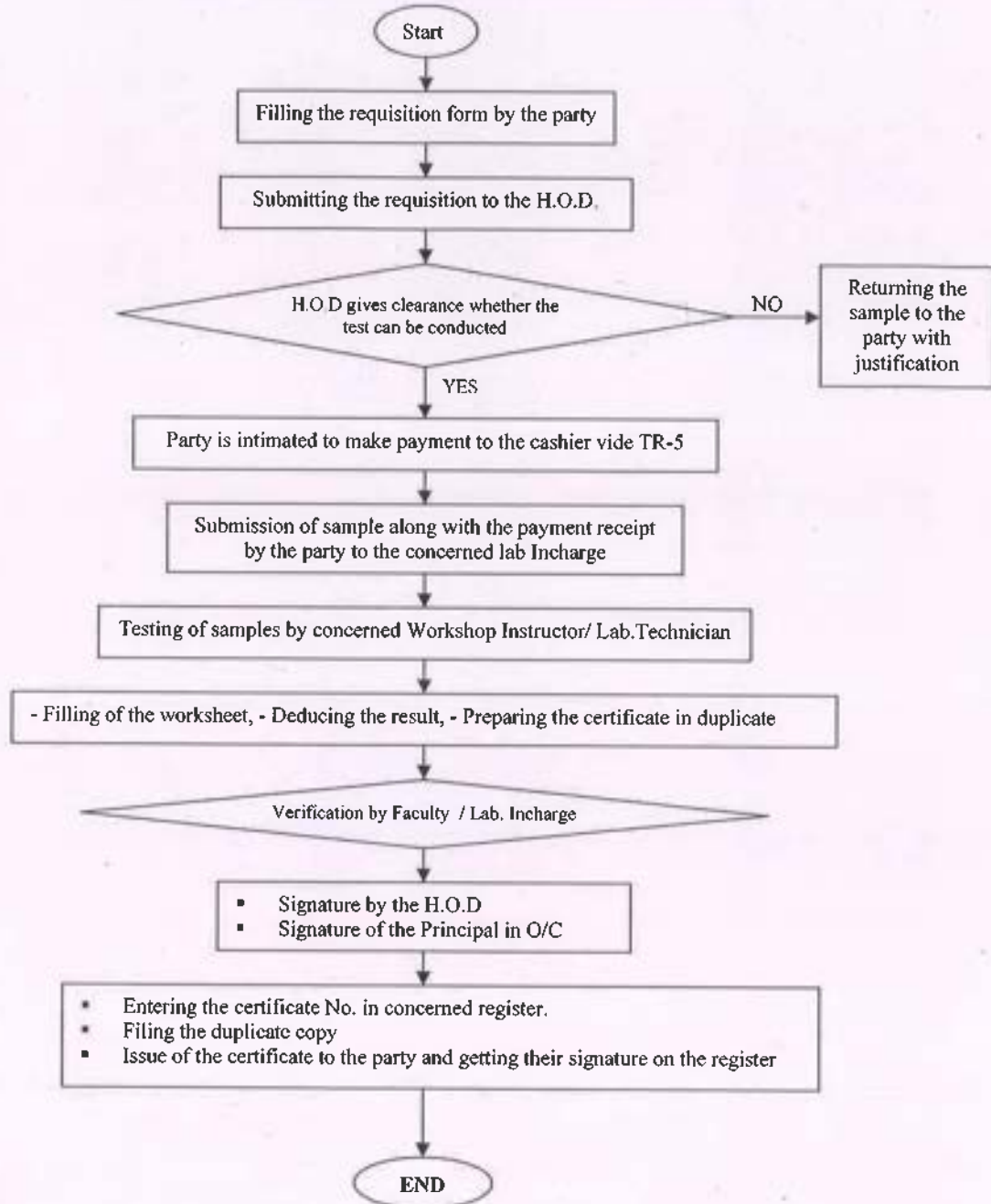
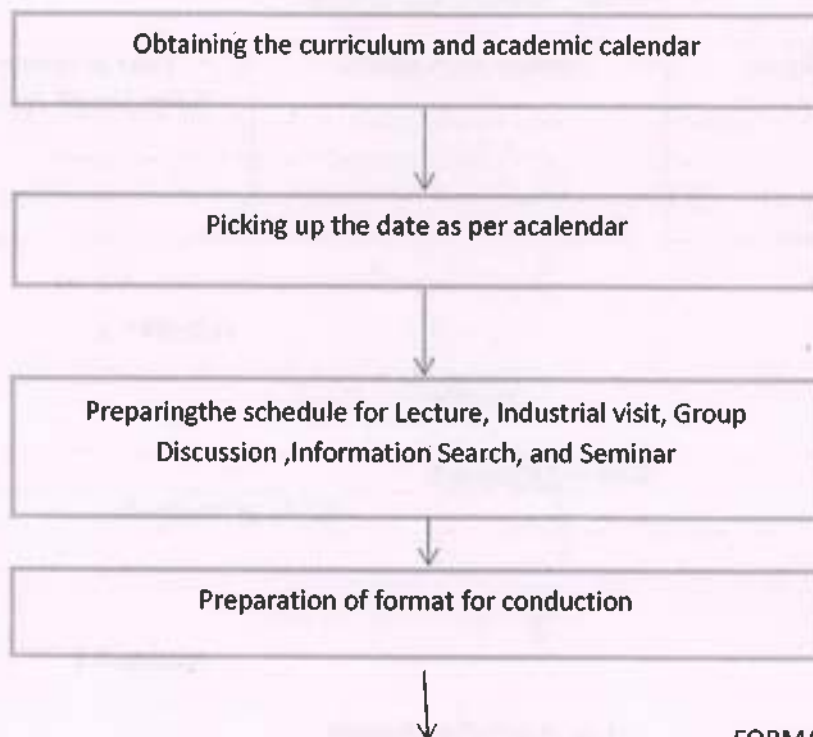


**FLOWCHART FOR MATERIAL / SAMPLE TESTING IN LABS.**



### STRUCTURE FOR PROFESSIONAL PRACTICE

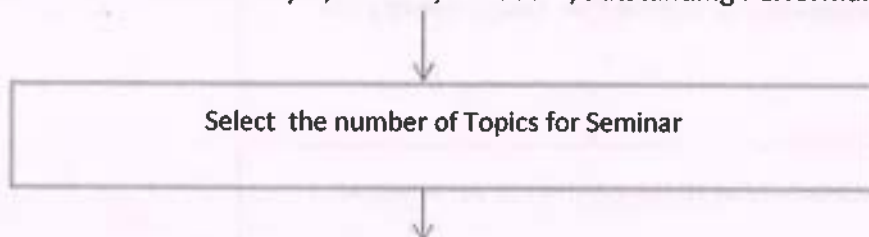


### Performance activity chart

| S No | MONTH     | July-15 |    |    |    |   | August-15 |  |  |  |  | September-15 |  |  |  |  | October-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



|                                                                                   |                                                   |              |
|-----------------------------------------------------------------------------------|---------------------------------------------------|--------------|
|  | Dr B R Ambedkar Institute of Technology           | IWI/QD/01    |
|                                                                                   | Integrated Work Instructions : Auditorium Section | Page 2 of 12 |

## FORMAT -2

### Topics allocated for students

| S No | Topics for students | Name of students | Date of seminar<br>(Mentioned by staff) |
|------|---------------------|------------------|-----------------------------------------|
| 1    |                     |                  |                                         |
| 2    |                     |                  |                                         |
| 3    |                     |                  |                                         |



## FORMAT-3

### BATCH

| Group-1/Group-2 |                  |
|-----------------|------------------|
| Batch           | Name of students |
|                 |                  |



## 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

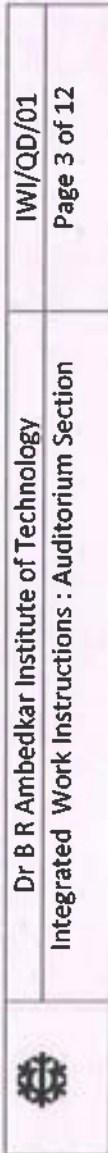
प्रधानाचार्य

डा. भीमराव अंबेडकर प्रतिष्ठान

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पहाडगाव, पोर्ट ब्लेयर

Pahargaoon, Port Blair - 744103



| SN | MONTH | DATE | ACTIVITY | NAME |
|----|-------|------|----------|------|
| 1  |       |      |          |      |
| 2  |       |      |          |      |
| 3  |       |      |          |      |
| 4  |       |      |          |      |
| 5  |       |      |          |      |
| 6  |       |      |          |      |

|           | GD-GROUP DISCUSSION | IV-INDUSTRIAL VISIT | IS-INFORMATION SEARCH | S-SEMINAR |
|-----------|---------------------|---------------------|-----------------------|-----------|
| - LECTURE |                     |                     |                       |           |

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

प्रधानाचार्य, पंजाब विश्वविद्यालय  
डा. भीमराव अंबेडकर मैथिलीयनिका संस्थान  
Punjab State Sanskrit University  
पुस्तकालय, ४८  
Patna, Patna - 74403

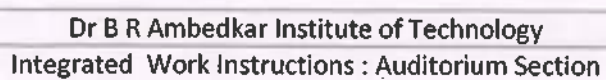


|                                                                                   |                                                   |              |
|-----------------------------------------------------------------------------------|---------------------------------------------------|--------------|
|  | Dr B R Ambedkar Institute of Technology           | IWI/QD/01    |
|                                                                                   | Integrated Work Instructions : Auditorium Section | Page 4 of 12 |

PP Format- 2

**SEMINAR TOPICS ALLOCATED TO STUDENTS**

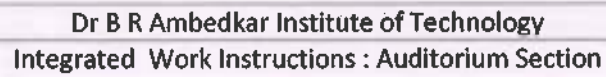
| S.No | Topic assigned to student | Name of student | Date assigned by staff |
|------|---------------------------|-----------------|------------------------|
| 1.   |                           |                 |                        |
| 2.   |                           |                 |      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



## BATCH

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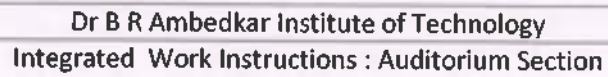
Principals  
Dr. B.R. Ambedkar Pratishthan  
Bhatnagar, Pune

IWI/QD/01  
Page 6 of 12

### List of Activity Schedule

[illegible]

प्रधानाचार्य, डॉ. भीमराव अंबेडकर  
 डॉ. भीमराव अंबेडकर पंचायत, पहाडगाव  
 DR. B. R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
 पहाडगाव, पोर्ट ब्लायर  
 Pahargaoon, Port Blair - 744103



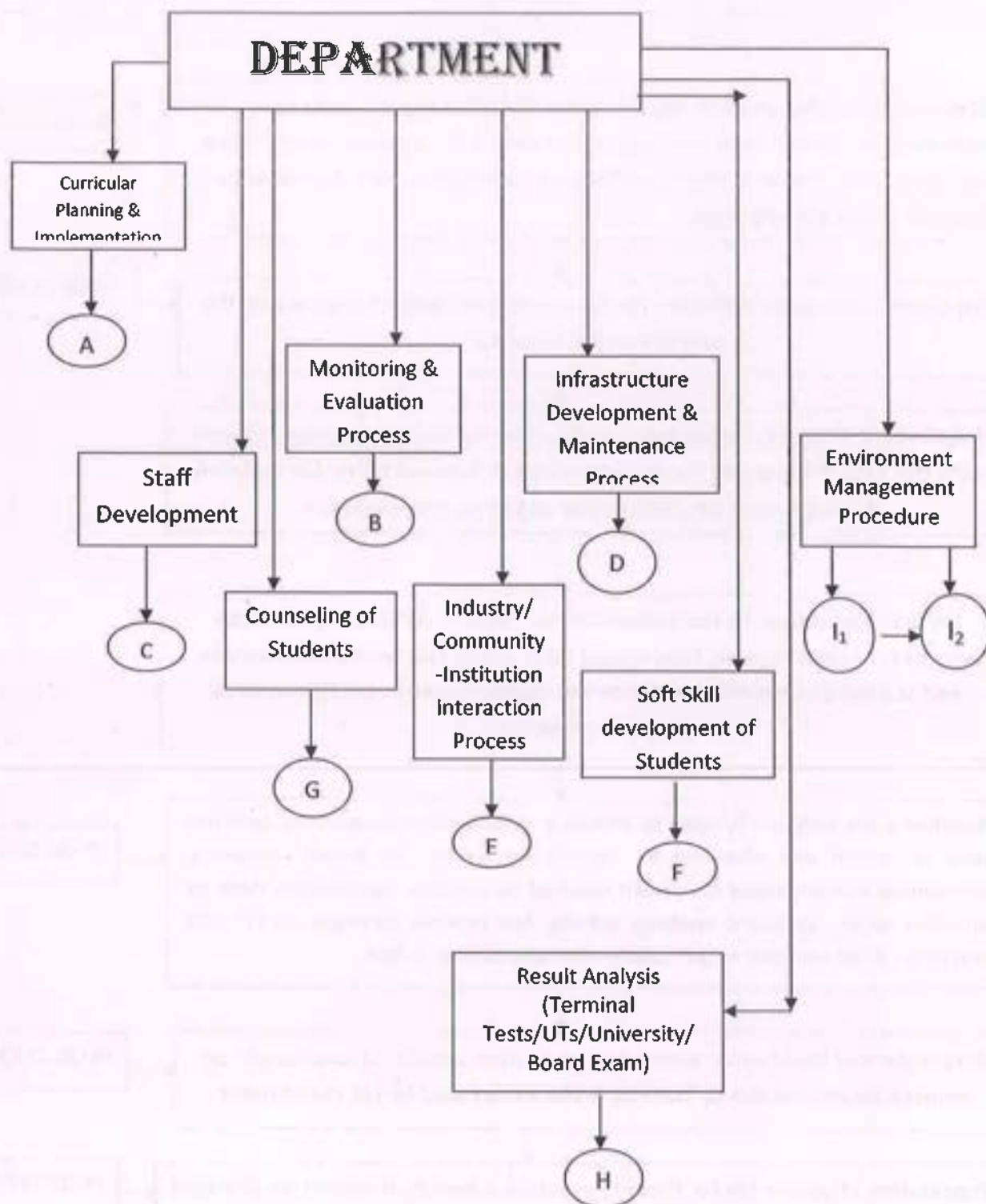
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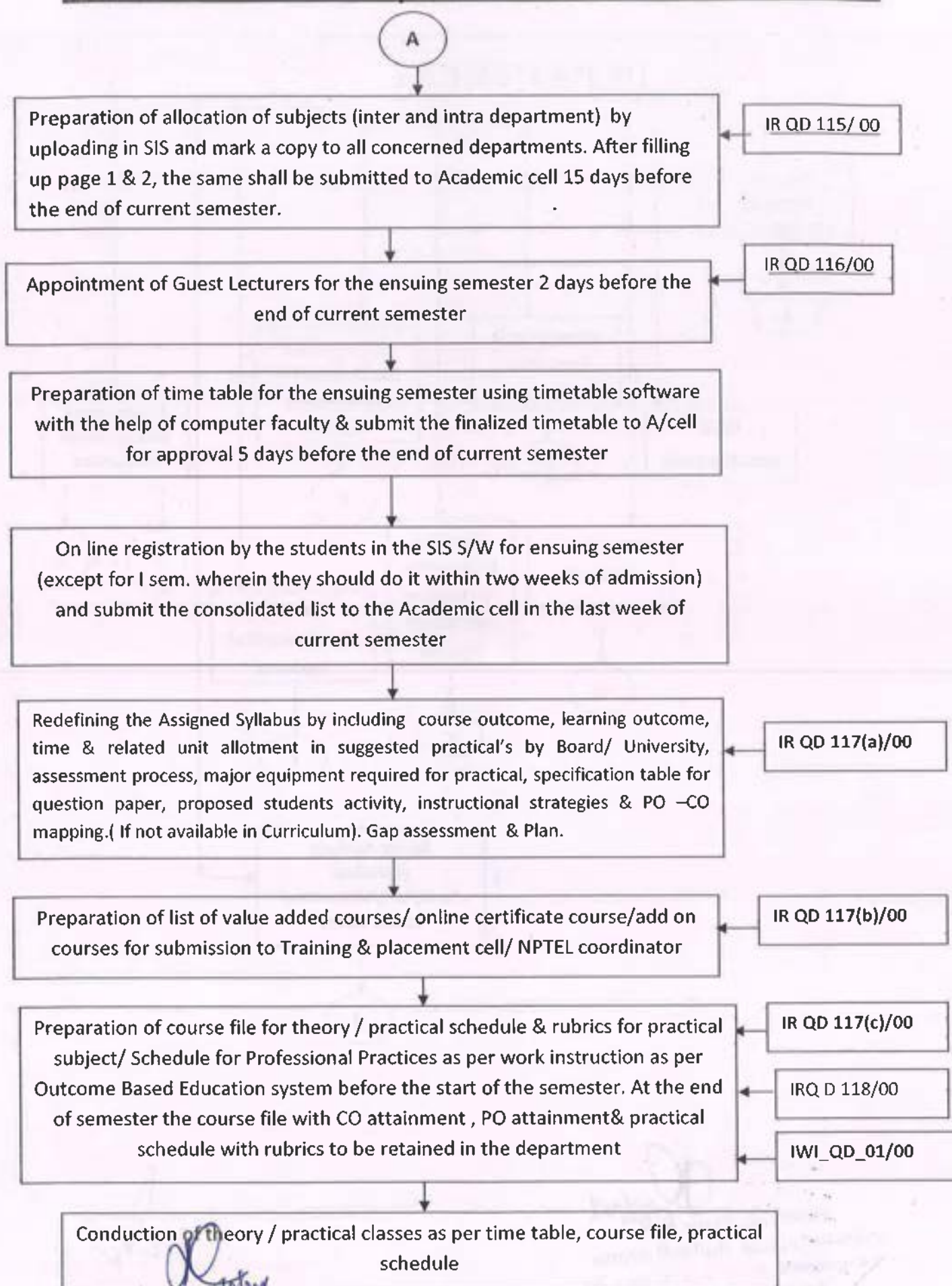
प्रधानाचार्य,   
 ज.भी.मराठव अंबेडकर पौद्यांगिकी संस्थान  
 DR B.R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
 पहाडगाव, माई बलार  
 Pahargao, Post Balar - 744103

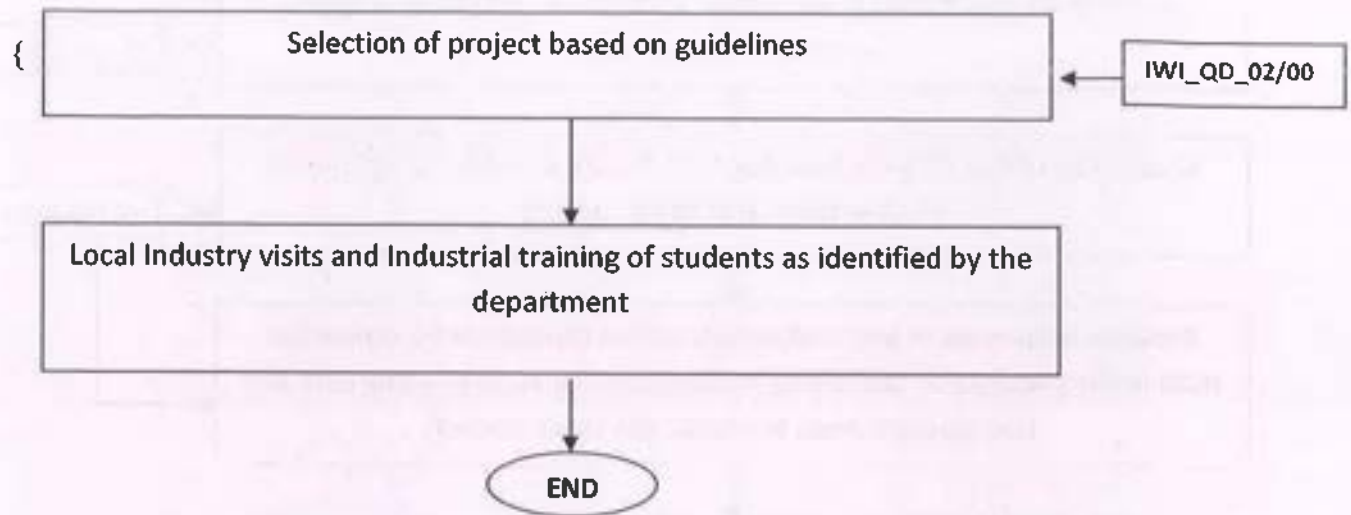




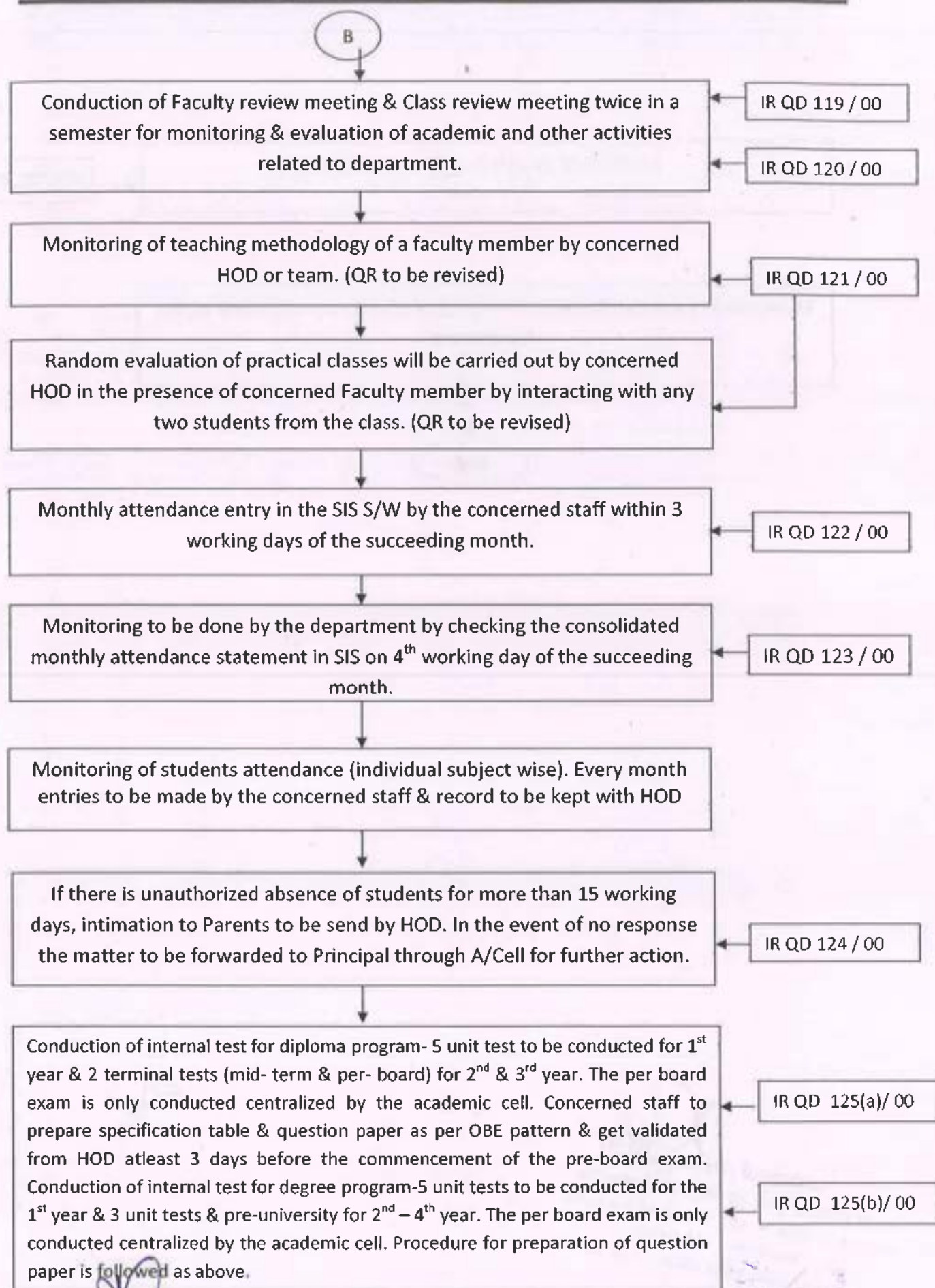


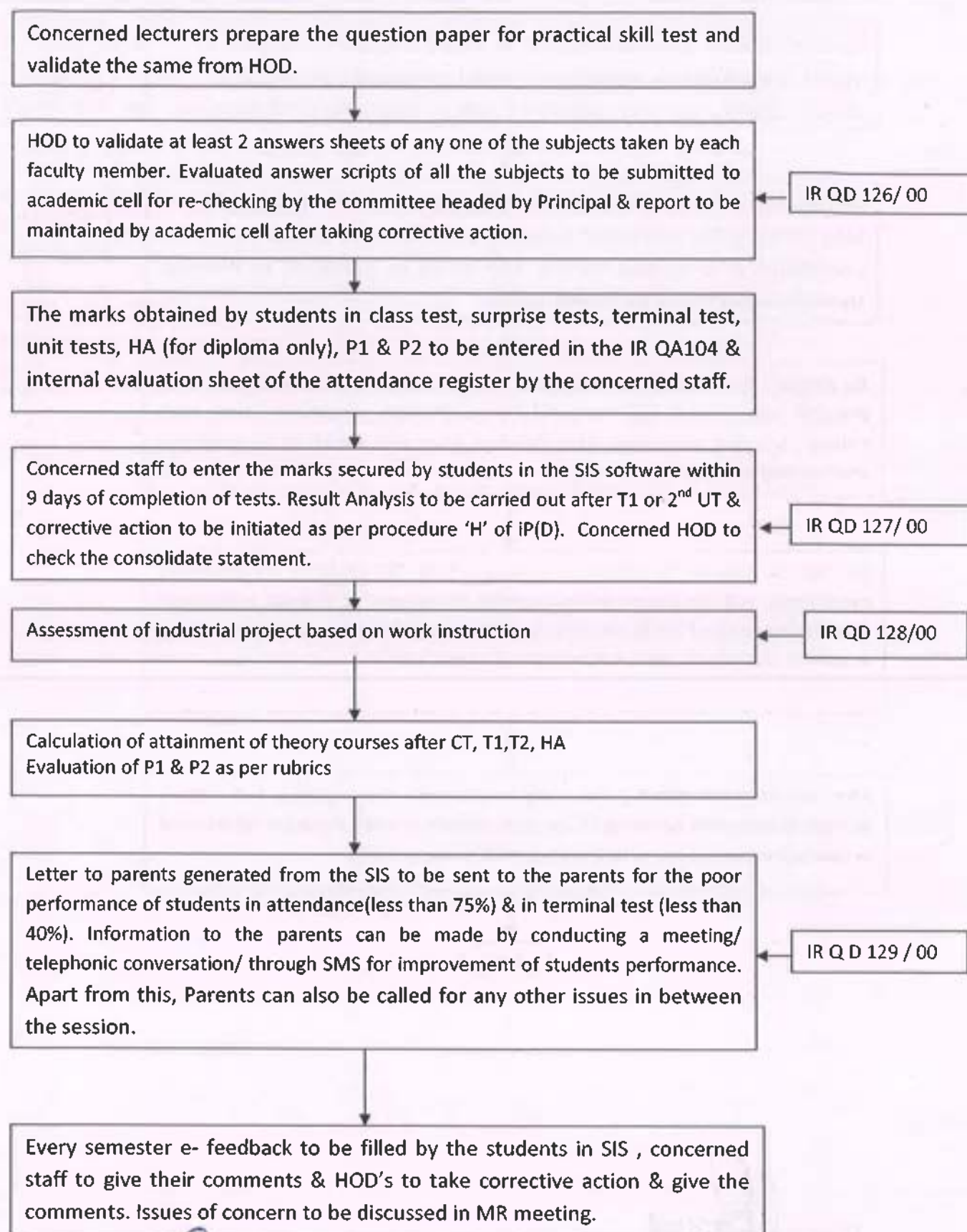
प्रधानाचार्य / Principal  
 डॉ. श्रीमराव अच्युतकर वैद्योमकी संस्थान  
 DR. S. R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
 पराडगाव, पोस्ट चलेवर

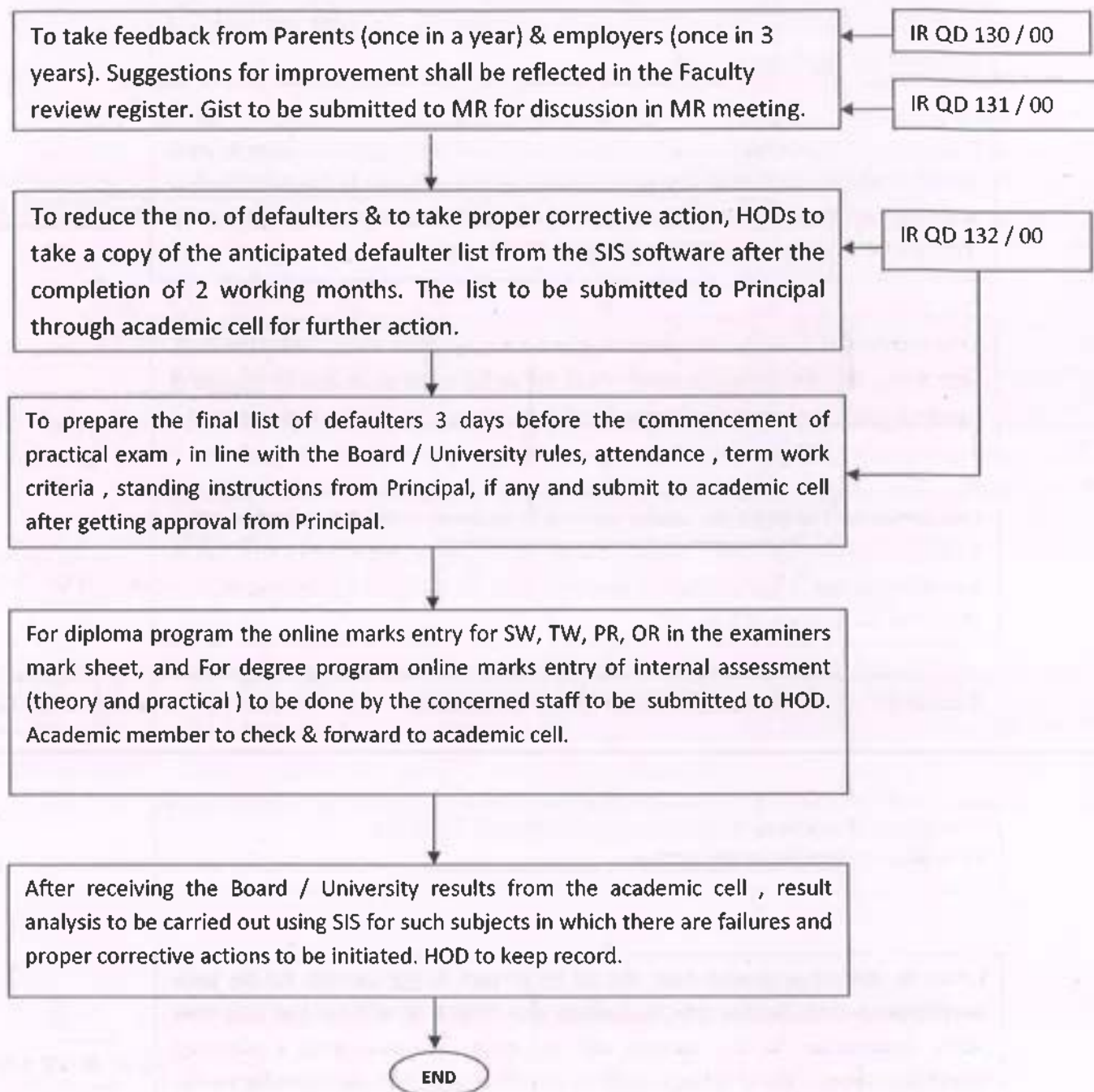




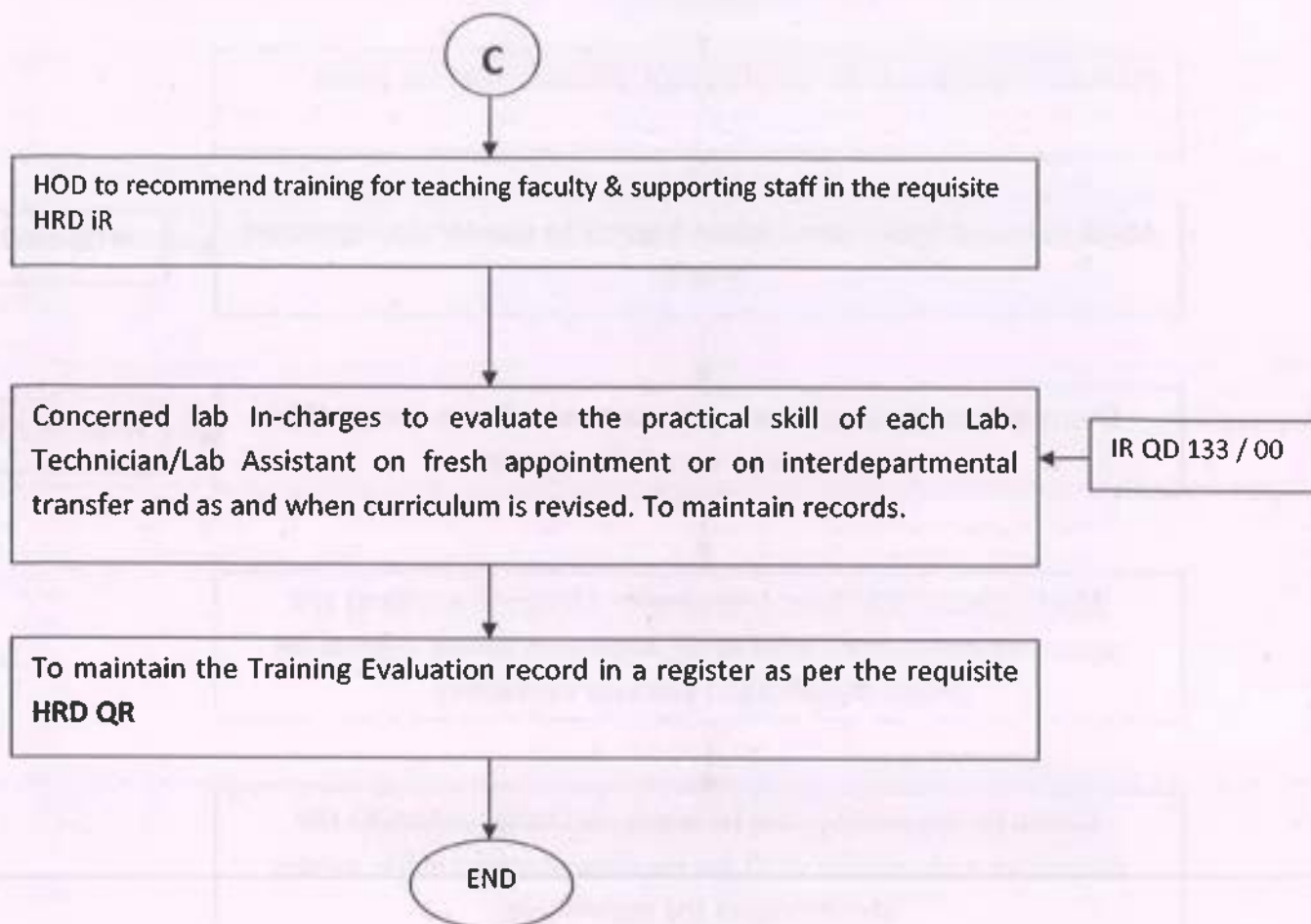
प्रधानाचार्य / Principal  
डा. भीष्मराव अवेडकर  
DR. BISHMARAV AVEDEKAR  
पैद्योगिकी संस्थान  
PAEDYOGIKI SANSTHAN  
Pahargaoon, Port Blair - 744103



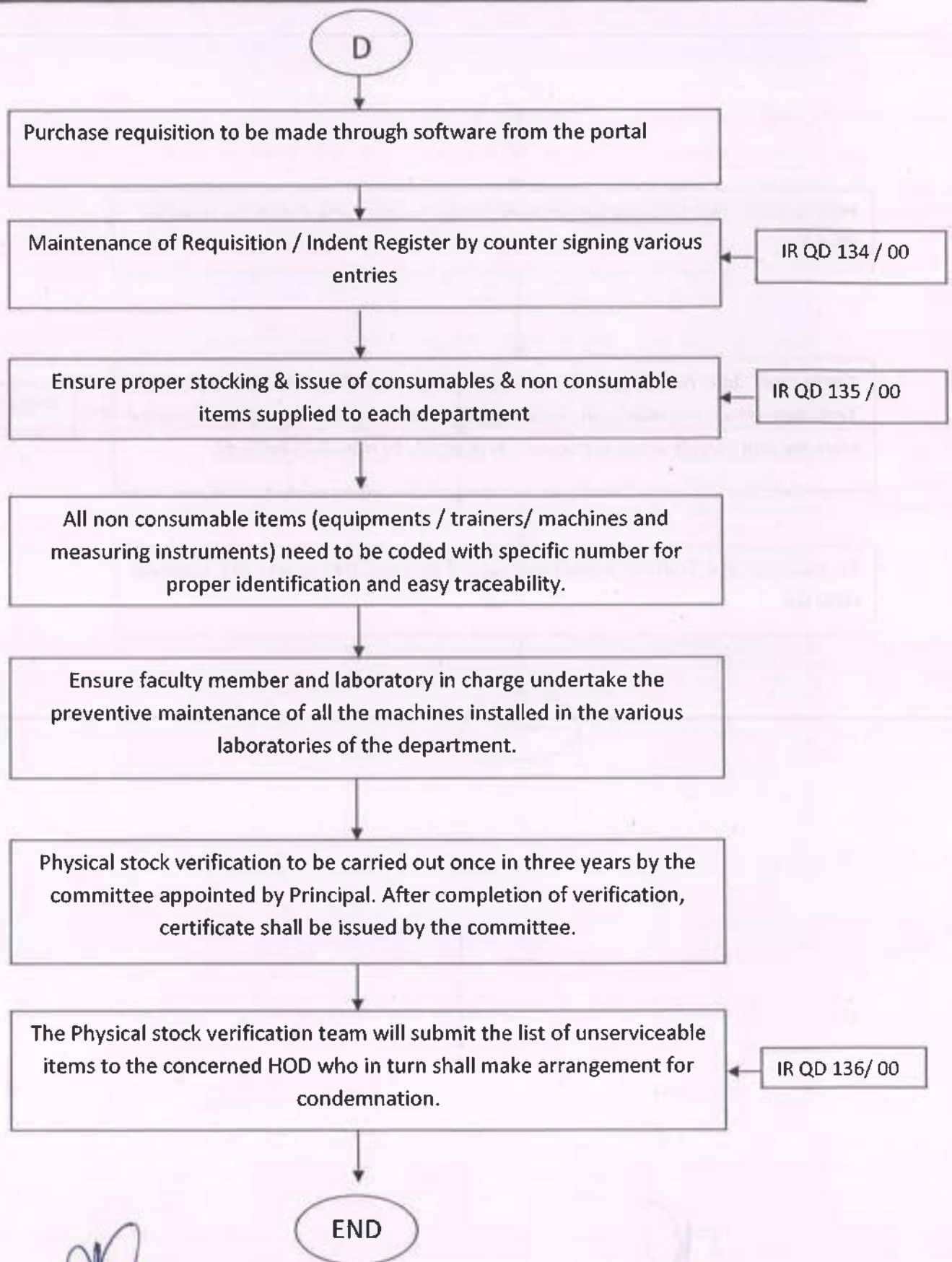


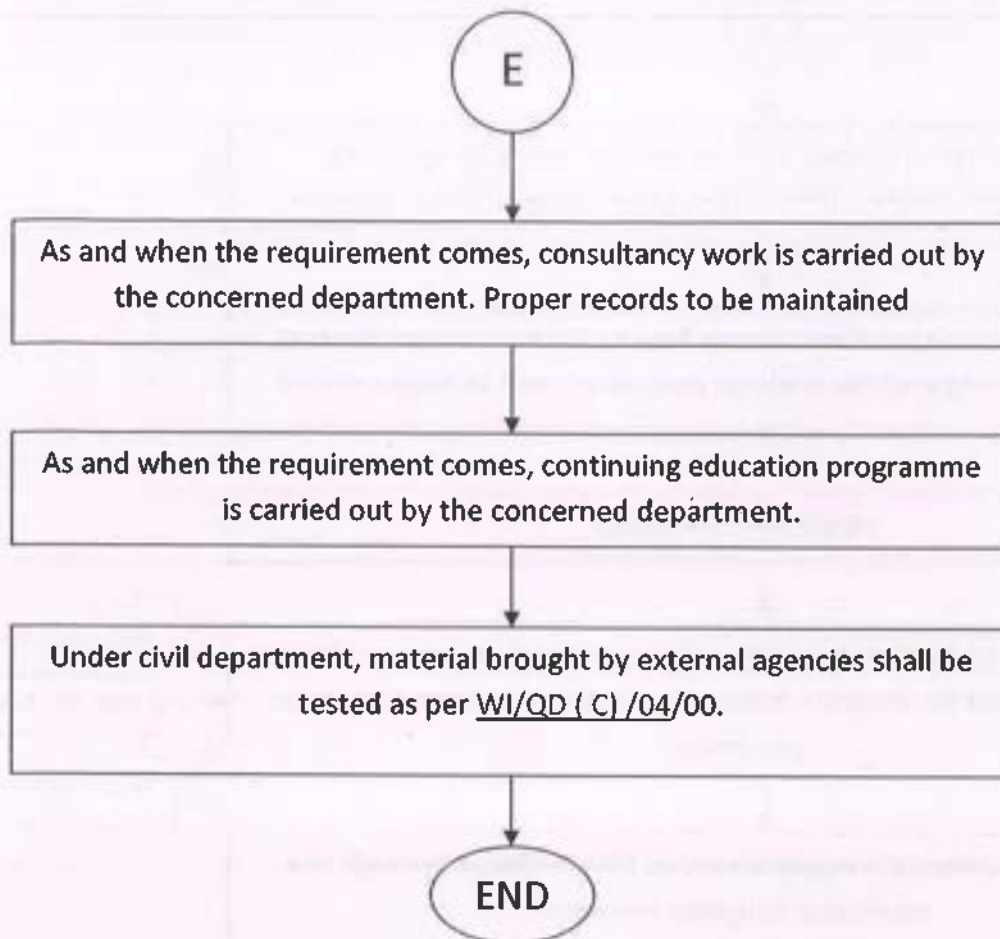


प्रधानाचार्य  
डा.भीमराव अंबेडकर  
DR B.R. AMBEDKAR UNIVERSITY OF TECHNOLOGY  
पुणे, महाराष्ट्र  
Pune, Maharashtra



प्रधानाचार्य / Principal  
डा. भीमराव अंबेडकर प्रौद्योगिकी संस्थान  
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पहाडगाव, फोर्ट ब्लेयर

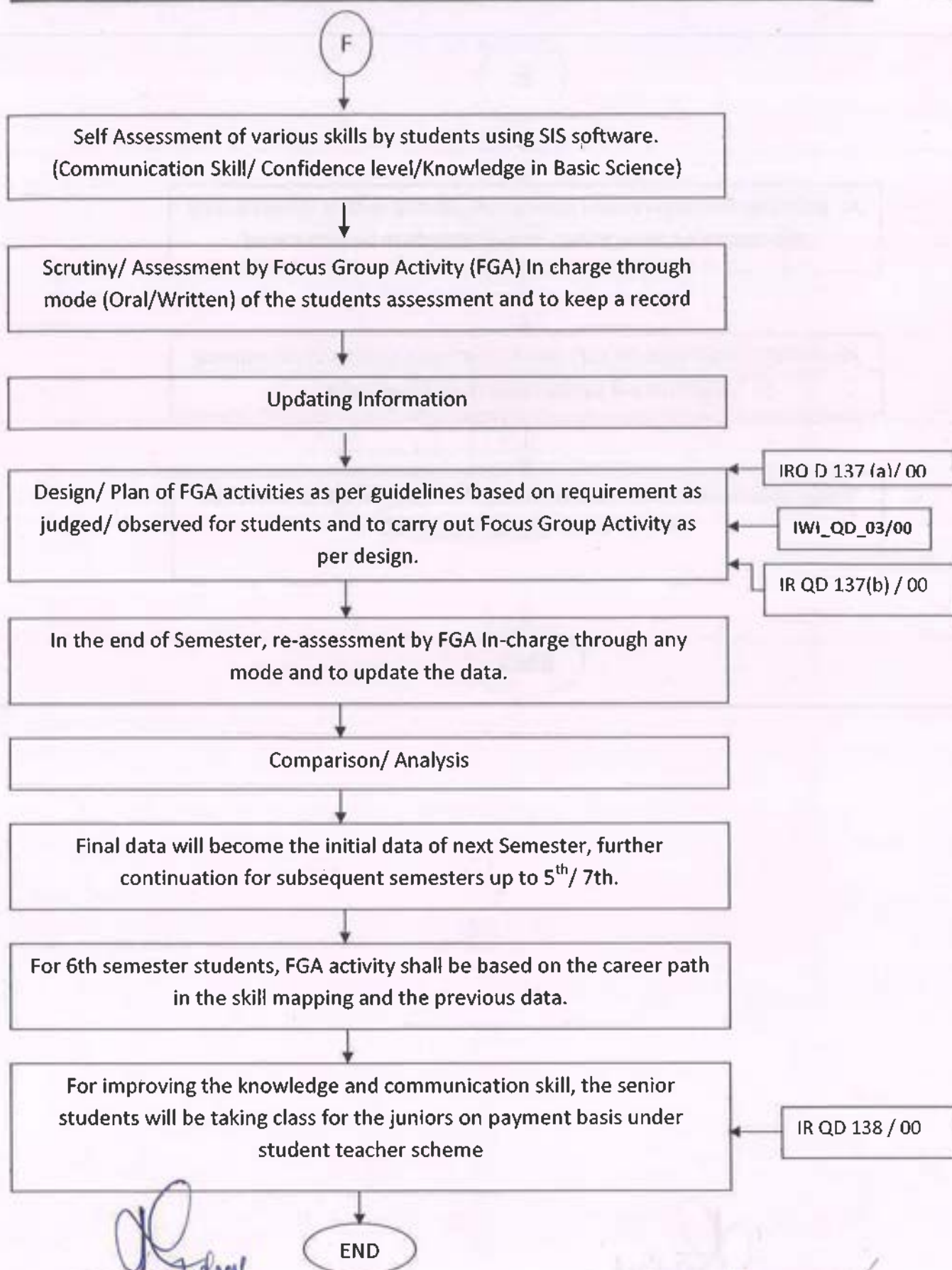


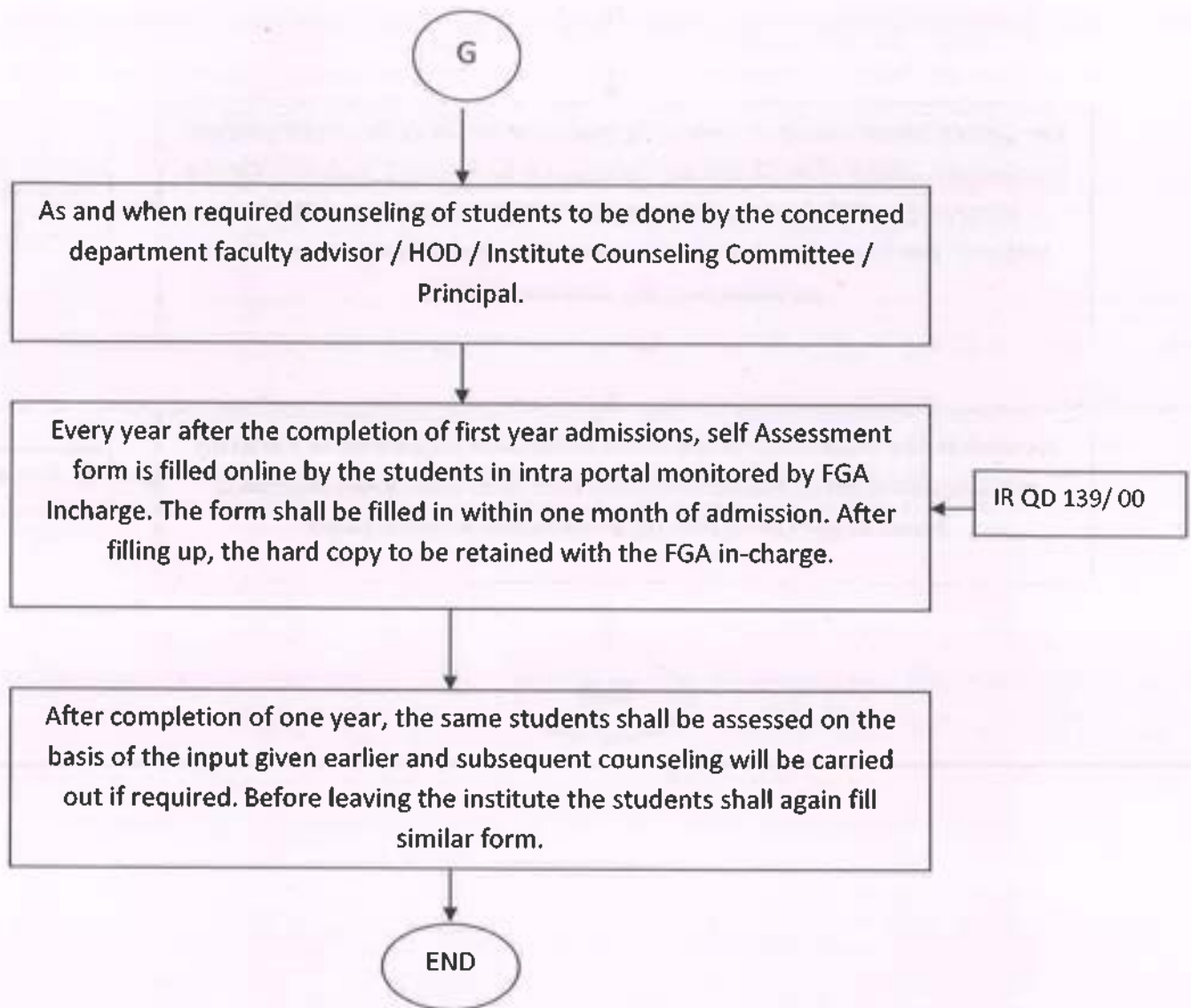


प्रधानाचार्य  
ज.मोमराव अंबेडकर प्रौद्योगिकी संस्थान  
DR B R AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पोर्ट ब्लेयर

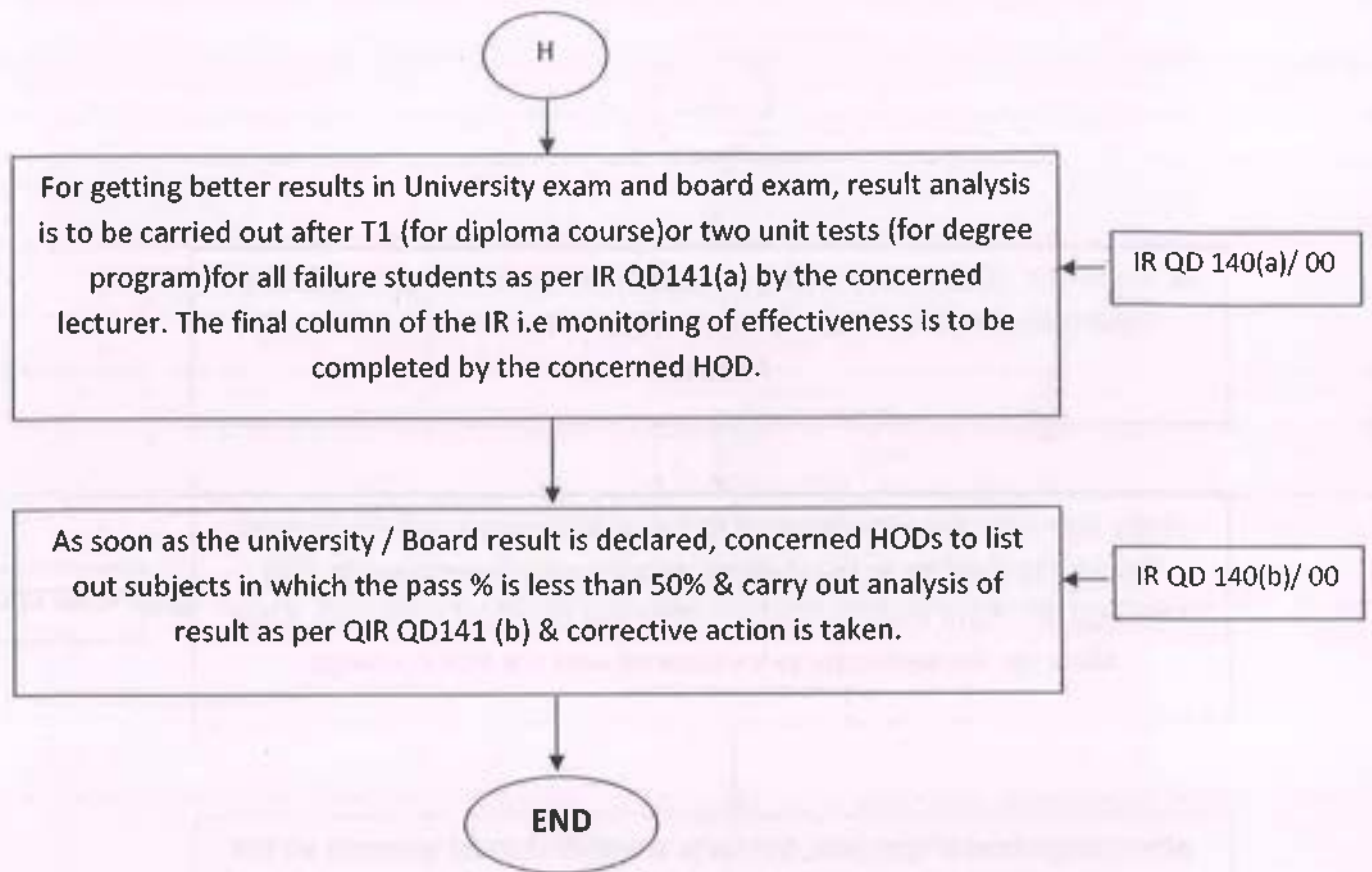
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[Issue No:0,1 Rev No:00, Date:19.03.2018]

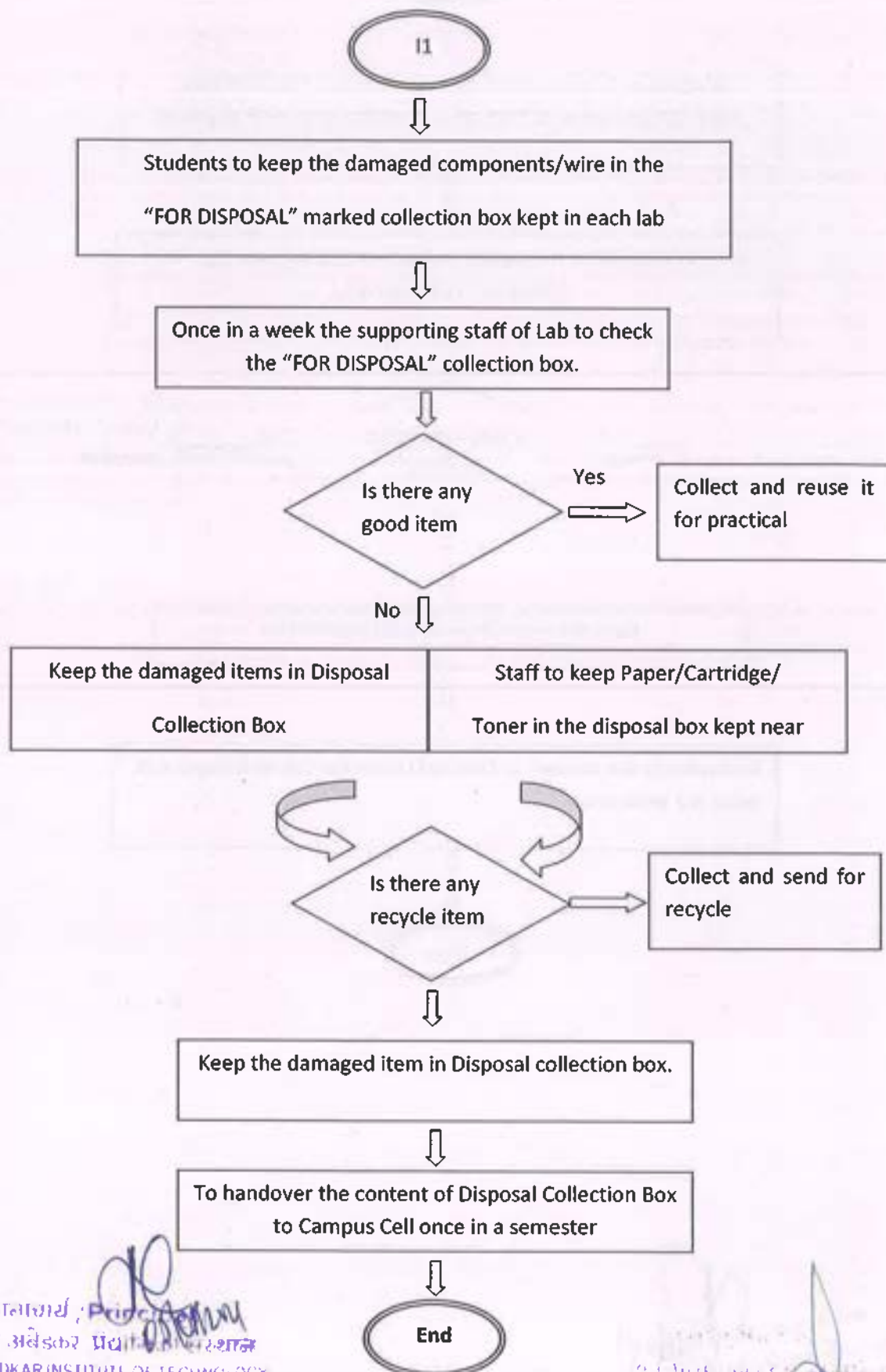


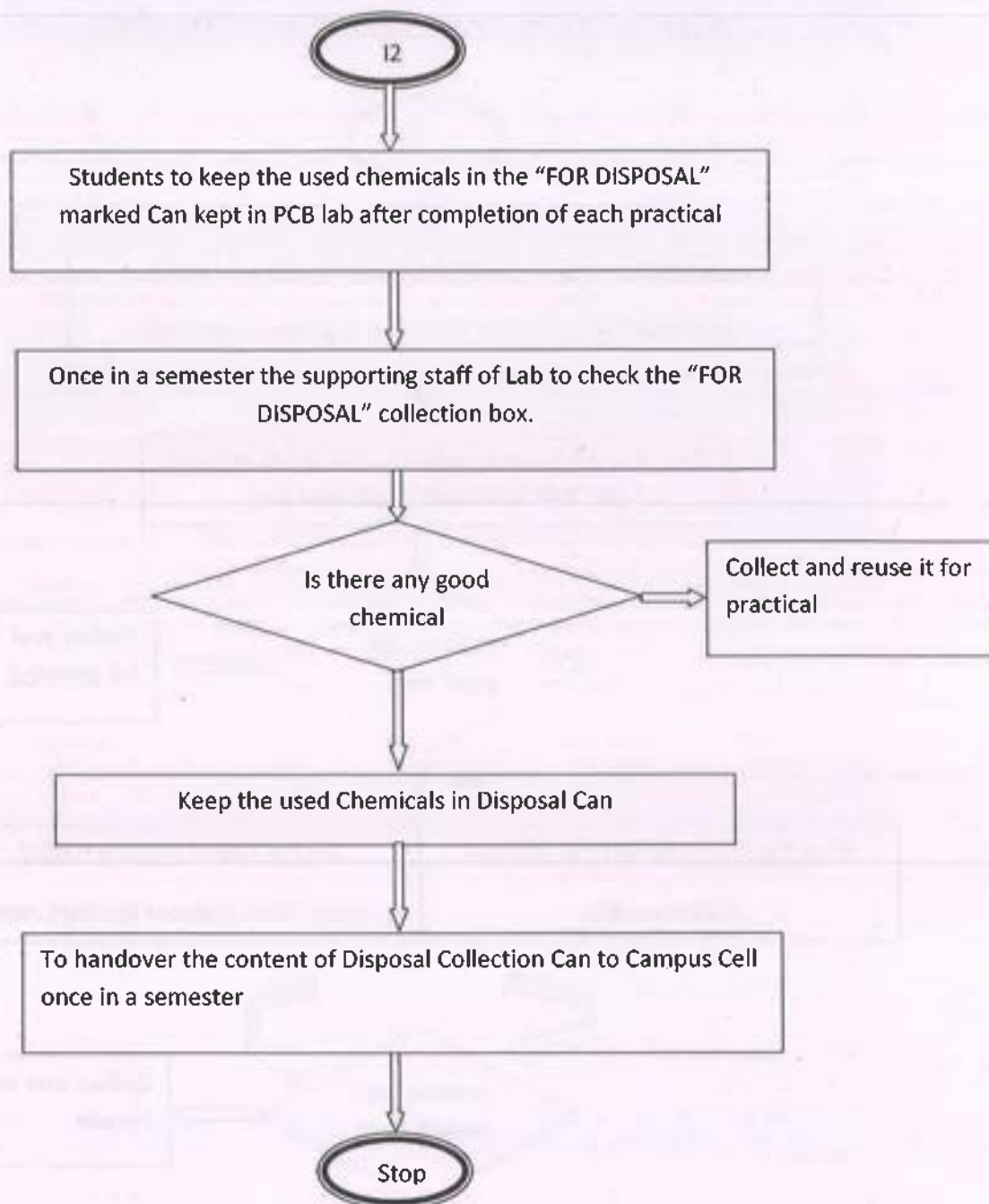


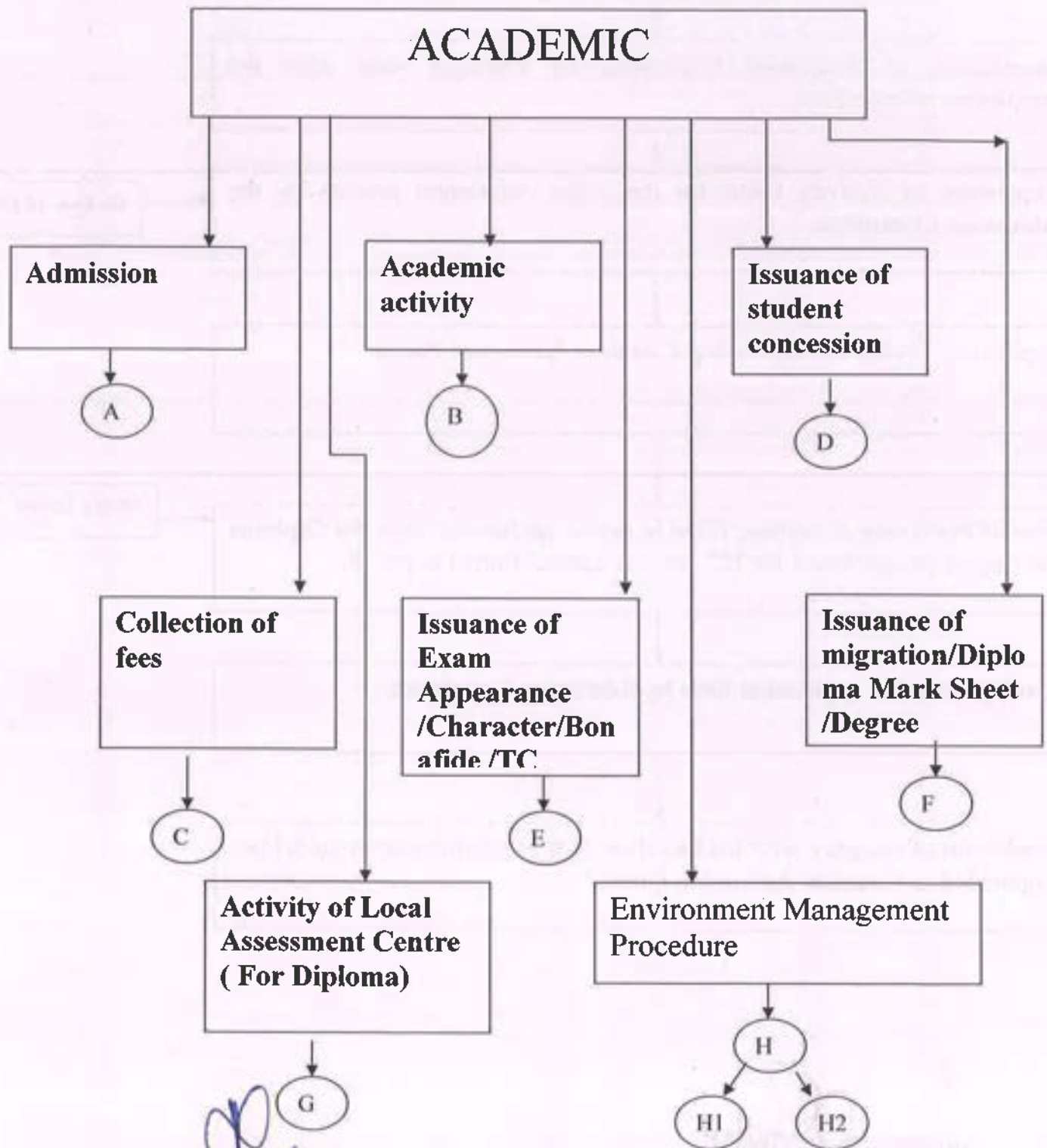
प्रधानाचार्य  
डॉ. मोमराव अंबेडकर प्रयोगिकी संस्थान  
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पहाडगाव, पोर्ट ब्लेयर



  
प्रधानाचार्य / Principal  
डा. भीमराव अंबेडकर प्रौद्योगिकी संस्थान  
DR B R AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पोस्ट ब्लॉक  
Pahadgaon, Post Block - 744103

**FLOW CHART FOR DISPOSAL OF ENVIRONMENTAL ASPECT**





प्रधानाचार्य P. Prasad

**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 12<sup>th</sup> entry & Lateral Entry) as per iR.

IR QA 102/00

Scrutiny of online application form by Admission Committee

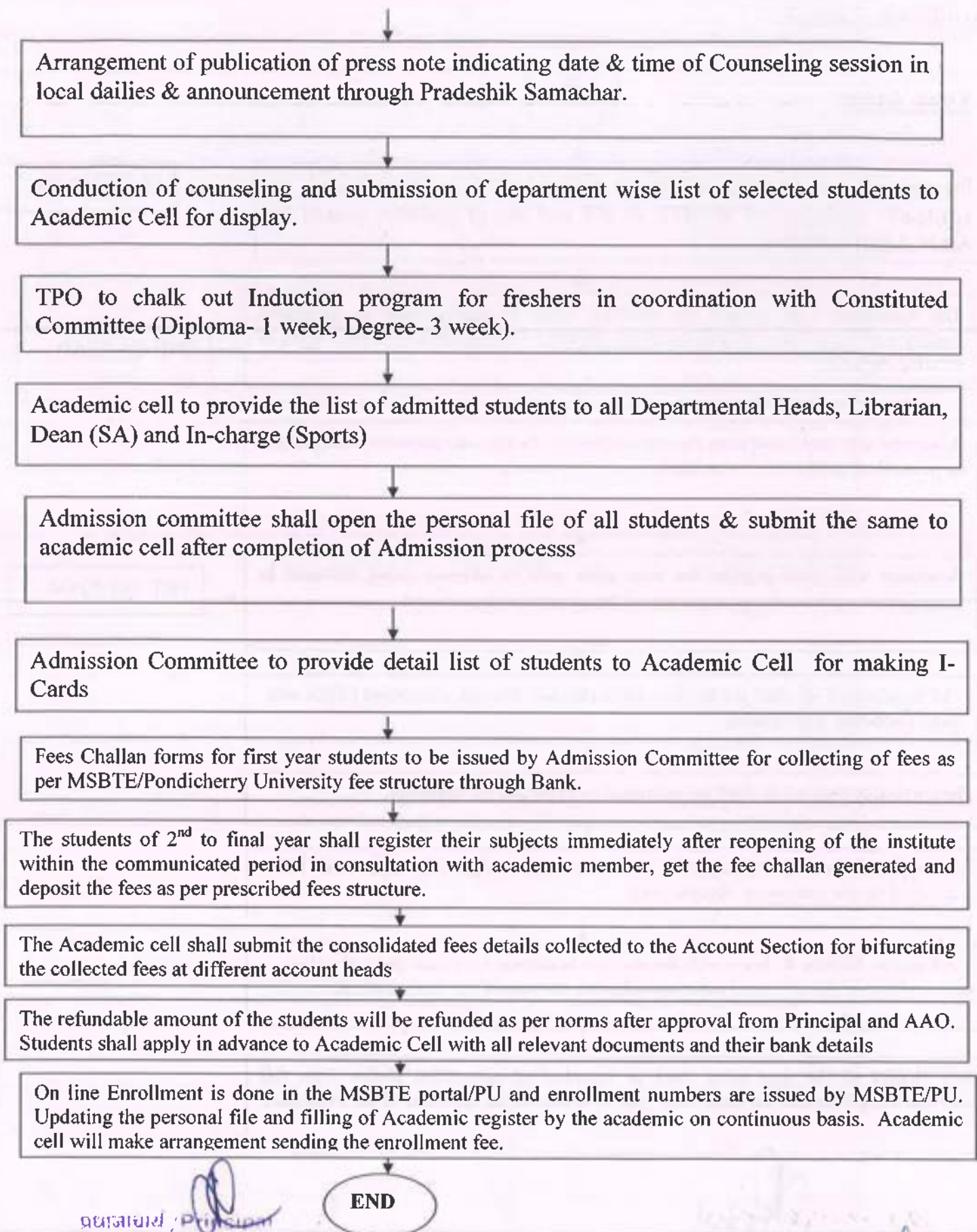
Preparation of category wise list based on A & N administration guidelines & uploaded in Common Admission Portal

प्रधानाचार्य / Principal

डा. भीमराव उषेडकर, प्रशासकीय संस्थान  
Issue No.: 01, Rev. No.: 00 Date: 19/03/2018

पहलगाव, पाटो जंक्शन

Rahargau, Port Blair - 744103



**Academic Activity****Time Table**

B

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 calendar 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

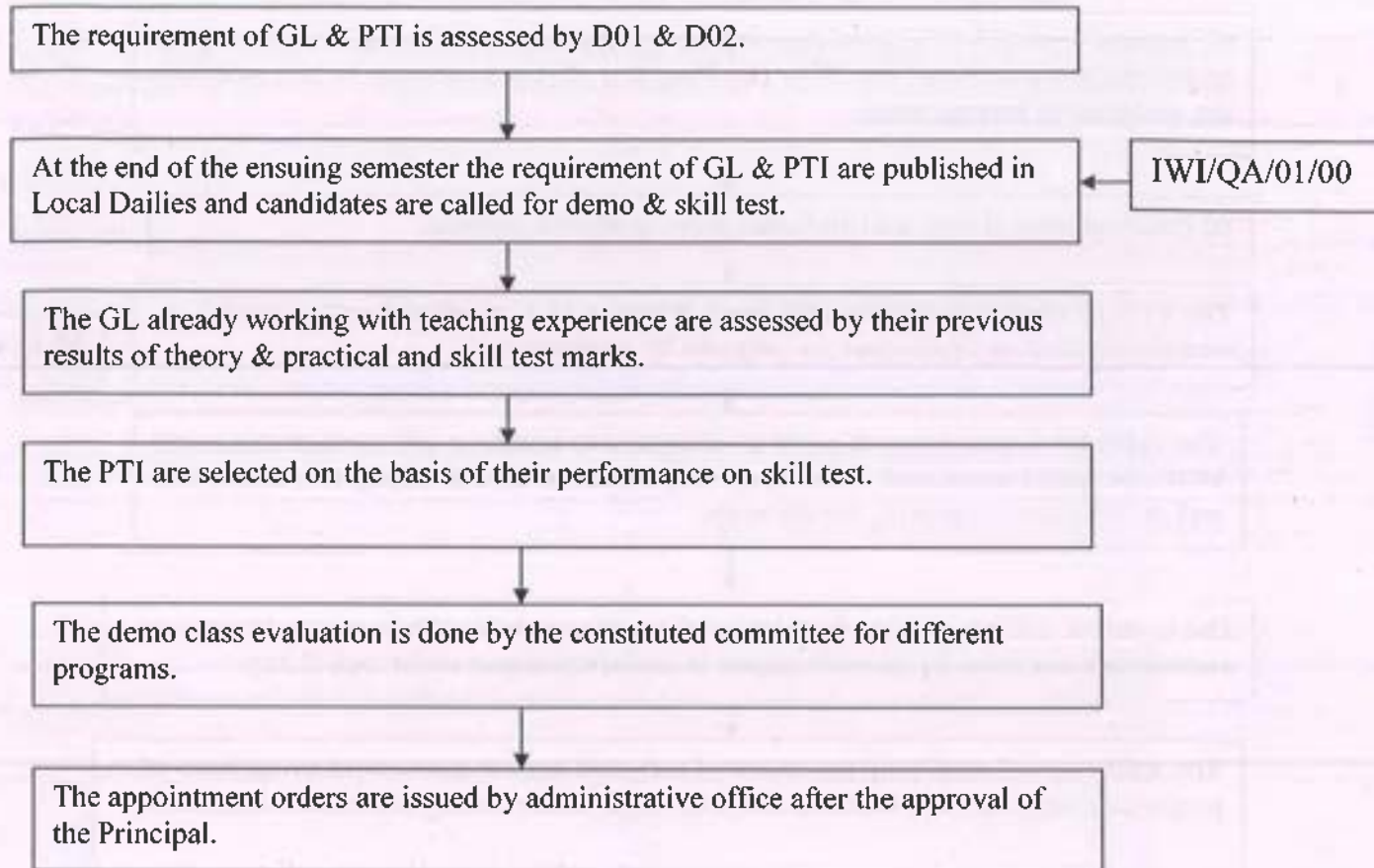
The Academic Cell shall get the time table checked through concerned HODs and make necessary corrections.

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****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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Pahargan, Port Blair - 744103

**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 1<sup>st</sup> 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 details 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.

प्रधानाचार्य  
डा.भीमराव अंबेडकर पेंथगॉन संस्थान

**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, Dollygunj. The academic members of the departments shall assist the students in online registration for the examination.

A copy the Challan 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.

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.

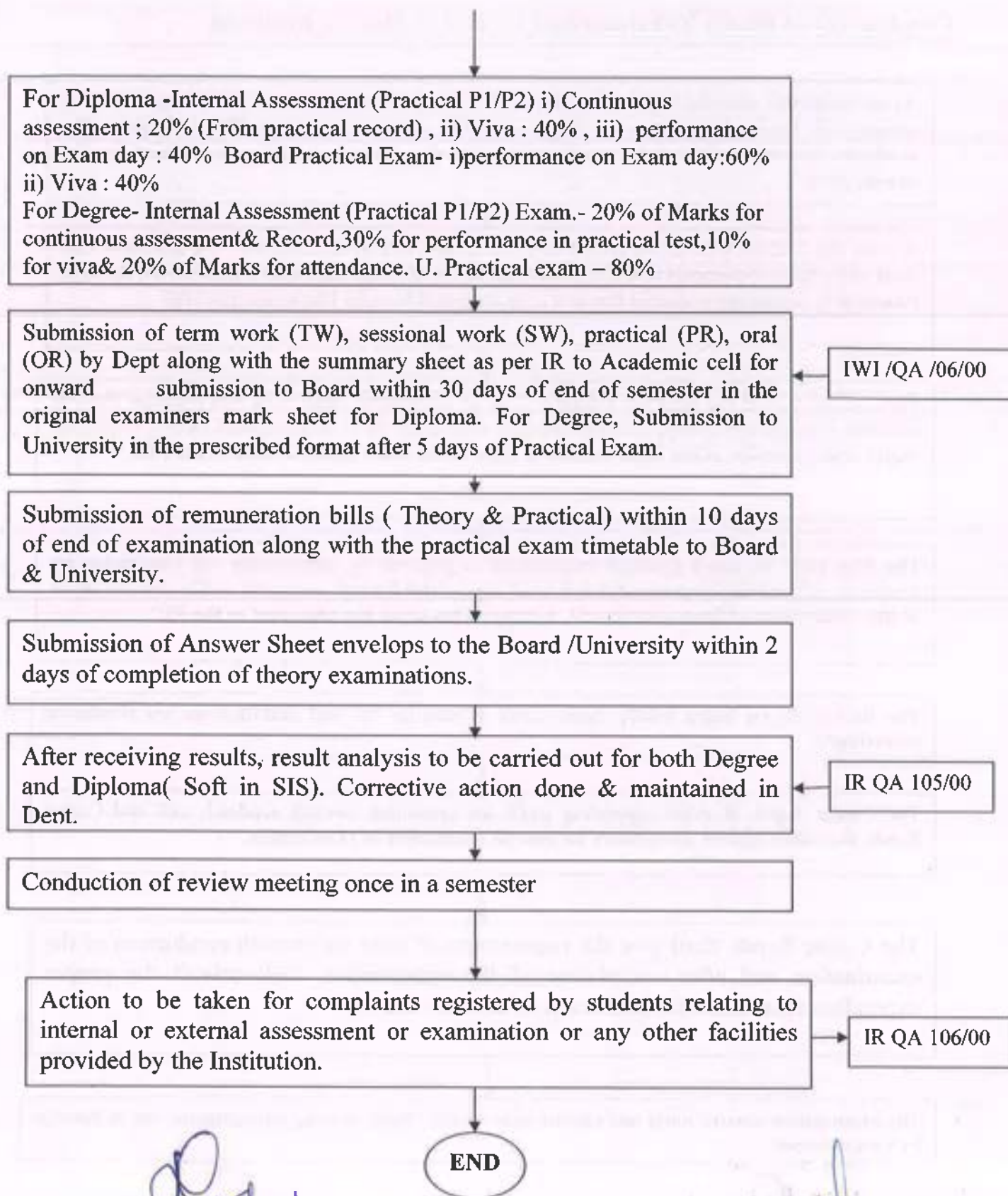
Issue of admit card to students received from Board

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 / Principal  
डा.भीमराव अंबेडकर प्रशासनिक विभाग  
DR B R AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पोस्ट अहमदनगर

Pahargawan, Post Ahmदनगर - 431003



प्रधानाचार्य /

डा भीमराव अवेडकर वैद्यकीय संस्थान

**Conduction of Board Examination (Th & Pr)- Degree 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, Dollygunj. The academic members of the departments shall assist the students in online registration for the examination.

A copy the Challan 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 Supt. and Controller of the Examination. **A copy of the same has also send to the PU.**

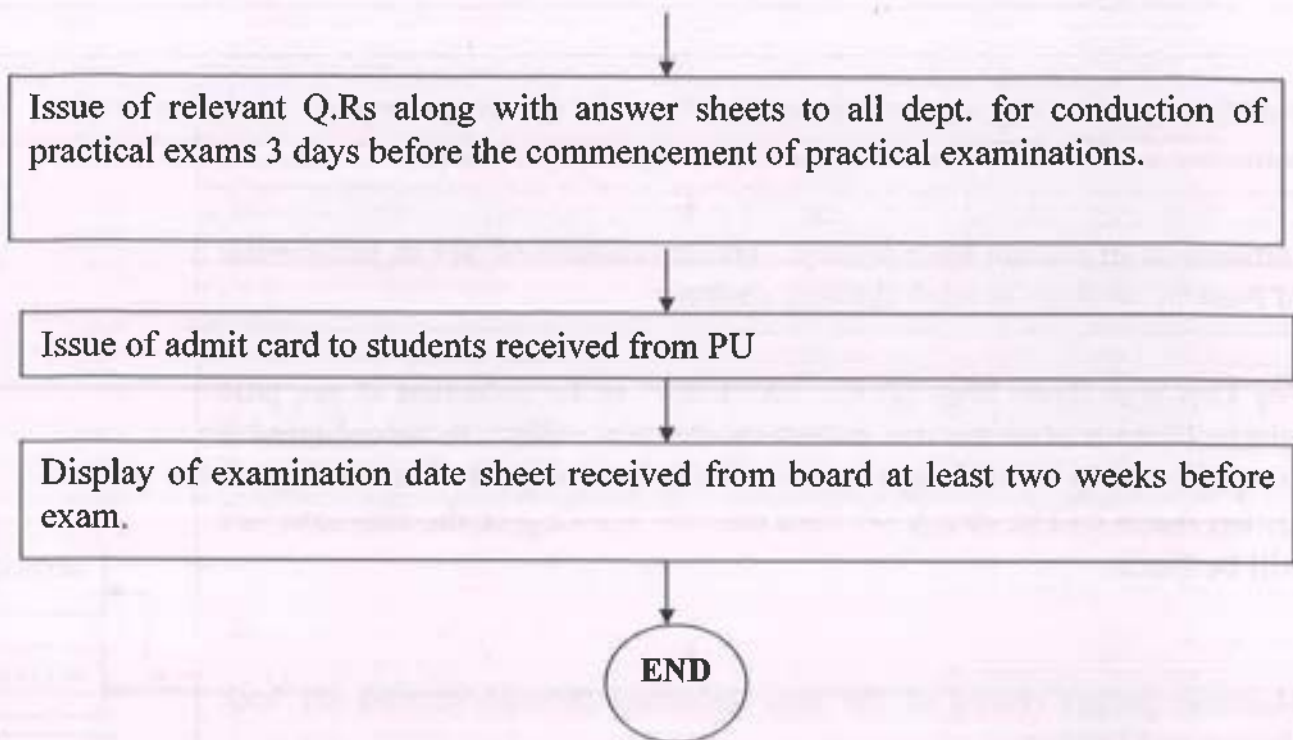
The time table for board practical examination is prepared by departments and consolidate by academic cell and finally communicated to all department through e-circular and is also displayed in the notice board of the academic cell. **A copy of the same has also send to the PU.**

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

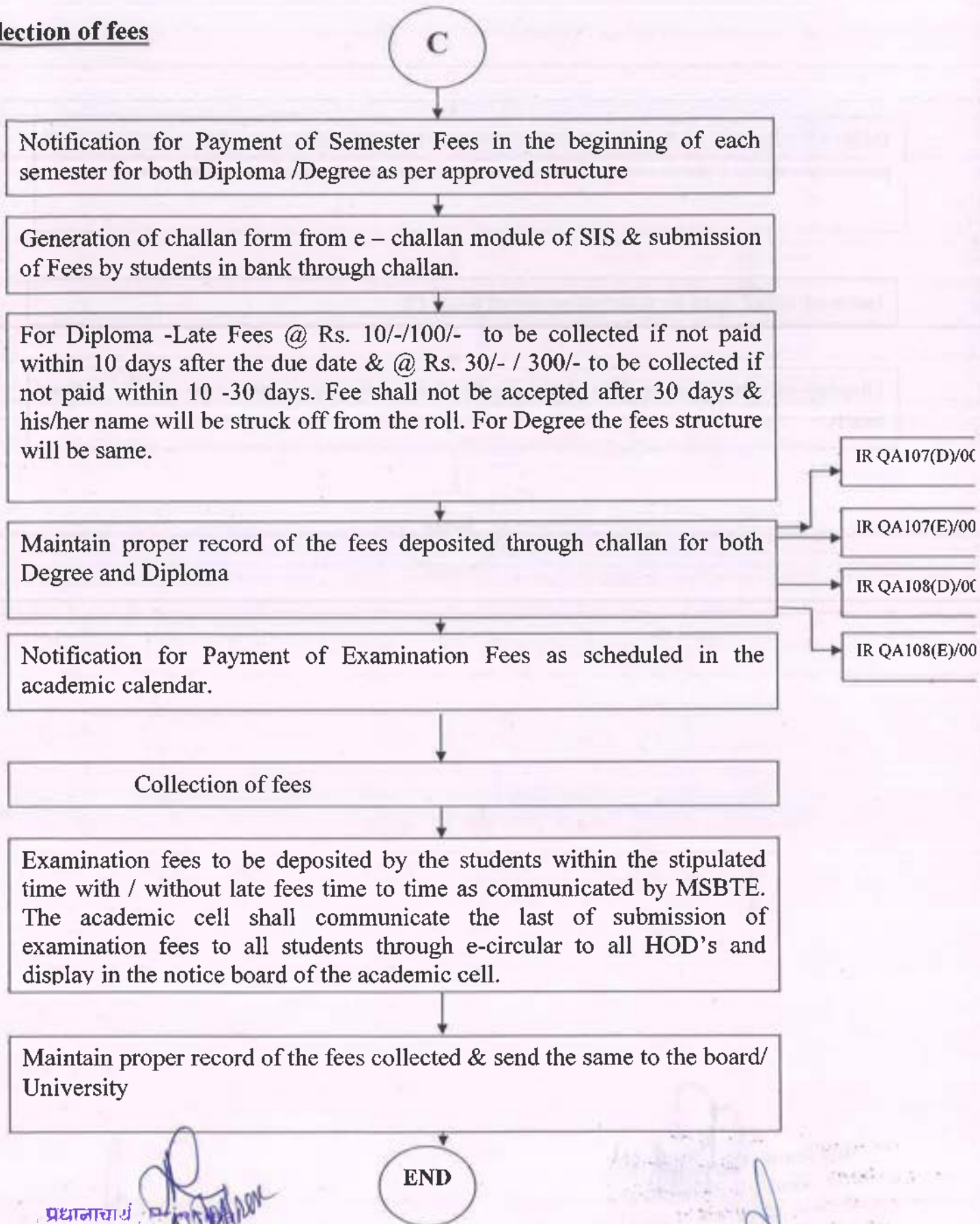
The Center Supdt. & other supporting staffs are appointed through academic cell and Center Supdt. thereafter appoint Invigilators for smooth conduction of examination.

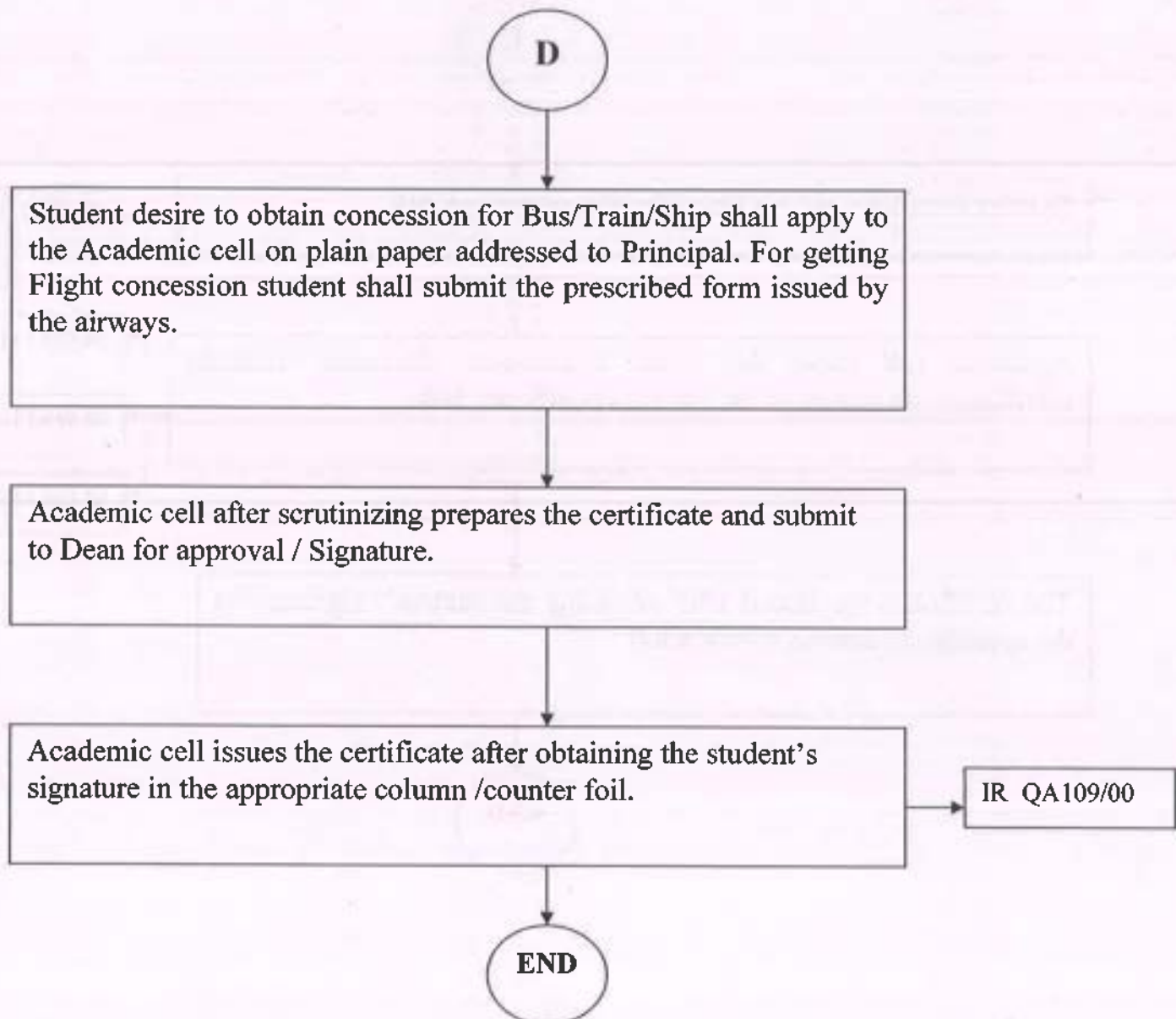
The Centre Supdt. shall give the requirement of fund for smooth conduction of the examination and after completion of the examination shall submit the proper expenditure statement for settlement of advance drawn.

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



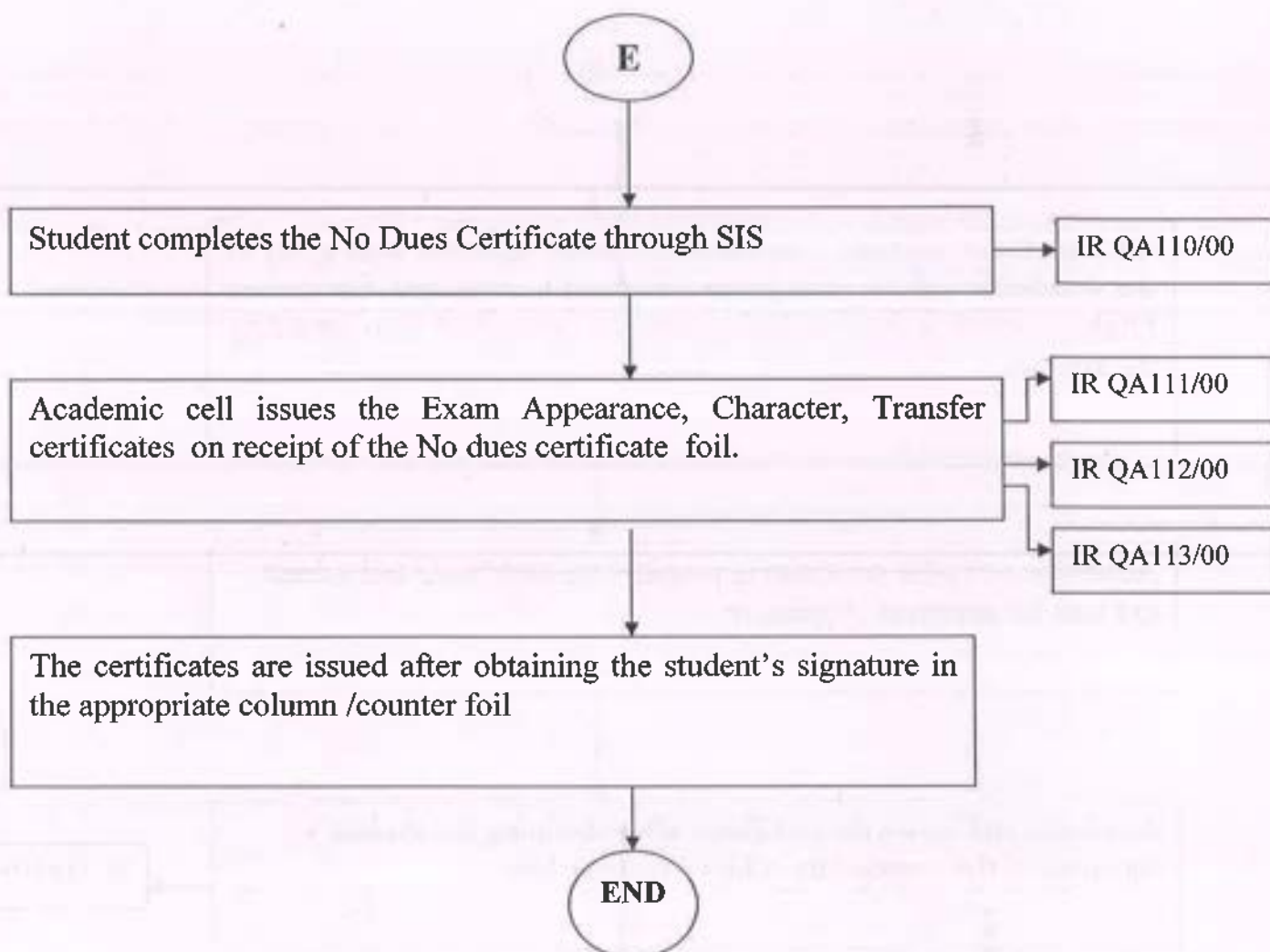
प्रधानाचार्य / Principal  
डा. भीमराव अंबेडकर प्रौद्योगिकी संस्थान  
DR. B.R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पाट नुंज्यूर

**Collection of fees**

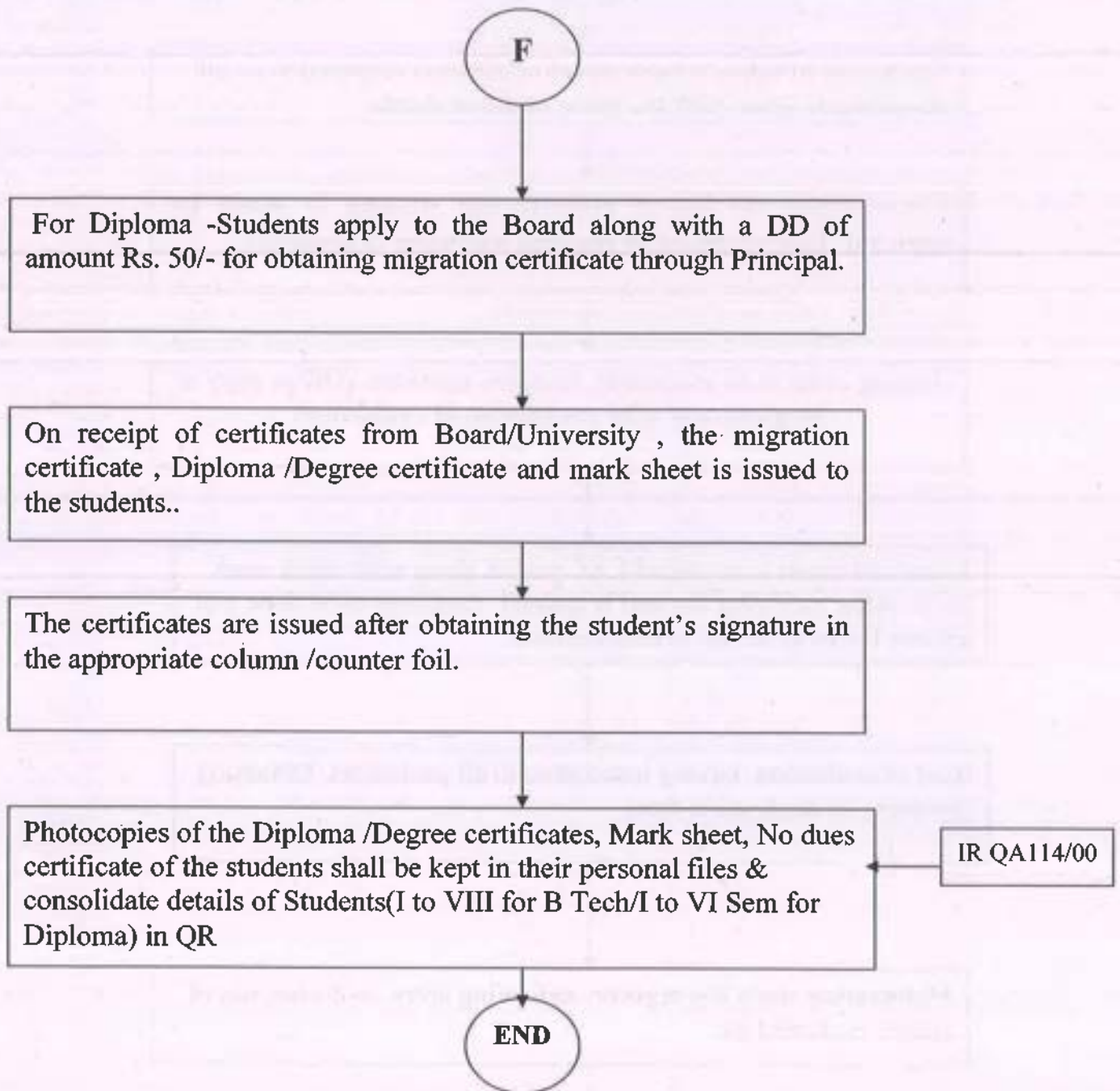
**Issuance of Student Concession**

प्रधानाचार्य / Principal  
डा. भीमराव अंबेडकर पोर्ट ब्लेयर  
DR. B. R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पोर्ट ब्लेयर

Pahadgaon, Port Blair - 744103

**Issuance of Exam Appearance /Character/Bonafide /TC**

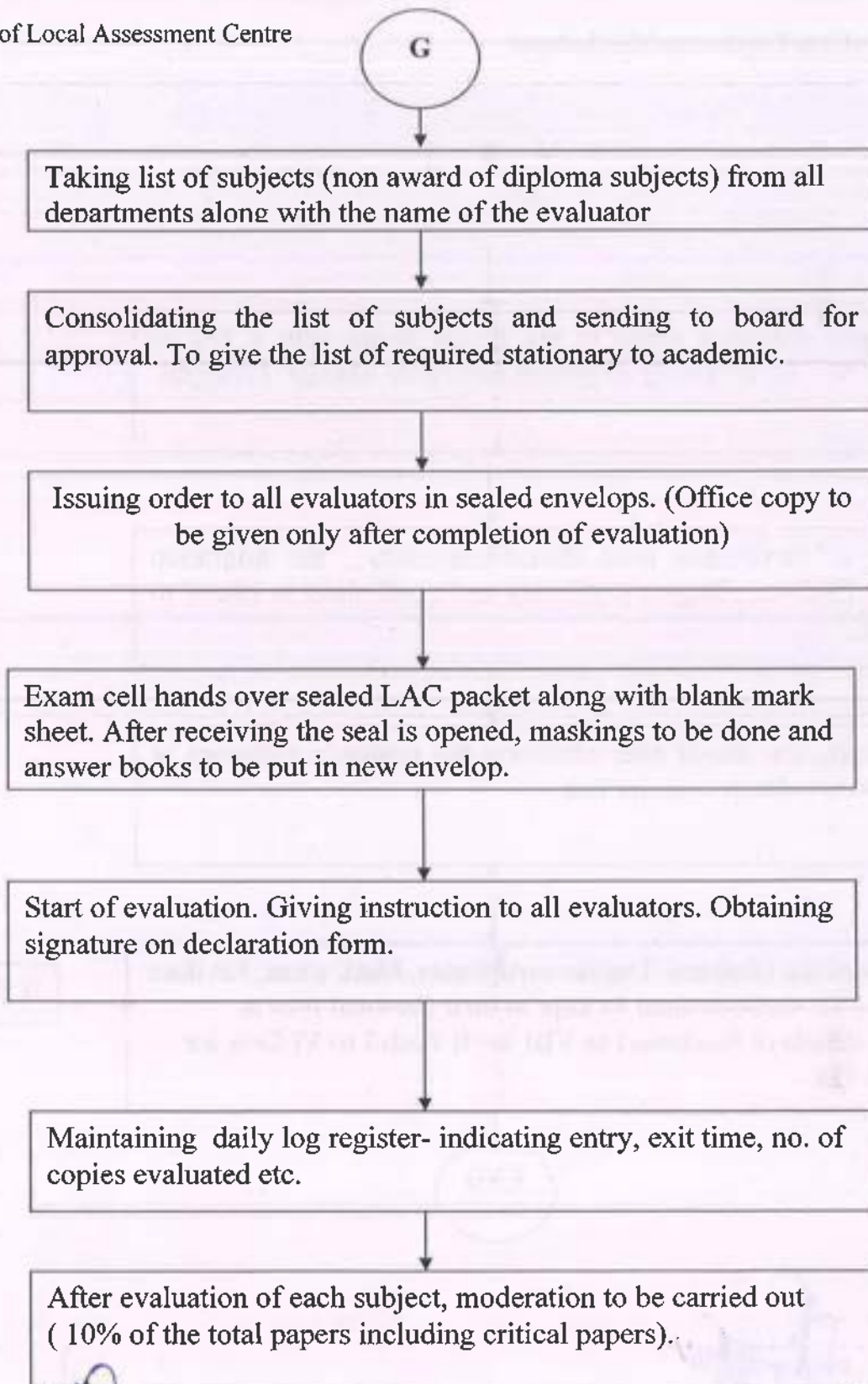
प्रधानाचार्य :  
डा.भीमराव अवेडकर प्रधानाचार्य पदस्थान  
DR. B. R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पोस्ट वनवड

**Issuance of migration/Diploma/Marksheet**

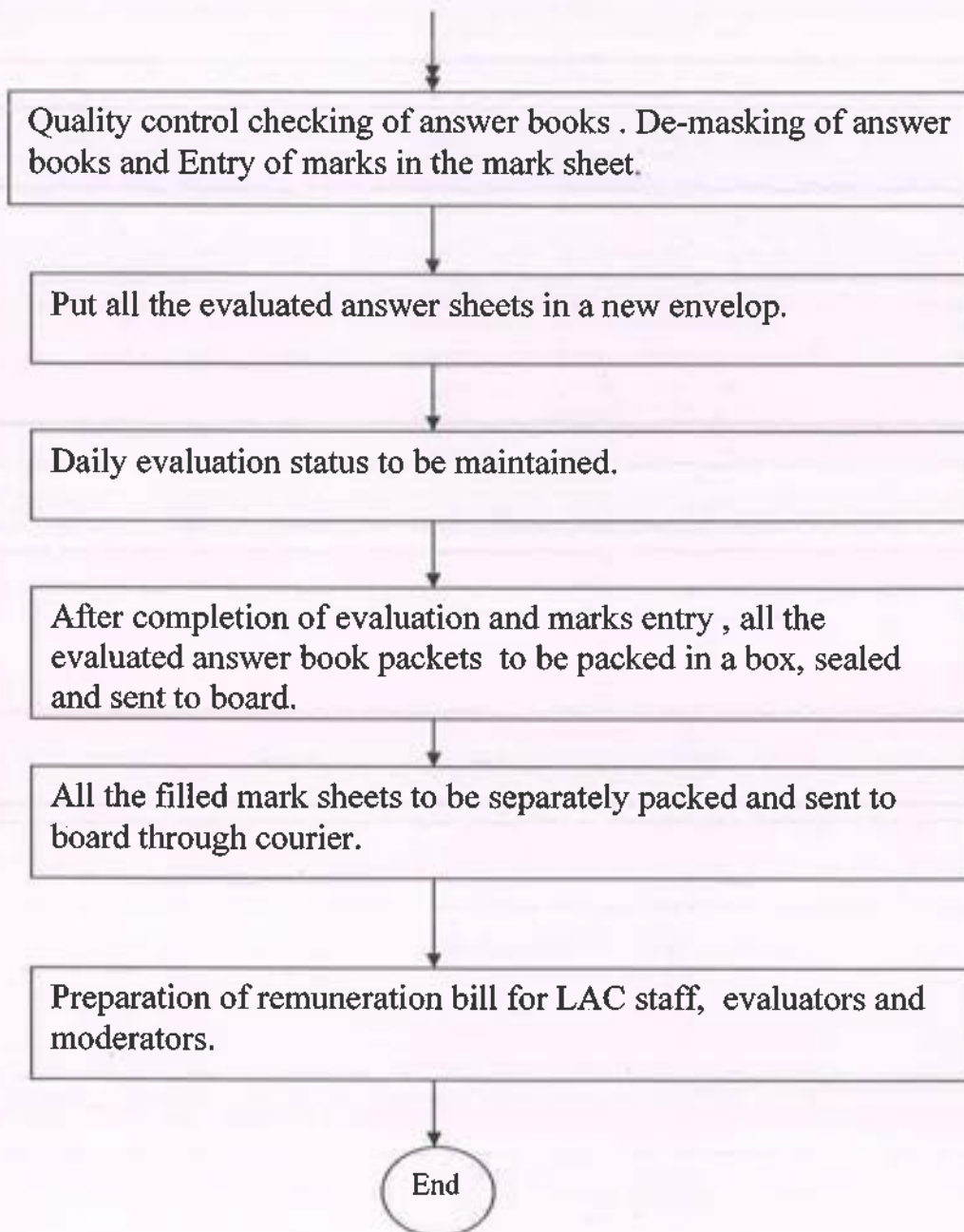
प्रधानाचार्य / Principal  
 डा. भीमराव अंबेडकर प्रौद्योगिकी संस्थान  
 DR. AMBLOKAR INSTITUTE OF TECHNOLOGY  
 पहाडगाव, पोर्ट ब्लेयर

पहाडगाव, पोर्ट ब्लेयर - 744103

## Activity of Local Assessment Centre



प्रधानाचार्य



प्रधानाचार्य  
डा. पी.मराठ अंबेडकर प्रौद्योगिकी संस्थान  
DR. P. MARATH AMBEDKAR INSTITUTE OF TECHNOLOGY



| Sl.no | Activity                                                                                                            | Guideline                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Remark                                                                                                                                                                              |
|-------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>SELECTION OF TOPIC</b>                                                                                           | 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     | <b>COMMITTEE</b>                                                                                                    | <b>PROJECT SCRUTINY COMMITTEE (PSC) shall comprise of :</b><br>(a) PRINCIPAL<br>(b) Overall Project coordinator<br>(c) Concerned HOD<br>(d) Departmental Coordinators in consultation with respective guides                                                                                                                                                                                                                                                                         | 1. The PSC shall be responsible for overall coordination and conduction of the projects and reviews<br><br>2. PSC shall give approval of the project based on the presentation made |
|       |                                                                                                                     | <b>PROJECT EVALUATION COMMITTEE(PEC) for internal review 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> for B.Tech programmes and 1st &amp; 2nd for Diploma programmes shall comprise of</b><br>(a) Concerned HOD<br>(b) Respective guides<br>(c) Faculty members present during the project reviews.<br>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                                                                                                  |
|       |                                                                                                                     | <b>PROJECT EVALUATION COMMITTEE(PEC) for Final review shall comprise of</b><br>(a) External Examiner (Industry expert/ Prof. from IIT, NIT or any other institute as decided)<br>(b) Internal Examiner (Guide)                                                                                                                                                                                                                                                                       |                                                                                                                                                                                     |
| 3     | <b>APPROVAL OF PROJECT</b>                                                                                          | The students shall give a presentation about the project before the PSC and any external expert if required                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                     |
| 4     | <b>EVALUATION OF STUDENT PERFORMANCE</b><br><br>Note: Principal will be present during all the Review presentations | <b>PROJECT ASSESSMENT &amp; EVALUATION</b><br>(a) B.Tech Programmes<br>Shall comprise of 4 reviews:<br>7 <sup>th</sup> Semester –Phase 1 of the project<br>• 1 <sup>st</sup> Review (20 Marks)<br>• 2 <sup>nd</sup> Review (30 marks)<br>8 <sup>th</sup> Semester –Phase 2 of the project<br>• 3 <sup>rd</sup> Review(20 Marks)<br>• 4 <sup>th</sup> Review (30 Marks)<br>• Final review (100 Marks/as per curriculum)<br><br>(b) Diploma Programmes<br>Shall comprise of 3 reviews: | By PEC                                                                                                                                                                              |



|   |                                     |                                                                                                                                                                                                         |  |
|---|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   |                                     | <b>6<sup>th</sup> Semester 1<sup>st</sup> Review (20 Marks)</b> <ul style="list-style-type: none"><li>• 2<sup>nd</sup> Review (30 marks)</li><li>• Final Review (100 Marks/as per curriculum)</li></ul> |  |
| 5 | <b>Continuous Assessment Report</b> | <ul style="list-style-type: none"><li>• The log book should be maintained by individual student, and monitored by respective guides.</li></ul>                                                          |  |

  
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मुहाडगाव, पार्त ब्लेयर  
Raharapur, Port Blair - 744103





6

# **MARKING SCHEME**

**Note: Principal will be present during all the Review presentations**

## **(a) B.Tech programmes**

### **7<sup>th</sup> Semester -First Review (20 marks)**

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

### **7<sup>th</sup> Semester -Second Review (30 marks)**

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

### **8<sup>th</sup> 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                              |

### **8<sup>th</sup> 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<sup>th</sup> Semester –Final Review (100 marks)**

| S.No | Parameter                                                          | Marks                                     | Assessor          |
|------|--------------------------------------------------------------------|-------------------------------------------|-------------------|
| 1    | (i)Presentation<br>(ii) Viva<br>(iii) Conclusion/<br>functionality | (i) 20<br>(ii) 20<br>(iii) 20<br>Total=60 | External examiner |
| 2    |                                                                    |                                           | Internal          |



|  |                                                                            |                                       |                  |
|--|----------------------------------------------------------------------------|---------------------------------------|------------------|
|  | (i) Continues assessment report<br>(ii) Report writing/ submission on time | (i) 20<br><br>(ii) 20<br><br>Total=40 | Examiner (Guide) |
|--|----------------------------------------------------------------------------|---------------------------------------|------------------|

(b) Diploma Programmes:

**6<sup>th</sup> semester – 1<sup>st</sup> review (20 marks)**

| S.No | Parameter                                                                                                                                                                               | Marks | Assessor |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|
| 1    | <ul style="list-style-type: none"> <li>Literature Review/ Study of existing system</li> <li>Gap Assessment</li> <li>Objective &amp; Scope</li> <li>Benefits &amp; Time Frame</li> </ul> | 15    | HOD      |
|      | <ul style="list-style-type: none"> <li>Continuous Assessment</li> </ul>                                                                                                                 | 05    | Guide    |

**6<sup>th</sup> semester – 2<sup>nd</sup> 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 Faculty |
| 3    | Final Draft Report                     | 10    | Guide               |



|          |                                                                                 | <table><tr><th>S.N<br/>o</th><th>Parameter</th><th>Marks</th><th>Assessor</th></tr><tr><td>1</td><td>(i)Presentation<br/>(ii) Viva<br/>(iii) Conclusion/<br/>functionality</td><td>(iv) 20<br/>(v) 20<br/>(vi) 20<br/>Total=60</td><td>External<br/>examiner</td></tr><tr><td>2</td><td>(i)Continues assessment<br/>report<br/>(ii) Report writing/<br/>submission on time</td><td>(i) 20<br/><br/>(ii) 20<br/><br/>Total=40</td><td>Internal<br/>Examiner<br/>(Guide)</td></tr></table> | S.N<br>o                                                                                                                                                                                | Parameter | Marks | Assessor | 1 | (i)Presentation<br>(ii) Viva<br>(iii) Conclusion/<br>functionality | (iv) 20<br>(v) 20<br>(vi) 20<br>Total=60 | External<br>examiner | 2 | (i)Continues assessment<br>report<br>(ii) Report writing/<br>submission on time | (i) 20<br><br>(ii) 20<br><br>Total=40 | Internal<br>Examiner<br>(Guide) |
|----------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|----------|---|--------------------------------------------------------------------|------------------------------------------|----------------------|---|---------------------------------------------------------------------------------|---------------------------------------|---------------------------------|
| S.N<br>o | Parameter                                                                       | Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Assessor                                                                                                                                                                                |           |       |          |   |                                                                    |                                          |                      |   |                                                                                 |                                       |                                 |
| 1        | (i)Presentation<br>(ii) Viva<br>(iii) Conclusion/<br>functionality              | (iv) 20<br>(v) 20<br>(vi) 20<br>Total=60                                                                                                                                                                                                                                                                                                                                                                                                                                                 | External<br>examiner                                                                                                                                                                    |           |       |          |   |                                                                    |                                          |                      |   |                                                                                 |                                       |                                 |
| 2        | (i)Continues assessment<br>report<br>(ii) Report writing/<br>submission on time | (i) 20<br><br>(ii) 20<br><br>Total=40                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Internal<br>Examiner<br>(Guide)                                                                                                                                                         |           |       |          |   |                                                                    |                                          |                      |   |                                                                                 |                                       |                                 |
| 7        | PROJECT REPORT<br>WRITING                                                       | <ul style="list-style-type: none"><li>• Document Writing is a continuous process.</li><li>• Soft copy is to be shown during intermediate reviews.</li><li>• Hard Copy is taken on final completion of the project</li></ul>                                                                                                                                                                                                                                                              |                                                                                                                                                                                         |           |       |          |   |                                                                    |                                          |                      |   |                                                                                 |                                       |                                 |
| 8        | Fixation of Review Dates                                                        | Should be done in consultation with Overall Project Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                          | All faculty member whosoever is not having classes at that time shall attend the Project Reviews. In case of not attending the same, they should intimate the concerned HOD in writing. |           |       |          |   |                                                                    |                                          |                      |   |                                                                                 |                                       |                                 |

## 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

1. 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

1. 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 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 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 (Skill Map) of first semester shall be the initial data of second SEM.*

*The same process shall be continued for 2<sup>nd</sup> Semester and 3<sup>rd</sup> 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

## Understanding Level for 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Semester

- The FGA teacher to take the data of Skill Map of 3<sup>rd</sup> 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 Technical Understanding (For 04<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> 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 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> 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 the variation more than 10% regarding assessment of Monitoring Team

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

### The FGA teacher to take the data of Skill Map of 6<sup>th</sup> 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 07<sup>th</sup> & 8<sup>th</sup> 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 solving etc.

#### ***Assessment of Aptitude level 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 to carry final assessment on sampling basis who 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 :**

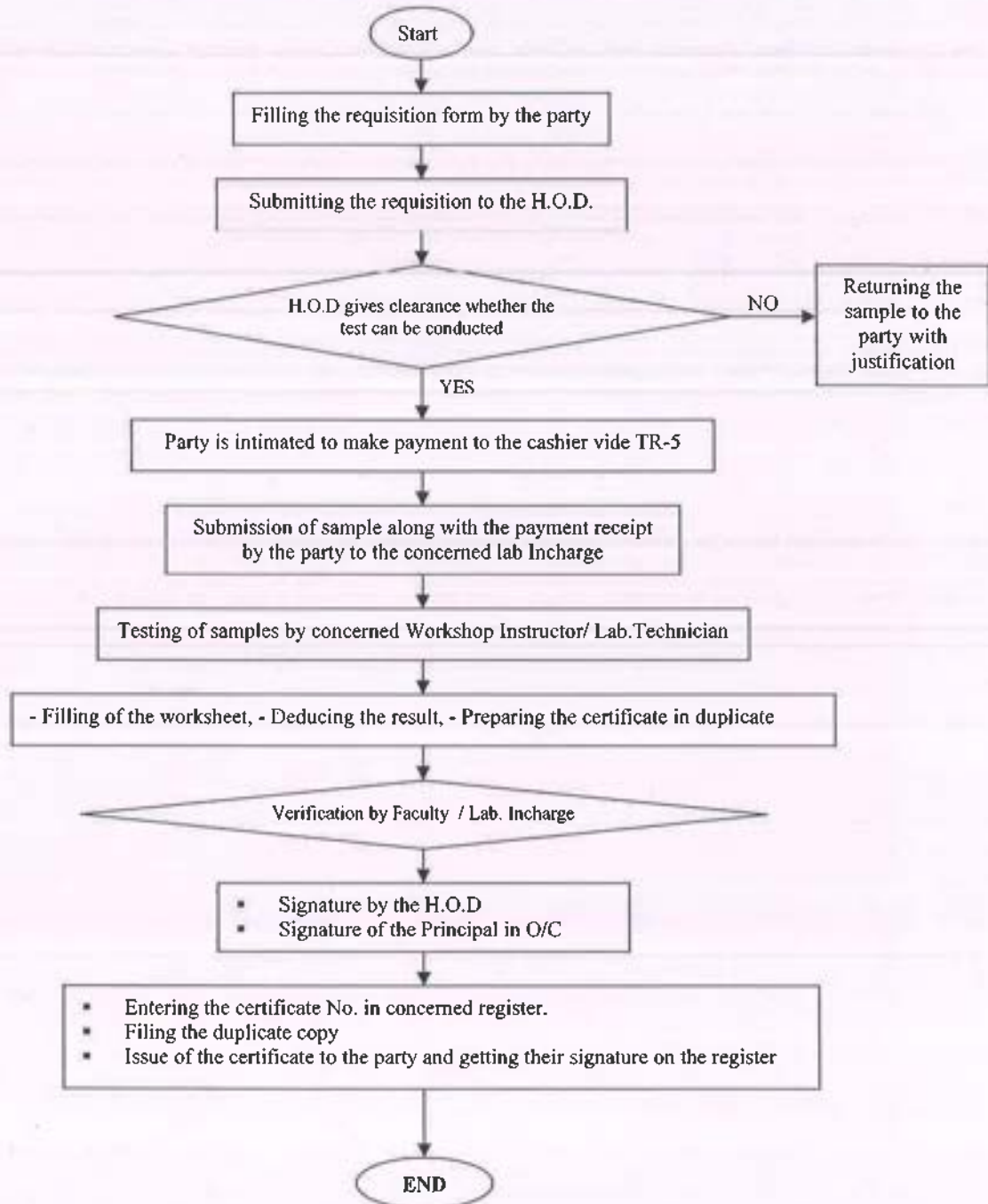
1. 75% Attendance is must for all the students and failing which students need to pass an Aptitude Test (Objective Type) with 50% marks.
2. The Students in final semesters (7<sup>th</sup> & 8<sup>th</sup>) should attain minimum 60 Marks

#### **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



**FLOWCHART FOR MATERIAL / SAMPLE TESTING IN LABS.**





IR QLB 170/00

**DR. B. R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
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पहाडगाव, पोस्ट ब्लाक  
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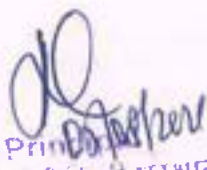
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पाहर्गाव, पाले व्हेयर  
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Dr. B. R. AMBEDKAR INSTITUTE OF TECHNOLOGY  
पहाडगाव, पोर्ट ब्लेयर  
Pahargao, Port Blair - 744103



IR QLB 173/00

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**PAHARGAON**

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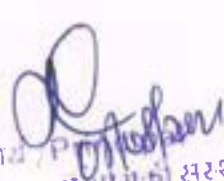
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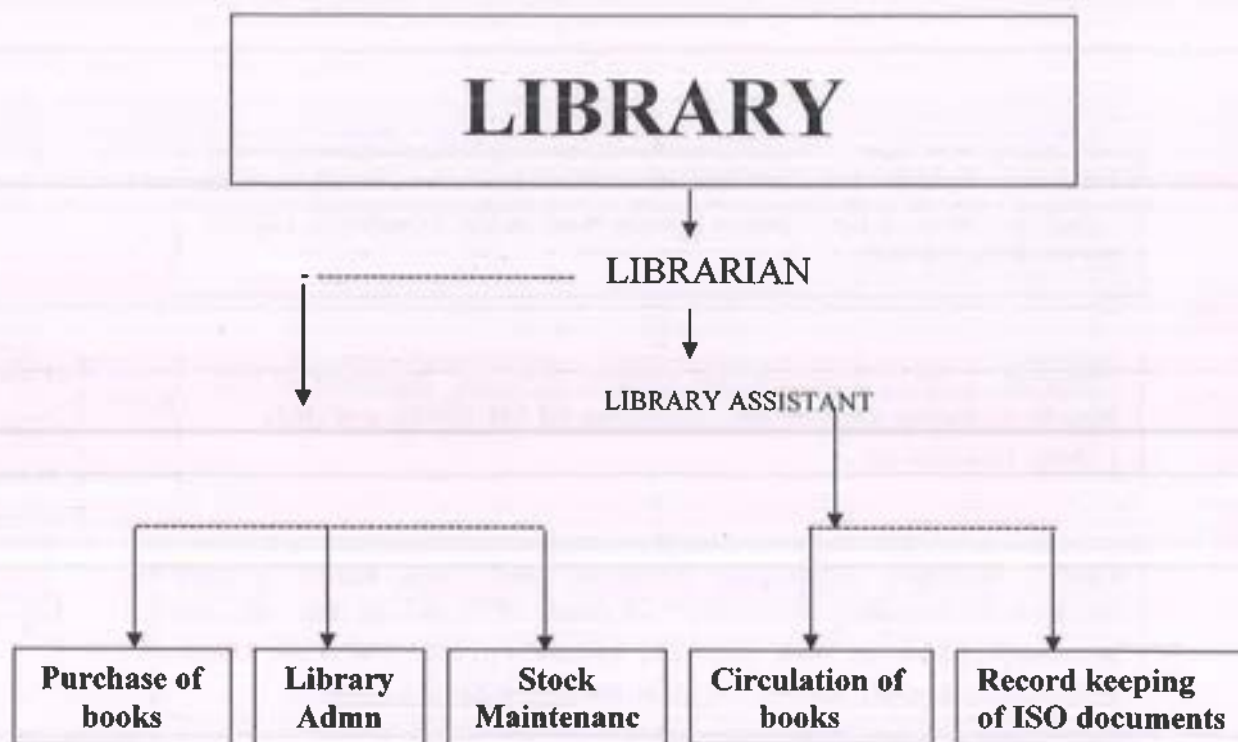
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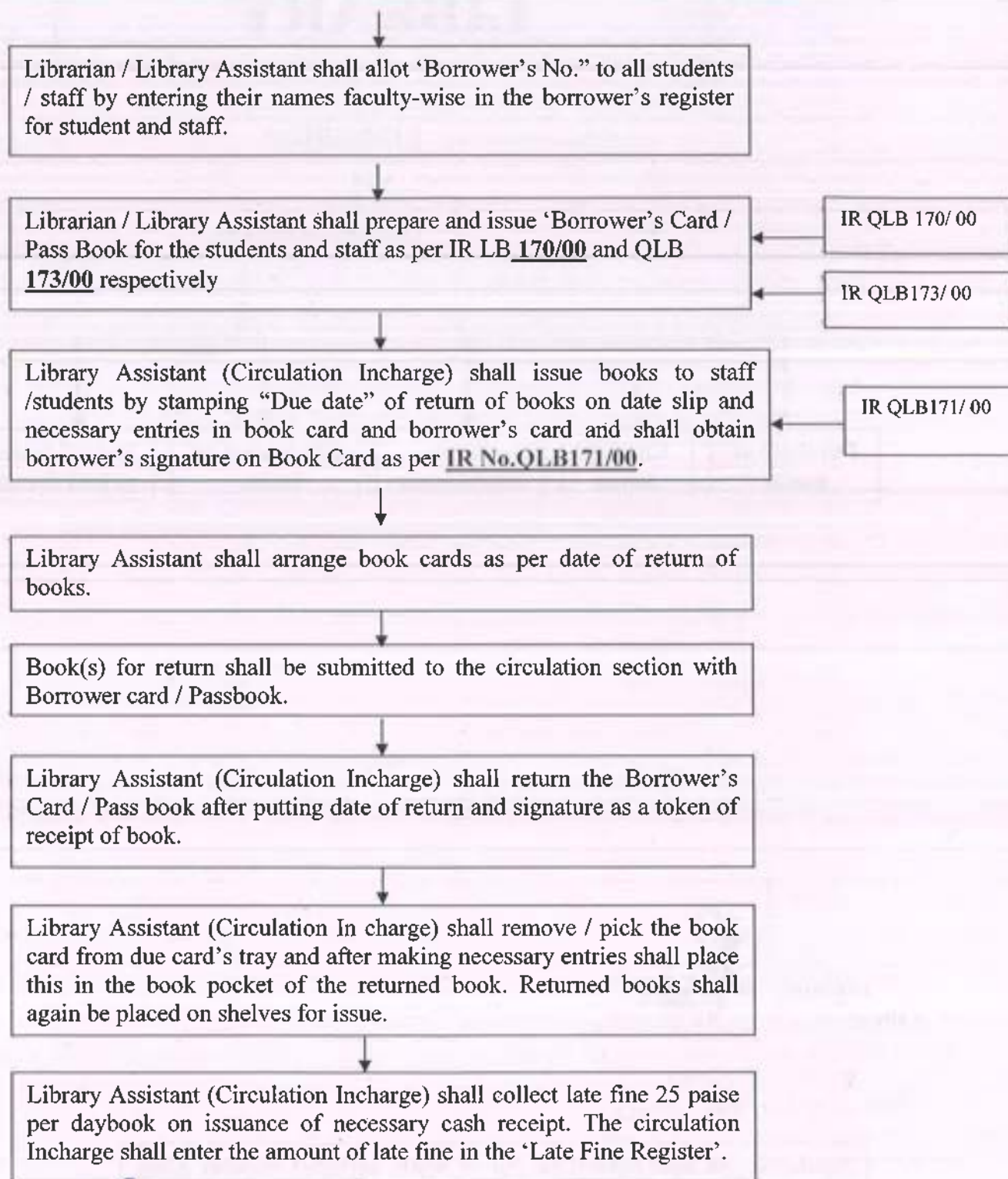






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पहाडगाव, पोर्ट ब्लेयर  
Paharjau, Port Blair - 744103

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.



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 LR QLB172/ 00 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.

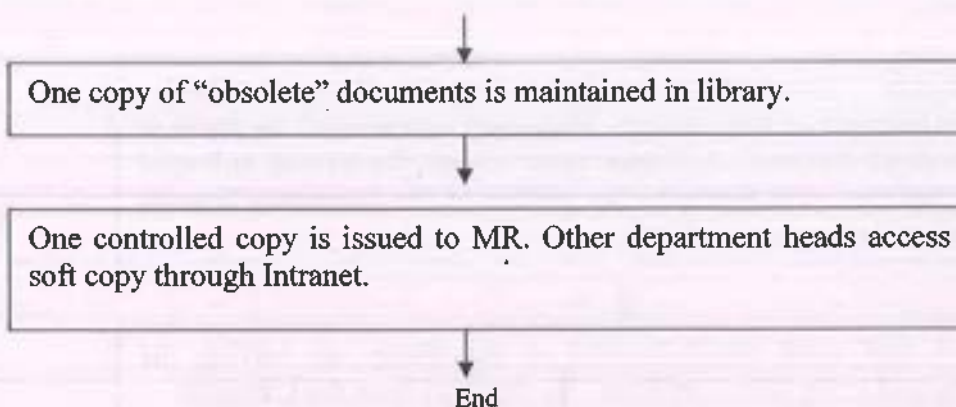
All master copies of ISO Documents kept in the Library.

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## Flow Chart for Library

