li> <li>• Boys Hostel = 01 guards</li> <li>• Girls Hostel = 01 guards</li> <li>• H3 + H4 = 02 guards</li> <li>• Chiller plant = 01 guards</li> </ul> <p>Totally 18 guards are allocated inside the AUMP campus on 27.04.2023.</p> <ul style="list-style-type: none"> <li>• All guards were alert and aware of their surroundings throughout the night.</li> <li>• Security guards were on time for their duties (from first day 7 PM to next day 7 AM). ✓</li> </ul>
		28.04.2023	12.20 AM	<p>Same total no of 18 guards were allocated inside the AUMP campus on 28.04.2023.</p> <ul style="list-style-type: none"> <li>• All guards were alert and aware of their surroundings throughout the night.</li> <li>• Security guards were on time for their duties (from first day 7 PM to next day 7 AM). ✓</li> </ul>
S. No	Class & R Nos.	DATE	TIME	REMARKS
<b>Special Task by Order of the Vice Chancellor Sir</b>				
4.	HOSTEL ROOMS (H-1, H-3, H-4)	27.04.2023	01.30 PM	<ul style="list-style-type: none"> <li>• No liquor/drugs and other pornography materials are found inside hostel (H-4) premises</li> <li>• All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults.</li> <li>• Plumbing fixtures (pipes, taps etc.) are clean, free from leakages/ limescale build up and well maintained. ✓</li> <li>• Cupboards, shelves, countertops etc. are working in conditions. No signs of damage. ✓</li> </ul>



		28.04.2023	12.30 AM	<ul style="list-style-type: none"> <li>• Some students were sleeping; some found doing their assignment and some other works in their room. ✓</li> <li>• Proper disciplined maintained in all three hostels, warden also come for checking of rooms and no electrical appliances e.g. (Iron, electric kettle) found. ✓</li> <li>• No case of any drugs or alcohol found in the hostel. ✓</li> <li>• Water geyser is working, well maintained and producing suitably heated water. ✓</li> <li>• Entrance, patios, verandahs etc are cleaned ✓</li> <li>• Grounds free from litter and appear well kept. ✓</li> <li>• Water closets sufficient in number, well maintained, working properly and show no signs of damage. ✓</li> <li>• Hand washing sinks are adequate in number, working properly and well maintained. ✓</li> </ul>
5.	Generator and Diesel Area	26.04.2023	12.00 AM	<ul style="list-style-type: none"> <li>• All the electrical appliances and other instruments were in working conditions and well maintained.</li> <li>• No loose wiring in chiller plant and generator area, wire is well tapped and fitted.</li> <li>• Staff members were alert and doing their work.</li> <li>• Diesel not dumped outside. ✓</li> </ul>



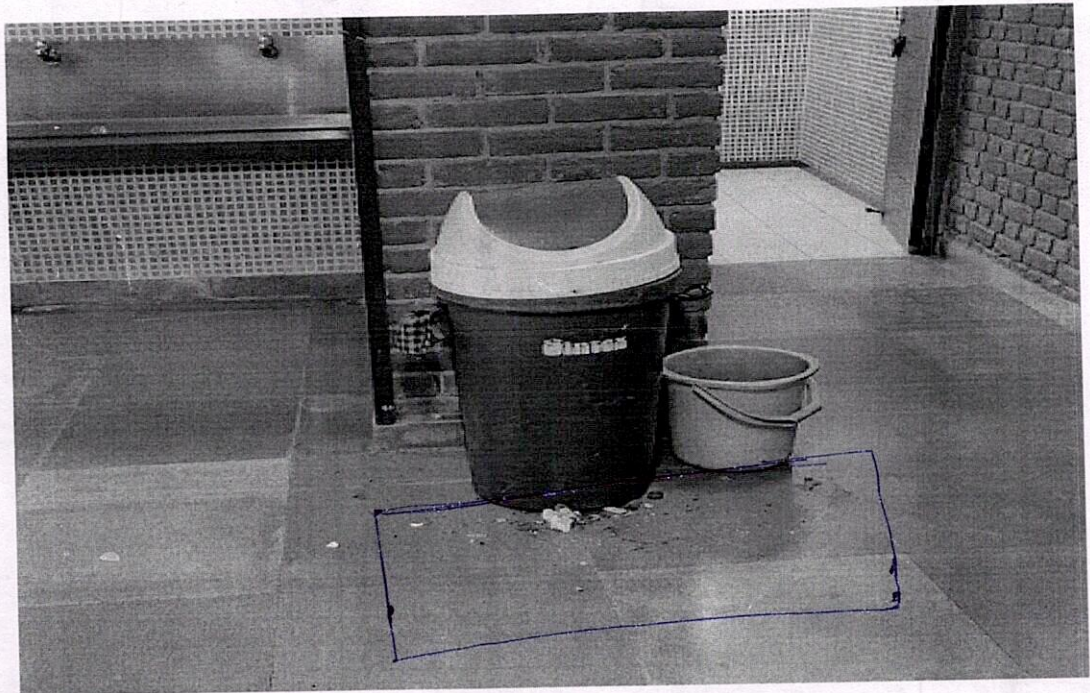


Figure 1: Garbage near dustbin area

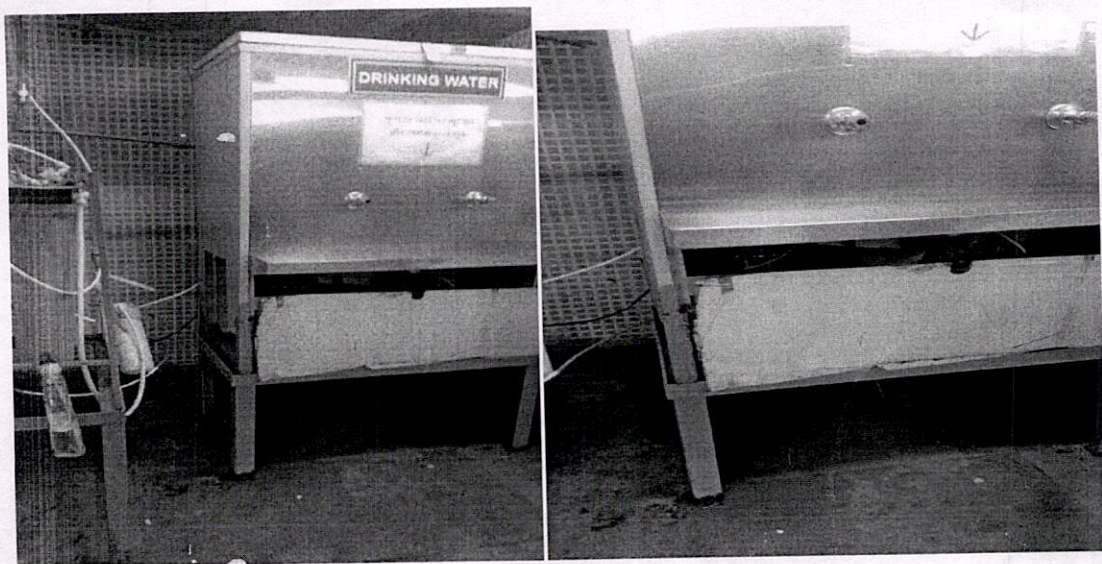


Figure 2: Drinking RO System

- In First Floor, RO Drinking water tap is not working and
- Doors are also rusted because of leakage.

Sachin Pinare  
Civil Department

Sachin Pinare  
01/05/2023

Please rectify and confirm

Dis Admin for Asst

5

01/5/23

By Dis Maintenance

SR  
08/5/23



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

I, **Dr. Asha Singh**, Assistant Professor-II Amity Institute of Biotechnology, was the **University Weekly Duty Officer** for the period **1<sup>st</sup> to 8<sup>th</sup> May, 2023**. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor.

S.No.	Duty	Date	Time	Remark
1.	STUDENT'S MESS (Quality of food, Cleanliness, Proper Storage & Disposal etc.)	03/05/2023	01:10 PM	<p><b>LUNCH:</b></p> <ul style="list-style-type: none"> <li>Taste of the food was satisfactory and feedback from the students was okay. ✓</li> <li>There was no delay in serving the food. ✓</li> <li>Kitchen appears generally cleaned maintained; store room was also well-arranged and maintained. No expiry item was found. ✓</li> <li>Stove, refrigerator etc. are clean, rust free, well maintained and working properly. ✓</li> <li>Utensils (Pan, spoon, fork, knife etc.) are stored/handled appropriately and clean hygiene in conditions. <u>Washing area of utensil having drain blockage problem, so drain water spilled all over the floor.</u></li> <li>Waste storage area was clean, odor free and outfitted with a cover and enable restricted access.</li> <li>Vegetables: Tomatoes kept in the basket were not fresh and seems stale, It was unpleasant for eating. Instructed them to remove these tomatoes before cooking and not purchase such vegetables from the vendors/contractor. ✓</li> <li>The entire food item was as per menu chart. ✓</li> </ul>
		04/05/2023	08:00 PM	<p><b>DINNER :</b></p> <ul style="list-style-type: none"> <li>Taste of the food was satisfactory. ✓</li> <li>Feedback from the students was not so okay especially for dinner (rice quality was poor, sometime rice was fully clumsy or some time not properly cooked, Bread of Pav bhaji in breakfast was stale)</li> <li>Small gravel was found mixed into the food of a student during inspection by me.</li> <li>Wash basin was choked due to food particle stuck in basin (Picture</li> </ul>

1. Please have the quality improved.  
 2. Take up with vendors.  
 Dir Hksh  
 08/5/23  
 for Asha  
 09/5/23



				<p><b>attached).</b></p> <ul style="list-style-type: none"><li>• There was no delay in serving the food. ✓</li><li>• Also food was cooked as per monthly menu chart. ✓</li><li>• Item were clean, dust free and stored orderly. ✓</li><li>• Store room appears clean, well-lit, ventilated and organized. Store rooms free from unnecessary items, litter and other wastes. ✓</li></ul>
UNIVERSITY PREMISES (Academic Block, workshop, Hostel block, Diesel storage, AC Plant etc.  "Block C"	01/05/2023	13:00 PM	<p><i>Please check Dir Admin</i> ←</p>	<p>CHILLER PLANT:</p> <p>Chiller Plant running condition was okay, properly functional and maintenance has to be completed on the 08/04/23 on log book. Chiller motor, condenser motor, electrical point checked and gets services. <u>Some nonfunctional fans were placed near the plant (Picture attached).</u></p> <p>POWER PLANT :</p> <p>Power plant was properly functional 24X7; diesel was being filled as per requirement. 1100 liter diesel thrice a day to be used, log book maintained by the supervisor. Danger sign board was affixes with each cabinet. ✓</p> <p>FIRE PLANT:</p> <p>Fire extinguisher was being handled for active fire protection. ✓</p> <p>All cylinders were filled with chemical and used to control for fires in emergencies. ✓</p>
	02/05/2023	11:00 AM		<p>CAFETERIA:</p> <ul style="list-style-type: none"><li>• All Pipes (waste water, traps, hot water pipes etc.) are in working condition and show no signs of faults.) ✓</li><li>• Store room appear clean, well lit, ventilated and organized, Kitchen appear clean and they were using only disposable for serving purpose that was super cool. ✓</li><li>• Rate list of material was same as selling material. Hygiene was maintained. ✓</li></ul>



			<ul style="list-style-type: none"> <li>No expiry material used.</li> </ul>
2/05/2023	11:30 AM		<p><b>LAB OBSERVATION:</b>  All labs were checked in Block C. Labs were having proper log book maintenance. all the instrument were in working condition &amp; well maintained</p> <p>ASET:  Architectural Lab, Computer Lab, IT Lab, (306,308, 307) All PC functional.</p> <p><b>ECE Lab Room No. 204 Name plate was missing</b> *</p> <p>AIBAS: Animal Psychology Lab (Log Book Maintained) *</p> <p>AIP:  Pharmaceutical Chemistry Lab-I,  <b>Pharmaceutical Chemistry Lab-II, Room No 212 : Water bath condition was not good.</b></p> <p>Pharmaceutics Lab -I Room No.: well maintained  Pharmacology Lab-I Room No.: All okay it was physiology lab.  Pharmacology Lab-II, Room No. 207 No issue there.  Machine Room No. 221, All functional equipment was present.  <b>Central Instrumentation Room No. 208 well maintained for equipment but major drawback was that the faculty sitting arrangement was also there, small equipment was not properly aligned. (Photo Attached)</b></p> <p>Pharmacy Practice lab (206) Pharmacognosy lab (205) all good.</p>
03/05/2023	10:00 AM		<p><b>Geotech lab &amp; Material testing Civil lab Room No 103</b>  <b>Surveying lab &amp; Highway engineering geology Room No 102</b>  <b>(Name plate was missing on both labs)</b> *</p>
			<p><b>LADIES WASHROOM:</b></p> <p>Washroom having bins in each cabinet, tap was functional, cleanliness was okay, discrepancy of Door/Restroom Locked mentioned below:</p>

Please confirm the nameplate for I AIP

officer Vijay 08/5/23

for K.L.B  
9/5/23

\* Please have the name plates fixed & confirm. Vijay 08/5/23

Dr Admin



<p><i>Please see if the door is needed</i></p> <p><i>Dir Admin 08/5/23</i></p> <p><i>Dir AHS</i></p> <p><i>09/05/23</i></p>	<p>1<sup>st</sup> Floor 400 series: Female toilet was locked near Room No. 402 room number.</p> <p>Ground floor: 300 series: Female toilet and Male toilet were locked, everyone was using handicaps toilet (near cafeteria)</p> <p>Basement 1<sup>st</sup> 200 series: In Female toilet 3<sup>rd</sup> restroom was locked &amp; Name plate was broken, picture attached (Near 201).</p> <p>REVERSE OSMOSIS PLANT:</p> <p>All ROs were working, drinking water taps were working, properly clean, but near RO at basement 1<sup>st</sup> drainage system was not okay, water spilled all around and also some cartons were placed near to it.</p> <p>DUTY/ALERTNESS OF GUARDS :</p> <ul style="list-style-type: none"> <li>• All security guards were alert of their surroundings throughout the night</li> <li>• Security guards were on time for their duties (From 07:00 PM to 07:00 AM)</li> <li>• Total 14<sup>th</sup> guards were placed all around campus.</li> <li>• Mr. Ranveer was the supervisor: 01</li> <li>• Following no. of duty was assigned to security guards on 04-05-2023 night.             <ul style="list-style-type: none"> <li>➢ Main Gate=02 guards (Girraj &amp; Shivraj)</li> <li>➢ A Block=01 guards (Sonveer)</li> <li>➢ B Block=03 guards (Arvind Singh, Surendra singh, Sandeep Bhadoria)</li> <li>➢ C Block= 03 guards (Sunil, Gajendra &amp; Manoj)</li> <li>➢ Boys hostel=01 guards H1 (Ramawatar Pawaiya)</li> <li>➢ Girls Hostel H2 =01 guards (Asharam Pawaiya)</li> <li>➢ H3+H4=02 guards (Sukhveer kushwah &amp; Durgesh)</li> </ul> </li> <li>• No Guard was found at Chiller Plant &amp; Power plant.</li> <li>• Street lights of Block B were not functional. (Picture attached)</li> <li>• All the guards were without protective accessories like wooden baton, torch, gun etc. 7</li> <li>• Supervisor has denied to show me the attendance register of guards, said that, we have no permission to show this to UDO as well.</li> <li>• Main gate(s) were latched but not locked.</li> </ul>	<p>04/05/2023</p> <p>01:20 AM</p>	<p>3.</p> <p>SECURITY</p> <p>(Alertness of Guards on Duty, Potentials Security Hazards, Fire Hazards etc.)</p> <p><i>Why?</i></p> <p><i>Dir Hanteh</i></p>
---	--	-----------------------------------	--

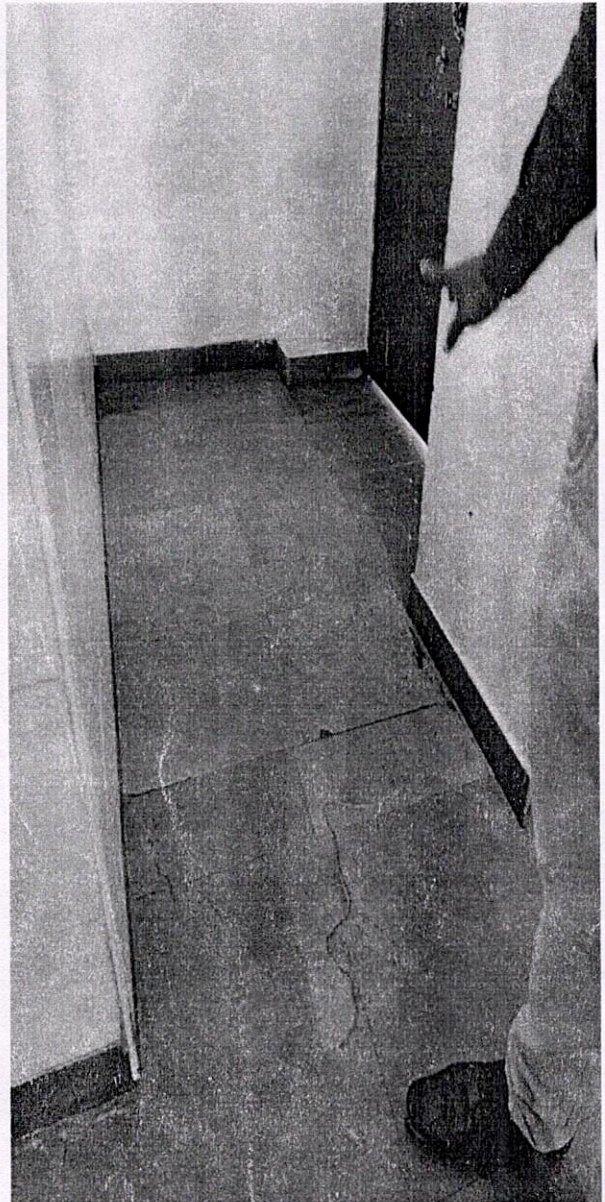
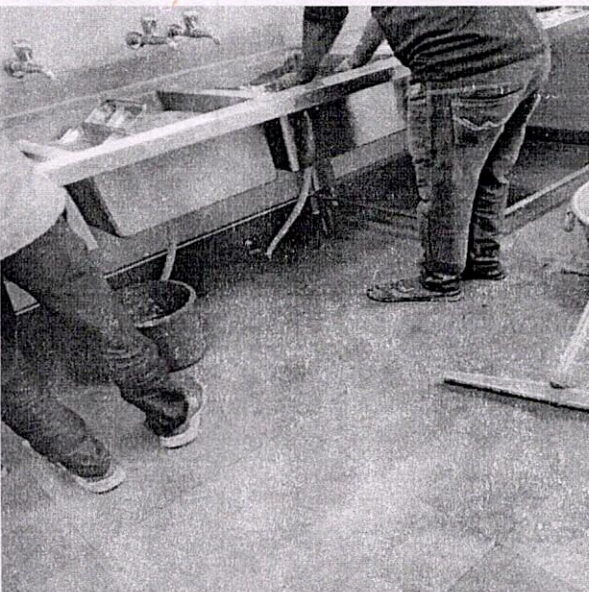
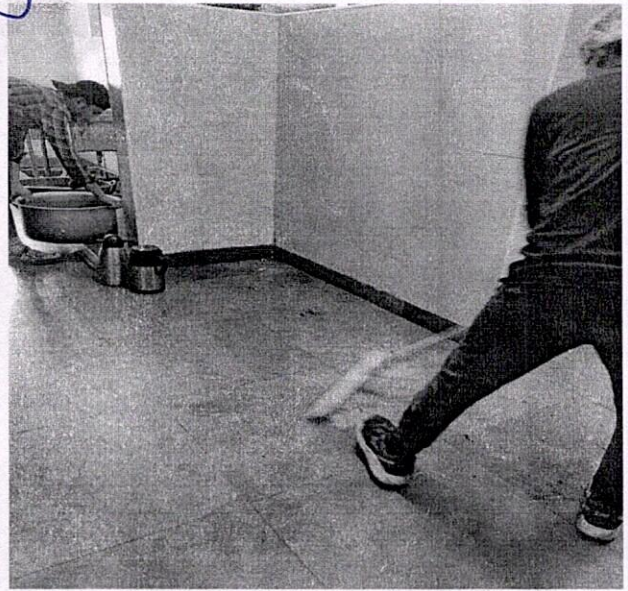
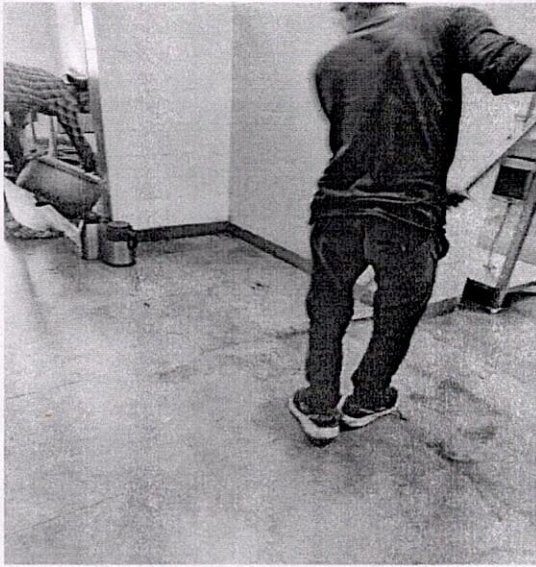


		05/05/2023	05: 30 AM	<p>Total 14<sup>th</sup> guards were allocated inside AUMP campus on 05/04/2023.</p> <ul style="list-style-type: none"> <li>• All guards and supervisor of guards were in position and alert, regular intermittent they were taken complete round in the respective sections. Also aware of their surroundings.</li> <li>• Securitas guards were on time for their duties.</li> <li>• Overall security in the campus was okay.</li> </ul>
4.	HOSTEL ROOMS H3/H2	04/05/2023	06:30 PM	<ul style="list-style-type: none"> <li>• No liquor, drug and other prohibited materials were found inside hostel (H2/H3) premises.</li> <li>• All pipes (waste water, traps, hot water pipes etc.) are in good working condition and show no signs of faults.</li> <li>• Plumbing fixtures (pipes, taps etc.) are clean, free from leakages/lime scale buildup and well maintained.</li> <li>• <u>RO drinking water tap on first floor H2 Hostel: 02 taps were not functional, also drained water spilled all around the RO system.</u></li> <li>• <u>Cupboards, shelves, countertops etc. are working in condition. No signs of damages.</u></li> <li>• Water geyser is in functional state, well maintained, producing suitably heated water.</li> <li>• Entrance, verandahs, corridors etc. are cleaned.</li> <li>• Ground free from litter and appear well kept.</li> <li>• Water closets sufficient in number, well maintained, working properly and shows no signs of damage.</li> <li>• Hand washing sinks are adequate in number, working properly and clean.</li> </ul>

*[Signature]*  
08/05/2023

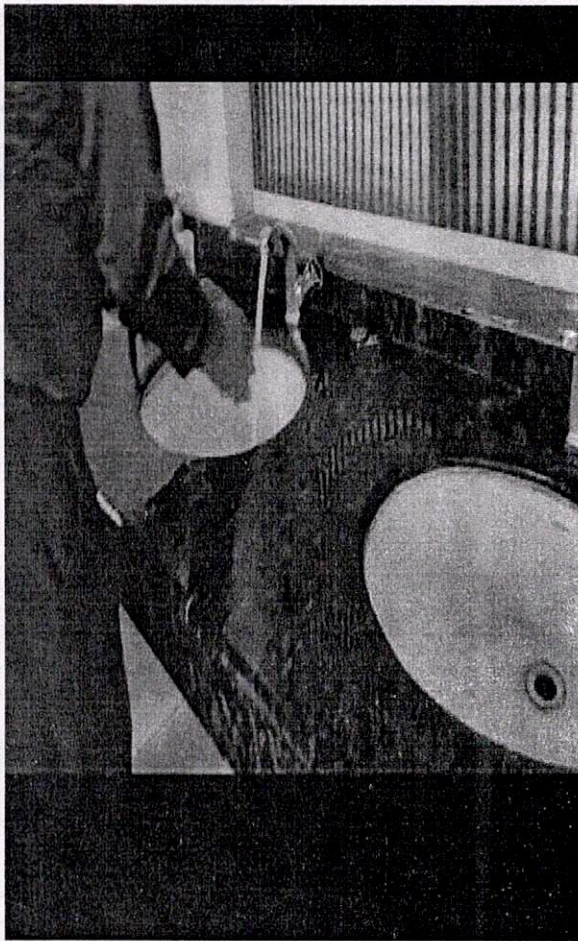


# Mess : blasking Area

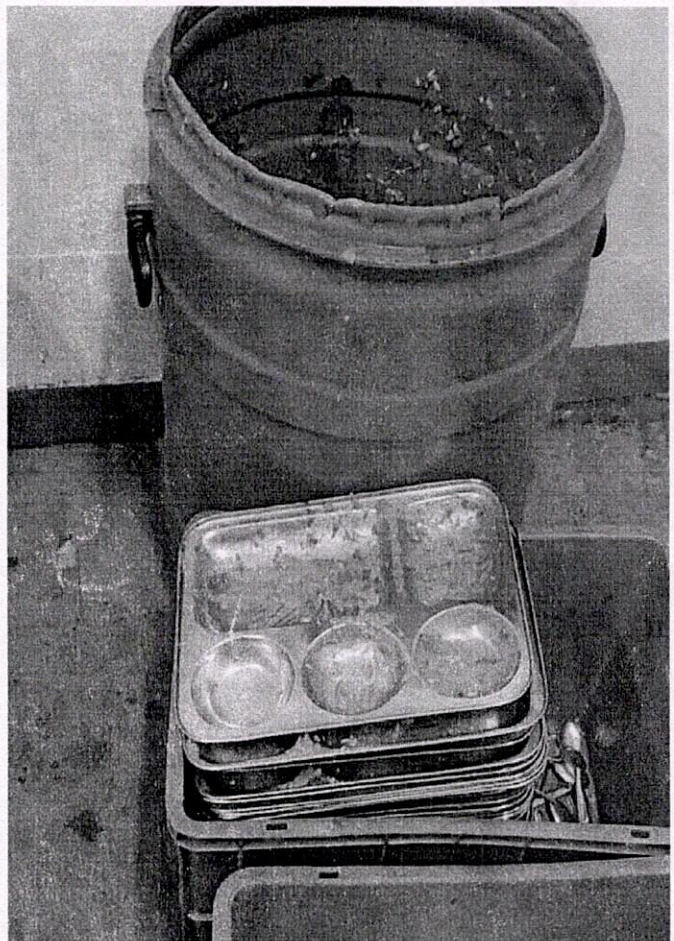




Rotten / stale tomatoes

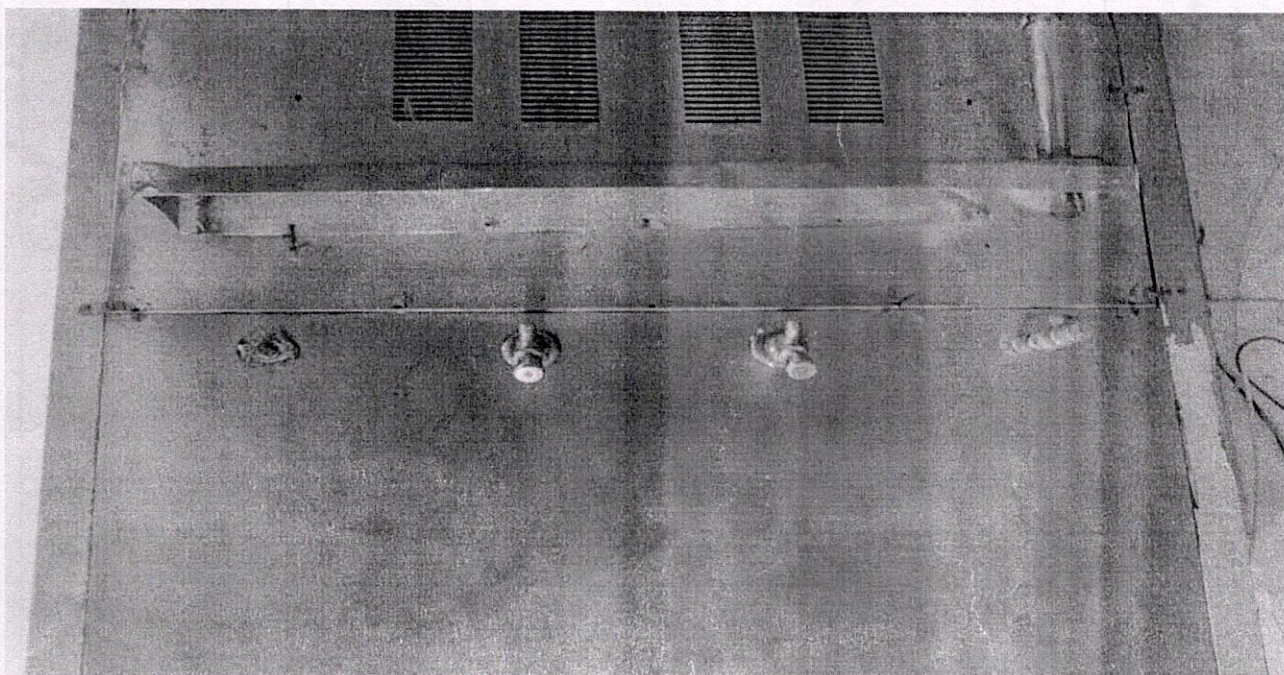
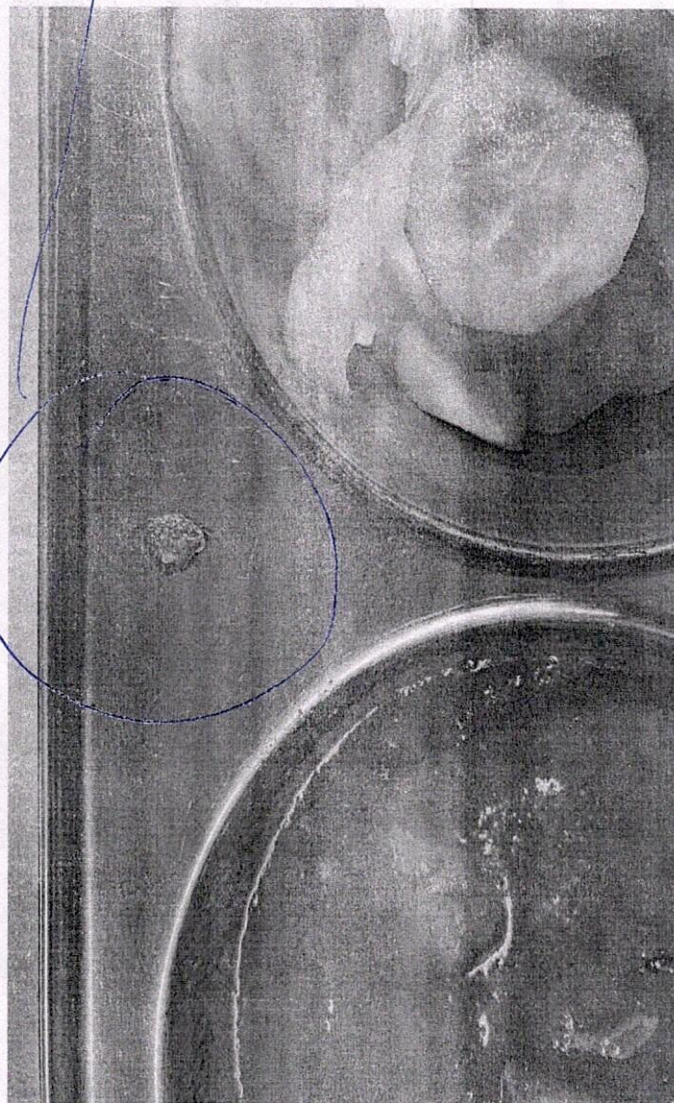
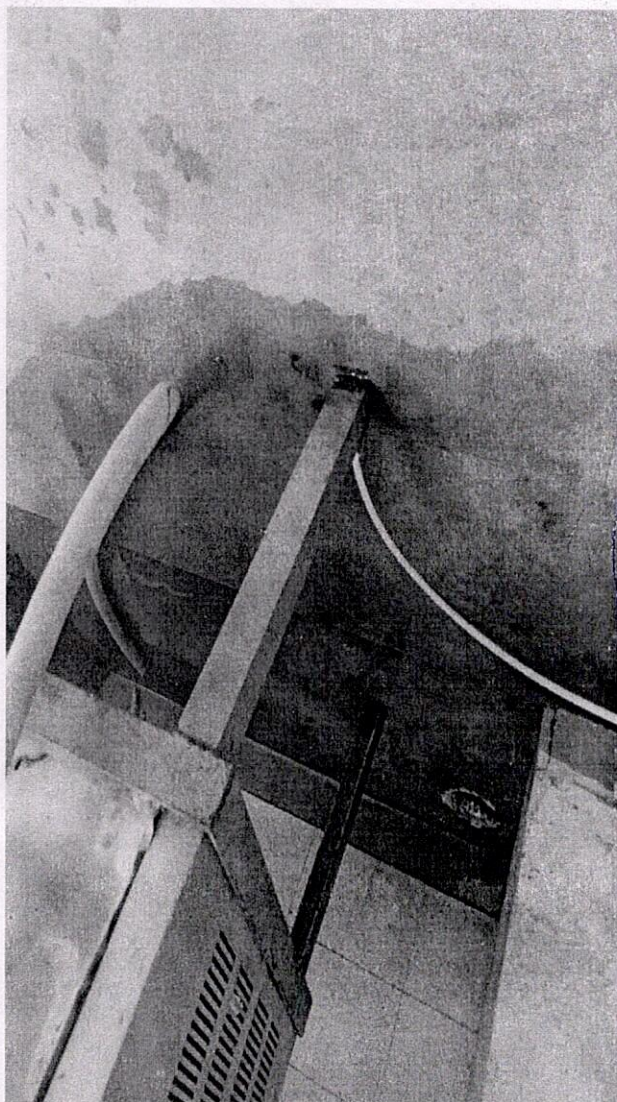


Hand wash basin

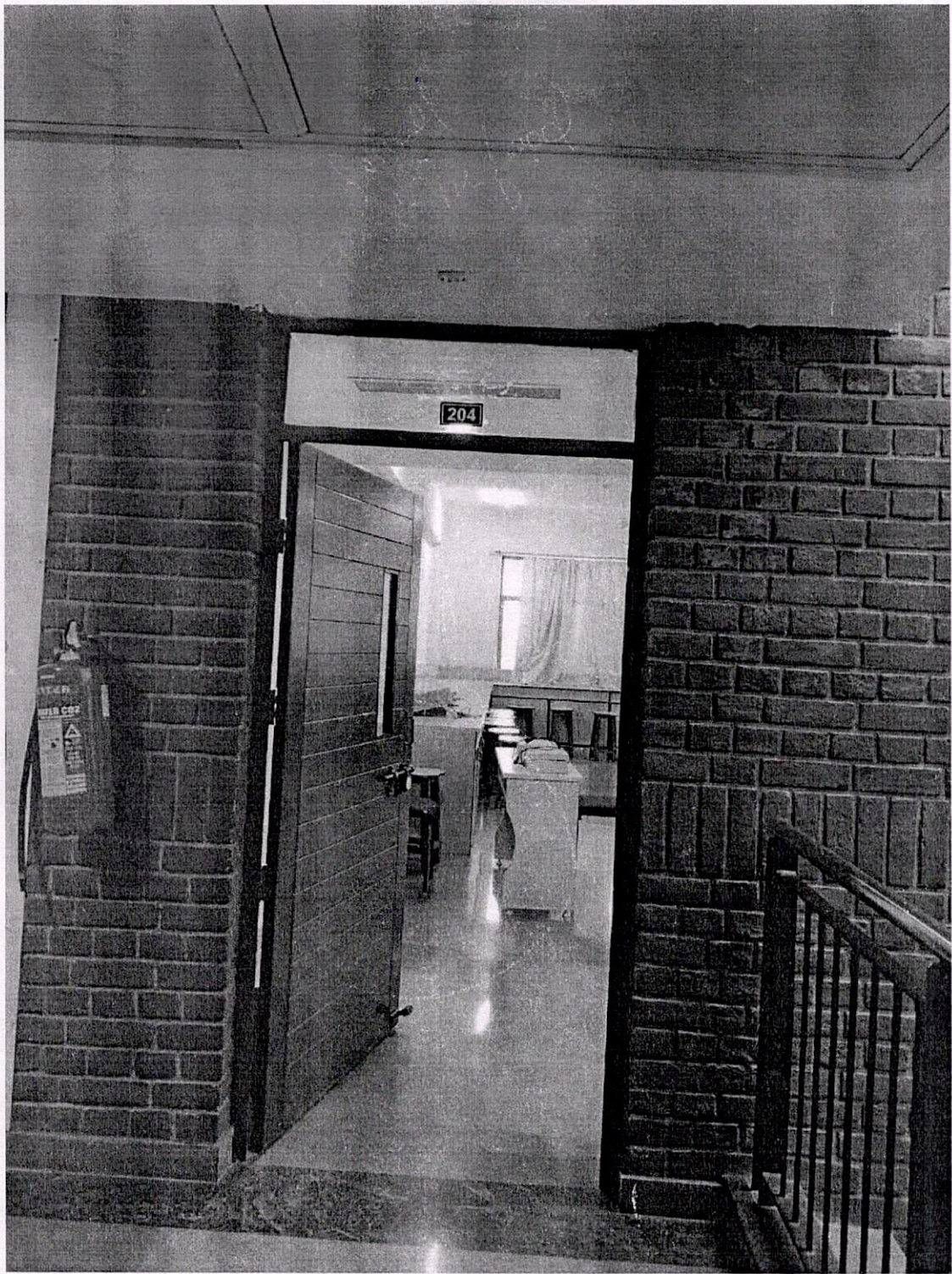




found  
gravel in food



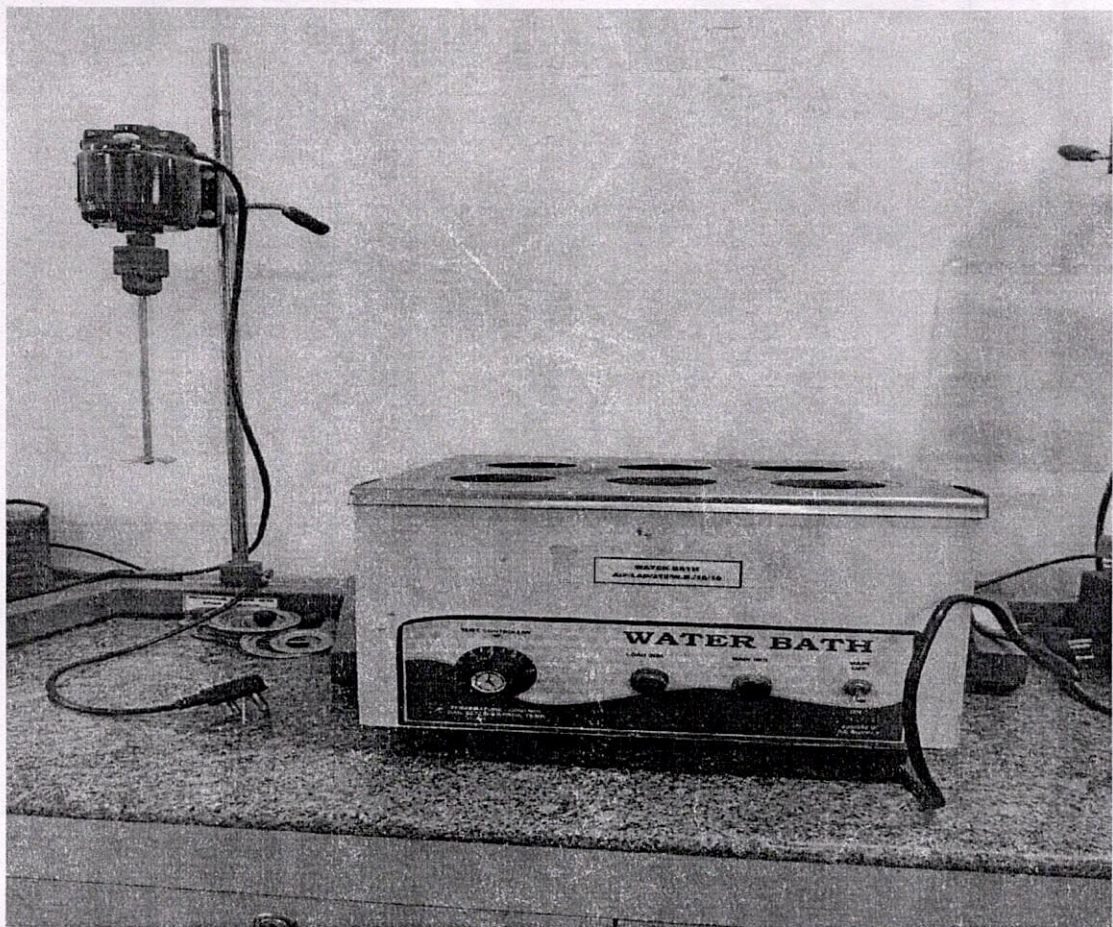




Name plate Missing : ECE 204, 203  
Pharmacology I, II  
Civil 103, 102

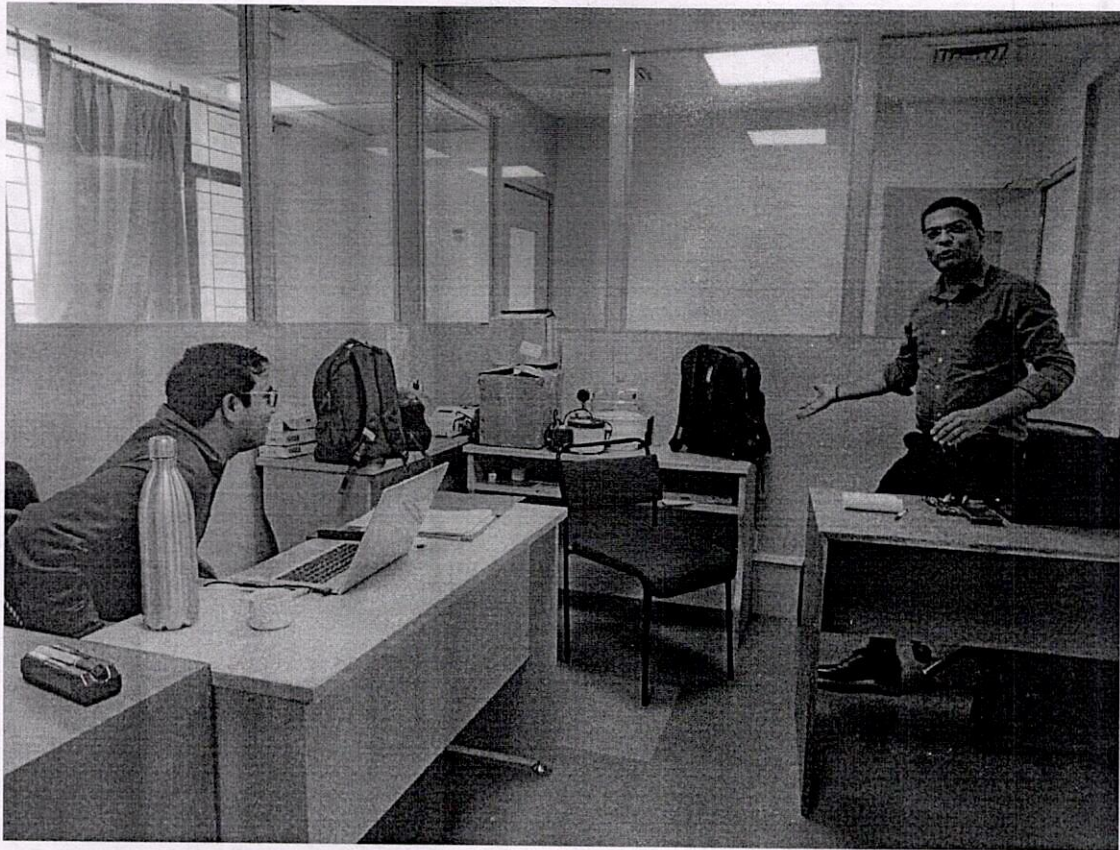


Water bath functional but not open



Lab 212

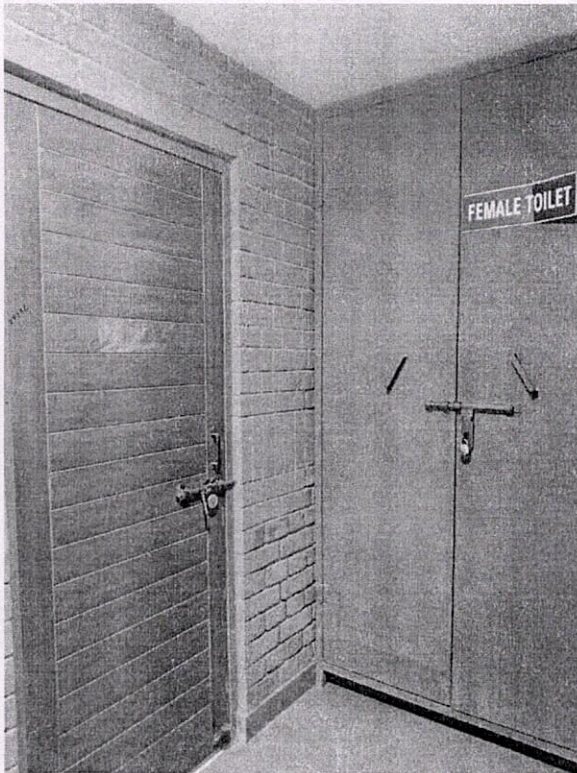




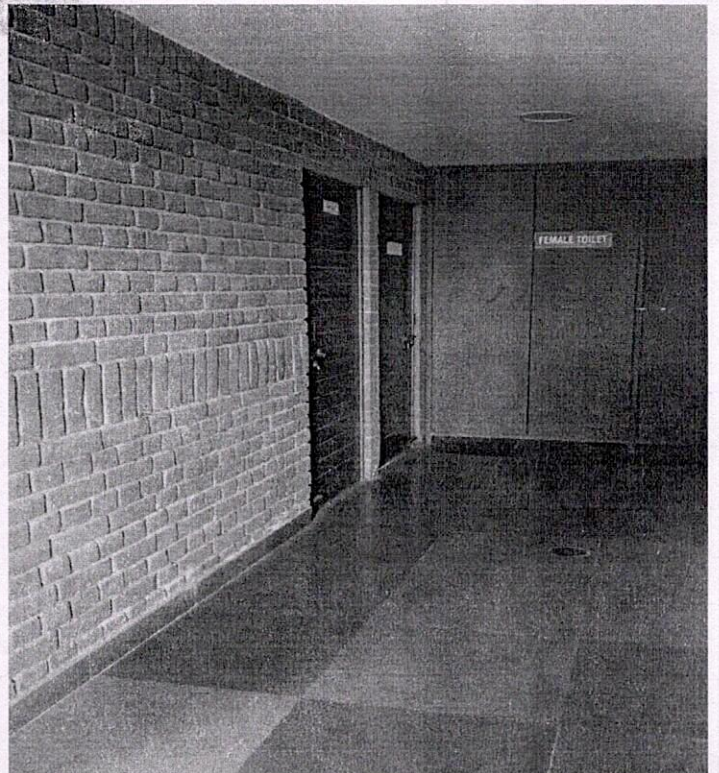
CIF & faculty

State of Michigan  
Department of  
Education  
Office of  
Information  
Technology  
10/1/2011

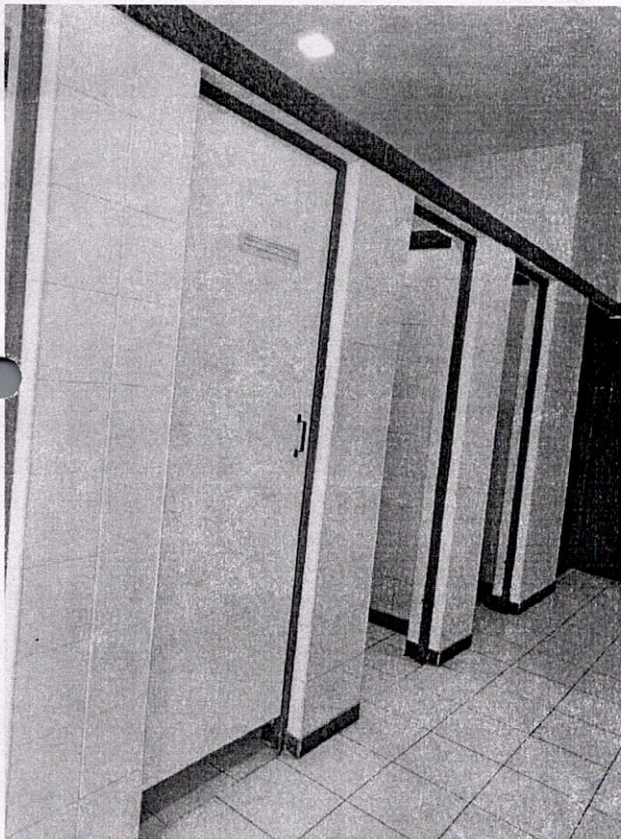




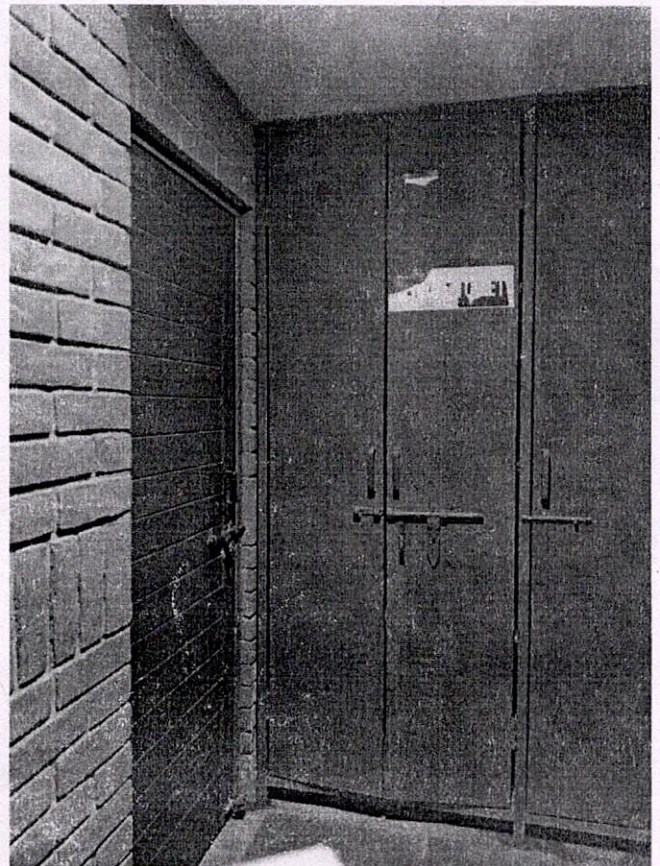
near cafeteria



near 402



Near 201



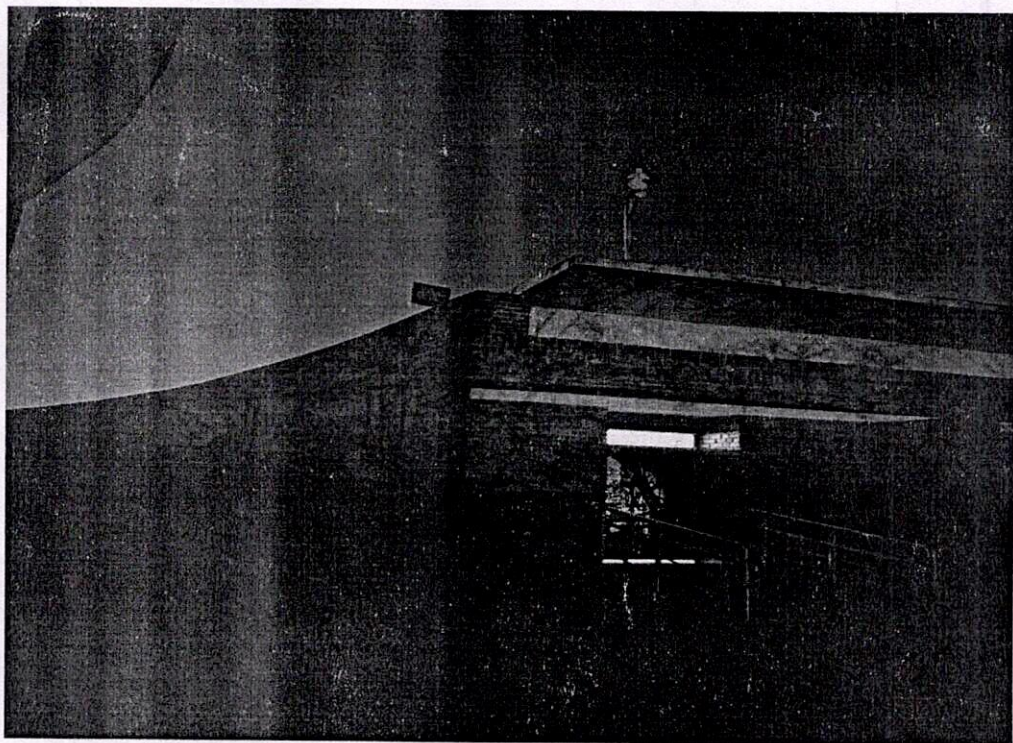
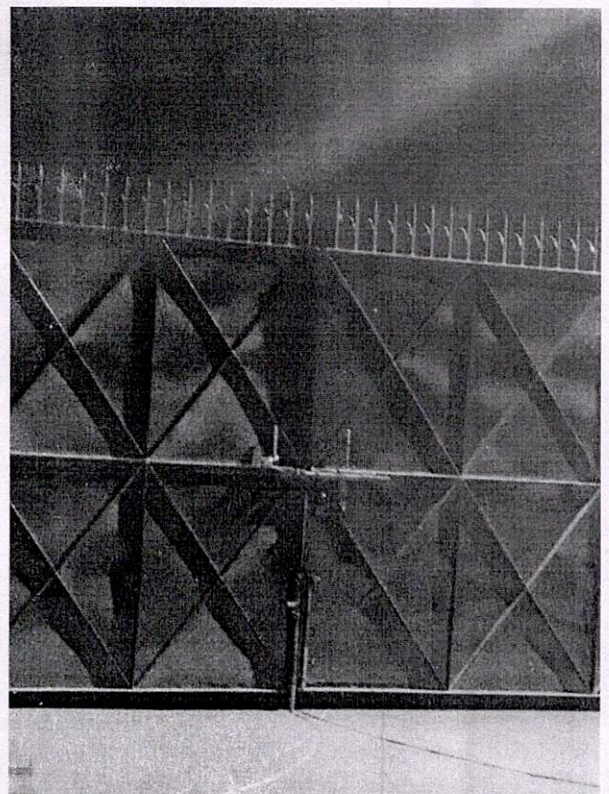
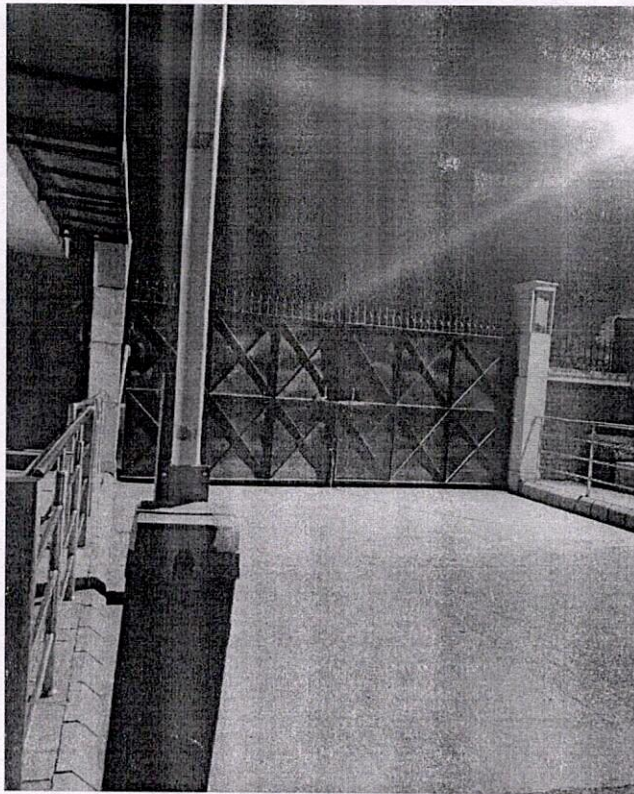
Name plate missing  
& locked





Basement - 1st 20~~1~~ RD.  
Water Plant - leaking









**AMITY UNIVERSITY**

**MADHYA PRADESH**

(Established by Ritnam Balved Education Foundation)

# University Duty Officer Report

Period: From 08.05.2023 to 14.05.2023

*Actions to be taken by*

*Dir Admin*

*By his Maintenance*

*U.S.*  
*15/5/23*

*16th May 23*

*16/05/23*

Submitted by

Dr. Imran Ahmad Khan

Assistant Professor/Civil, ASET

*15/05/23*



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

I **Dr. Imran Ahmad Khan, AP/Civil**, Amity School of Engineering and Technology, was the University Duty Officer for the period from **08.05.2023 to 14.05.2023**. 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) New & Old Mess	08.05.2023	8 PM	<ul style="list-style-type: none"><li>• <b>Dinner:</b> Taste of the food was satisfactory and Feedback from the students also good.</li><li>• There were no delay in serving the food</li><li>• Items were clean, dust free and stored orderly.</li><li>• Store room appears clean, well lit, ventilated and organized. Store rooms free from unnecessary items, litter and other wastes (<b>New mess in H1</b>).</li><li>• All the staffs of mess were wearing head scarf.</li><li>• Stove, refrigerator etc are clean, rust free, well maintained and working properly.</li><li>• Utensils (pans, spoons, fork, knife etc.) are stored/ handled appropriately and clean hygiene in conditions. Kitchens appear generally clean and well maintained.</li><li>• Waste storage area is clean, odour free and outfitted with a cover and enables restricted access.</li></ul>



		11.05.2023	1.30PM	<ul style="list-style-type: none"> <li>• <b>Lunch:</b> Taste of the food was satisfactory and Feedback from the students also good. There was no delay in serving the food.</li> <li>• <b>I had taken feedbacks from several students, most of them were satisfied except some south Indian students.</b> They told that in breakfast south Indian dishes are included like idli, wada, upma etc. but in lunch and dinner we always get chapati. <u>We will be happy if some south Indian dishes may be included in lunch and dinner also.</u></li> <li>• <b>No expired item was found in the kitchen.</b></li> <li>• <b><u>In old mess, some good as well as broken chairs and desks were lying in the old mess in unmannered way. This may lead to problem in cleaning the floor in that area and will create unhygienic condition. It is also damaging the aesthetic appearance of the mess. (Fig. 1)</u></b></li> </ul>
2.	UNIVERSITIES PREMISES (Academic Blocks, Workshops, Hostel Blocks, Diesel Storage, AC Plant etc.)	08.05.2023	10.50 AM	<p><b>Block A:</b></p> <ul style="list-style-type: none"> <li>• All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults.</li> <li>• Grounds free from water-related nuisances such as water stagnation or leakage from septic tank/inspection chamber.</li> <li>• <b><u>A RO tap was leaking near Mechatronics lab on ground floor. (Fig. 2)</u></b></li> <li>• Head of Chemistry department reported that they want one more chemistry lab as the upcoming load will be 46 hours but maximum 30 hours can be allotted for any lab.</li> </ul> <p><i>Please have it repaired &amp; confirm</i> <i>Dy. Dir. Maintenance 16/5</i></p>



		09.05.2023	11.00 AM	<ul style="list-style-type: none"> <li>Registers and log books are maintained properly by each lab.</li> <li>In library, Computers are working properly and Registers are maintained properly.</li> <li>All fire extinguishers are good in condition, working and not expired.</li> <li>One Gents toilet opposite to Physics lab was not working and it was closed because the flush valve knob was damaged.</li> <li>In Engg. Graphics lab, one tubelight was blinking.</li> <li><u>In lab 112(B), a window handle is missing due to which window was not closed properly and it may increase to power consumption for cooling of room. (Fig. 3)</u></li> <li><u>In lab 110, socket pin board is missing. In place of it, a transparent tape was placed. (Fig. 4)</u></li> <li><u>In lab 113 (computer lab), plaster of the wall is deteriorated at some places. (Fig. 5)</u></li> </ul>
		10.05.2023	2.05 PM	<p><b>Workshop</b></p> <ul style="list-style-type: none"> <li>Log books were maintained properly.</li> <li>Randomly I asked the supervisor to run some machines of workshops. They were working properly. They reported that all the machines are in working condition. But due to hard water, motor gets jammed frequently.</li> <li><u>From workshop area to transformer, some cover slabs covering high tension lines are missing and somewhere broken. Dry leaves and other waste materials are also present in the duct. This can lead to any major accident. (Fig. 6). Students also used to sit on these cover slabs.</u></li> <li><u>Water pipes near the workshop area is lying open on the ground, it may be damaged. (Fig.7)</u></li> </ul>

*Dy Dir Maintenance*  
*W*  
*16/5*

*Please look into this & do the needful*  
*Dir Admin*

*W*  
*16/5/23*



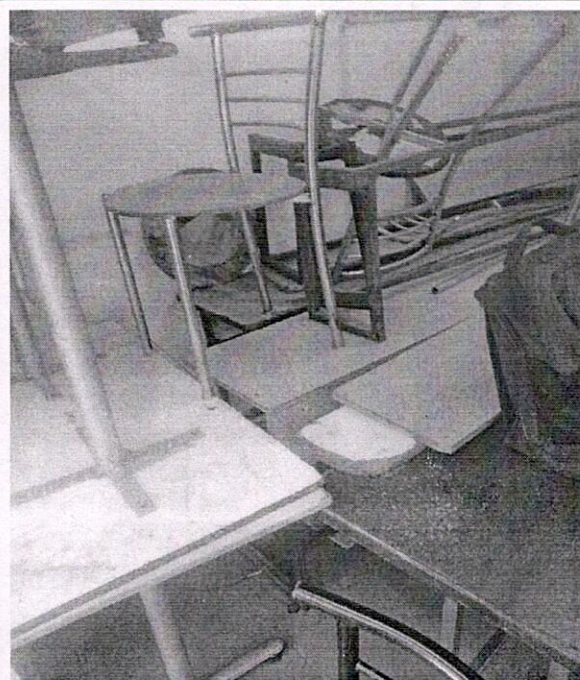
				<p><b>Diesel and Generator area</b></p> <ul style="list-style-type: none"> <li>• Diesel was stored properly. It was stored in the generator itself. No outside storage as reported by the supervisor present there.</li> <li>• All fire extinguishers are good in condition, working and not expired.</li> <li>• Proper fencing was placed surrounding the generators to avoid entrance of any human or animal inside. Safety was fine but some dry leaves were lying near the generator area. (Fig. 8a, 8b, 8c)</li> </ul> <p><b>Chiller Plant</b></p> <ul style="list-style-type: none"> <li>• All fire extinguishers are good in condition, working and not expired.</li> <li>• General Cleanliness was there.</li> <li>• No leakage or fault was present.</li> <li>• Supervisor told that everything is fine.</li> </ul>
3.	SECURITY (Alertness of Guards on Duty, Potential Security Hazards, Fire Hazards etc.)	12.05.2023	12.30 AM	<p>Following No of duties was assigned to security guards on 12.05.2023 Supervisor Chandra Bhan was present there.</p> <ul style="list-style-type: none"> <li>• Main gate (1+3) = 04 guards</li> <li>• A Block = 01 guard</li> <li>• B Block = 03 guards</li> <li>• C Block = 03 guards</li> <li>• Boys Hostel = 01 guard</li> <li>• Girls Hostel = 01 guard</li> <li>• H1 + H3 = 01 guard</li> </ul> <p>Totally 14 guards were allocated inside the AUMP campus on 12.05.2023.</p> <ul style="list-style-type: none"> <li>• All guards were alert and aware of their surroundings throughout the night.</li> <li>• Security guards were on time for their duties (from first day 7 PM to next day 7 AM).</li> </ul>
		13.05.2023	01.00 AM	<p>Same total no of 14 guards were allocated inside the AUMP campus on 13.05.2023.</p> <ul style="list-style-type: none"> <li>• All guards were alert and aware of their surroundings throughout the night.</li> <li>• Security guards were on time for their duties (from</li> </ul>



				first day 7 PM to next day 7 AM).
S. No	Class & R Nos.	DATE	TIME	REMARKS
4.	R. No. 217 CSE IV sem Sec E	08.05.2023	12:20 PM	Subject Code: ECE406 Subject Name: Analog Electronic Circuits Course: B.Tech., CSE IV sem Sec E <ul style="list-style-type: none"> <li>Lecture was clear and understandable. Teacher also had interaction with students.</li> <li>I like the attitude of the lecturer to the subject. He is interesting and quite fun to listen to. I do learn a lot while he is teaching.</li> </ul>
5.	R. No. 216 CSE IV sem Sec D	08.05.2023	12:50 PM	Subject Code: ECE406 Subject Name: Analog Electronic Circuits Course: B.Tech., CSE IV sem Sec D <ul style="list-style-type: none"> <li>Information is delivered in a concise and clear way.</li> <li>Teacher tries best to be available to students. Teaching style is not boring. Makes networks as interesting as can be.</li> </ul>
<b>Special Task by Order of the Vice Chancellor</b>				
6.	HOSTEL ROOMS (H1 & H4)	12.05.2023	12:00 AM	<ul style="list-style-type: none"> <li>No liquor/drugs, antinational and other pornography materials and electric equipments were found inside hostel (H1 and H4) premises</li> <li>All pipes (waste water, traps, hot water pipes etc) are in good working condition and shows no signs of faults.</li> <li>Plumbing fixtures (pipes, taps etc.) are clean, free from leakages/ limescale build up and well maintained.</li> <li>Cupboards, shelves, countertops etc. are working in conditions. No signs of damage.</li> </ul>
		13.05.2023	12.30 AM	<ul style="list-style-type: none"> <li>Entrance, patios, verandahs etc are cleaned</li> <li>Grounds free from litter and appear well kept.</li> <li>Water closets sufficient in number, well maintained, working properly and show no signs</li> </ul>



				<p>of damage.</p> <ul style="list-style-type: none"> <li>• Hand washing sinks are adequate in number, working properly and well maintained.</li> <li>• New mat is placed now inside the Gym in H1 hostel. (Fig. 9)</li> </ul>
--	--	--	--	---



**Fig. 1 Some good as well as broken chairs and desks were lying in the old mess in unmannered way**

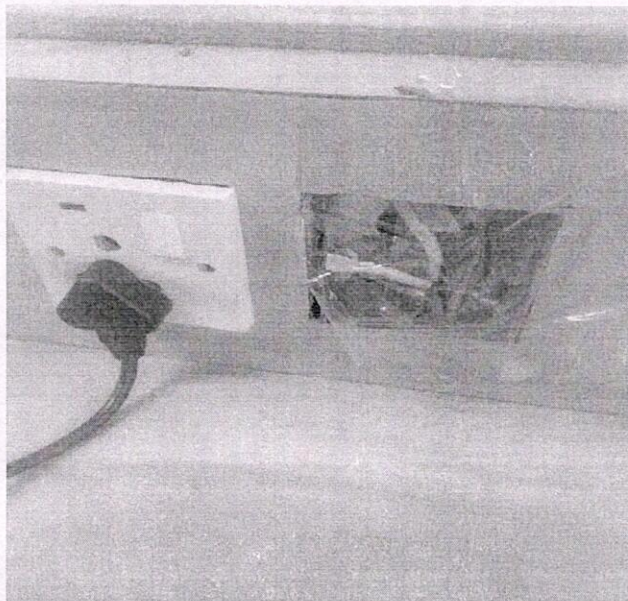


**Fig. 2 A RO tap was leaking near Mechatronics lab on ground floor**



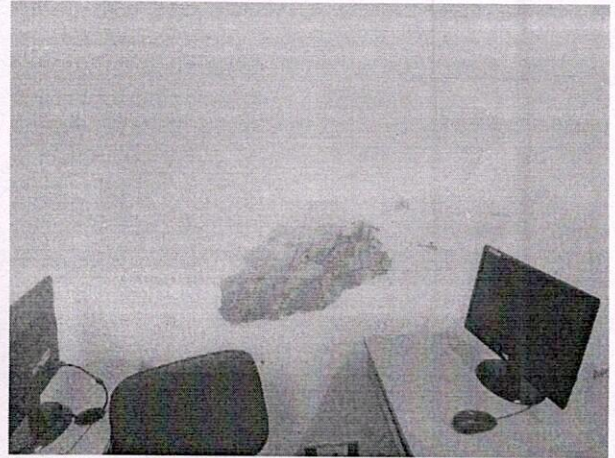
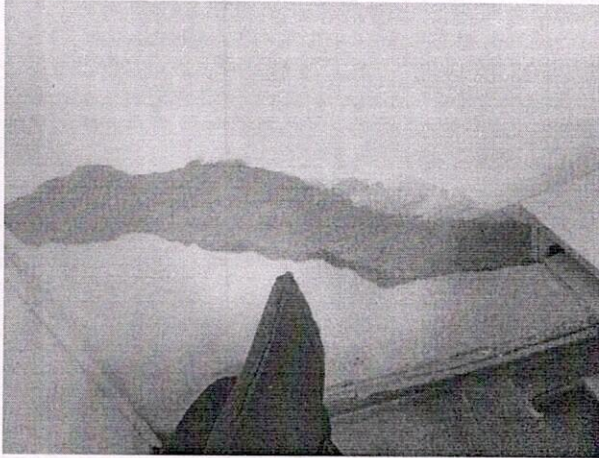


**Fig. 3** In lab 112(B), a window handle is missing

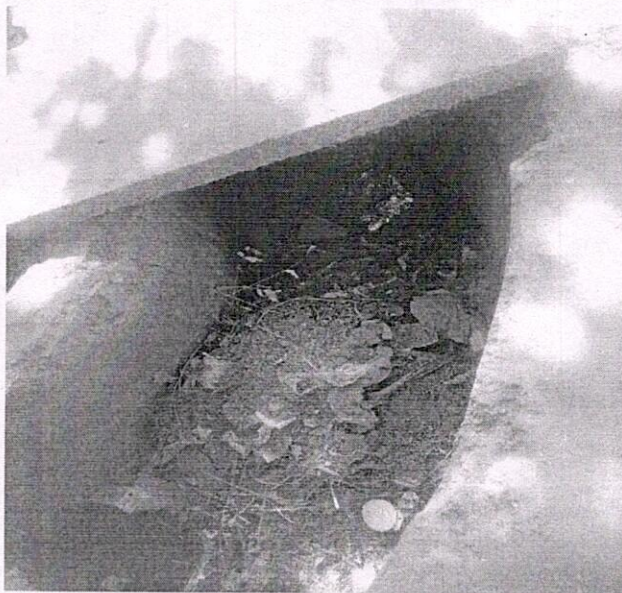


**Fig. 4** In lab 110, socket pin board is missing

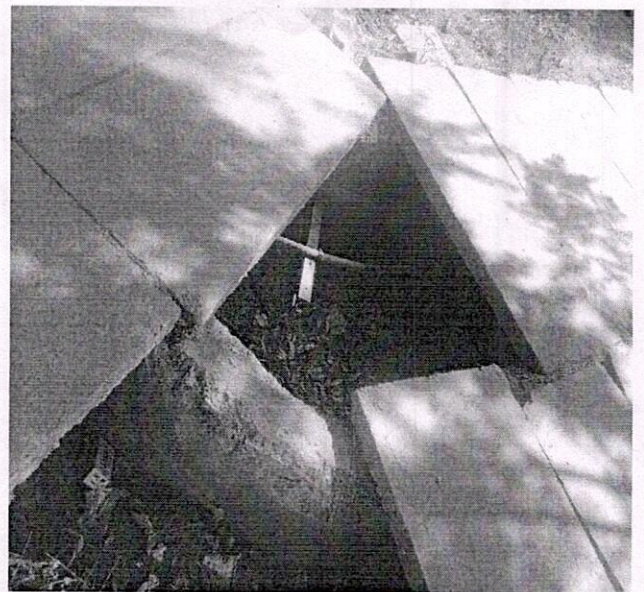




**Fig.5 In lab 113 (computer lab), plaster of the wall is deteriorated**

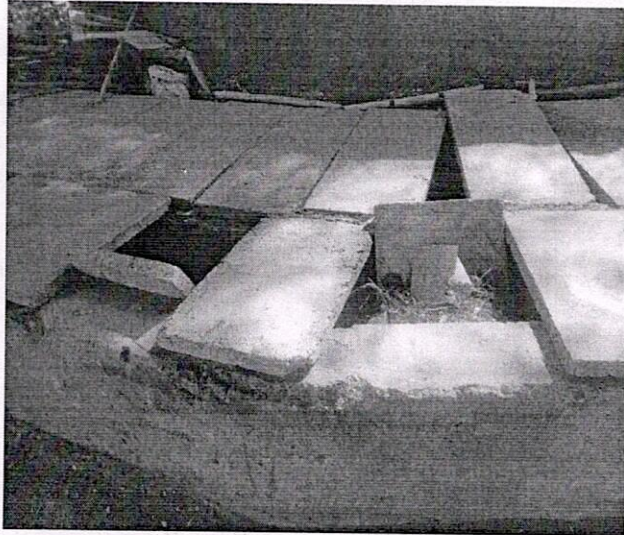


**Fig.6(a)**

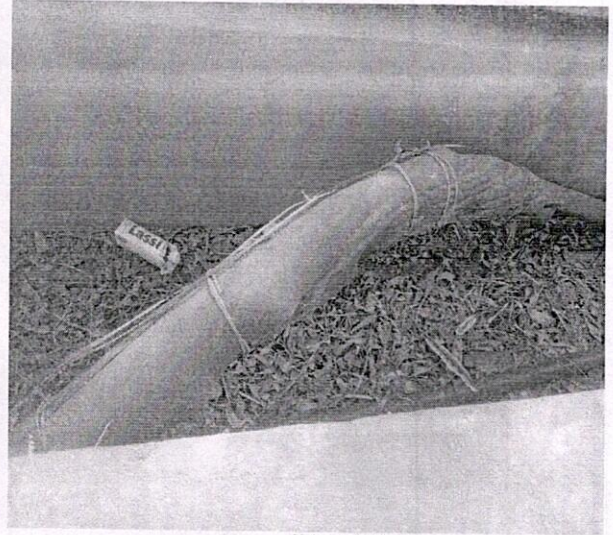


**Fig.6(b)**



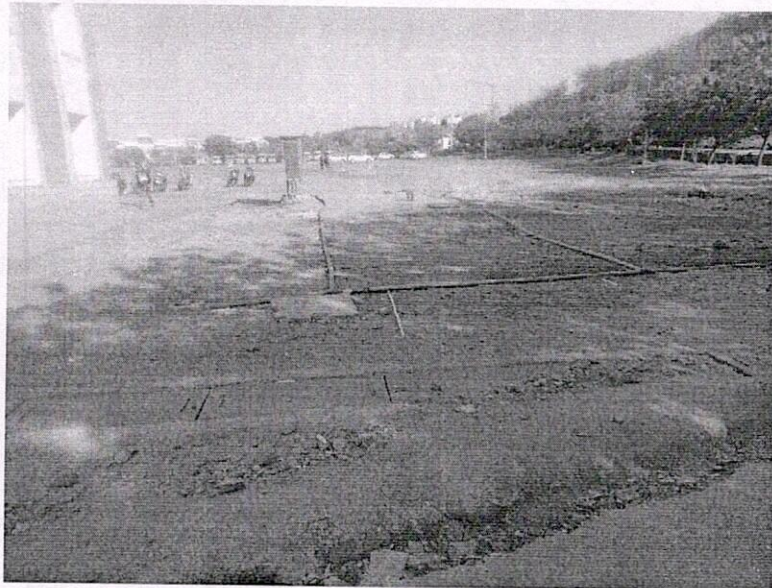


**Fig.6(c)**



**Fig.6(d)**

**Fig. 6 From workshop area to transformer, some cover slabs covering high tension lines are missing and somewhere broken.**



**Fig. 7 Water pipes near the workshop area is lying open on the ground**



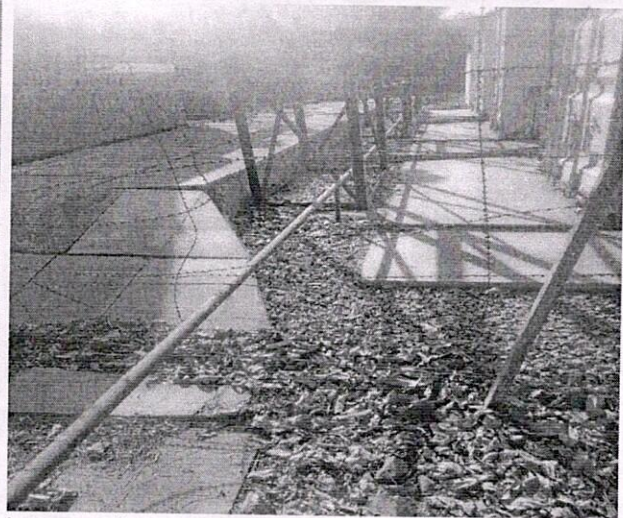
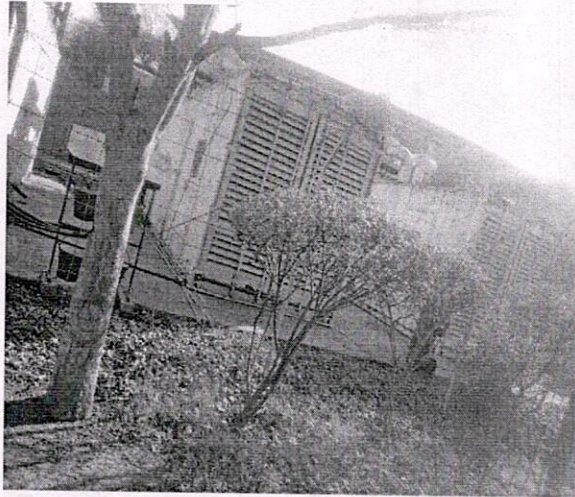
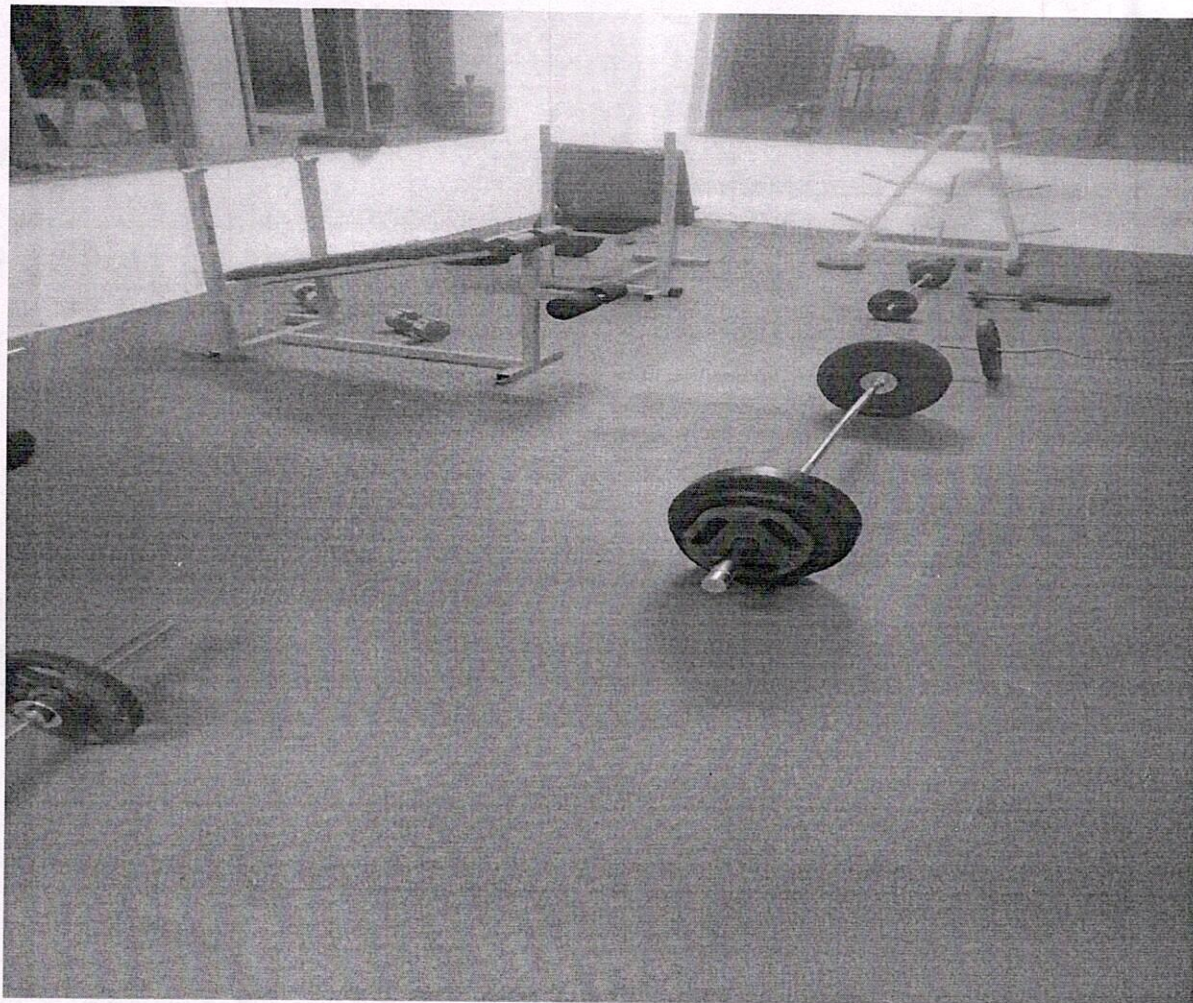


Fig. 8 Dry leaves were lying near the generator area

↓  
I leave have them removed  
Dix Admin 11/5/28





**Fig. 9 New mat is placed now inside the Gym in H1 hostel**





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

I, Dr. Surbhi Tiwari (Designation), Asst Prof-ALS (School /Institution) was the University Weekly Duty Officer for the period 15.5.23 to 21.5.23. During the course of my duties, I have checked the following, as instructed by the Hon'ble Vice Chancellor:

To, Hon'ble VC sir,

S.NO	DUTY	DATE	TIME	REMARKS
1	STUDENTS' MESS (quality of food, Cleanliness, Proper Storage & Disposal etc.)	18.5.23	1:30pm	1. Went to check after noon meal
2				also checked store vegetable
3				milk and their expiry date
4				There was proper cleanliness.
5		19.5.23	5:45pm	checked evening tea and snacks
6				meal taste quality was good.
7	University premises (Block A) Labs, Workshops & Ladders Workrooms, RO,	17.5.23	10:30am	Checked All labs in Block A in
8				room no 110, 111, 112A & B, 113A & B
9				119 & 120, 117, 119, 120. met with
10				Dr Pankaj Mishra and in Mach.
11				Workshop met with Mr Arun Gosai
12				• All equipments and machines are
13				in working condition and
14				log books are well maintained.
15	Security (Alertness of Guards on duty)			• also checked RO and washroom
16		18.5.23	11:30pm	
17				Did security check between
18				11:30 to 12:30 am mid night all
19				guards were at assigned place
20				in A, B and C Block & hostels.
S.NO.	CLASS & ROOM NO.	DATE	TIME	REMARKS
1	Girls' Hostel (A)	22.5.23	12:00pm	checked girls Hostel & rooms
2				G-5 & 6 and G2-B. met
3				with warden Mrs Anita Soni
4				here everything is okay and
5				nothing objectionable.
S.NO.	SPECIAL TASK BY ORDER OF THE VICE CHANCELLOR	DATE	TIME	REMARKS
1				
2				
3				

Regards  
Dr. Surbhi Tiwari  
Asst Prof (ALS)  
22.05.23.

Please file by  
23/5/23  
PS  
SA  
23/05/23