



فانڈیشن یونیورسٹی اسلام آباد

FOUNDATION UNIVERSITY ISLAMABAD
ISLAMABAD CAMPUS



WEEKLY DUTY PROFORMA

1. Name: _____ Appointment: _____

2. Tenure of Duty: From _____ To: _____

3. I checked following: -

a) **Academic Blocks**: I have checked all academic blocks of all colleges for general cleanliness, lights, air circulations, heating, air-conditioning, notice boards, markings, seating, classrooms, labs, library, etc. My observations are:

b) **Boys Hostel/Dinning Hall/ TV Lounge/ Gym**: On _____ & _____
I have checked standard of food, hygiene, maintenance, cleanliness, Wi-Fi, and my Observations are:

c) **Girls Hostel/Dinning Hall/ TV Lounge/ Gym**: On _____ & _____
I have checked standard of food, hygiene, maintenance, cleanliness, Wi-Fi, and my observations are:

d) **Cafeterias/ Tuck Shops**: Quality of food, cleanliness of kitchen, personal hygiene & medical record/ test of staff, general cleanliness of area, toilets and availability of toiletries, prices of items, standard of crockery and cutlery, lights etc. My observations are:

e) **Student Hub**: Attitude of staff, cleanliness of area, handling of visitors, parking for visitors' cars, filing of record etc. The observations are:

f) **Auditorium**: Standard Cleanliness, toilets, lights, seating, IT/ PA equipment. The observations on quality/ prices are:

g) **Security**: Checked security guards, dress, security lights, and cameras of the Campus as under:

- i. FUMC _____
- ii. FUCD&H _____
- iii. FUIRS _____
- iv. FUCN _____
- v. Adm Block _____
- vi. Hostels _____

h) **Filtration System**: I have inspected the water filters at _____ Colleges. These are serviceable/ need replacement:

i) **Garbage Disposal**: Checked dustbins and disposal of garbage system. My observations are:

j) **Sports**: Sports grounds/area. Availability of sports equipment, marking of grounds etc. My observations are:

k) **Car Parking**: Markings of parking area, wrongly parked cars:

l) **Attendance/ Classes**: Students & Faculty.

m) **Transport**: Cleanliness of vehicles, drivers' dress, security guards, routes markings timings etc. My observations are:

n) **Patients Care**: I visited the University patients in the FFH Rwp, (staff as well as students) and my remarks are as under:

o) **Dress Code**: Violation in dress code as per the University policy and my remarks are:

p) **Baby Day Care**: My remarks are as under:

4. During my tenure I have fined following on violation of the University Discipline Policy:

	Violation	Fine
a)	_____	_____
b)	_____	_____
c)	_____	_____
d)	_____	_____

5. **General Comments.**

Date: _____

(Duty Officer's Signature)

MA FUIC

GM (Admin) FUIC

**Principal College/
Institute**

Director FUIC

**Rector FU through GM
(Coord & Dev)**
