

1. Maintenance Activities Procedures:

The maintenance activities in college include all the activities pertaining to day to day repair/ rectification of all the electrical equipment/ fixtures, intercom system, plumbing, carpentry, whitewash, painting and housekeeping etc.

The following stepwise procedure is being followed for repairing/ rectification until the job is completed.

1. The complaints are lodged telephonically by various departments and housekeeping staff. Complaints are also noted during campus rounds everyday in the morning.
2. These Complaints are entered in the respective registers viz Plumbers, Electricals, Carpentry and Civil repairs.
3. Electrical complaints are given to electrical department and Plumbing complaints given to plumbers supervisor.
4. Carpentry, whitewash / painting and building maintenance complaints are given to civil department.
5. Stock of spares and consumables required for day to day maintenance is maintained in store and procured/replenished every month.
6. Concerned maintenance supervisor ensures that all the complaints are completed and closed within 24 hours and completion entry made in the respective register.
7. The complaint register maintained in Admin office is put up to Dean Administration every month for review.
8. Any emergency/ urgent nature complaint is attended immediately.
9. Maintenance of DG sets, lifts and water Purifiers etc are undertaken by arrangement of Annual Maintenance Contract (AMC) with original manufacturer.
10. The list of maintenance in charge and supervisors is placed as Annexure-1.
11. Major maintenance activities of Hostels such as whitewash, Painting and maintenance is undertaken annually during summer break period of students.
2. Details of available water resources, sewage treatment plant, Rain Harvesting wells and vehicle are placed below as Annexure-2.




P Singh
Dean Admin

List of Maintenance In charges & Supervisors

SI No	Name	Designation	Remarks
1	Mr Sanjay Srivastav	Project Manager	For work related to Carpentry, Whitewash, Painting& Building maintenance
2	Mr Narender Sharma	Civil Engineer	
3	Mr Raj Chopra	Electrical	For works of Electrical, tube light, switches, ACs& telephones
4	Mr Satender Singh	CAdmO	Vehicles Maintenance
5	Mr SPS Rana	Admin Officer	Fire Fighting System & House Keeping
6	Mr Uttam	Plumbing Supervisor	For all work of Plumbing
7	Mr Kamal Jena	Horticulture Supervisor	For Developing & Maintaining Green Campus



Water Resources & their Utilization:

The details of submersible pumps water supply to various buildings and locations of college are as follows:

Details of submersible pumps for Ground Water Extraction in Campus

SI No	No of Pump	Location	Capacity of Pump	Feeding To
1	1	Main Gate Front Area	02 HP	Nursery, Front lawn & area around main guard room
2	1	Main Building Back Side	1.5 HP	In front lawns of LT, ME, By the side of Ajay Cafe
3	1	Power House	15 HP	Main Overhead Tank & If GH-3 Pump is unserviceable than this pump supplies water and vice versa
4	1	LT – 2 (new)	1.5 HP	LT-2 (New LT)
5	1	CS Block	2 HP	CS/IT Block & If BH-3 Pump is unserviceable than this pump supplies water and vice versa
6	1	Girls Hostel -2	1.5 HP	Horticulture in and around GH-2, Faculty quarters & lawn in front of CS/IT Block
7	1	Girls Hostel -3	10 HP	GH-3 and to Main Overhead Tank if power house Pump is unserviceable and vice versa
8	1	Girls Hostel -3	2 HP	GH-3 Horticulture
9	1	Boys Hostel-3	7.5 HP	BH-3 and CS/IT Block If Pump is unserviceable than this pump supplies water and vice versa
10	1	Boys Hostel-3	02 HP	BH-3 Horticulture
11	1	Boys Hostel-1	02 HP	All lawns around BH-1 & BH-2, Football ground & Horticulture
12	1	Faith Centre	1.5 HP	Faith Centre Horticulture

We have above mentioned submersible pumps installed at various locations in campus and hostels to meet the water requirement. Of these, 04 pumps (Power house, Girls Hostel-3, CS/IT block & Boys Hostel -3 Pumps) are fitted with automatically controlled / cutoff sensor systems to avoid overflow of water.

The college has one STP (Sewage Treatment Plant) of 30 cub mtr capacity. Total sewage generated in girls hostel-1, faculty quarters is treated in this plant and whole sewage is converted into the water and very small amount of sludge during the process. The treated water is used for horticulture irrigation in campus. The remains of sludge is dried and used as manure.

All the water taps in campus are fitted with reducers so as to avoid wastage of water.

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Aqua Guard & Water Coolers

A Total of 59 water coolers are installed in campus and hostels at various locations. Each water cooler is fitted with one Aqua guard and a filter.

Every month inspection is carried out on water coolers by Admin Officer and water cooler tank is cleaned by plumber every month and locked. Record is maintained to this effect.

Aqua Guards are serviced quarterly under Annual Maintenance Contract (AMC) by the authorized service centre.

There are 09 aqua guards kept in the college store as reserve stock to immediately replace any unserviceable Aqua Guard which after repair is kept back in store.

Water Testing

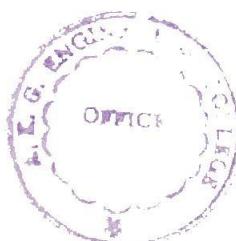
Water samples from different sources are being tested twice in a year at Sriram Institute For Industrial Research, 19, University Road, Delhi which is well reputed.

Transport

The college has a total of 20 vehicles mentioned below to meet the various requirements of college, faculty and staff.

SI No	Vehicle Type	Regd. No	Date of Manufacture	Petrol / Diesel	Remarks
1	Altis	UP14 CU 8207	Sep 2015	Petrol	
2	Honda City	UP14 BB 4121	May 2010	Petrol	
3	Innova	UP14 BN 8901	Dec 2011	Diesel	
4	Innova	UP14 AX 8073	2009	Diesel	
5	Ertiga	UP14 ES 8658	Apr 2021	Petrol	
6	Ertiga	UP14 ED 6307	2019	Petrol	
7	Ertiga	UP14 DZ 1437	Feb 2019	Petrol	
8	Ertiga	UP14 DZ 1438	Feb 2019	Petrol	
9	Ertiga	UP14 DH 8133	Jun 2017	Petrol	
10	Ertiga	UP14 CN 5760	Feb 2015	Diesel	
11	Ertiga	UP14 CC 0848	Nov 2013	Diesel	
12	EECO	UP14 ES 8630	Mar 2021	Petrol	
13	EECO	UP14 ES 8638	Mar 2021	Petrol	
14	EECO	UP14 DL 4357	Sep 2017	Petrol	
15	EECO	UP14 BB 5658	May 2010	Petrol	
16	EECO	UP14 BN 1890	Oct 2011	Petrol	
17	EECO	UP14 BL 4438	Jul 2011	Petrol	
18	Mahindra (Ambulance)	UP14 JT 5136	Nov 2019	Diesel	
19	Bus	UP14 ET 6877	Jun 2015	Diesel	
20	Bus	UP14 FT 9946	Jan 2017	CNG	

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Summary of Vehicles

Sl No	Vehicle Type	No of Vehicles	Remarks
1	Altis	01	
2	Honda City	01	
3	Innova	02	
4	Ertiga	07	
5	EEco	06	
6	Mahindra Ambulance	01	
7	Bus Ashok Layland	02	
	Total	20	

All above vehicles are regularly serviced at their respective showroom authorized workshops.

Drivers

College has a total of 12 drivers on its roll. All drivers are well experienced and efficient to drive all makes of vehicles. 02 drivers are exclusively for bus duties.

Allocating of Vehicles

There is a laid down procedure for allocating of college vehicles. The college designed vehicle requisition form is recommended by HoD/ Dean/ Section In-charge of the concerned department and send to Chief Admin officer at least one day prior to the vehicle requirement. Chief Admin officer allocates the vehicle as per availability and approval of Dean Administration is obtained. After the approval all these requisitions are sent to main gate and drivers are informed about their next day duty and timings.

The college has one well equipped ambulance apart from the hospital ambulance and same is manned round the clock in college. The college ambulance driver is provided free lodging and boarding in campus to man the ambulance 24 hours. Ambulance driver is also provided with mobile to attend uninterrupted calls. Ambulance is provided on call by warden/ faculty/ staff. Ambulance usages record is maintained in ambulance log book.

Rain Water Harvesting Wells

There are a total of 20 rain water harvesting wells spread across the campus and hostels at various locations to collect rain water. These are maintained collectively by gardeners, safaikaramcharies and civil repair team.

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Records Maintained

Following records are maintained:

- i) Chlorination of Overhead Tank
- ii) Internal Cleaning of water coolers
- iii) Aqua Guard Servicing
- iv) Carbon and Candle Change
- v) Pest Control of drains and toilets
- vi) Fogging Record
- vii) Rodent Control
- viii) Issue of First Aid Boxes
- ix) Spray of used oil on accumulated water

Medical Facilities:

The college has arrangement with a 60 bed well equipped Indo German Hospital adjacent to its campus for round the clock services. However the critical cases are referred to Yashoda Hospital in Ghaziabad for specialized treatment.

The college has one well equipped ambulance apart from the hospital ambulance and same is manned around the clock in college. The college ambulance driver is provided free lodging and boarding in campus to man the ambulance 24 hours. Ambulance driver is also provided with mobile to attend uninterrupted calls. Ambulance is provided on call by warden/ faculty/ staff. Ambulance usages record is maintained in ambulance log book.

All hostels and different departments of college are provided with First Aid Boxes. All the boxes are replenished every month by Indo German Hospital.

Every Student is covered with Medical insurance of Rs 50000/= and one lakh for accidental death.

The campus and hostels have lift facilities. The campus also has a toilet in CS/IT block for handicapped persons. A wheel chair is also available in CS/IT block.

Housekeeping

The college has a total of 42 safaikaramcharies on its roll. 11 out of 42 are lady safaikaramcharies for girls hostels Each safaikaramchari is allotted with a designated area for cleaning and maintenance.

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Plumbing

The college has a total of 03 plumbers on its roll. Of these senior plumber is also plumbing supervisor.

All plumbing works of college are undertaken by these plumbers.

Civil Work

Civil work is undertaken in consultation with Architect under supervision of Project manager and civil engineer. All civil maintenance work are undertaken by civil maintenance team under project manager.



2. **Procedure to maintain electrical devices in classrooms, laboratories and other offices etc.**

Brief of Electrical Maintenance Department

College has a power substation to cater its power supply requirement consisting of 11 KV High Tension (HT) distribution panel with Vacuum Circuits Breakers (VCBs) and protection system, metering panel, transformers (rating: 1000KVA, 11 / .415KV).

Main Low Tension (LT) distribution panel is having air circuit breakers(ACBs) and automatic power factor correction (APFC) relay panels with capacitors banks.

Uttar Pradesh power corporation ltd's (UPPCL) grid supply is being fed to college through a 11 KV independent feeder. Sanctioned load for UPPCL grid supply is 1445 KVA.

11KV HT supply is fed into VCB of HT panel from where it goes into input of 2 nos 1000KVA transformers through outgoing VCBs of panel. Output LT supply of transformers goes into main LT distribution panel. Power supply is further distributed from this Main LT panel to different buildings of college campus. Each building also has its own sub distribution panel.

College has standby Diesel generator sets (7 nos) having total capacity 2240 KVA to cater for power requirement of college campus. DG sets are connected in such a manner to improve system flexibility so that if any DG set fails supply can be switched over to other DG set. Details and its utilization are given below.

- | | | | |
|----|----------------|---|--|
| 1. | 140 KVA | - | Girls hostel # 1 & 2 |
| 2. | 200 KVA | - | AKGIM & Boys hostel # 3 / TIFAC Core |
| 3. | 200 KVA | - | Stand by |
| 4. | 320 KVA | - | Admin Block , LT block & ME Block |
| 5. | 380 KVA | - | Girls hostel #1 & 2 , Back Block, AKGIM & Boys Hostel 1 & 2 |
| 6. | 500 KVA (DG 2) | - | CSE & IT Block & Girls hostel #3 |
| 7. | 500 KVA (DG 1) | - | Admin Block , LT, ME, MCA, Back block, Boys Hostel #1 & 2 & GH 1 & 2 |



Electrical maintenance department looks after operation and maintenance of all electrical equipment of college campus. There are total 9 nos electricians and an electrical maintenance incharge.

330 KW Solar power plant installed at AKGEC

M/s Jakson Engineers had installed and commissioned the 330 KW Power Solar Photovoltaic power plant on 5th July 2016 at our college. M/s Jakson has been given a contract to execute operation and maintenance to perform regular preventive maintenance activities to keep healthy and in running condition to achieve maximum outcome. The contract covers the following:-

1. Operation and maintenance of solar power plant which includes preventive and break down maintenance.
2. Remote monitoring of plant on daily basis by skilled personal of M/s Jakson in order to identity problem if any and ensuring normal operation.
3. Maintenance of PV module periodic cleaning and washing on monthly basis.
4. Quarterly inspection of all installed equipment such as AC & DC DB. Invertors and cable termination etc.
5. Coordination with equipment suppliers for under warranty replacement and rectification of defect in invertors, PV module and other electrical equipment.

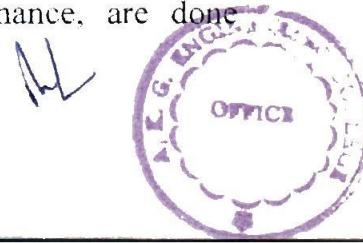
Electrical maintenance incharge of the college is responsible for the following

1. Overall electrical Administration and maintenance of the college.
2. To review and monitor all functions of electrical maintenance staff.
3. To monitor electrical operation, preventive and breakdown maintenance of electrical installations of college campus.
4. To make efforts to reduce /eliminate wastage of electricity in all areas of college
5. To perform any other duties assigned by Dean Admin and Director.



Following are the salient areas and responsibilities

1. To provide smooth power supply through DG sets, in case of failure of commercial supply from UPPCL.
2. To monitor the daily operation and break down maintenance of all DG sets and power distribution panels which are being carried out by our electrical staff and company representative/outside agencies. Arrangement of required spares etc for operation and maintenance of installation are being personally looked after by Maintenance incharge.
3. In order to ensure efficient electrical maintenance in a proactive manner. Maintenance staff visits the common areas of the campus including hostels viz toilets, corridors, seminar halls and conference room etc, to carry out the inspection of electrical fittings / appliances and repair them there and then, collect the complaints from wardens / concerned area incharge. A complaint register is kept in each hostel. These complaints are attended by maintenance staff. Spares required for maintenance are available in stores. A minimum quantity of electrical maintenance spares is maintained in store to ensure uninterrupted rectification. Electrical spares are also maintained by hostel warden in the hostel to reduce break down time of electrical complaints. There is availability of maintenance staff round the clock in college. Complaints are attended in hostels during the night also if required. Common facilities such as PA system, water supply systems etc are maintained by our staff. The close checking and attending all these operations and maintenance are monitored by Maintenance incharge
4. Break down / periodical maintenance as regards to EPABX communication facilities is also being undertaken by our electrical staff and company representative / outside agencies.
5. Periodical maintenance and break down rectifications are carried out by maintenance staff. However specialized repair and maintenance, are done



through authorised dealer. Open work orders at rates approved for 1 year are issued to vendor for repair of air-conditioners, water coolers, fans and motors etc. These open work orders are issued to avoid processing delays such as collecting of quotation from vendors, taking approval and raising work orders.

Annual maintenance contract (AMC) are also given to maintain serviceability of equipments such as DG set , EPABX systems and Lifts.

Records:-

1. Records of failure of commercial power supply.
2. Records of daily inspection & maintenance of electrical fans & fitting in Faith Centre.
3. Records for daily inspections maintenance of electrical fans & fitting in LTs & ME Block, CS/ IT Block and New LT Block
4. Records for weekly inspection & maintenance of all guest houses.
5. Records for weekly inspection & maintenance of common areas of college campus & hostels.
6. Records for daily check of DG sets maintenance
7. Record for weekly check of DG sets maintenance
8. Record for maintenance of Air Conditioners
9. Log book for all DG sets
10. Records for Qtly inspection & maintenance of electrical power distributions panels.



3. Procedure of conduction security measure throughout the campus with their responsible person (with designation) and status of fire extinguishers in the campus with their location.

Brief of Security Section

To provide round the clock security in the college campus and hostels, a Chief Security and Vigilance officer, (CSVO) is employed by college. The Security Supervisors and Security guards are out-sourced from 2 security agencies viz GDX Security and Knight Watch Security, who work under the administrative and functional control of CSVO. For maintaining effective security at Main Gate, Barrier gate, parking area, Boys and Girls hostel, Project area, Admin Block, Lecture Hall, Faith Centre, AKGIM, security guards and a Security Supervisor are deployed on shift duties to man the security posts during the day and night. The security guards are checked by day shift and night shift security supervisor and CSVO to keep them alert on duty and to be in good turnout & discipline. The details of Security Supervisors and Security guards are as follows:-

Chief security and vigilance office	:	Mr. Virendra Singh
Security Officer Day shift (GDX Security)	:	Mr. Arvind Kumar
Night shift Security Supervisor (GDX Security)	:	Mr. Pramod Kumar
Gun men	:	2 (GDX-1, Knight Watch-1)
Security Guards	:	50 (GDX- 30, Knight Watch- 20) (Number is reduced and increased as per the requirement)

The Chief Security and Vigilance Office (CSVO)of the college is responsible for the following:-

- (a) To assist the Dean Admin and Director in overall security system of the college.
- (b) To review and monitor all functions of Security officer, Security supervisor of night, Gunmen and security guards.
- (c) To review and stream line security process of the college
- (d) To perform any other duties assigned by Director and Dean Admin
- (e) To monitor implementation of security system and related activites.



1. Following are the activities monitored by CSVO :-

- (a) To provide static security guard for duty beat round the clock
- (b) Patrolling / surveillance over the area with a view to stop unauthorized entry, control over the movement of visitors, outsiders, vehicles and by passers.
- (c) Monitoring the systems of wearing helmet in and around campus
- (d) Monitoring the restriction on vehicle speed in campus for which board are installed
- (e) Monitoring the NO HORN system in campus
- (f) Monitoring the movement of material at Main Gate
- (g) Monitoring the system of Book out / Book in by faculty, staff, workers & visitors and ensure sense of discipline
- (h) Monitoring the system of two wheeler and four wheeler parking at Main Gate & inside parking
- (i) Briefing of security personnel about their assigned duties and monitoring the system of guards mounting and dismounting by SO and security supervisor
- (j) Checking their discipline, taking drill to improve the salute and marching.
- (k) To provide fire protection and fire fighting in case of break out of fire. Regular check and inspections are carried out to ensure servicing and serviceable of all fire fighting appliance and equipment.
- (l) To maintain Covid- 19 protocol for sanitization, recording temperature , oximeter and maintaining social distance.

Records:

Following records are maintained for documents and monitoring purpose

S No	Register / Report	Remarks
1	Faculty movement status of occupants of staff quarters register	Monthly
2	Report of College staff without helmet (Main Gate)	Weekly
3	Report of College students without helmet (Main Gate)	Weekly
4	Report of College students without helmet (Sr. Boys Helmet)	Weekly
5	Report of College staff sitting at out of bound campus unauthorizedly	Weekly
6	Report of College Vehicle about status of camera checking	Weekly
7	Report of students sitting at out of bound campus unauthorizedly Report of College	Weekly
8	Report of College faculty / staff driving in wrong direction / over speeding	Weekly
9	Report of College students driving in wrong direction / over speeding	Weekly



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10	Report of college faculty / staff not booked in after completion of duty	Weekly
11	Report of College class IV employees not booked in after completion of duty	Weekly
12	Report of College faculty / staff which took extra time during lunch	Weekly
13	Report of College class IV which took extra time during lunch	Weekly
14	Report of status of Police patrolling and stop closure Sanchi Road	Weekly
15	Report of physical check of DLP & Accessories for Rooms, where status has changed	Weekly
16	Report of requisition slip for using college transports	Weekly
17	Report on date & arrival time of college vehicle	Weekly
18	Labour checking at Main gate	Daily
19	RGP (Return Gate Pass)	Monthly
20	Inspection Report of Day and Night security staff by CSVO	Monthly
21	Vehicle in / out record register	Monthly
22	Visitor Register	Daily
23	Cleaning status of Faith Centre & Main Block Show Case	Weekly

The morale of the security personnel is kept high by organizing parade and award of cash rewards on Independence Day. Security personnel are motivated to enhance their involvement to ensure security and discipline during various student activities and events.



Details of Fire Equipments & Fire Hydrant System Installed in AGKEC Campus for Fire Safety

The College campus building, Hostels are well equipped with fire equipment to fight with fire emergencies. The training for fighting with fire emergencies are given to the staff member from time to time.

The details of equipment installed at various locations are as under:-

1. Fire extinguishers

(a) Water CO ₂ (9 Ltr)	=	01
(b) Foam type (45 Ltr)	=	01
(c) ABC type (5 Kg)	=	59
(d) ABC type (6 Kg)	=	84
(e) DCP type (5 kg)	=	17
(f) CO ₂ type (4.5 kg)	=	42
(g) CO ₂ type (6.5 kg)	=	08

Total = 212

The above fire extinguishers are installed at various locations in college building & hostels.

2. Fire Buckets

There are a total of 12 fire points in campus and hostels. Each fire point has 02 buckets of sand and 02 buckets of water.

3. Hydrant Systems

Hydrant systems are installed at TIFAC Core, Document Store, LT, ME / OAT , CS/ IT Block, GH 1 , 2, 3 , BH 1, 2, 3 & AKGIM. Details of capacity of water storage tanks and hydrant pumps are given below:

Cont'd...2



SI No	Location	Hydrant Pump			Water Storage Tanks		Remarks
		50 HP	15 H P	7.5 HP	Capacity in Ltrs	No of Tanks	
1	TIFAC Core/Old MCA / Document Store	--	--	01	5000	02	
2	Admin Block	--	--	--	--	--	Work in progress
3	LT Block (old)	--	--	01	3000	02	
					2000	02	
4	ME Block & OAT	--	--	01	3000	02	
					2000	03	
5	AKGIM	--	--	01	5000	02	
6	CS/IT Block	--	01	01	5000	05	
7	LT Block (New)	--	--	01	2000	05	
8	Girls Hostel -1	--	--	01	1000	10	
9	Girls Hostel -2	--	--	01	1000	10	
10	Girls Hostel -3	--	02	--	5000	04	
11	Boys Hostel -1	--	--	01	1000	10	
12	Boys Hostel -2	--	--	01	1000	09	
13	Boys Hostel -3	01	--	01	5000	02	10 HP - 01Pump for 40 Thousand ltr Reserve

4 Automatic Detection System

Automatic fire alarm system supported with automatic fire detection system is installed at various labs, library, kuka and skill development centre. Water sprinkler system is installed at CS/IT Block.



4 Procedure to avail and maintain sports facility with their responsible persons

A dedicated sports officer Mr. Pratap Singh is responsible to take care of sports facilities. Necessary support for maintenance of sport facilities is provided by Electrical, Horticulture and Civil maintenance team. A sports regulatory committee is also active to monitor the maintenance of sports grounds / courts facilities.

Following indoor and outdoor activities are undertaken: -

1. Indoor Events

- | | | |
|------------------|---|--------------|
| a) Table Tennis | - | Boys & Girls |
| b) Chess | - | Boys & Girls |
| c) Carrom | - | Boys & Girls |
| d) Power lifting | - | Boys |
| e) Pool game | - | Boys |

2. Outdoor Events

- | | | |
|------------------|---|--------------|
| a) Basket ball | - | Boys & Girls |
| b) Volley ball | - | Boys & Girls |
| c) Tug of war | - | Boys & Girls |
| d) Badminton | - | Boys & Girls |
| e) Football | - | Boys |
| f) Cricket | - | Boys |
| g) Obstacle Race | - | Boys & Girls |
| h) Marshal Arts | - | Boys & Girls |
| i) Athletic | - | Boys & Girls |

a) **Races** : 100 m, 200 m, 400 m, 800 m
& 1500 m

Relay Race (4 x 100) (4 x 400 m)

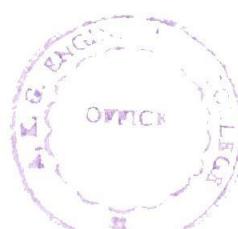
b) **Throw Events**

Shotput, Javelin, Discus

c) **Jumps Events – High , Long**

For smooth conduct of these events proper courts, grounds and track are available and maintained.

The college honours all individual students and teams of students who get medal (s) Trophy and certificates in various competitions at University and State level.



7. Green Campus: Maintenance procedure , responsible staff, rules

Well maintained lawns , dressed up hedges, trimmed trees and carefully grown flowers in and around any building / campus not only enhance the beauty of the institute but also enable a conducive working environment which has a direct bearing on increased productivity of employees and students . A maintenance work schedule with well defined steps to enhance the productivity of gardeners as well as improve quality of horticulture maintenance in the campus of the college has been made. The division of areas and allocation of each area to different gardeners has been issued & list is place below.

The serviceability and availability of gardening tools directly affects the performance of gardeners and upkeep of their respective areas. Horticulture supervisor ensures that all required tools are provisioned and are available in serviceable condition. For this purpose a review of requirements and all available tools is carried out every month and repair of unserviceable items undertaken.

Inspection of all areas is undertaken by Chief Admin Officer / Dean Administration assisted by Horticulture Supervisor once in a month. This motivates the gardeners to keep their respective area well maintained.



AREA ALLOCATION TO GARDNER

S. No.	Name	Allotted Area
1	Vinod Kumar	Front Lawn and OAT
2	Kapil	MCA, Tifae Main Gate Out Side Area to Farm House Roundly, College Parking
3	Naresh Kumar	Girl Hostel 1, 2 & Guest House, Staff Quarters 1.2 & 3
4	Ashok Kumar	Football Ground & Cricket Ground
5	Hari Sahay	Lecture Theater, ME Block Pond Area, DG Set Area and Road Side Area
6	Mukesh Kumar	Senior Boys Hostel, Guard Room Gate & Both Side
7	Subhash Chand	Junior Boys Hostel
8	Harish Chand	New Girl Hostel GH-3 and Girl Hostel Sport Complex (Gaushala)
9	Shishanpal	AKGIM Extra area allotted AWTRC Office Two wheeler parking and, car parking area and parking area from AWTRC
10	Rakesh Kumar Rana	CS Block Front and Back The grass on the side of the drain from LT barrier to BH-1, the grass of the Vakil land area
11	Sachin Kumar	Faith Center , STP , Sanchi Road & Juggy Area
12	Sadhu	New Project Area, Old Project Area, AWTRC, Front and Back
13	Kalwa	Boys Hostel 3 and Gate Side Lawn



8. Medical care or restroom: Maintenance procedure, responsible staff, rules

AKGEC has an agreement with Indo-German Hospital which is located near the Boys Hostels. The Hospital provides the medical services to all students as listed at Enclosure – 1 placed below.

For first aid requirements of college, the hospital provides 20 *First Aid cum Emergency Kits* which are placed in the hostels and various other locations / departments as per requirement of the college. These first aid boxes, in the first week of every month, are checked for expiry / consumption where medicines consumed are topped up and remaining medicines are replaced by the Hospital with fresh medicines to maintain life expiry dates. The list of items in the First Aid Kit is attached as enclosure 2.



List of services to be provided

1. Dr. Ram Saran Garg (Indo-German) Hospital, Dasna provides OPD services, in-patient facilities, operation and ICU facilities.
2. At the time of admission to the college students undergo *Medical Examination, which includes Physical Examination, Height, Vision, Chest, BP, Hemogram, Blood Sugar, ABORH and Urine Routine*. The report is submitted in card, signed by the medical examiner. Any abnormalities are reported to college administration. The report includes name of the student, year and branch. List of students for whom medical examination is to be done is sent by the college.
3. Services of the hospital are offered all seven days a week round the clock
4. The hospital provides 20 *First Aid cum Emergency Kits* which are placed in the different hostels and various other locations as per requirement of the college. The medicines are checked for expiry / consumption and replaced / replenished by the Hospital during the first week of every month. The list of items in the First Aid Kit is attached as enclosure 2.
5. The hospital provides Free Consultation by all Hospital doctors.
6. Routine Medicines recommended by the Hospital doctors are provided free.
7. All routine Lab Tests and X-Rays, ECG, Ultrasound are done internally in the Hospital , for students in the OPD test are done at 50% discounted rates, if recommended by the panel of hospital doctors.
8. Hospital provides cashless treatment to in-patients who have medical insurance, provided the Hospital is empanelled with the concerned TPA.



ENCLOSURE 2

List of First Aid Box Medicines

S.No.	Name of Medicine	Qty per box	Indication
1.	Tab Paracetamol	10 Tab	Fever
2.	Tab. Brustan	20 Tab	Fever and body and joint pains
3.	Tab. Reactin Plus	20 Tab	Body aches and joint pains
4.	Tab. Avil / Cetirizine	20 Tab	Allergy/ cold
5.	Cap. Doxy cycline LB (in 5 Boxes)	10 Tab	Antibiotic
6.	Tab. Mefen spas	10 Tab	Stomach Pain
7.	Tab. Norflox TZ	20 Tab	Diarrhoea & Dysentery
8.	Tab. Vomicare (cipla)	10 Tab	Vomiting
9.	Digene	9 Tab	Antacid
10.	Ocid	14 Tab	Antacid
11.	Ciplox Eye / Eardrop	2 Phial	Eye/Ear infection
12.	Betadine oint	1 Tube	Anti microbial liquid
13.	Savlon Lotion	30mlx1	Anti microbial liquid
14.	Voveran gel	1 Piece	Local application for Pain
15.	Cotton	100 gm	Cotton
16.	Bandage	12 Piece	Dressing
17.	Band Aid	10 Pieces	Injury



AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

This list provides the location of DVR and Camera inside the college campus for campus surveillance required for NAAC.

S.No.	Location Type DVR/IP	DVR/IP Location	No. of cameras	Camera Location
1	DVR	Main Entrance of college	6	Entrance gate
2	DVR	Library	4	Library Issued /Return Counter, CSE Lab -1, CSE Lab - 2
3	DVR	Digital Library	8	In digital Library
4	DVR	CAO	3	Administrator block, CAO, PRO
5	IP	Sanchi area	2	Sanchi area, AKGEC Boundary
6	DVR	Faith center	1	Entrance gate
7	DVR	Temple	6	2 Camera Inside temple; 4 camera outside temple
8	DVR	ME Lab	6	ME Labs
9	DVR	ME Clerk Office	13	ME Class rooms
10	DVR	LT Block	16	LT -1 to LT - 16
11	DVR	LT Block	11	LT - 17 to LT - 27
18	DVR	CL Block	13	CL Class Room
19	DVR	CL Block	13	CL Class Room
20	DVR	Boys Hostel - 2	5	Entrance Gate (Mess, Kitchen)
* 21	IP	Boys Hostel - 1	1	Entrance Gate
22	DVR	Indo German Gate room	1	Main Gate
23	IP	Boys Hostel - 3	2	In & Out side of gate
24	DVR	New LT	12	Class rooms
25	DVR	AKGIM	14	Class Rooms & Library

26	IP	SDC	3	Software Development center
27	DVR	Girls Hostel	2	Entrance Gate
28	DVR	Exam Cell	4	In Entrance Cell Inside
29	IP	C C T V Room	01	CCTV Room
30	DVR	Registrar Office	4	Registrar & Accounts office
31	DVR	CSE LABS	04	CSE LAB
32	IP	ECE LABS	04	ECE LAB
33	DVR	College vehicle	01	College Bus
34	DVR	College vehicle	01	College Bus
35	DVR	T& P Department	02	In T & P
36	NVR	Lift (CL Block)	03	In Lift
37	DVR	Civil Cad Lab	02	CAD LAB
38	DVR	ME Conference Room	06	ME conference room


Dr. P.K Chopra

DSP