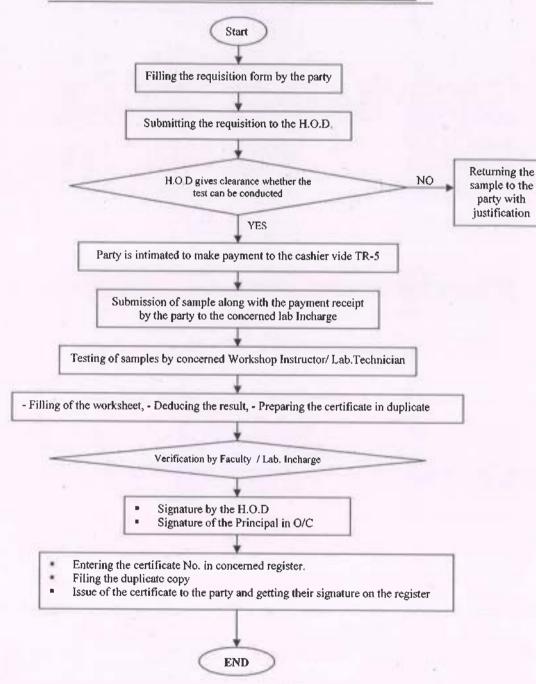


Dr B R Ambedkar Institute of Technology
Integrated Work Instructions : Civil Engineering

IWI/QD(C)/00

Page 1 of 1

FLOWCHART FOR MATERIAL / SAMPLE TESTING IN LABS.

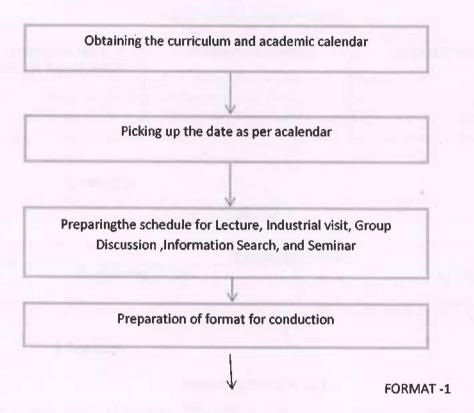


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IWI/QD/01 Page 1 of 12

STRUCTURE FOR PROFESSIONAL PRACTICE



Performance activity chart

S No	MONTH	lut	y-15				Aug	ust-1	.5	Sep	teml	ber-15	Oc	tobe	-15
	Name/Date	1	2	8	9	7									
	Activity	L	GD	IV	IS	S									
1															
2															

L- LECTURE GD-Group discussion IV-Industrial visit IS-INFORMATION SEARCH S- SEMINAR

Marking scheme:- Poor -1 satisfactory-2, Good-3, V Good-4, Outstanding Performance-5

Select the number of Topics for Seminar

प्रधानाचार्य डा.भीमराव अविडक्कर पार्टी OR BR AMBEDKARINSTITUTE OF TECHNOLOGY, पहाडमाव, पार्ट क्लेयर Pahargaon, Port Blair - 744103 Sper



IWI/QD/01 Page 2 of 12

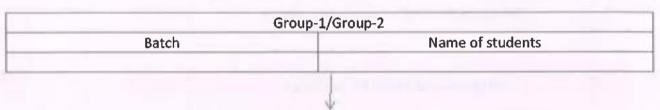
FORMAT-2

Topics allocated for students

S No	Topics for students	Name of students	Date of seminar (Mentioned by staff)
1			
2			
3			

FORMAT-3

BATCH



FORMAT-4

List of activitySchedule

S No	Activities	Performance date	L/GD/IV/IS/S/PPT

Download the GD video from internet

Introduction to student that how to conduct GD

Assessment of all the activities as per schedule.

Submission of marks

प्रधानाधा (Programm) डा भीमराव अवडकर पात्र शास ब्राह्म BR AMBEDKARINSHTUTL OF TECHNOLOGY पहाडगाव, पोटं ब्लेयर Pahargaon, Port Biair - 744103 de

Page 3 of 12 IWI/QD/01 Integrated Work Instructions: Auditorium Section Dr B R Ambedkar Institute of Technology

Performance Activity Chart

PP Format- 1

SN	SN MONTH			
	DATE ——▶			
	ACTIVITY ──►			
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	Sp-GROI IS INCINISTED NO.	TIND ISTANDARY	HODBARA NOITEANACHINIS	HABOH

Marking scheme: Poor- 1, Satisfactory- 2, Good- 3, Very Good- 4, Outstanding Performance-5

- LECTURE





IWI/QD/01 Page 4 of 12

PP Format- 2

SEMINAR TOPICS ALLOCATED TO STUDENTS

S.No	Topic assigned to student	Name of student	Date assigned by staff
1.			
2.			
3.			
4.			
5.			
6.			
7.			- 1-1-1
8.			
9.			
10.			
11.			
12.			
13.			U Tiputa
14.			

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PP FORMAT-3

BATCH

	Group-1/Group-2
Batch	Name of students

de



IWI/QD/01 Page 6 of 12

PP Format-4

List of Activity Schedule

S No	Activities	Performance date	L/GD/IV/IS/S/PPT

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Format-5

Final assessment of Group Discussion

S No	Name of Student	Initiative and confidence (3)	Relevance to topics (3)	Communication skill (4)	Total (10)
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_					
		-			

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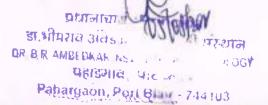


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Format-6

Final Assessment of Seminar

S No	Name of Student	confidence level (3)	Relevance to topics (4)	Communication skill and presentation (3)	Total (10)
					-
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			192		-
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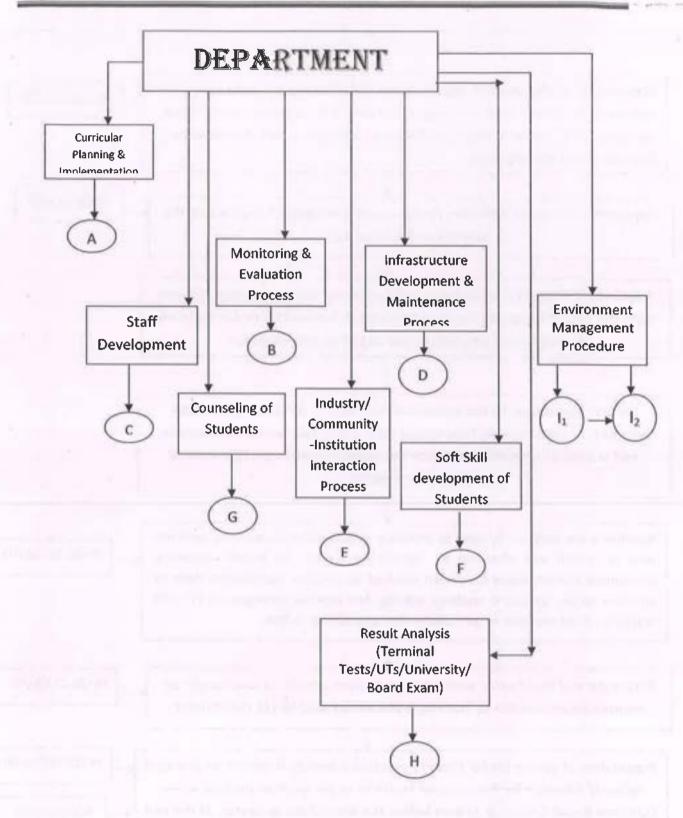
Format-7

Final assessment of Industrial visit

S No	Name of Student	a. Quality of Understanding about the industry/Department b. Communication Skill (5)	Relevance to topic (Report) (2)	Confidence and reply to question (3)	Total (10)
_	-				
_					
-					
_					
		4 1 12 2 2 2 2 2			
				-	
		1			

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Preparation of allocation of subjects (inter and intra department) by uploading in SIS and mark a copy to all concerned departments. After filling up page 1 & 2, the same shall be submitted to Academic cell 15 days before the end of current semester.

IR QD 115/00

Appointment of Guest Lecturers for the ensuing semester 2 days before the end of current semester

IR QD 116/00

Preparation of time table for the ensuing semester using timetable software with the help of computer faculty & submit the finalized timetable to A/cell for approval 5 days before the end of current semester

On line registration by the students in the SIS S/W for ensuing semester (except for I sem. wherein they should do it within two weeks of admission) and submit the consolidated list to the Academic cell in the last week of current semester

Redefining the Assigned Syllabus by including course outcome, learning outcome, time & related unit allotment in suggested practical's by Board/ University, assessment process, major equipment required for practical, specification table for question paper, proposed students activity, instructional strategies & PO —CO mapping.(If not available in Curriculum). Gap assessment & Plan.

IR QD 117(a)/00

Preparation of list of value added courses/ online certificate course/add on courses for submission to Training & placement cell/ NPTEL coordinator

IR QD 117(b)/00

Preparation of course file for theory / practical schedule & rubrics for practical subject/ Schedule for Professional Practices as per work instruction as per Outcome Based Education system before the start of the semester. At the end of semester the course file with CO attainment, PO attainment& practical schedule with rubrics to be retained in the department

IR QD 117(c)/00

IRQ D 118/00

IWI_QD_01/00

Conduction theory / practical classes as per time table, course file, practical schedule

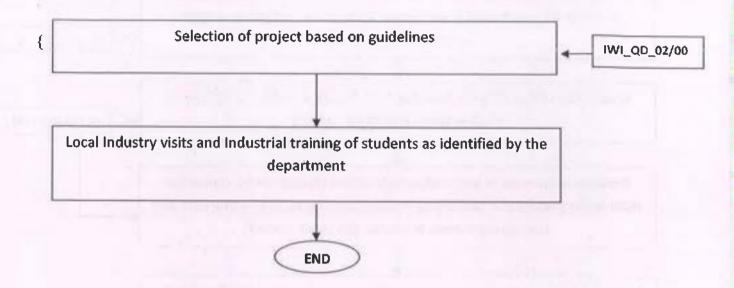
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प्रधानाचार्य Principle (AM)
वामानाचार्य Principle (AM)
प्रधानाचार्य प्रधानिक स्वर्थान
प्रधानाचार्य प्रधानाचार्य (AM)
प्रधानाच्या प्रधानाच्या (AM)
Pahargaon, Port Blan - 744103



Conduction of Faculty review meeting & Class review meeting twice in a semester for monitoring & evaluation of academic and other activities related to department.

IR QD 119 / 00

IR QD 120 / 00

Monitoring of teaching methodology of a faculty member by concerned HOD or team. (QR to be revised)

IR QD 121 / 00

Random evaluation of practical classes will be carried out by concerned HOD in the presence of concerned Faculty member by interacting with any two students from the class. (QR to be revised)

Monthly attendance entry in the SIS S/W by the concerned staff within 3 working days of the succeeding month.

IR QD 122 / 00

Monitoring to be done by the department by checking the consolidated monthly attendance statement in SIS on 4th working day of the succeeding month.

IR QD 123 / 00

Monitoring of students attendance (individual subject wise). Every month entries to be made by the concerned staff & record to be kept with HOD

If there is unauthorized absence of students for more than 15 working days, intimation to Parents to be send by HOD. In the event of no response the matter to be forwarded to Principal through A/Cell for further action.

IR QD 124 / 00

Conduction of internal test for diploma program- 5 unit test to be conducted for 1^{st} year & 2 terminal tests (mid- term & per- board) for 2^{nd} & 3^{rd} year. The per board exam is only conducted centralized by the academic cell. Concerned staff to prepare specification table & question paper as per OBE pattern & get validated from HOD atleast 3 days before the commencement of the pre-board exam. Conduction of internal test for degree program-5 unit tests to be conducted for the 1^{st} year & 3 unit tests & pre-university for $2^{nd} - 4^{th}$ year. The per board exam is only conducted centralized by the academic cell. Procedure for preparation of question paper is followed as above.

IR QD 125(a)/00

IR QD 125(b)/00

डा भीमराव (Issue Na:) [[] Date:19.03.2018]

त्रह B.R. AMBEUKAR NETHUTE OF TECHNOLOGY पहाडमार्च, पाट ब्लेखर Concerned lecturers prepare the question paper for practical skill test and validate the same from HOD.

HOD to validate at least 2 answers sheets of any one of the subjects taken by each faculty member. Evaluated answer scripts of all the subjects to be submitted to academic cell for re-checking by the committee headed by Principal & report to be maintained by academic cell after taking corrective action.

IR QD 126/00

The marks obtained by students in class test, surprise tests, terminal test, unit tests, HA (for diploma only), P1 & P2 to be entered in the IR QA104 & internal evaluation sheet of the attendance register by the concerned staff.

Concerned staff to enter the marks secured by students in the SIS software within 9 days of completion of tests. Result Analysis to be carried out after T1 or 2nd UT & corrective action to be initiated as per procedure 'H' of iP(D). Concerned HOD to check the consolidate statement.

IR QD 127/00

Assessment of industrial project based on work instruction

IR QD 128/00

Calculation of attainment of theory courses after CT, T1,T2, HA Evaluation of P1 & P2 as per rubrics

Letter to parents generated from the SIS to be sent to the parents for the poor performance of students in attendance(less than 75%) & in terminal test (less than 40%). Information to the parents can be made by conducting a meeting/telephonic conversation/through SMS for improvement of students performance. Apart from this, Parents can also be called for any other issues in between the session.

IR Q D 129 / 00

Every semester e- feedback to be filled by the students in SIS , concerned staff to give their comments & HOD's to take corrective action & give the comments. Issues of concern to be discussed in MR meeting.

प्रधानाचाय / Page (हा भीमराव अविडकर प्रदेश एक सरकार

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To take feedback from Parents (once in a year) & employers (once in 3 years). Suggestions for improvement shall be reflected in the Faculty review register. Gist to be submitted to MR for discussion in MR meeting.

IR QD 130 / 00

IR QD 131 / 00

To reduce the no. of defaulters & to take proper corrective action, HODs to take a copy of the anticipated defaulter list from the SIS software after the completion of 2 working months. The list to be submitted to Principal through academic cell for further action.

IR QD 132 / 00

To prepare the final list of defaulters 3 days before the commencement of practical exam , in line with the Board / University rules, attendance , term work criteria , standing instructions from Principal, if any and submit to academic cell after getting approval from Principal.

For diploma program the online marks entry for SW, TW, PR, OR in the examiners mark sheet, and For degree program online marks entry of internal assessment (theory and practical) to be done by the concerned staff to be submitted to HOD. Academic member to check & forward to academic cell.

After receiving the Board / University results from the academic cell , result analysis to be carried out using SIS for such subjects in which there are failures and proper corrective actions to be initiated. HOD to keep record.

END

प्रधानाचाः डा.भीमराव अंतर्वर २ जिल्ही संस्थान वह ४४ अन्तरकात्वर २ १ १ वह १६००० अर् प्रकारकात्वर वहत्र स्लेखर



HOD to recommend training for teaching faculty & supporting staff in the requisite HRD iR

Concerned lab In-charges to evaluate the practical skill of each Lab. Technician/Lab Assistant on fresh appointment or on interdepartmental transfer and as and when curriculum is revised. To maintain records.

IR QD 133 / 00

To maintain the Training Evaluation record in a register as per the requisite $\mbox{HRD}\ \mbox{\bf QR}$

END

प्रधानाचार्य /Prind MAA डा.भीमराव अबिडकर प्रधानिकी स्वरूपन १२२ BR AMBEDKARINSTITUTE OF TECHNOLOGY प्रभाडमाव, पोर्ट ब्लेंसर



Purchase requisition to be made through software from the portal

Maintenance of Requisition / Indent Register by counter signing various entries

IR QD 134 / 00

Ensure proper stocking & issue of consumables & non consumable items supplied to each department

IR QD 135 / 00

All non consumable items (equipments / trainers/ machines and measuring instruments) need to be coded with specific number for proper identification and easy traceability.

Ensure faculty member and laboratory in charge undertake the preventive maintenance of all the machines installed in the various laboratories of the department.

Physical stock verification to be carried out once in three years by the committee appointed by Principal. After completion of verification, certificate shall be issued by the committee.

The Physical stock verification team will submit the list of unserviceable items to the concerned HOD who in turn shall make arrangement for condemnation.

IR QD 136/00

END

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As and when the requirement comes, consultancy work is carried out by the concerned department. Proper records to be maintained

As and when the requirement comes, continuing education programme is carried out by the concerned department.

Under civil department, material brought by external agencies shall be tested as per WI/QD (C) /04/00.

END

प्रधानाचार्य च्यानिक स्वरूशान डा.भोमराव अबेडकर प्रैयानिक सरस्थान DR BR AMBEDKARINSTITUTE OF TECHNOLOGY पहाडमाव, पोर्ट ब्लेयर



Self Assessment of various skills by students using SIS software. (Communication Skill/ Confidence level/Knowledge in Basic Science)

Scrutiny/ Assessment by Focus Group Activity (FGA) In charge through mode (Oral/Written) of the students assessment and to keep a record

Updating Information

Design/ Plan of FGA activities as per guidelines based on requirement as judged/ observed for students and to carry out Focus Group Activity as per design.

IRO D 137 (a)/ 00

IWI_QD_03/00

IR QD 137(b) / 00

In the end of Semester, re-assessment by FGA In-charge through any mode and to update the data.

Comparison/ Analysis

Final data will become the initial data of next Semester, further continuation for subsequent semesters up to 5th/ 7th.

For 6th semester students, FGA activity shall be based on the career path in the skill mapping and the previous data.

For improving the knowledge and communication skill, the senior students will be taking class for the juniors on payment basis under student teacher scheme

END

IR QD 138 / 00

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As and when required counseling of students to be done by the concerned department faculty advisor / HOD / Institute Counseling Committee / Principal.

Every year after the completion of first year admissions, self Assessment form is filled online by the students in intra portal monitored by FGA Incharge. The form shall be filled in within one month of admission. After filling up, the hard copy to be retained with the FGA in-charge.

IR QD 139/00

After completion of one year, the same students shall be assessed on the basis of the input given earlier and subsequent counseling will be carried out if required. Before leaving the institute the students shall again fill similar form.



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For getting better results in University exam and board exam, result analysis is to be carried out after T1 (for diploma course)or two unit tests (for degree program)for all failure students as per IR QD141(a) by the concerned lecturer. The final column of the IR i.e monitoring of effectiveness is to be completed by the concerned HOD.

IR QD 140(a)/00

As soon as the university / Board result is declared, concerned HODs to list out subjects in which the pass % is less than 50% & carry out analysis of result as per QIR QD141 (b) & corrective action is taken.

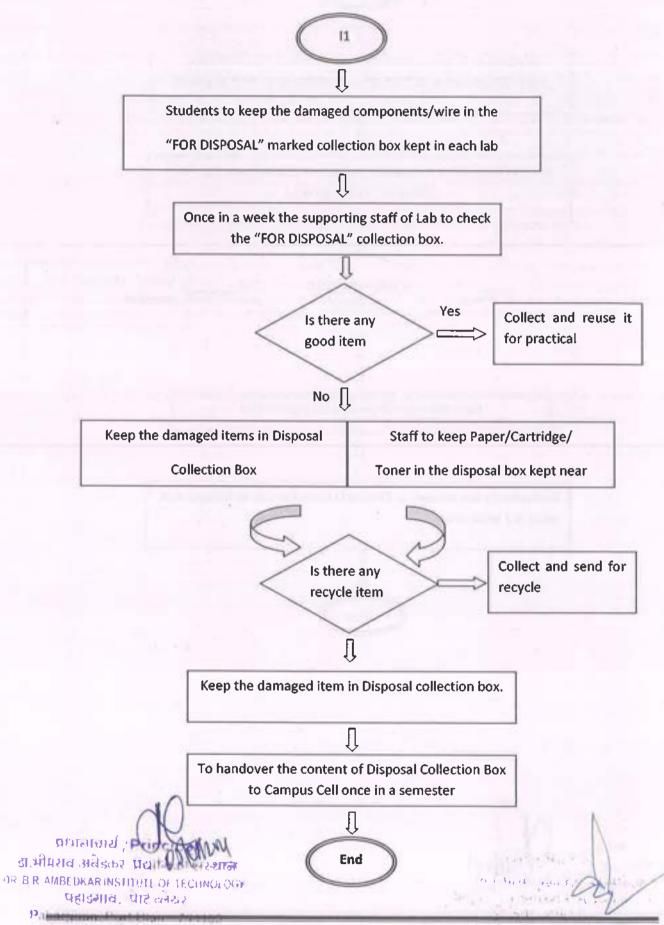
IR QD 140(b)/00

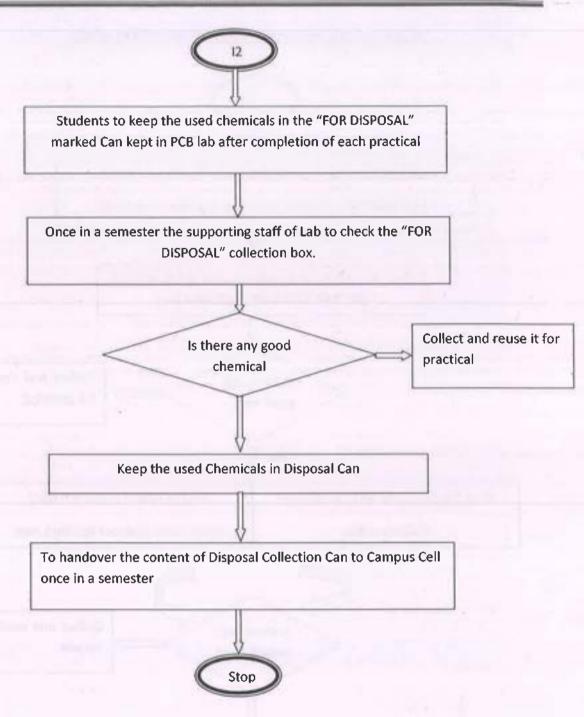
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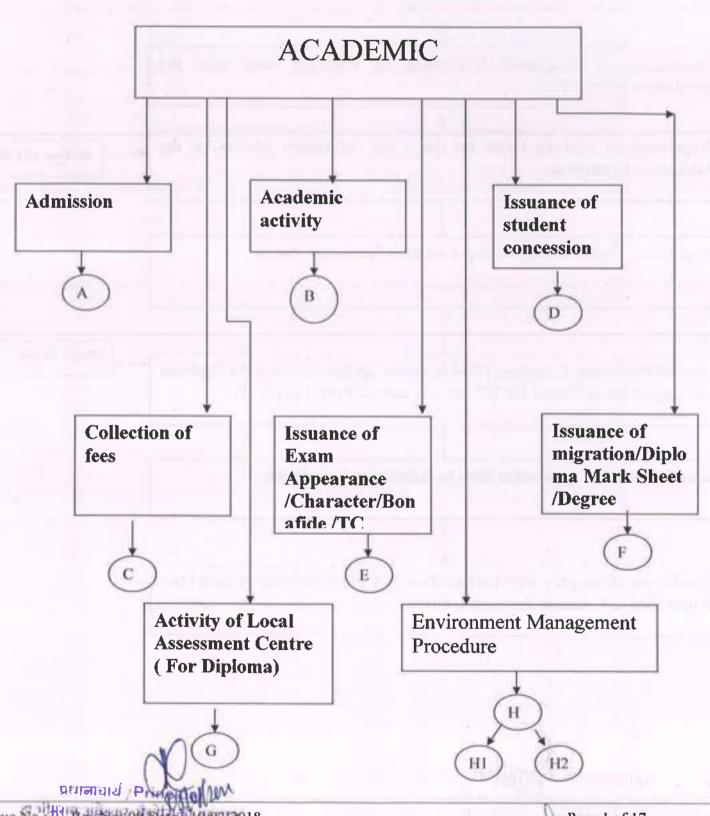
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Pahargaon, Port Blair - 744103

FLOW CHART FOR DISPOSAL OF ENVIRONMENTAL ASPECT







Issue No. 101 Rev No. 00 Pare 19/03/2018 AMBEDKARINSTITUTE OF TECHNOLOGY पहाडगाव, पार्ट ब्लेयर Pahargaon, Port Blair - 744103

Page 1 of 17

ADMISSION



Constitution of Admission Committee by Principal soon after the completion of even Sem.

Preparation of Activity Chart for the entire Admission process by the Admission Committee.

IR QA 101/00

Application invited through online Common Admission Portal

Issue of Press note & inviting filled in online application form for Diploma and Degree programme (for 12th entry & Lateral Entry) as per iR.

IR QA 102/00

Scrutiny of online application form by Admission Committee

Preparation of category wise list based on A & N administration guidelines & uploaded in Common Admission Portal

प्रधाभाचार्य :

Issue No::01 Rev. No::00 Date: 19/03/2008

पहाडमाव, पार ब्लंबर

Pahargage Port Blair - 744103

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Arrangement of publication of press note indicating date & time of Counseling session in local dailies & announcement through Pradeshik Samachar.

Conduction of counseling and submission of department wise list of selected students to Academic Cell for display.

TPO to chalk out Induction program for freshers in coordination with Constituted Committee (Diploma- 1 week, Degree- 3 week).

Academic cell to provide the list of admitted students to all Departmental Heads, Librarian, Dean (SA) and In-charge (Sports)

Admission committee shall open the personal file of all students & submit the same to academic cell after completion of Admission processs

Admission Committee to provide detail list of students to Academic Cell for making I-Cards

Fees Challan forms for first year students to be issued by Admission Committee for collecting of fees as per MSBTE/Pondicherry University fee structure through Bank.

The students of 2nd to final year shall register their subjects immediately after reopening of the institute within the communicated period in consultation with academic member, get the fee challan generated and deposit the fees as per prescribed fees structure.

The Academic cell shall submit the consolidated fees details collected to the Account Section for bifurcating the collected fees at different account heads

The refundable amount of the students will be refunded as per norms after approval from Principal and AAO. Students shall apply in advance to Academic Cell with all relevant documents and their bank details

On line Enrollment is done in the MSBTE portal/PU and enrollment numbers are issued by MSBTE/PU. Updating the personal file and filling of Academic register by the academic on continuous basis. Academic cell will make arrangement sending the enrollment fee.

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END

Issue No : 01 Kev.No: 00 Date : 19/03/2018 DR BR AMBEDKAR INSTITUTE OF FURTHER OF

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Academic Activity

Time Table

В

Preparation of detailed Academic Calendar of institute based on academic calendars of MSBTE & PU and list of holidays issued by A&N Administration

IR QA103/00

The Academic Cell collects the teaching loads & requirements of additional faculty well in advance as per academic calander for preparation of time table of ensuing semester.

IWI/ QA/03/00

Academic cell shall scrutinize the requirement of faculty and allocation of subjects as prescribed guidelines formulated.

Academic Cell shall prepare the time table well in advance using software in consultation with academic members of the concerned department.

IWI/ QA/02/00

The Academic Cell shall get the time table checked through concerned HODs and make necessary corrections.

The corrective time table shall be submitted to Principal for approval.

After approval from the Principal the time table shall be signed by concerned HODs and issued to the concerned departments.

The Campus Officer & Team with the staff of Academic Cell shall paste the time table in front of the allocated class room before starting of the next semester.

Any change in the time table shall be initiated by concerned HODs with full justification. Change in the time table will be made on the approval of the Principal.



Appointment of GL / PTI

The requirement of GL & PTI is assessed by D01 & D02.

At the end of the ensuing semester the requirement of GL & PTI are published in Local Dailies and candidates are called for demo & skill test.

IWI/QA/01/00

The GL already working with teaching experience are assessed by their previous results of theory & practical and skill test marks.

The PTI are selected on the basis of their performance on skill test.

The demo class evaluation is done by the constituted committee for different programs.

The appointment orders are issued by administrative office after the approval of the Principal.

Appointment of CL

The Contractual appointment of the Guest Faculty is done through SOVTECH. The requirement is sent to SOVTECH through Principal, DBRAIT.

Appointment of Maritime Faculty

The Contractual appointment of the Maritime Faculty is done through SOVTECH. The requirement is sent to SOVTECH through Principal, DBRAIT.

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Issue No: 01 Rev.No: 00 Date: 19/03/2018

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Conduct of Internal Tests (for Technical Diploma Programs)

02 Internal Tests (T1 & T2) and one surprise test are conducted for each theory subject as per academic calendar. For 1st yr Dip Prog five (05) unit tests are to be conducted, out of which 03 best are taken.

02 Practical internal tests are conducted as per academic calendar.

The T1 is conducted in departmental level. Whereas T2 is conducted centralized for which time table and duty chart are prepared by academic cell.

IR QA104/00

The validated question papers are to be submitted to academic cell through concerned HODs in sealed cover well in advance, with defails of date & timing of examination and no of students appearing for the exam.

The academic cell has to take photocopies of question papers at the max one day prior to examination and keep the question papers in sealed envelopes under lock & key.

The academic cell shall keep the record of collected answer sheets from Invigilators after proper counting and shall handover the concerned faculty taking due acknowledgement.

All the departments shall submit the time table copy of T1, P1 & P2 to academic cell in advance before conduction of the test. Retest for p1,p2 & T1 shall be conducted as per guidelines

IWI/ QA/04/00

IWI/ QA/05/00

Conduct of Internal Tests (for Technical Degree Programs)

03 unit tests will be conducted, out of which 02 best are taken:

02 Practical internal tests are conducted as per academic calendar.

डा.भीमराव अंबेडकर प्रैयाः । स्थाह

Issue No : 01 Rev. No: 00 Date ; 19/03/2018

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Conduction of Board Examination (Th & Pr)- Diploma Program

As per academic calendar all the students shall register for examination (Th & Pr and backlog subjects) & shall submit the prescribed fee for the examination in the SBI, Dollyguni. The academic members of the departments shall assist the students in online registration for the examination.

A copy the Chillan shall be submitted to the academic cell by the students. The academic cell shall consolidate the examination fees deposited by the students, and send a request note through Principal to submit the collected fees to MSBTE by cheque, DD or by Electronic Transfer.

Prior to last date of the semester Defaulter List for attendance, term work and practical shall be decided. The approved list of defaulter students shall be given to all concerned HODs. Workshop Supdt. and Controller of the Examination. A copy of the same has also send to the Board.

The time table for board practical examination is prepared by departments and consolidate by academic cell and finally communicated to all department through e-circular and is also displayed in the notice board of the academic cell. A copy of the same has also send to the Board.

The time table for board theory examination is send by MSBTE and examinations are conducted accordingly.

The Center Supdt. & other supporting staffs are appointed through academic cell and Center Supdt. thereafter appoint Invigilators for smooth conduction of examination.

The Centre Supdt. shall give the requirement of fund for smooth conduction of the examination and after completion of the examination shall submit the proper expenditure statement for settlement of advance drawn.

The examination control room and examination rooms / halls, seating arrangements etc. is manage by Centre Suptd.

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Issue of relevant I.Rs along with answer sheets to all dept. for conduction of practical exams 3 days before the commencement of practical examinations.

Issue of admit card to students received from Board

Display of examination date sheet received from board at least two weeks before exam.

For Diploma - Sessional Marks Distribution (SW): T1& T2 - 80 % & Home assignment / CT / ST - 20 %. Weight age - T1 (30 %), T2 (70%), # All the terminal tests are compulsory. Retest conducted for T1, P1 & P2 test as per the work instruction.

प्रधानाचार्य / प्रधान डा.भीमराव अंबेडकर प्रधान DR B R AMBEDKAR:NSTITUTE : TEU-MULOGY पहाडमाव, पोट ऋद

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For Diploma -Internal Assessment (Practical P1/P2) i) Continuous assessment; 20% (From practical record), ii) Viva: 40%, iii) performance on Exam day: 40% Board Practical Exam-i)performance on Exam day:60% ii) Viva: 40%

For Degree- Internal Assessment (Practical P1/P2) Exam.- 20% of Marks for continuous assessment& Record,30% for performance in practical test,10% for viva& 20% of Marks for attendance. U. Practical exam – 80%

Submission of term work (TW), sessional work (SW), practical (PR), oral (OR) by Dept along with the summary sheet as per IR to Academic cell for onward submission to Board within 30 days of end of semester in the original examiners mark sheet for Diploma. For Degree, Submission to University in the prescribed format after 5 days of Practical Exam.

IWI/QA/06/00

Submission of remuneration bills (Theory & Practical) within 10 days of end of examination along with the practical exam timetable to Board & University.

Submission of Answer Sheet envelops to the Board /University within 2 days of completion of theory examinations.

After receiving results, result analysis to be carried out for both Degree and Diploma(Soft in SIS). Corrective action done & maintained in Dept.

IR QA 105/00

Conduction of review meeting once in a semester

Action to be taken for complaints registered by students relating to internal or external assessment or examination or any other facilities provided by the Institution.

END

IR QA 106/00

प्रधानाचार्य / निर्माणी प्रभावन डा भीमराव अवेडकर चंद्राचिक प्रभावन

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Conduction of Board Examination (Th & Pr)- Degree Program

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A copy the Chillan shall be submitted to the academic cell by the students. The academic cell shall consolidate the examination fees deposited by the students, and send a request note through Principal to submit the collected fees to PU by cheque, DD or by Electronic Transfer.

Prior to last date of the semester Defaulter List for attendance, term work and practical shall be decided. The approved list of defaulter students shall be given to all concerned HODs, Workshop Supdt. and Controller of the Examination. A copy of the same has also send to the PU.

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END

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IR QA107(D)/00

IR QA107(E)/00

IR QA108(D)/00

IR QA108(E)/00

Collection of fees



Notification for Payment of Semester Fees in the beginning of each semester for both Diploma /Degree as per approved structure

Generation of challan form from e – challan module of SIS & submission of Fees by students in bank through challan.

For Diploma -Late Fees @ Rs. 10/-/100/- to be collected if not paid within 10 days after the due date & @ Rs. 30/- / 300/- to be collected if not paid within 10 -30 days. Fee shall not be accepted after 30 days & his/her name will be struck off from the roll. For Degree the fees structure will be same.

Maintain proper record of the fees deposited through challan for both Degree and Diploma

Notification for Payment of Examination Fees as scheduled in the academic calendar.

Collection of fees

Examination fees to be deposited by the students within the stipulated time with / without late fees time to time as communicated by MSBTE. The academic cell shall communicate the last of submission of examination fees to all students through e-circular to all HOD's and display in the notice board of the academic cell.

Maintain proper record of the fees collected & send the same to the board/ University

प्रधानाचार्य

END

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Issuance of Student Concession



Student desire to obtain concession for Bus/Train/Ship shall apply to the Academic cell on plain paper addressed to Principal. For getting Flight concession student shall submit the prescribed form issued by the airways.

Academic cell after scrutinizing prepares the certificate and submit to Dean for approval / Signature.

Academic cell issues the certificate after obtaining the student's signature in the appropriate column /counter foil.

IR QA109/00

END

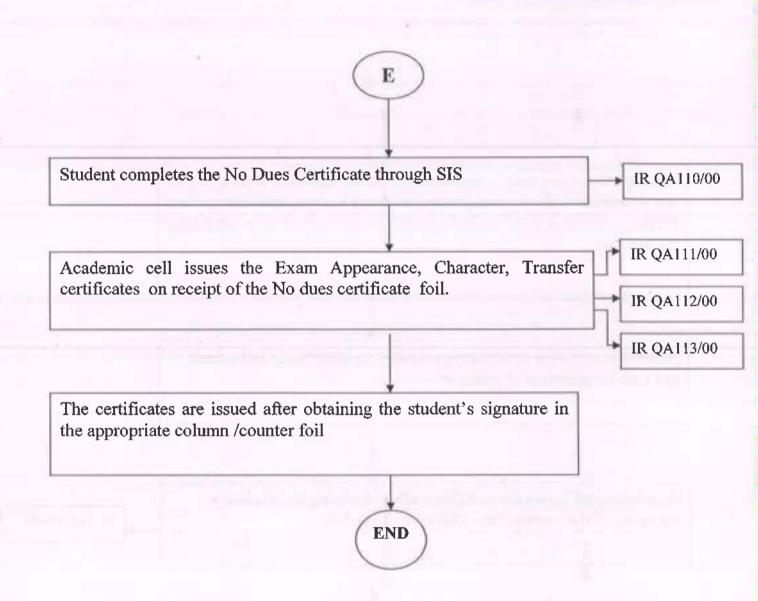
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Issuance of Exam Appearance /Character/Bonafide /TC



प्रधानाचार्य (१९००) डा.भीपराव अवेडकर च मां मंग्रेश्वान । DE अ.R. AMBEOKARINSHTUTI ज्या ECHNOLOGY प्रवादमाव चीट क्यूयर De

Issuance of migration/Diploma/Marksheet



For Diploma -Students apply to the Board along with a DD of amount Rs. 50/- for obtaining migration certificate through Principal.

On receipt of certificates from Board/University, the migration certificate, Diploma/Degree certificate and mark sheet is issued to the students..

The certificates are issued after obtaining the student's signature in the appropriate column /counter foil.

Photocopies of the Diploma /Degree certificates, Mark sheet, No dues certificate of the students shall be kept in their personal files & consolidate details of Students(I to VIII for B Tech/I to VI Sem for Diploma) in QR

END

IR QA114/00

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Activity of Local Assessment Centre



Taking list of subjects (non award of diploma subjects) from all departments along with the name of the evaluator

Consolidating the list of subjects and sending to board for approval. To give the list of required stationary to academic.

Issuing order to all evaluators in sealed envelops. (Office copy to be given only after completion of evaluation)

Exam cell hands over sealed LAC packet along with blank mark sheet. After receiving the seal is opened, maskings to be done and answer books to be put in new envelop.

Start of evaluation. Giving instruction to all evaluators. Obtaining signature on declaration form.

Maintaining daily log register- indicating entry, exit time, no. of copies evaluated etc.

After evaluation of each subject, moderation to be carried out (10% of the total papers including critical papers).

प्रधानाचा ।

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Quality control checking of answer books . De-masking of answer books and Entry of marks in the mark sheet.

Put all the evaluated answer sheets in a new envelop.

Daily evaluation status to be maintained.

After completion of evaluation and marks entry , all the evaluated answer book packets to be packed in a box, sealed and sent to board.

All the filled mark sheets to be separately packed and sent to board through courier.

Preparation of remuneration bill for LAC staff, evaluators and moderators.

End

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Integrated	Work Instructions

IWI/I(Pj)/00 Page 1 of 1

Sl.no	Activity	Guideline	Remark
1	SELECTION OF TOPIC	The topic of the project shall be submitted by the student /Selected & proposed by the concerned guide in consultation with HOD/FI	This process is presently followed
2	COMMITTEE	PROJECT SCRUTINY COMMITTEE (PSC) shall comprise of: (a) PRINCIPAL (b)Overall Project coordinator (c) Concerned HOD (d) Departmental Coordinators in consultation with respective guides	The PSC shall be responsible for overall coordination and conduction of the projects and reviews PSC shall give approval of the project based on the presentation made
		PROJECT EVALUATION COMMITTEE(PEC) for internal review 1st, 2nd, 3rd & 4th for 18. Tech programmes and 1st & 2nd for Diploma programmes shall comprise of	
		(a) Concerned HOD (b) Respective guides (c) Faculty members present during the project reviews. Note: Principal and overall Project coordinator will be present during all the evaluation presentations	The PEC shall be responsible for evaluating the projects as per evaluation formats
		PROJECT EVALUATION COMMITTEE(PEC) for Final review shall comprise of (a) External Examiner (Industry expert/ Prof. from IIT, NIT or any other institute as decided) (b) Internal Examiner (Guide)	
3	APPROVAL OF PROJECT	The students shall give a presentation about the project before the PSC and any external expert if required	
4	EVALUATION OF STUDENT PERFORMANCE Note: Principal will be present during all the Review presentations	PROJECT ASSESSMENT & EVALUATION (a) B.Tech Programmes Shall comprise of 4 reviews: 7 th Semester -Phase 1 of the project • 1 st Review (20 Marks) • 2 nd Review (30 marks) 8 th Semester -Phase 2 of the project	By PEC
	ाजिचियं /Principle	3 rd Review(20 Marks) 4 th Review (30 Marks) Final review (100 Marks/as per curriculum) (b) Diploma Programmes	
D.D. A.M	िअबेडकर प्रधामिकी,स्रश्यान १६४५ के प्रदेश का है कि उस हिटास प्रदेश की प्रदेश की किया है कि उस है क	SY Shall comprise of 3 reviews:	a/



Dr B R Ambedkar Institute of Technology Integrated Work Instructions

IWI/I(Pj)/00 Page 2 of 1

		6 th Semester 1 st Review (20 Marks) • 2 nd Review (30 marks) • Final Review (100 Marks/as per curriculum)	
5	Continuous Assessment Report	The log book should be maintained by individual student, and monitored by respective guides.	

क्षश्चानाचार्य / डा.भीमराव अंबेडकर प्राप्ति सरणान OR B.R. AMBEDKARINSHITUTE OF TECHNOLOGY (प्रहाडगांच, पार्ट व्लेयर Raharraech, Port Blan - 744103

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Dr B R Ambedkar Institute of Technology Integrated Work Instructions

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6 MARKING SCHEME

Note: Principal will be present during all the Review presentations (a) B.Tech programmes

7th Semester -First Review (20 marks)

S.No	Parameter	Mark	Assessor
1	Literature Review/ Study of existing system		HOD
2	Gap Assessment	15	
3	Objective & Scope		
4	Benefits & Time Frame		
5	Continuous Assessment	05	Guide

7th Semester -Second Review (30 marks)

S.No	Parameter	Marks	Assessor
1	Project Methodology	05	HOD
2	Process simplification/	10	HOD
	Reegineering/		+Other Faculty
	Innovative Ideas		
3	Progress & Adherence	05	HOD
	to Time Frame		
4	Continuous	10	Guide
	Assessment		

8th Semester - Third Review (20 marks)

S.No	Parameter	Marks	Assessor
1	Progress Implementation	10	HOD
2	Adherence to time frame	05	HOD +Other Faculty members present
3	Continuous assessment	05	Guide

8th Semester -- Fourth Review (30 marks)

S.No	Parameter	Marks	Assessor
1	User Acceptance Test / Project Outcome	10	HOD
2	Adherence to time frame & Objective	10	HOD+Other Faculty
3	Final Draft Report	10	Guide

8^m Semester –Final Review (100 marks)

S.N o	Parameter	Marks	Assessor
1	(i)Presentation (ii) Viva (iii) Conclusion/ functionality	(i) 20 (ii) 20 (iii) 20 Total=60	External examiner
2		last c	Internal

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(i)Continues assessment report	(i) 20	Examiner (Guide)
(ii) Report writing/ submission on time	(ii) 20	
	Total=40	

(b) Diploma Programmes:

6th semester - 1st review (20 marks)

S.No	Parameter	Marks	Assessor
1	 Literature Review/ Study of existing system Gap Assessment Objective & Scope Benefits & Time Frame 	15	HOD
	Continuous Assessment	05	Guide

6th semester - 2nd review (20 marks)

S.No	Parameter	Marks	Assessor
1	User Acceptance Test / Project Outcome	10	HOD
2	Adherence to time frame & Objective	10	HOD + Other Facu lty
3	Final Draft Report	10	Guide

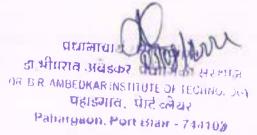
genora) डा.भीमराच अंबेडकर वर्षा सरणाम् DR BR AMBEDKARINSTITUTE OF TECHNO, इस्रे पहाडगाव, पाटं ब्लेयर Pahargaon, Port Blair - 74410%





Dr B R Ambedkar Institute of Technology IWI/I(Pj)/00 Integrated Work Instructions Page 5 of 1

		S.N o 1	Parameter (i)Presentation (ii) Viva (iii) Conclusion/ functionality	Marks (iv) 20 (v) 20 (vi) 20 Total=60	Assessor External examiner
		2	(i)Continues assessment report (ii) Report writing/ submission on time	(i) 20 (ii) 20 Total=40	Internal Examiner (Guide)
7	PROJECT REPORT WRITING		Document Writing is a continuous process. Soft copy is to be shown during intermediate reviews. Hard Copy is taken on final completion of the project		
8	Fixation of Review Dates		be done in consultation with Overall t Coordinator	having cla	y member whosoever is not isses at that time shall attend it Reviews. In case of not the same, they should intimate





Activity Flow Chart for FGA

Sensitizing the freshers on Focus Group Activity (FGA) through a video to be watched by first yr students in the first class along with FGA teacher.

Checkpoint for monitoring team

- Filling up of Self Analysis Form along with skill map(online) immediately
 after registration by first year students. QR-D22/00, D28/00
- 2. FGA teacher to carryout moderation for the submitted Skill Map (by Oral /Written mode)
- 3. Counselors/Faculty advisors to collate the self analysis form class wise and give comments/marks. FA should also indicate area of concern to be taken up at HoD/Student Counselor/Principal level.

Checkpoint for monitoring team

MIS to be generated by software

- FGA teacher to divide the students in group as per the Skill level for first year, for other semester the matrix generated by the previous FGA teacher to be taken for starting the activity (or as given by previous in charge)
- 2. FGA teacher to prepare the Activity Matrix based on attributes of skill map and getting approved by HOD Q R D23 A/00(online)

Monitoring team to carry out initial assessment on sampling basis and enter details on software

Conduct Activities related to Basic Knowledge (For 1st, 2nd & 3rd Semester thrust should be given on all six attributes i.e. Confidence, Communication Skill, Attitudes, Knowledge in Basic Science, Creativity and Team Spirit.

- Suggested programmes Quiz, Extempore, Technical Seminars, Group Activities and presentation of the same covering the thrust area.
- To assess the improvement the video recording of the students in the first year to be taken and compare it later when the students goes to final year.
- The FGA teacher based on the performance of the student during the FGA Class gives final marks at the end of the semester against all the attributes in QR –D22/00.
- Monitoring team shall also carry out the final assessment on sampling basis for those students who were assessed at the beginning of the semester.
- The software shall compare the assessment made by the FGA teacher and the monitoring team generates report for all the cases where the variation is more than 10%.
- The hall ticket/examination registration should only be enabled once the student gives the feedback on all parameters.
- The software shall take the data from the feedback report and give report using Decision Support System (DSS) on the weak area for improvement.
 - The final data (\$1) May of first semester shall be the initial data of second SEM.
 - The same process shall be continued for 2nd Semester and 3rd Semester.

Attendance of all the classes conducted shall be entered in SIS.

Monitoring team to carry final assessment on sampling basis who were assessed by the Monitoring Team at the beginning of the semester

MIS to be generated for the variation more than 10% regarding assessment of Monitoring Team

Report to be generated

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Understanding Level for 4th, 5th & 6th Semester

- The FGA teacher to take the data of Skill Map of 3rd Semester through SIS.
- -The weak area as obtained in previous semester shall be given more thrust. FGA teacher to prepare the Activity Matrix based on attributes of skill map and getting approved by HOD Q R D23 A/00
- -Conduct Activities related to <u>Technical Understanding</u> (For 04th, 5th & 6th Semester thrust should be given on Technical Quiz, Seminar, Group Project Presentation, Field Data Survey and Analysis, Team work,

Assessment of Technical Understanding Activities

- -The FGA teacher based on the performance of the student during the FGA Class gives final marks at the end of the semester against all the attributes in QR D22/00.
- -Monitoring team shall also carry out the assessment on sampling basis for those students who were assessed at the beginning of the semester.
- The software shall compare the assessment made by the FGA teacher and the monitoring team generates report for all the cases where the variation is more than 10%.
- The hall ticket/examination registration should only be enabled once the student gives the feedback on all parameters.
- The software shall take the data from the feedback report and give report using Decision Support System (DSS) on the weak area for improvement.
- The final data (Skill Map) of ongoing semester shall be the initial data of next semester.
- The same process shall be continued for 4th, 5th & 6th Semester.
- Attendance of all the classes conducted shall be entered in SIS.

Monitoring team to carry final assessmen on sampling basis who were assessed by the Monitoring Team at the beginning of the semester

MIS to be generated the variation more th 10% regarding assessment of Monitoring Team

Report to be generat for the students who have entered the feedback in SIS

The FGA teacher to take the data of Skill Map of 6th Semester through SIS.

- -The weak area as obtained in previous semester shall be given more thrust and FGA teacher to prepare the Activity Matrix based on attributes of skill map and getting approved by HOD Q R D23 A/00
- -Conduct Activities related to Aptitude level (For 07th & 8th Semester) thrust should be given on all six attributes i.e. Confidence, Communication Skill, Attitudes, Knowledge in Basic Science, Creativity and Team Spirit.
- -Technical Quiz, Seminar, Group Discussions, Mock Interviews, Aptitude questions

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The FGA teacher based on the performance of the student during the FGA Class gives final marks at the end of the semester against all the attributes in QR – D22/00.

Monitoring team to carry final assessment on sampling basis which were assessed by the Monitoring Team at beginning of the semester.

Conduct Activities related to Aptitude

- Analysis of FGA Performance of previous semesters from SIS
- Division of Group for New Focus Activities Group Discussion (GD), Aptitude Test
 (Mathematical /Reasoning / Technical / English etc)
- Conduct of Mock Interview (with a Panel as approved by HOD and arranged by TPO)
- Marks Entry in SIS(P1&P2), MIS Preparation for assuring participation of all students

Note:

- 1. 75% Attendance is must for all the students and failing which students need to pass an Aptitude Test (Objective Type) with 50% marks.
- 2. The Students in final semesters (7th & 8th) should attain minimum 60 Marks

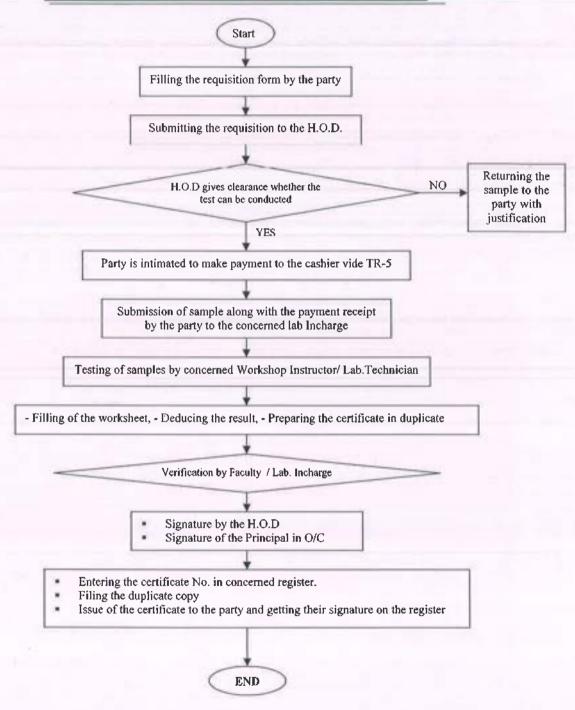
Query

- 1. P1 P2 Marks should be distributed in attributes viz (Confidence, Knowledge in B. Science, Attitude, Communication skill, Creativity, team spirit.)
- 2. The outcome of self analysis form. QR D 28/00

प्रधानाचार्यं / १५०० व्यक्तिस्थान **डा.भीधराव अवेडकर** प्रेराणार्थं अस्थान प्रशास अक्षरणार्थः अस्थाना अस्टिमाणाः अस् प्रसारमाच्या स्टिन्स्थर शतासपुरव्यकः शिक्तः स्रोताः - 7 वस्य अस् and a

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FLOWCHART FOR MATERIAL / SAMPLE TESTING IN LABS.



प्रधानाचार्य / डा.भीमराठ उद्येडकर वेदा । १२ BR AMBEDRAF ASSITUTE OF TECHNOLOGY पहाडगाव, पार्ट स्लेखर

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Accession No.	Title	Due date	Initial of borrower	Date of return	Initial of the Lib. Incharge

प्रशानाचा सुरथान इ.भीगराव अवडकर प्र का अत AMBEDKAKINSTITUTE OF TECHNOLOGY प्राडमाव, पार्ट लोयर प्राडमाव, पार्ट लोयर Pahargaon, Pon Blair - 744103





Dr B R Ambedkar Institute of Technology Integrated Work Records(Environment)

Annex-F Page 1 of 1

IR No. El 507/00

Performa for Monitoring of Waste Management within Department/Section/Lab

Name of Dept/Section/Lab:

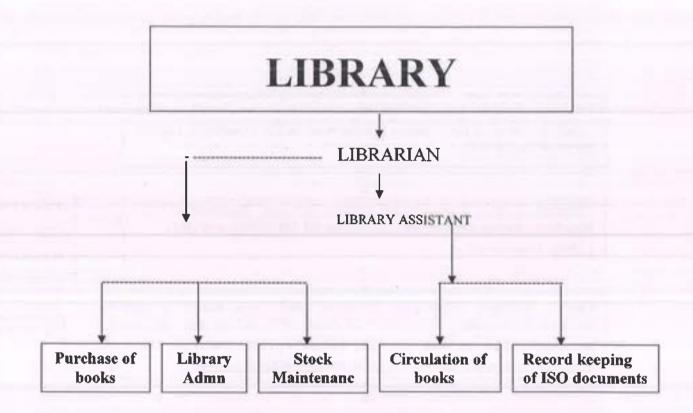
S. No. waste	Details of	Mode of	Date & Details	Signat	tures	
	waste generated	the /Transfer f	of Disposal /Transfer from the Section	Waste Collector	Section I/C	Remarks
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Common for all Department and sections and Labs

प्रधानाचार्य Pringle भूगेरे डा.भीवराव अंदेडकर प्रीयाणक संस्थान वह BR AMBERKAR NSTITUTE OF TECHNOLOGY पहाडमाव, पार्ट क्वेथर Panaryaon Port Blair - 744103





प्रधानाचार्य / जाराज । डा.भीमराव अवेडकर प्रयान । संस्थान DR BR AMBEDRAF (NSTITUTE OF LECTINOLOGY प्रहाडमार्ट, पाट क्वेसर Pahargaon, Pon Blair - 744103

Academic cell shall submit the list of newly admitted students along with the lists of Second /Third /Fourth year students (Diploma & Degree) to the Librarian. Office shall forward a copy of the staff appointed (Regular and Part time) in the Institute to the library during commencement of each academic session / Semester.



Librarian / Library Assistant shall allot 'Borrower's No." to all students / staff by entering their names faculty-wise in the borrower's register for student and staff.

Librarian / Library Assistant shall prepare and issue 'Borrower's Card / Pass Book for the students and staff as per IR LB 170/00 and QLB 173/00 respectively

IR QLB 170/00

IR QLB173/00

Library Assistant (Circulation Incharge) shall issue books to staff /students by stamping "Due date" of return of books on date slip and necessary entries in book card and borrower's card and shall obtain borrower's signature on Book Card as per IR No.QLB171/00.

IR QLB171/00

Library Assistant shall arrange book cards as per date of return of books.

Book(s) for return shall be submitted to the circulation section with Borrower card / Passbook.

Library Assistant (Circulation Incharge) shall return the Borrower's Card / Pass book after putting date of return and signature as a token of receipt of book.

Library Assistant (Circulation In charge) shall remove / pick the book card from due card's tray and after making necessary entries shall place this in the book pocket of the returned book. Returned books shall again be placed on shelves for issue.

Library Assistant (Circulation Incharge) shall collect late fine 25 paise per daybook on issuance of necessary cash receipt. The circulation Incharge shall enter the amount of late fine in the 'Late Fine Register'.

प्रथम्भाषायं ,

हा प्राथम अहुन्य प्राथम का тесниогосм

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The Librarian / Library Assistant shall collect fine for the lost book / books on issuance of cash receipt. Necessary entries shall be made in the 'Lost Book Register'. Librarian shall deposit the amount collected through late fee / lost books to the cashier of the institution through T.R.5 and maintain proper record.

Student / staff shall return book(s) to the library on leaving the institution and a 'No Due Certificate' be obtained from the Librarian.

The students of final semester shall submit a copy of the project report to the Library for issuance of 'No Due Certificate'

Concerned HODs / Faculty In- charges should submit list of books/ Journals for procurement as per <u>I.R QLB172/00</u> to the Librarian

IR QLB172/00

Librarian shall collect books from the Purchase Cell after giving necessary indent. Librarian /Library Assistant shall make necessary entries of the book in the Accession register and shall also write the Acc. No. on the book.

Librarian/Library Assistant shall do the classification, Cataloguing of newly procured books. Other works such as pasting of book pockets, label, date-slip, book card etc. shall be done by Library Assistant with the help of other staff attached to Library. Librarian shall check whether all technical work of the book(s) has been completed before placing it on the shelves.

Library Assistant shall arrange the catalogue cards in the cards cabinets and books on shelves with the help of Library Attendant

Old magazines, newspapers shall be disposed by handing it over to Paper Recycling Plant/ Sale as per laid down rules.

All master copies of ISO Documents kept in the Library.

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One copy of "obsolete" documents is maintained in library.

One controlled copy is issued to MR. Other department heads access soft copy through Intranet.

End

डां भी प्रसव अंबेडकर DR BR AMBEDKARINSTITUTE OF TECHNOLOGY पहाडगाव, पार्ट क्लेयर Pahargaon, Port Blair - 744103



