SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

DR. B. R .AMBEDKAR INSTITUTE OF TECHNOLOGY

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dr. B.R. Ambedkar Institute of technology, Port Blair is a unique Institute running Diploma, Degree and Maritime courses in the same campus with optimal utilization of infrastructure, resources and man power. Initially Institute was established by Andaman & Nicobar administration in the year 1984 with three Diploma Programmes viz. Civil, Electrical and Mechanical Engineering with the name Dr. B. R. Ambedkar Govt. Polytechnic. The Second Govt. Polytechnic was established in the year 1989 in the same campus with two disciplines namely Electronics and Communication and Fisheries Engineering and Boats skippers. Trade course in Hotel Management was also started during 1989 in second Govt. Polytechnic. During the year 2003, Computer Engineering and HotelManagement and Catering Technology started in the same campus. Maritime Programmes started in the year 2007. In the year 2009, the Institute was upgraded and Degree programmes in three disciplines (Civil, Computer Science and Electronics and Communications Engg.) with the approval of MHRD were started. Both the Institute were merged & renamed as Dr. B. R. Ambedkar Institute of Technology in the year 2010.

The Institute also offers various non-formal courses in the campus as well as through its ten permanent extension centre spread over different islands of A & N group of Islandsthrough various schemes of GOI. This institute is affiliated to Maharashtra State Board of Technical Education (MSBTE) for Diploma Programmes and to Pondicherry University for Degree Programmes.The Institute offers three Maritine programmes. The Engineering Degree & Diploma programmes are approved by AICTE.

Vision

Provide a platform to the students community for sharing their ideas, thought fearlessly and facilitate them to develop by embracing best practices of learning supplemented with the technical environmental as well as value based initiative e. We shall strive for continual improvement of our process to ensure that the product rolled out are able to contribute for societal development.

Mission

- To empower students in the academic process monitoring and management.
- Building confidence and technical knowledge through student teacher concept.
- To facilitate thinking process through Tod Fod Jod.
- To encourage students to take up real time projects.
- To provide a platform for taking lead role in organizing various students' centric events.
- To upgrade students technically and create environmental awareness.
- To strive for continual improvement through up-gradation of infrastructure and teaching methodology.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The only technical institute in Andaman & Nicobar Islands imparting Degree & Diploma Engineering programmes in the field of Electronics and CommunicationEngineering
- ISO-9001:2008 and 1SO 14000 certifiedprogramme
- Well equipped Laboratories with state of the art equipments
- Imparting skill oriented subjects other than curriculum
- Well established interaction with staff and parents

Institutional Weakness

- A campus placement of the institute is not very good because of lack of industries in the islands.
- Involvement of faculty in research & development work requires improvement
- Poor Communication skill of students because of their socio-economic background and multi-lingual environment in the islands
- Aptitude of the students for higher learning is poor.
- Students seeking admission in first year have less percentage in HSC.

Institutional Opportunity

- Good future scope for professional engineers with development of Port Blair as a Smart City
- Scope to start M.Tech & PhD programs in the future
- Scope to improve consultancy services to cater the engineering needs of the islands

Institutional Challenge

- Getting students with good academic back-ground,
- To promote faculty for R&D work
- providing placement opportunities to students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute adapts to the syllabi prescribed by the Pondicherry University. The academic calendar is planned by the Institution in line with affiliating University, by including additionally schedule for the conduct of internal assessment processes, remedial class along with co-curricular activities. The College devised innovative and creative methods for the delivery of the curricula. Teachers practice different techniques to achieve the set outcomes for each course and the overall attainment of the outcomes of each program. Faculties are encouraged to attend Faculty development programs organized by the Institution to boost their knowledge and teaching efficiency. The gaps in curricula are accessed by the faculty & bridged by value added courses like Tod-Fod –Jod , Knowledge & skill Transfer, Focused Group activity,short term programmes on MATLAB, Android etc.The evaluation processes are made very transparent and the marks obtained are uploaded in Student Information System which is accessible to all students.

A proper monitoring system for delivery & conduction of classes is designed & monitored at top Management

level. In each semester, minimum two faculties & class representative meetings are organized to review & monitor various aspects related to academics and student grievances.

The Institution is also having e- feedback system in which students can give their feedback & suggestions. In addition, an open forum to address student concerns is conducted once in a year. A suggestion box is also placed for feedback. All feedbacks are reviewed by the Top Management committee and appropriate action is taken

Teaching-learning and Evaluation

The students in the Institute are enrolled as per the approved criteria of Andaman & Nicobar Administration. The theory & practical classes in the institute are conducted as per a centralized timetable prepared by Academic Cell in line with University calendar. The conduction of the theory & practical classes are planned by the faculty by preparing Couse file & lab schedule. The Lesson Plans are uploaded in the intranet portal of the institute. Schedule internal tests as per guidelines are conducted & the performance of students is reviewed. Monthly attendance and the maks scored by the students in the internal tests are uploaded in Student Information System (SIS). Counseling of under- performing studentsis done at HOD/Faculty Advisor level and the parents are also communicated about the poor performance of the candidate. Remedial classes are also arranged for weak students by the concerned faculty. Student performance is evaluated by internal tests and external University/Board examinations. The result analysis for both internal as well as external exams is done & remedial actions are taken in the grey area.

The regular teaching faculties are appointed through Union Public Service Commission (UPSC). Selection of Contractual / Guest Faulty is also done by an approved panel through process of written examination & interview. For up gradation of the qualification, faculty are granted study leave as per government rules & even extra-ordinary leave is also granted to deserving candidates for up-gradation of their qualification.

Research, Innovations and Extension

The faculty are exposed to the research culture by the numerous national level seminars and conferences arranged by the Training and Placement cell of the Institute. Faculties are encouraged for publications and presentations. The Institutional give all support for funded Research projects. The College has launched outcome based education system where in attainment is analyzed for all outcomes. Domain specific Mini Project and Technical seminar by students are planned during the course of study. All the faculties are encouraged to do the consultancy projects in collaboration with industries. The revenue generated through consultancy are fairly utilized by the Institution's developments. The Civil Engineering Departmenttakes up the consultancy like material testing, structural design, surveying, mix design, water quality analysis, etc. Electrical Engineering Department takes up the consultancy work of installation, testing and maintenance of LAN of various departments/organization & design, fabrication, installation, testing, commissioning & maintenance of digital traffic signal lights of South Andaman. The Electronics & Communication Department is providing consultancy to various departments in installation of CCTV cameras. The Computer Science Department takes up the job of software development. The Mechanical Engineering Department is taking the repair works of vehicles of mainly government departments.The revenue generated is shared as per the IRG norms among the faculty members.

The Institute is actively updating the collaboration process with industries and higher educational institutions

for training/student exchange/faculty exchange/ research/resource sharing. MoU is signed between IIT Bombay in this regards. An agreement has also been signed with IIT, Kharagpur for NPTEL & GIAN.

Infrastructure and Learning Resources

The Institute has sufficient space for class-rooms, laboratories, drawing halls, library, conference rooms & staff rooms to cater the need of existing programs. One G+3 floor building for B.Tech program has been constructed, which will be the first 'Green Building' of the Islands. In addition, the campus is equipped with separate boys & girls hostels, co-operative store, canteen, auditorium, multi-purpose halls for indoor games. Bank & Post-Office facilities are available at a very close vicinity of the college. The Institute has five four-wheelers and 3 buses for students & staff. A pharmacist is appointed by the Institute to provide first-aid to needy students & staff. For smooth conduction of theory & practical classes & functioning of the Institute, the Institute is having 2x320 kVA standby DG Sets. To provide safe drinking water, the Institute has installed a water purification plant in the campus.

The library has books, e-journals, periodicals, magazines, news papers, educational CDs & CAI packages The Institute library has separate reading section. An internet browsing section attached to library with 10 computers having broadband & wi-fi connections is also available for students and staff.

405 Nos of High configuration systems are available in the college and all the computers are connected in LAN. Wifi Facility is available to access the intra-portal. The intra-portal running various applications developed as a project by our students is Students Information System to monitor the student's Performance in academics. Biometric Attendance System, e-Circular, e-Feedback System etc.

Student Support and Progression

In order to sustain the academic development of the learners, a strong back up system has been developed. For slow learners extra classes and remedial classes are taken. The academic calendar has in build time slot for facilitating such provisions. The financial needs of the students belonging to backward class (ST) are addressed through facilitating Scholarships given by Tribal welfare department. In order to provide financial assistance to needy students, the Institute has implemented benevolent fund. The fund is generated by staff & student. Under Tuition Fee Waiver scheme students are given financial assistance.

For guiding, counseling & grievance redressal, faculty members from the departments are nominated as Class Advisors for each class. The Dean (Academic) and HODs also handle guidance, counseling & grievance redressal whenever necessary.

Guidance is provided by the institute to B.Tech students in preparation of GATE examination. The TPO cell arranges industrial visits and training & placement. B.Tech students are sent to Pondicherry Engineering College for training in soft skill &to appear for campus selection.

For holistic development of the students, the institute organizes various extra-curricular activities. On every 1st ,3rd& 5thSaturday of the month in the afternoon session.

Governance, Leadership and Management

The Vision, Mission, Quality Policy and the goals of the Institution are well defined. To attain the stated Vision, Mission and the goals a well structured process is in place, the mechanism of which is monitored at various levels. Conduct of regular meetings by the Principal, Management Representative and Heads of Departments present a platform to formulate perspective plans of the college and help in effective implementation of institutional policies. In compliance with NAAC regulations, Internal Quality Assurance Cell (IQAC) has been constituted. Regular IQAC meetings are conducted and corrective action taken for improvement. The college encourages the teaching faculty in participation of National Seminar/Workshop/Conference in mainland India.College also promotes research work by providing all facilities to the faculty for doing the research projects.

For giving platform to student and staff working on creativeness, the institute has is in the process of setting an Incubation Centre with the approval of Ministry of Micro Small & Medium Enterprise (MSME).

Institutional Values and Best Practices

Innovative practices are followed in the Institution. Some of the initiatives are MIS (Management Information System) for Teaching Learning Process wherein class room monitoring system, Question bank for generation of question papers for pre- university and terminal test, students feedback, gray subject analysis, self analysis for focused group activity are introduced. Some of the Learner Centered Activities are Soft Skill Training, Real Time Academic Projects, Faculty Advisor, Benevolent Fund, Awards & recognition.Student Information System (SIS) is used in the Institute for monitoring the academic activities of students. Biometric System is introduced in the Institute for monitoring the Attendance of staff and students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Dr. B. R .ambedkar Institute Of Technology
Address	Dr. B. R Ambedkar Institute of Technology Pahargaon Junglighat PO
City	Port Blair
State	Andaman and Nicobar
Pin	744103
Website	www.andaman.gov.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Utpal Sharma	03192-250587	9434280130	03192-259225	dbragpt.and@nic.in
IQAC Coordinator	V Alagusundaram	03192-251693	9434282489	03192-259200	alagusundaram_2005@yahoo.co.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	06-09-1984

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Puducherry	Pondicherry University	View Document

Details of UGC recognition	
Under Section	**Date**
2f of UGC	
12B of UGC	

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/App roval details Inst itution/Departme nt programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
AICTE	View Document	30-03-2017	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Dr. B. R Ambedkar Institute of Technology Pahargaon Junglighat PO	Hilly Area	21	18450.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BTech,Civil	48	AISSSE	English	32	31
UG	BTech,Electronics And Communication	48	AISSSE	English	32	32
UG	BTech,Computer Science	48	AISSSE	English	32	30

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				3				3				17
Recruited	0	0	0	0	0	0	0	0	10	3	0	13
Yet to Recruit				3				3				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				135
Recruited	87	33	0	120
Yet to Recruit				15
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				58
Recruited	25	8	0	33
Yet to Recruit				25
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	7	3	0	10

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	8	2	0	10

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	9	0	11

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	9	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	46	4	0	0	50
	Female	43	0	0	0	43
	Others	0	0	0	0	0
Diploma	Male	251	21	0	0	272
	Female	131	8	0	0	139
	Others	0	0	0	0	0
Certificate	Male	18	6	0	0	24
	Female	13	10	0	0	23
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	1	1	3
	Female	2	0	7	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	46	55	43	50
	Female	41	30	32	29
	Others	0	0	0	0
Others	Male	4	4	4	3
	Female	0	4	3	3
	Others	0	0	0	0
Total		93	94	90	88

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during last five years

Response : 284

Number of self-financed Programmes offered by college

Response :

Number of new programmes introduced in the college during last five years

Response : 43

3.2 Student

Number of students year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
381	410	406	411	394

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
381	410	406	411	394

Number of outgoing / final year students year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
108	98	88	89	96

Total number of outgoing / final year students

Response : 86

3.3 Academic

Number of teachers year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	33	33	27	29

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	21	23	17	20

Number of sanctioned posts year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	23	23	23	23

Total experience of full-time teachers

Response : 106.2

Number of full time teachers worked in the institution during the last 5 years

Response : 46

3.4 Institution

Total number of classrooms and seminar halls

Response : 42

Total Expenditure excluding salary year wise during last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1284.6	1192.6	860.9	1044.5	1088.4

Number of computers

Response : 381

Unit cost of education including the salary component(INR in Lakhs)

Response : 2.58

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 1.20

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The Institution follows the curriculum prescribed by the Pondicherry University. The Institution develops action plan for effective implementation of the curriculum prescribed by Pondicherry University. In the beginning of the academic year, the Academic Cell prepares an academic calendar & time table with the consultation of various Head of Departments (HOD) in line with University calender. Course files are prepared by each faculty for their respective subjects, which contains Vision, Mission, Programme Educational Objective, Programme Outcome, Course Outcome, Learning outcome in Cognitive domain and in psychomotor domain, teaching tool and evaluation tools with students activity. The Course file is approved by the concerned HOD and the lesson plan from couse file is uploaded in Students Information System which can be accessed by all concerned students. The unit tests are planned as per the academic calendar and are monitored by the Head of Departments (HOD). Regular feedback(open forum, e-feedback, CR review meeting, FR review meeting and main paper feedback obtained from the stakeholders, with respect to the quality of the enrichment programmes are monitored and evaluated by the Quality Assurance Committee and necessary remedial measures are incorporated in the future. The syllabus, question papers, notes, NPTEL materials, PPTs, lab manuals and videos for each subject are provided in the library as well as in the student information system which are downloadable. Remedial Classes has been incorporated in the Academic Calendar for improving of performance by the student in Unit test and Pre-University Exam. Student teacher concept has been introduced in the Institution for improving the communication skill and technical knowledge. CR and FR meetings are conducted by HOD to review the teaching learning process, academic progress of the students, grievances if any, and suitable remedial measures are taken as and when necessary. Library and every Department maintains question banks which are used by faculty and students to become familiar with the pattern of examination. Quality of the project is measured based on real-time application, innovativeness, product/process re-engineering and cost-effectiveness of the system. Project development is monitored rigorsly at Department level and Project Scrutiny Committee(PSC) level. PSC is designated as a centralized committee to monitor the progress of projects of all departments at a higher level.

File Description	Document
additional information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 43

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
38	1	0	0	4

File Description	Document
Any additional information	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 5.05

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 14.44

1.2.1.1 How many new courses are introduced within the last five years

Response: 41

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 22.36

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	147	129	30	106

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Professional Ethical, Environmental Science subjects are included in the curriculum for the holistic development of the students.

Professional Ethics-

- Indian Constitution : Structure – Preamble - Fundamental Rights – Directive Principles of State policies - Fundamental Duties – overview of articles & Schedules.
- Ethics - Ethical Behaviour : Moral Sensitivity – Moral Judgement – Moral Motivation – Moral Courage. Ethical Decision Making – Check points – Steps Moral Compass

- Professional Ethics as applied to Engineering – Characteristics of Professional and Professional Ethics – Engineering Ethics. Professional Code of Ethics – IEI & NSPE.
- Engineering Ethics : Honesty – Responsibility to Employer – Rights of Engineers – Responsibility towards public – Risk and Liability

Environmental Science

- To know about the environment.
- To understand about environmental pollution.
- To apply the knowledge in understanding various environmental issues and problems.
- Environment and Energy Resources
- Ecosystem and Biodiversity
- Air Pollution
- Water and Land Pollution
- Pollution Control and Monitoring
- Responsibility towards Environment. International Engineering Professionalism

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 60

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during last five years

Response: 60

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 28.35

1.3.3.1 Number of students undertaking field projects or internships

Response: 108

File Description	Document
Institutional data in prescribed format	[View Document](#)
List of students enrolled	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	[View Document](#)
Any additional information	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.44

2.1.1.1 Number of students from other states and countries year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	7	8	4

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 95

2.1.2.1 Number of students admitted year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
91	88	90	94	93

2.1.2.2 Number of sanctioned seats year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
96	96	96	96	96

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 22.8

2.1.3.1 Number of actual students admitted from the reserved categories year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
91	88	90	94	93

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institute assesses the learning levels of the students, after first unit test for newly admitted students. For slow learners, separate coaching classes are arranged. Their performance is monitored continuously and remedial measures are taken. Focused group activity (FGA) is done in all semesters are developing knowledge , skill, attitude and confidence.

When the student is admitted in first year to assess the student need in terms of knowledge and skill is assessed by two standard formats developed under departmental academic procedure i.e. QRD 22/00(skill mapping) and QRD 28/00self analysis.

Based on the self assessment, different activities are planned to enhance knowledge and skill in an enrichment course, Focused group activity (FGA) designed by the institution. In all eight semester, FGA is conducted with elements. The process followed for conduction of FGA is as follows.

- 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.
- Filling up of Self Analysis Form along with skill map (online) immediately after registration by first year students. – QR-D22/00, D28/00
- FGA teacher to carryoutmoderationforthe submitted Skill Map(by Oral /Written mode)
- 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.
- 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)
- FGA teacher to prepare the Activity Matrix based on attributes of skill mapand getting approved by HOD – Q R D23 A/00(online)

- 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.
- 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.
- Conduct Activities related to Technical topic (For 04th, 5th& 6th Semester thrust should be given on Technical Quiz, Seminar, Group Project Presentation, Field Data Survey and Analysis, Team work.

2.2.2 Student - Full time teacher ratio

Response: 12.7

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.26

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document](#)
List of students(differently abled)	[View Document](#)

2.3 Teaching- learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The following activities are undertaken to make the teaching-learning more student centric

- Audio Visual classes are also regularly conducted for students in which subject matter and diversified knowledge is imparted to the students.
- In order to develop interactive and collaborative learning among students, the following activities are implemented-
- Interactive learning in the institute is promoted through Focus Group Activities and Professional Practices classes in which quiz, seminar, group discussions, debates etc are organized.

- The organization has introduced Student-Teacher concept in which senior students are allowed to take a few topics of junior classes. To motivate senior students a small amount of Rs. 100 is paid to students. This effort gives better learning of fundamental subjects to senior students. This also improves their confidence and presentation skills.
- Students are assigned project works, workshops social activities, symposiums etc
- In order to develop independent learning among students, subject assignments, industrial visit and training reports are assigned to students.

2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 66.67

2.3.2.1 Number of teachers using ICT

Response: 20

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 23.81

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

i)DELIVERY SYSTEM – PROCESS PLANNING

The theory & practical classes in the institute are conducted as per a centralized timetable prepared by Academic Cell & approved by Head of the Departments &Principal of the institute. Independent designated class-rooms are allotted to students, departmentwise. The conduction of the theory & practical classes are planned by the faculty by preparing course file & lab schedule. The Course files of all the Lecturers are uploaded in the intranet portal of the institute. A hard copy of the course file is also provided

to Class Representative so that the students are aware about the schedule of teaching. The maks scored by the students in the internal tests are uploaded in the intranet portal under Student Information System (SIS). Monthly attendance is also consolidated and fed in SIS by individual faculty for theory & practical subjects. Counseling of under- performing studentsis done at HOD/ Students Advisor level and the parents are also communicated about the poor performance of the candidate. Remedial Classes are also arranged for weak students by the concerned faculty. A class monitoring register is maintained by Class Representative in which topic covered & names of the absentee students is recorded. The register is daily signed by Class Advisor, HOD & Principal of the institute. To monitor the academic & other related activities, twice in a semester, meetings of Class Representatives & Faculty Review meeting are organized. After the declaration of final results of the semester, result analysis is done &reasons of grey area are identified & corrective action is taken.

ii)SOFT SKILL ENHANCEMENT INITIATIVE

Under the soft skill enhancement initiative, Focused Group Activity have been introduced to inculcate soft skills, boost the confidence of the student & to equip students to meet the challenges of workplace. Skill mapping is done in the I semester to identify the weak areas of students wherein improvement is required. Soft skills incorporate all aspects of generic skills that include the cognitive elements associated with non-academic skills. Various activities like seminar, Group Discussion, technical Quiz etc are conducted for inculcating Communicative skills, Thinking skills and Problem solving skills, Team work force, Life-long learning and Information Management & Leadership skills. After the end of each semester the acquired skill have been assessed for improvement. Student teacher concept has been introduced for improving the communication skill. For confidence building. Personality development initiatives like Group Discussion & technical seminars are undertaken to equip students to face the challenges of the market. Academic project addressing real time solutions are taken & Issuance of certificates & awarding marks are linked with the successful completion. Some of the real time projects under taken are Store and Accounts management software, Electricity bill generation software, Library Management Software etc.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 86.96

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 18.53

2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	1	9	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Average teaching experience of full time teachers in number of years

Response: 3.54

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document](#)

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0.87

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
e-copies of award letters (scanned or soft copy)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 46.96

2.4.5.1 Number of full time teachers from other states year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	15	11	7	9

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- Continuous Internal Evaluation (CIE) is conducted as per academic calender.
- Three unit tests are conducted for theory subjects in a semester each carry 20 marks.
- All the question papers are prepared with specification table for easy validation by Head of the Department.
- All question paper reflectes the course outcome and learning outcome.
- Analysis of unit test is carried out in quality record D24 (a) and parents are informed and corrective measures are taken.
- Separate time is reflected in the Academic Calendar for remedial class.
- Out of the three best two is taken for calculating internal evaluation.
- One pre university exam is conducted in university pattern for 75 marks.
- 5 marks are allotted for attendance in theory subject.
- Unit tests are conducted in decentralized manner in class by respective teachers along with one more faculty for invigilation.
- Marks of best two unit test, pre university marks and attendenance marks will form internal assessment for theory.
- For internal evaluation of practical, two practical test P1 & P2 of 40 marks each are conducted.
- 10 marks is allotted for attendance in practical test.
- Average of two and attendance marks will form internal assessment for Practical.
- For practical test, checking and viva part is taken care by other designated faculty.
- All the marks of internal test are entered in student management system.
- Internal evaluation procedure is documented in ISO procedure.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- We follow transparent system. In the Institute quality procedure, internal assessment procedure is documented.

- The Quality Procedure for all sections are documented and uploaded in Intra portal.
- Academic Calendar indicates the date of conduction of unit tests, progressive skill test, Pre -University exam,remedial class & university examination .
- The unit test are conducted in clas in decentralized manner& the Pre-University exam is conducted in centralized manner and the same is monitored by Dean(academics).
- The Pre- University exam paper is generated from question paper generation software on the basis of specification table given by the concered teaching faculty.
- Confidentiality is maintained in generation of Question Paper. Soon after generation, requisite copies are taken and sealed in the presence of Dean (Academics)andkept in strong room of academic cell.
- The unit test copies are given to the students for checking the marks.
- The internal test marks and attendance is uploaded in the SIS. The concerned stake holders can view as and when required.
- The internal assessment is generated from SIS as per the laid down procedure.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Mechanism to deal with examination related grievances is transparent, time-bound and efficient

- The examination related grievances are addressed by academic team headed by Dean (academics). BRAITIAN Charter is displayed in front of Academic cell for the benefit of students.

- The discrepancy observed by the student in unit test is discussed with the concerned faculty and solved there itself.
- E-Common Academic Solution (CAS) module is added in SIS. Each student of the Institute is registered with individual username and password.
- Students can apply on line request through e-corner for issuance of all certificates like course completion, Bonafied certificate, Transfer Certificate. The request pending is checked on daily basis by the Academic Assistants and cleared at the earliest. The status of requests made by the students can also be monitored by Dean (Academics) and Principal.
- On applying for Transfer certificate, self generated no dues certificate is sent to the concerned departments for filling up details and clearing of dues. This process has reduced lot of paper work and also saves students time in getting the signature personally in the hard copy certificate.
- The grievance received from the students is referred to the Assistant Registrar (Exams), Pondicherry University. There is a provision for re-evaluation and re-totaling of marks secured in the semester examinations of the university.
- The college also brings to the notice of the University if the question paper is out of syllabus through official correspondences.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The Institution adheres to the academic calendar for the conduct of CIE

- The academic calendar is followed for the conduct of CIE.
- Academic Calendar for the ensuing semester is prepared before the end of the current session.
- The academic calendar contains entire academic plan for the Semester such as the date for the commencements of classes, total number of working days, unit tests schedule, Progressive skill test, pre- university examination schedule, remedial class schedule, project evaluation schedule, academic events of the college etc .

- Three unit tests are conducted for theory subjects in a semester each carry 20 marks.
- All the question papers are prepared with specification table for easy validation by Head of the Department.
- All question paper reflects the course outcome and learning outcome.
- Analysis of unit test is carried out in quality record D24 (a) and parents are informed and corrective measures are taken.
- The unit test are conducted in class in decentralized manner& the Pre-University exam is conducted in centralized manner and the same is monitored by Dean (academics).

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Method of communication of PO,PSO and COs

- Before the preparation of Course plan, a meeting is convened with all teachers and concerned HODs to discuss the teaching methodology, learning resources and add on courses to be included in the subject to the achieve the required course outcome and program outcome.
- PO, CO ,PSO and its importance is discussed in the class and a copy of the same is displayed in class room notice board.
- The course plan prepared by each teacher includes PO, PSO CO and ILO. The same is uploaded in intranet for access to students.
- One copy of the course plan is given to all class representative.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- **Approach followed for Course Outcome Attainment**

All the subject in the curriculum is having a set of course outcome. To achieve the same, different teaching aids and tools are used along with students activities. First step to initiate teaching learning process is to plan all the activities and document it in the course plan. Secondly all the activities enlisted in course plan is executed and then measure the performance and finally calculate the achievement i.e the marks obtained in all the internal test and from different activity is calculated and for each course outcome the attainment is calculated by comparing the same with class average. Similarly the marks obtained in University exam is added for obtaining the Total attainment.. If the attainment is not achieved as per the planned target, we need to further analyzed the reasons for the same and plan suitable corrective actions for the next round and if the achievement exceeds the planned target, then set higher target level. Analyses are to be carried out to check whether target set was realistic or it was very easy to achieve. "closing the loop" is carried out for all process for improvement.

- **Approach followed for Program Outcome & Program specific outcome Attainment**

PO attainment is carried out by direct and indirect method. Exit Survey, Course completion survey Faulty survey is carried out in the direct method. Questionnaires were prepared and provided to students of final year of Electronics and Communication Engineering Department and calculated the PO weightage attainment and percentage. Similarly for the course completion survey, questionnaires were prepared and provided to students and from the data, weightage attainment & percentage calculated. Finally faculty survey carried out. 80% is taken from the direct measurement and 20% from all the surveys conducted.

This concept of closing of Quality Loop operates at all levels of attainment i.e CO attainment, PO/PSO attainment. At course level, after the course delivered completely the actual attainment is calculated and if it is less then suitable improvements in the teaching /learning process is done to increase the actual attainment so as to reach the target. If the actual attainment is achieved then loop is closed by increasing the new target level. Same process is followed for PO/PSO & PEO attainment after delivering the whole program

2.6.3 Average pass percentage of Students

Response: 55.34

2.6.3.1 Total number of final year students who passed the university examination

Response: 57

2.6.3.2 Total number of final year students who appeared for the examination

Response: 103

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response:

File Description	Document
Database of all currently enrolled students	<u>View Document</u>

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.02

3.1.2.1 Number of research projects funded by government and non-government agencies during last five years

Response: 1

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The Institute has been approved as a Business Incubator under support for Entrepreneurial and Managerial Development of SME through Incubators scheme and signed MoU with MSME. This Incubator will promote and support untapped creativity of individual innovators and to assist them to become technology based entrepreneurs. The innovation activities will be monitored by Shri Arun Srivastava and Dr.

Muthukumaran, Assistant Professor, Electronic & Communication Engineering as Dean & Associate Dean (Research & Innovation) respectively.

To trap the innovation, this incubation centre made a call proposal for product oriented project proposal by the faculties, students and Alumni's of this institution. Being the only technical institution in the A & N Islands, the Institution will act as a nodal officer in area of technology business incubator. The infrastructure and facilities of this Institution will utilized effectively for converting their idea/concept into prototype. The faculty expertise also incorporated in conversion of concept to product and the mentorship will guide them in all stages. This incubator has the closed relationship with the department of Industries, MSME, and Banks etc for creating an environment for entrepreneurship by supporting them in technical and administrative procedures.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	[View Document]()

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]()

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.12

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	6	1	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.19

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	6	4	0	0

File Description	Document
List books and chapters in edited volumes / books published	

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

SoCh activity-

Over the years, the islands premier technical institution Dr. B. R. Ambedkar Institute of technology (formerly Dr. B. R. Ambedkar Govt. Polytechnic) is working towards being recognized as one of the centers of academic excellence in the country, there has been dynamic progress at the institute in all academic and extension activities, and a parallel improvement in facilities and infrastructure, to keep it at par with the best institutions in the nation. The vibrant and dynamic team of staff has been instrumental in setting milestones and carrying out multifarious activities along with their routine academic works.

Institutes in positions of excellence grow with time and the ideals on which such institutes are built evolve and change with regional, national and global aspirations at the end. In tune with this thought, the DBRAIT team planned to celebrate the 30th anniversary with a social cause. The present social challenges ignited the concept of 'SoCh –Addressing Social Challenges'which is taken as one of the major component of 30 years celebration by the DBRAIT team in the year 2014. This innovative step for taking social initiatives SoCh includes the following objectives and activities:

Environmental related

1. Cleaning of all water bodies, wells & generating quality reports.
2. Identifying beaches & carrying out organized cleaning & creating awareness.
3. Making bags out of used clothes & write slogan related to environment.
4. To study & prepare garbage disposal plan for Dollygunj.
5. Educate people on how to handle e-waste.

Community Related

1. Creating awareness on social issues through cycle/bike rallies.
2. Collecting clean & good quality unused dresses and distribute in an organized manner.
3. Create awareness among the homemakers within the campus, to make them self-reliant through skill development.
4. To make a system of contribution of Rs. 1,00,000 in LG's Relief Fund every year by students & staff.
5. Inputs from student pertaining to social challenges experienced in their locality.

Service Related

1. To visit homes of disadvantaged group & identify their requirements and provide short term remedial classes/counseling.
2. To visit hospital & identify those patients who do not have anyone to support & see how you can support them at least for few weeks.

Around 300 students every year participate in these activities.

3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

Response: 5

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 15

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	6	2	1	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 76.27

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
381	390	305	248	200

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document]

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 47

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	11	11	11	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]
Copies of collaboration	[View Document]

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	1	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The Institute is spread in an area of more than 20 acres (80,000sqmts).The buildup area of the campus 18450 sqmts. The campus has two boys hostel & one girls hostel. For staff, 85 quarters are constructed in the campus.

The Institution has sufficient number of well-furnished, well ventilated, spacious classrooms for conducting theory classes. All laboratories are well equipped, and well maintained for carrying out curriculum oriented lab practical. The Institution is having 41 labs for different programmes both Degree and Diploma. Each department in the college is provided with OHP /LCD projector. Classes are also equipped with LCD projector.

For cultural & Institutional programs, a1000 seated centralized air-conditioned auditorium is located in the center of the campus. One centralized air-conditioned of nearly 200 seating capacity seminar/conference hall, one mini conference room & one audio visual room are used for common Audio Visual projections, meetings, seminars, conference etc.

A multi-purpose hall with wooden flooring & proper illumination is constructed in the campus to provide facilities of indoor games like volleyball, basketball, badminton, table-tennis, carom, etc.

A water purification plant is installed in the campus for supplying safe drinking water in the institute. For uninterrupted power supply in the campus 2x320 kVA DG Sets with acoustic enclosures are installed in the campus. For kitchen waste disposal one shed has been constructed forwindrow composting. One Effluent Treatment Plant is also installed in the campus. The discharge water of the plant is used for irrigating the garden of the campus & stored in the sump of water hydrants for fire fighting. Water bodies like one wier and three open wells are created in the campus. The campus is full of greenery, local flowering plants & coconut plantation.

For better communication in the campus, intercom facility is provided to all faculties, labs, workshops & all key locations. Computers are available to students 1:2 ratio. Also the computers in the Institute are connected through LAN. An Intranet portal is developed in which various information systems like Student Information System (SIS), Bio-metric Attendance, Salary of the staff, E-circulars, E-documents etc are provided.

A full branch of SBI is located just opposite to the main gate of the campus. A branch of post office is located at a distance of less than 0.5 km.For transportation, the institute has 3 buses, 1 van & 5 different four-wheelers.

A mini-stadium is located at a distance of about 1 km from the Institute & is used for football, cricket matches & other track & field events. The Institute has one beautiful four-room guest house, which is mostly used for Institutes guests

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

Dean(Students affairs) prepares calendar for sport and cultural activities in the begining of each session.The last two periods of first and third Saturday is dedicated for sport and cultural activities. the annual sport meet is conducted every year in the month of February in grand manner. some of the facilitties for conducting extra curricular activities are given below.

Recreational spaces for staff and students: Facilities such as Multipurpose Hall for Indoor games are available for both staff and students. Recreation rooms are provided in the hostels with TV.Gymnasium is also available for the students.

Auditorium: The institute has a auditorium with a capacity of 1040 for conducting various culturalactivities.

Institution has provided spacious recreational facilities in-side of the hostel for Indoor/outdoor games. Gym facilities are also provided in the hostels. Sufficient space is also available for Yoga Classes

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 28.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 66.91

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
900.00	720.00	547.00	701.45	799.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

This application manages the catalog of a library. This helps to keep the records of whole transactions of the books available in the library. There are many features which helps librarian to keep records of available books as well as issued books. Some of the features are:-

* Maintain the records of the Book Issue, Book Return from the student, Stock Maintenance and Book Search.
* Provide Timely access of material
* More Accuracy
* Better error handling.
* Simplified searchfor books.
* Integration of Bar code system
* It Handle Entire transaction of book registration till issue of the book.

Details of library Management System

1. Name of the ILMS software – Library Management System
2. Nature of automation (fully or partially) - Partially
3. Version – 1.0
4. Year of automation -2008

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library of the Institute has an area of 473 sqmts. The library is headed by a qualified Librarian. The Librarian is assisted by Assistant Librarians, Library Attendantand few supporting staff for smooth functioning of the library. The library is functional between 8.30 am - 7.00 pm. The library has 8984 titles & 46755 volumes of different books of academic interest. In addition, number of e-journals, print journals, periodicals, magazines, newspapers, educational CDs, CAI packages are also available in the library as learning resources. The library has separate reading section. A separate internet browsing sectionwith 10 computers having broadband&wi-fi connectionsis also available for students and staff.

Books required for staff and students are selected and recommended by the concerned department in the prescribed format and it is sent to library. Based on recommendation, purchase process is made through the Purchase Cell of the institute. The Library has collection of materials consisting of books, journals, CDs and e-resources. The total collection of the library books is 46,755, 415 educational CDs and 21 Nos CAI packages.

Special reports kept in Library

·   Project reportsof LAST FIVE years

·   Annual Report of three years

·   University Question Papers

·   AICTE Norms

·   Master Copy of ISO Documents pertaining to QMS 9001and EMS 14001

·   MoU with Cisco for conducting certificate Course.

·   MoU with Pondicherry Engineering College for Placement & Training

4.2.3 Does the institution have the following:

    1.e-journals
    2.e-ShodhSindhu
    3.Shodhganga Membership
    4.e-books
    5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

Response: 13.59

4.2.4.1 Annual expenditure for purchase of books and journals year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
13.07	18.6	9.6	15.4	11.3

File Description	Document
Any additional information	View Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 25.55

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 105

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

405 Nos of High configuration systems are available in the college and all the computers are connected in LAN. Wifi Facility is available to access the intra-portal. 53 Licensed software's are available in the

Institute. The Intra-portal running various applications developed as a project by our students is Students Information System to monitor the student's Performance in academics. Biometric Attendance System, E-Circular, e-Feedback System etc. Server Room having 2 Blade server and Net aap Storage running 30 machines in Virtual Environments. 2x20KVA UPS is installed centrally for power backup.

- Every year the college sends the proposal to the A & N Administration for IT Upgradation in the campus based on the approval and funding by the administrations the procurement is done. DBRAIT is planning to provide a secured network setup with the following features.
  - User based policy for students, staff and guests.
  - Restricted access to various applications and servers based on their roles.
  - End point security for prevention against virus, worms, malware and other attacks. Gateway firewall for internet security comprising of content filtering of websites, Intrusion and Prevention system, Antivirus and Anti spam, application filter, Bandwidth management.
  - Wireless security based on the roles defined.
  - Optical Fiber connectivity to be established in the CAMPUS.
- Back up policy has been defined for various servers and applications. Also, we have a redundancy for critical applications and devices.
- Most of the applications run are installed software/Network license based, where we can keep a track of the licenses being used in the campus.
- We our self manage all our software's installed in the server and time to time it is getting updated by change in any rules or policies approved from Principal by Our Programmer.
- IT infrastructure and associated facilities have been augmented periodically as when and there is a requirement and also to introduce new technology to the student and faculty.
- Computer systems are upgraded with latest configuration as per the need and requirements of the various departments.
- Maintenance of the entire IT component installed in the Campus is done By Computer Department.

4.3.2 Student - Computer ratio

Response: 1

File Description	Document
Student - Computer ratio	[View Document]()

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<u>View Document</u>

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 66.76

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
899.98	717.58	546.99	701.44	793.34

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<u>View Document</u>

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

- As regard to the maintenance of academic buildings, workshops, residentialquarters etc are concerned, the repair and maintenance works are carried outthrough the APWD. Requests for repair etc are sent through the Campus Officer of the institute, who is responsible for upkeep and maintenance of the buildings /Campus. Sufficientfund is allocated to APWD to carry out the maintenanceworks.Electrical maintenance /repair works are carried out by the "Maintenance Cell" of Electrical Department of the institute.Computing facilities are maintained bythe Computer

Department.

- The concerned departments take care to protect sensitive instruments from mechanicaland electrical damage of their labs.
- The institute has a centralized UPS which caters the need of computer hardware and server.
- Diesel Generatorwith a capacity of 2x250KW is installed in the institutefor power backup support.
- Water Purifiers are placed at different location of academic building,Workshops , hostels and canteen for providing safe drinking water. Check Damis available in the campus to collect rain water to meet the water requirement of the institute. The water so collected is used for washrooms andirrigation of garden. Water purifier is also installed at the dam area for purification of water

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 18.38

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	30	151	108	78

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 7.85

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	48	81	13	3

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 6.91

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	34	28	43	32

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 27.78

5.2.1.1 Number of outgoing students placed year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	12	28	50	30

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 95.37

5.2.2.1 Number of outgoing students progressing to higher education

Response: 103

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 4

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	4

5.2.3.2 Number of students who have appeared for the exams year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	20	15	18	20

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<u>View Document</u>

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

There are student representative in the following academic bodies of the organization.

- For every class, one Class representative from both boys and girls are appointed. CR meeting are conducted at Department level and Top Management Level to address the students related issues academics and other facility.
- Sport, Literary and cultural secretaries- Sport, Literary and cultural committees are constituted consisting of secretaries and members. They conduct sports, cultural and literary events on every first, third and fifth Saturday.
- NSS – studentsare registered in NSS. Some of the activities undertaken are plantation and cleaning.
- Spoken English Club - A drive for the promotion of spoken English among students of Diploma and B Tech has been carried out for improving Communication Skill. A total of 15 students have been enrolled
- Habitat Club- The club has been established to develop skill in building plans, learn and propagate concept of earthquake resistant structure and green buildings, create awareness among Islanders about green building & other easy affordable structure techniques of Civil Engg.
- Environment Club- This club has sensitized the students to save the planet by protecting the environment & made an attempt to create awareness among ordinary people to change the attitude towards Earth. At campus level, cleaning, segregating different types of waste and dumping in proper places & maintenance of water trunks has been done.50 saplings were planted as a part of environmental initiative. A total of 90 students has been enrolled.
- Hobby Club- In the hobby club Harmonium and table classes for Boys and Girls &Kathak Dance classes for girls has been carried out. A total of 20 students has been enrolled.
- Students groups for SoCh activity for addressing social challenges. Nine activities under SoCh are PRATHIDAN - Contributing to LG relief fund every year, CADE- Addressing e-waste, AUO-Attending the Unattended One's, ARPAN - Making and Distributing Bags Made by Paper& Used Cloth, SEVA- Removing Non-Biodegradable Waste from Surrounding Area , SANKALP - Identifying problems in nearby locality and addressing to possible extent and SABASH- Cleaning of Beach, THUNDER – creating awareness on various social issues throygh rallies and nukkadnatak and SWACH- cleaning all the water bodies, wells and testing water quality.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 26

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
26	26	26	26	26

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni of the Institute (erstwhile known as Dr. B.R.Ambedkat Govt.Polytechnic) was formed in the year 2002 and was registered in the Office of Registrar vide no 1110 dated 18/12/2002. Later the institute upgraded with Degree program in B.Tech in the year 2009 and with the first batch rolling out in the year 2013 B.Tech Alumni also got added in the existing ALUMNI . Till date 121 passed out B.Tech students have added their names in the existing ALUMNI which already had 500 odd members presently working in Local, National and International organisations. Alumni Executive committee was re-constituted in the year 2016 and changed the name as BRAIT Alumni in which both B.Tech and Diploma passed out are elected as Executive members. The Alumni Activities include the following

SN	Activities
Technical Activities	
1	Organizing Guest Lecturers with Experts from Technical companies as and when they visit the islands for related work
2	Support in organizing Technical symposiums
3	Support in organizing Industrial visits for students
4	Organizing career counseling sessions as and when they visit Islands
5	Taking up joint project s involving juniors
6	Assisting the juniors through forming Google group and conveying various employment opportunities
Socio- Culture Activities	
5	Organizing and supporting Blood Donation Camp on special occasions
6	Organizing and supporting Tree Plantation in coordination with Forest department
7	Contributing to LG Relief fund along with institute under SoCh activity
8	Sponsoring prizes for meritorious students

The executive committee of ALUMNI meets monthly in the premises of institute for planning and

discussing various activities.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	<u>View Document</u>

5.4.3 Number of Alumni Association / Chapters meetings held during last five years

Response: 11

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	0	0	1	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<u>View Document</u>

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION:

Provide a platform to the students community for sharing their ideas, thought fearlessly and facilitate them to develop by embracing best practices of learning supplemented with the technical environmental as well as value based initiative e. We shall strive for continual improvement of our process to ensure that the product rolled out are able to contribute for societal development.

MISSION:

- To empower students in the academic process monitoring and management.
- Building confidence and technical knowledge through student teacher concept.
- To facilitate thinking process through Tod Fod Jod.
- To encourage students to take up real time projects.
- To provide a platform for taking lead role in organizing various students' centric events.
- To upgrade students technically and create environmental awareness.
- To strive for continual improvement through up-gradation of infrastructure and teaching methodology.

OBJECTIVES

In order to achieve the above said Mission, our Objectives are to:

Academic:

- To increase the strength of Diploma programme from 40 to 60
- to restrict the drop out in the first semester less than 10%
- To start new maritime courses.
- To incorporate structured training and assessment schedule for all diploma students.
- National Level Chef Competition Planned by HM Department
- Theme based Dinner to be arranged for teaching staff
- Hoteliers meet to be conducted by HM Dept.

Research

- To promote at least one research project funded by external agencies

Infrastructure:

- To coordinate the completion of new academic block.
- To initiate action for new library block.
- To establish three new labs (Communication Engineering, Advance Communication Engineering and Applied Electronics Lab) in the new block for Electronics and Communication Department.
- To establish three labs for computer Science and Engineering (HPC Lab, Hardware Network Lab, Enterprise Solution Lab).
- To establish three new labs for Electrical Department in B.Tech Block Power Electronics Lab & Control System Lab.
- To establish three new labs for Civil (Environmental lab, Transportation Engineering lab and Geology lab)

Quality Up-Gradation:

- To have the NBA Accreditation for all diploma programme and degree programme.
- To revisit the QAP of ISO 9000.
- To facilitate effective monitoring of TFJ, KST & other programme.
- To obtain NAAC accreditation
- At least 5% improvement in result projected by Electronics and Electrical Department.
- Work-shop/Symposium Planned by Electrical and Electronics Department.
- National level workshop has been planned by the Civil Dept.
- One In-house training is planned in summer vacation for Civil students.

Societal:

- To promote SoCh activity with more vigour.
- To involve students in preparation of village development plan.
- To Establish incubation centre

Environmental:

- To establish Bio-Gas plant with one tonne capacity.
- To increase the capacity of rain water filter plant.
- To implement LED lighting in all prominent places
- To facilitate monitoring of electricity consumption in all labs having air conditioner.

Students grievance: & Governance

- To review and monitor prompt disposal of students grievances.
- To have mobile app for all students centric feedback system

Training and placement:

- To organise training for faculty and staff to improve their Teaching and Technical Skills.
- To arrange training for students to improve their soft skill and technical aptitude for better employability

For achieving the above objectives and plan, teachers of all development are involved in decision making bodies.

6.1.2 The institution practices decentralization and participative management

Response:

DBRAIT believes in totally different kind of work culture. Being certified ISO 9001:2008, the Institute facilitates authorities, which has proven itself to be a key concept in the success achieved by the institute on different counts. student..Involvement of each and everyone in the decision-making and the transparency associated therein also for functions with perfect decentralized administration as depicted below.

STATE LEVEL ADVISORY COMMITTEE

The state level Advisory committee for technical education of UT of A & N Islands make recommendation to the establishment of new institution, various intake capacity of existing Institution, introduction of new programmes i Institution for the forth coming academic session.

The member of state level advisory committee is

* Secretary(Tech Edn)-Chairman
* Director MHRD-member
* Representatives of AICTE-member
* Two representative of Affiliating university-member
* Representative from affiliating board-member
* Two representatives from BRAIT-member

FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS:

The functions of various key positions are depicted in Table below.

PRINCIPAL

* **Powers:** All financial powers as per administration Order No 253 dated 29/01/2012
* Academic and administrative management of the institution

* Providing academic and administrative leadership
* Promotion of industry institution collaboration and Industry oriented Research and development
* Monitoring and evaluation of academic activities in the institutions
* Public relations and interaction with the community
* Organizing and coordinating consultancy services
* Participating in policy and system planning at state.Regional and National Levels fordevelopment of Techr
* Promoting and coordinating Continuing Education Activities

MANAGEMENT REPRESENTATIVE

Duties:

- Coordination of all activities pertaining to ISO 9001-2008 Standard and ensuring its implementation and m
- Documentation of Quality System.
- Selection and training of Internal Quality Auditors.
- Planning and Implementation of Internal Quality Audit Schedules.
- Monitoring Corrective and Preventive Actions Relating to the Servicing process and the Quality System.
- Promoting the awareness on customer requirements throughout the organization
- Reporting the performance of the Quality System in Management Review as a basis for improvement of th

HEAD OF DEPARTMENTS

Duties :

- Providing leadership in teaching of diploma and post diploma courses.
- Organizing R & D work in Industrial problems and Projects
- Departmental Administration
- Assisting in the administration of the Institution
- Publication of Technical Papers
- Curriculum Development and development of resource materials
- Innovations in technician education and evaluation
- Continuing Education Activities
- Public relations and interaction with the community
- Students Counseling and student interaction
- Perform any other assignment / duties assigned by superior.

DEAN (Academics)

- Admission of students as per procedure laid down.
- Coordinating with Board / University for conduct of final examination.
- Result analysis and declaration of results.
- Issue of certificates to students.

TRAINING AND PLACEMENT OFFICER

- To invite prospective companies to campus for recruitment.
- To register students for the job with prescribed qualification.
- To arrange for various facilities required on the date of interview.
- To collect appointment letter and distribute them to the selected students
- To provide in-plant training at industries.
- To achieve maximum possible placements for students.
- To guide students various interview techniques, group discussions, aptitude tests etc.
- To prepare training and placement brochure of departments.
- To prepare tracer study report on yearly basis.
- To enroll the students in Alumni
- To arrange for experts from various field of engineering and management as guest speakers.
- To liaison with probable employer / industry for industrial attachment training in island /mainland.
- To organize workshop for enhancement of soft skill based on the requirement.
- To plan and evaluate theoretical subject in the relevant field.
- Perform any other assignments/duties assigned by superiors

PURCHASE SECRETARY

- Responsible for procurement of materials / consumables / lab equipments as per procedures laid down.
- Storage and preservation of materials in stores.

CHIEF HOSTEL WARDEN

- The Chief Hostel Warden shall be appointed from the teachers of the institute not below the rank of H.O.D shall hold the office for a term of three years on an extendable basis.
- The Chief Hostel Warden in the institute will look after the general welfare of the students and their resider guidance to the Provost /
- Wardens / Auditor (Quality Assurance) / Purchase Assistant on matters concerning their functions.
- The Chief Hostel Warden shall provide appropriate encouragement for sound and
- fruitful relationship between the intellectuals and social life of the students and for those aspects of the Inst growth and development as matured and responsible human beings.
- The Chief Hostel Warden, *interalia,* will arrange for the guidance of and advice to the students of the instit
    - Organization and development of student bodies in the hostel.
    - Health and Medical Services for the hostellers.
    - General Residential life of the students.
    - Arranging facilities for the educational tours and excursions of the hostellers.
- The Chief Hostel Warden will exercise such powers and perform such duties in the pursuit of the above as
- The Chief Hostel Warden shall be responsible to issue the hostel activities calendar within 10 days of open Calendar shall be displayed on both the Hostel Notice Boards.

HOSTEL WARDEN

- Admission of students to hostel.
- Provision of welfare measures.
- Coordinating for social and cultural activities.
- Perform any other assignments/duties assigned by superiors

CAMPUS OFFICER

- Maintenance and upkeep of Institute Buildings, Garden & Water supply.
- Overseeing Security service / Firefighting appliances.

Additionally various committees are constituted to address the grievances and discipline in the Institution

COUNSELING CELL

- Facilitate career guidance to students
- Assist students suffering from psychological disorders
- Arrange for professional counselors
- Maintain record of counseling activities
- Student academic counseling

WOMEN'S HARASSMENT COMMITTEE

- Prevent discrimination & sexual harassment against women, by promoting gender amity among students &
- Make recommendations to the higher authorities for change/elaborations in the rules for students in the pro down procedures for the prohibition, resolution, settlement & prosecution of acts of discrimination & sexua employees.
- Deal with cases of discrimination & sexual harassment against women, in a time bound manner, aiming at harassment.
- Recommend appropriate punitive action against the guilty party to the higher Authorities

CLASS INSPECTION COMMITTEE

- Monitoring of class conduction
- Checking of lesson plan and attendance register
- Updation of evaluation records in attendance register
- Effectiveness of teaching with inclusion of micro teaching component & LR's

ANTI-RAGGING COMMITTEE:

- To curb the ragging inside the campus
- To bring discipline among the students of all courses
- To encourage the fresher's & give a friendly environment in the campus

The details are also available in Intra portal under ISO documents & in the website .

Case Study:

The first Meeting of the State Level Advisory Committee on Technical Education for the UT of Andaman & Nicol

Dean (Academics), DBRAIT, made a power point presentation highlighting the present activities and persp features of the plan 2015-16 included introduction of two degree programs, enhancement in intake capacity in 03 d and setting up of a Community College etc.

Secretary (Education) emphasized that the plans for starting the degree program in Mechanical Engineering in threedisciplines from 40 to 60 students from the ensuing session has to be pursued vigorously with Govt. of Indi

Director (Tech.), Govt. of India, MHRD suggested that the Institute should explore the possibility of getting implemented by MHRD.

After detailed discussions, following decisions were taken:

1. A & N Administration will pursue with, Govt. of India, MHRD & AICTE for seeking approval to introduc from 40 to 60 students for 03 diploma courses from the ensuing academic session 2015-16.
2. DBRAIT shall submit a proposal to Govt. of India, MHRD for getting covered in the proposed World Bank
3. A & N Administration will make fresh request to Govt. of India, MHRD for sanctioning of a National Insti
4. Govt. of India, MHRD & AICTE shall expedite the release of grant-in-aid for Community College so that can be started in the month of July 2015.
5. DBRAIT shall depute HODs, TPO and other Senior Faculty Members to the relevant industries at mainland

The status of implementation of the above resolutions is as follows-

1. The process of introduction of two new degree programs is on track. A new B.Tech block is under construc
2. A proposal by DBRAIThas been submitted to Govt. of India, MHRD for getting covered in the proposed W
3. A & N Administration will make fresh request to Govt. of India, MHRD for sanctioning of a National Insti
4. Govt. of India, MHRD & AICTE shall expedite the release of grant-in-aid for Community College so that can be started in the month of July 2015.

DBRAIT shall depute HODs, TPO and other Senior Faculty Members to the relevant industries at mainland towar

Decentralzation in Day to day Activities

-The faulty are given liberty to prepare their lesson plans for the subjects allotted to them in their own way

- The faculty are free to take the students for site visit, demonstration etc.

- The faculty is motivated to involve themselves in extra-curricular activities with students like sports, cultu

- Faculty can approach the top management for any support and guidance

- Assigned independent additional charges like Dean (Academics), Dean (Sports & Culture), Training & Pl Officer (Skill Development), Vehicle In-charge, Canteen Committee etc

College nominates the concerned HODs for interacting with other departments of A&N Administration thereby gr

Faculties are assigned additional responsibilities in rotation , thereby developing their proficiency & leadership qu

Supporting staffs are also involved in various activities along with senior faculty members, which helps them in th

Committees are formed involving all level officials like Welfare Fund Committee, Sports & Cultural Committee, for all operational issues which are student centric for eg- performance monitoring of students, interacting with the consultancy The participative management is carried out by involving HODs, faculty members students.

The Institute promotes culture of participative management. This helps staff and students to come out with the pos Various activities of the institute are decentralized and decisions are taken by discussion and considering positive institute is to coordinate with all departments, administration, controlling and regulating bodies like AICTE, UGC participative management is promoted and it improves the output of all the academic & administrative activities.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Institution has perspective plan duly approved by the competent authority as detailed below

Action Plan for 5 years

- Establishment of Community College at Diglipur & Rangat
- Introduction of two additional degree engineering programs
- Networking with various IITs / NITs at mainland.
- Industrial training for students at mainland in various reputed organization.

Action Plan for 10 years

- Establishment of one more technical institute at North & Middle Andaman
- Establishment of Community Collegeat Campbell Bay& Car Nicobar.
- Starting M.Tech Program in various disciplines
- Increasing intake in degree / diploma programs
- Networking with various overseas institute for QIP program for staff / training for students

Example- Networking with various IITs / NITs for QIP program for staff / training for students

In the third phase of Technical Education quality Improvement programme (TEQIP-III), UT of Andaman & Nicobar Islands has been included.

The following activities are covered under TEQIP-III:

- Procurement of Goods (Equipment, Furniture, Books &LRs, Software and minor civil works

- Improvement in Teaching /Learning & Research Competence.
- Faculty and Staff Training (qualification upgradation, participation in seminars, conference and workshop etc.)
- Improving transition rate of students and improving non cognitive skills of students)
- Instituting, academic and non academic reforms(curricular reforms, digital learning accreditation, autonomy)
- Students employability (increasing interaction with industry, students career couselling and placement, mandatory internship)
-
- Increasing faculty productivity and motivation through sponsored research, consultancy and revenue generating activity.

Expected Outcome

- Better academic standard through accreditation, filling up faculty position, training of faculty in better teaching methoc, improved research output in project Institute.
- Better administration of the Institution with improved academic autonomy.
- Better system for assessment of students learning
- Upgradation of existing faculty
- Enhancement in faculty productivity and motivation.
- Improvement in students employability

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Grievance Redressal Mechanism

NIC of A& N Administration had made an **online grievance filing &Redressal system** for receiving grievances from citizen electronic & paper form at LG's office. The grievances related to our Institution is send to us by NIC, which are addressed & status updated to LG's office through NIC in stipulated time. The same is published & disseminated in the Institute website. The institution has a grievance redressal mechanism at department level to address the various academic, non-academic problems arises from time to time.

A **suggestion box** is kept in the reception to receive the grievances from the students. The suggestions and complaints posted in the suggestion box are reviewed by the Principal. The respective HOD's after discussing with the Principal give the solution which is also displayed electronically in reception. Periodic faculty and class representative's meeting is conducted in every semester to address the student related academic issues. Every semester open forum is also conducted to address the students grievances.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Any additional information	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

As per the decision taken in **40th management review meeting** of ISO, it was decided to implement the following.

1. e- feedback filling linked with issue of admit card- e feedback filling is made compulsoryfor issue of admit card. In 2016-17, all studentshave entered the feedback and corrective action has been taken at HOD level as well as principal Level. The timely submissions of feedback from students have given time to take corrective action.
2. Course file - course file has been prepared by all teachers and the same has been uploaded in student Information System. Course file prepared by teacher includes week plan, lesson plan, notes, class test question paper, old question papers and assignment questions.

As per the decision taken in **TEQIP meeting of world bank project**, following resolutions are passed and the same was implemented.

1. List to be prepared for purchase of equipment under World Bank project- List has been prepared for purchase of equipment for the newly established lab and submitted to the purchase coordinator. All Departments have prepared the list as per the University details attached in the curriculum.
2. Induction programme to be conducted for all newly admitted students.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

- College staff welfare fund is in place for more than a decade and the same is used by staff (both teaching and non-teaching) for various emergency needs. In last four years Rs 52, 71,479/- number of faculty and staff have availed benefits of Welfare Fund.

- Additionally staff and faculty contribute voluntarily for any welfare requirements as and when any

emergency situation arises.

- A cooperative welfare society PSCCS has been functional in the institute from nearly last 20 years. It has been set up for the convenience of resident hostellers, day scholars & residential staff of the campus. Other staffs of the institute can also avail the facility.

- LTC, annual Free sea passage, medical reimbursement, departmental loans, group insurance, retirement benefits like pension, gratuity, staff quarter and leave benefits.

List the existing welfare measures for teaching and non-teaching staff.

1. Welfare fund
2. Cooperative welfare society PSCCS
3. Leave Tour Concession
4. Annual Free Sea Passage
5. Medical reimbursement
6. Departmental loans
7. Staff quarter
8. College bus
9. Casual Leave
10. Half pay leave
11. Child care leave for ladies
12. Summer and Winter vacation
13. Study leave
14. Insurance, Gratuity & pension

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.01

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	3	9	6	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 59.9

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	15	16	4	7

File Description	Document
Details of of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Supporting staff's performance for Laboratory instruction and effectiveness is captured for various enlisted parameters under ISO system by Faculty as well as by HODs. The information is then evaluated for further appraisal & training

The standard Annual Performance Appraisal Report (APAR) forms designed for college teachers, non-teaching supporting staff and lab/workshop staffs framed and approved is followed by the institute. In the month of April, after closing of financial year, the prescribed forms are given to all the employees of the institute by the Administrative Officer of the institute through their reporting officers. The employees are supposed to write their self appraisal about their nature of work, special work performed by them &any special information during the previous financial year. The employees are supposed to submit the filled APAR forms to their nominated reporting officers. The reporting officer is supposed to judiciously report about the performance & other information mentioned in the form about the officials. The reporting officer is supposed to submit the duly filled and signed forms to designated reviewing officer. After writing and accepting the APAR, a photocopy of complete report is given to the employees. If any employee is not satisfied by the remarks of Reporting &Reviewing officer, he/she can represent to higher competent authority.

The performance appraisal report for college teacher is divided into five parts.

PART-I is to be filled-in by the administrative Section of the concerned College. The Part-1 consists of personal information candidate.

PART-II is to be filled by the concerned Lecturer/Senior Scale/Selection Grade/Reader. The Part-II requires following information

- Result of paper taught. Indicate the number of students securing above 60% marks. Also indicate number of students securing above 70% marks.
- Efforts made to provide special attention to weak students. Indicate number of additional classes conducted.
- Research papers published/innovation in teaching introduced
- Participation in conference/symposium/workshop/refresher courses/orientation courses etc.
- Student counseling/placement/activity/remedial classes conducted.
- Community Service/ Continuing Education
- Contribution to campus/ hostel life.
- Any other special contribution/achievement

PART-III is to be filled in by the Principal of concerned College.

1. Comments on Information given in Part-II
2. Quality of output
3.
4.
5. Knowledge of sphere of work
6. Inter personal relations and team work.
7. Relationship with students.
8. Attitude towards students belongingto OBC/ Schedule Tribe/ Weaker sections of the society and willingness to deal with them.

PART-IV is to be filled by the reporting Officer.

1. State of Health
2.

3. Overall assessment
4.

(Outstanding/ Very Good/ Good/ Average/ Below average.)

PART-V is to be filled by the Reviewing Authority.

1. Length of service under the Reviewing Authority
2. Is the reviewing authority satisfied that the Reporting Authority has made her/his report with due care and attention and after taking into account all relevant materials.
3. Do you agree with the assessment by the reporting Authority.
4. General remarks with specific comments about the grounds given by the Reporting Authority about grading of the Lecturer/Reader.
5. Has the Lecturer/Reader any special characteristics/abilities which would justify his/her out of turn promotion.

The performance appraisal report for non teaching staff has 3 parts - PART-I is to be filled-in by the administrative Section of the concerned College. The Part-1 consists of personal information candidate. PART-II is to be filled by concerned staff. PART III is filled by the reporting officer.

The annual performance appraisal report helps in understanding the performance of the faculty in academic area, contribution in community service, campus service, quality output, attitude contribution, knowledge of sphere work interpersonal relation etc. This helps management to plan training needs of the faculty.

A photocopy of the accepted APAR is given to the individual employee where they can see the remarks of the superior officers. He/she can identify his/her strong & weak areas and take appropriate action to improve him/her self. The institute fully supports its employees to improve in their weak areas and grow further in their strong areas. Annually, training needs of the employees are submitted to Training & Placement Cell for arranging the need based training programs. The training need of the staff/faculty is recommended by HODs understanding the job requirements and also employees need.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The academic processes are audited by third party as a part of surveillance audit. The financial audit is carried out by CAG once in 2 years.

The academic process of the institute is internally audited once in a yearby internal trained Auditors. The time is given by Auditor to Auditee to rectify the non-conformity observed. If the non-conformity is not rectified, it remains open till it is rectified. All the audit reports of Auditors is submitted

to management representative of ISO 9000 & 14000. The key issues of the internal audit is also discussed in management review meetings. Sample surveillance external audit is done by the Auditors from BVQI. No major non-conformities were observed by the Internal & External Auditors.

The External Financial Audit of the institute is carried out by Controller & Auditor General (CAG).

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

Response: 0.68

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.0676	0.0942	0.0962	0.324	0.0976

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Dr. B. R. Ambedkar Institute of Technology is a Government institute under UT Administration of A& N islands. The institution is getting Government funding based on the requirement projected by the institute. Each department projects its financial requirements for resources which is clubbed and the financial requirement of the Institute is finally prepared by the Accounts Section of the institute and submitted to A & N Administration. In addition, the Institution is collecting semester fees from the students.

The Institute is getting centrally sponsored funding for skill development in the Islands under CDTP scheme of MHRD. Further MHRD has also sanctioned two Crore for infrastructure development under a centally sponsored scheme   RUSA.

The Institute is a Government Institute and the fund is made available by A&N administration under plan & non-plan scheme. The expenditure is monitored by finance department of A&N administration. Software is used to track the expenditure under various heads. Accounts section of the institute is responsible for keeping proper track and record of expenditure and budget utilization.

The requirement of fund is taken from all the departments/sections and accordingly fund is allocated to departments through software. The department can place the requirement of materials for

purchase based on availability and allocation of funds. The availability of funds to various departments is monitored by the concerned department and purchase section whereas, the expenditure part of the entire institute is monitored by the accounts section and administration level.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. Two best practices are shown below.

Best Practices –I Outcome Based Education (Activity planned in IQAC Meeting)-

Title of practice – Transformation from Traditional education system to outcome based system.

Goal - Outcome Based Education (OBE) emphasizes on

- Stating what we want our students to be able to do at the end of the programme.
- Designing Learning-Teaching processes to facilitate students to do what they are expected to do.
- Assessing the students whether they are able to do what they are expected to do.
- The Outcome Based Education ensures that learners would achieve predefined outcomes for the programme in which they are enrolled.
- Outcome Based Education (OBE) is an approach to education in which decisions about the curriculum are driven by the exit learning outcomes that the students should display at the end of the course.
- Learners are future-oriented. They are informed about what they have to achieve and the quality of such achievement.
- The process shifts from a content-based input approach to a competence-based output approach where certification validates the achieved competences.

Context - As a part of IQAC initiative, two workshops were conducted by NITTTR, Bhopal and NITTTR Kolkatta on outcome based education. All the curriculum were redesigned as per OBE requirement. Transition in the outcome based education gives the Institutes a profoundly a different means of restructuring the teaching learning process. . Learning & teaching activities that would facilitate students' achieving the Intended Learning Outcomes were designed and assessment tasks were evaluated.

Practices - The transition from 3R's (Reading, writing, Arithmetic) to 4 C's (Creativity, Critical, thinking, Communication & Collaboration) made a sea difference in course attainment.

The objectives and outcomes which are used for measuring the attainment after the completion of course are listed below.

1.Program Educational Objective- PEO's are the statements which describe the professional

achievements of the students in five years after completion of Diploma.

2. Program Specific Objective- PSO's are the statements which describes what the students should be able to do in their specific field after completion of Diploma program.

3. Program Outcome- PO's are the statements which describes what the students should be able to do after completion of Diploma program.

4. Course Outcome- CO's are the statements which describes what the students should be able to do after completion of a Course.

• The PO's /PSO's are mapped with Courses that are offered in the Electronics and Communication Engineering Programme. Program Outcomes emphasizes the expectations of students from their Programme. Attainment of PO/PSO depends on the mapping strength and Co Attainment.

• Same process is followed for PO/PSO & PEO attainment after delivering the whole program.

• This concept applies even at higher levels also i.e Mission and Vision but the time frames are usually larger.

• The Mission is revisited typically once in 5 to 6 years. The vision is revisited not less than about 7 to 10 years.

• This analysis hashelped the faculty to plan new strategy for delivery, assessment & students involvement in learning for improvement in ensuing semester.

Evidence of Success- case study – Subject (satellite Communication)

The result of the subject is satellite communication has increased to 92%. This shift is due to change in delivery system from teaching learning to learning teaching system .i.e outcome based education system.

Problems Encountered and Resources Required

• Teacher work has increased

• In the absence of software for calculation of course attainment teacher were using excel for calculation.

• Documentary evidence to be retained for future analysis and checking.

Best Practices –II Academic Audit (Activity planned in IQAC Meeting)

Title of practice - Quality check for improvement in teaching learning system.

Goal : Academic Audit emphasis the following.

• Teaching level Audit as per norms of AICTE for all academic activities.

• Top level Audit for Acdemic & Administrative activities.

Context Academic Audit were conducted after approval of State Level Quality Assurance Committee(SLQAC). Auditors were engaged from other Higher Education Institute of these Islands. Inputs given by Auditors were discussed in the IQAC meeting and corrective action taken. Action taken report has been prepared..

Evidence of Success – report of Academic Audit

As a part of corrective action to encourage research activity, Dean (Research) and Assoiciate Dean(Research) has been appointed. Incubation centre has been established. Four Research proposals has been prepared for applying under Research, innovation component of RUSA scheme and one Research proposals applied to Biomedical Department. Approval not yet received

Problems Encountered and Resources Required

- As audit was conducted by auditors from other Higher education Institute, coordination of time was difficult.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Teaching evaluation by HOD:

- Surprise monitoring done by HOD & senior lecturer in the class

Areas monitored are:

- Attendance register
- Implementation of Course File
- Teaching effectiveness.
- Set induction, subjectivity, application & summarization
- LR used
- Lesson plan, class conduction as per plan

Students feedback parameters.(e feedback or Open forum)

- Details of subject registered
- Problem faced in understanding theory & practical
- Whether taught as per lesson plan
- Any help required for improvement in result

Student Performance and Result Analysis

- Performance monitoring in unit test / Pre University Exam and corrective action by grey subject analysis.
- Performance monitoring in University Exam and remedial classes for improving the performance in next University Exam.

 Monitoring register – Students maintained a register, having details of all periods, course content taught, attendance details and signature of the concerned faculty which is also a monitoring method for teaching learning process wherein students are enpowered in monitoring process..

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

6.5.5 Incremental improvements made for the preceding five years with regard to quality *(in case of*

first cycle) **and post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Incremental improvements made for the preceding five years with regard to quality are listed below

- Value Added Courses beyond Curriculum and Syllabus like Tod-Fod-Jod, Knowledge Skill Transfer, Focused Group Activity for skill, knowledge & personality development.
- Internet Connectivity in all the departments & for students in the library.
- Wi-Fi Connectivity in the Institute.
- Library services and access to Digital Library (E-Learning Materials)
- Faculty Advisors for each class
- Regular cultural & sports activities in afternoon session of first, third& fifth Saturday of the month
- Separate boys & girls hostels with indoor games, gym, study room, library, common TV& hygienic mess facility
- First-Aid room with qualified Pharmacist available during working hours.
- Three ownbuses for day scholars & staff on nominal payment
- Regular local Industrial visits& training to impart practical knowledge.
- Academic Audit conducted by Third party for improvement.
- Outcome based Education introduced.
- Course plan prepared and uploaded in Students Information System.
- Student Teacher Concept introduced to improve the communication skill of the students.
- Language labestablished for improving the teaching learning system.
- e-initiative introduced for academic activities such as attendance entry/monitoring,marks entry/monitoring, result analysis, Question paper generation for internal test,letter to parent,course completion and transfer certificate generation.
- Participation in NIRF
- Constitution of IQAC.
- Remedial Classes has been incorporated in the Academic Calendar for improving of performance by the student in Unit test and Pre-University Exam.
- Library and every Department maintainsquestionbankswhichareusedbyfacultyand students to become familiar with the pattern of examination.
- Quality of the project is measured based on real-time application, innovativeness, product/process re-engineering and cost-effectiveness of the system.
- Project development is monitored at Department level and Project Scrutiny Committee(PSC) level. PSC is designated as a centralized committee to monitor the progress of projects of all departments at a higher level.
- Two CR meeting at Principal levelfor clearing academic and other problems.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 34

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	8	6	7	6

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

Gender:

As such there is no gender discrimination issues in the Islands and hence in the institute. Girl Childs are given equal opportunity in all the spheres and activities of the Institute. For selecting the class representative and student's sports, literary and cultural secretary, equal opportunity is given for both Boys and Girls in Elections. To protect the girl Childs, women harassment cell has been established which is chaired by a Head of the Department, Electronics Department.

CCTV has been installed in the Institute in all corridors, drawing halls and auditorium. For monitoring, access has been given to Principal & HOD's .

 Full time security guard- Security guard is provided in the Institute. Durating Examination time one security is provided full time in front of academic cell for the security of university Question paper and Answer script.

 Three member Committee is constituted for counselling. Apart from this one students Advisors are

allotted for each class for guidance of all academic and personal issues

At present no common room is available. But hall I & hall II are used as common room for both Girls and Boysin the lunch hour for using Mobile.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 23.32

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)
Response: 98550

7.1.3.2 Total annual power requirement (In Kilowatt)
Response: 422582

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 6.15

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)
Response: 9234

7.1.4.2 Annual lighting power requirement (In Kilowatt)
Response: 150145

File Description	Document
Details of of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The institute obtained ISO 14000 certification in the year 2013 wherein Environmental Management System (EMS) was established. The institute was first in the Islands to obtain ISO 14000 certification which enabled the institute to develop and implement an Environment policy and objectives. This takes into account legal and other requirements to which the organization subscribes and information about significant environmental aspects. It applies to those environmental aspects which are identified by the institution that can be controlled and influenced. Surveillance Environment Audit is annually conducted by the Accreditating agency BVQI now known as BVC. The facilities, which includes laboratories, Hostels and campus is audited against the laid out Environment Quality Process and checked for non-conformity, if any, against the prescribed standards.

e-waste management

The e-waste generated in the campus is segregated and stored separately as per Environmental Management System (EMS) under ISO 140000 and disposed to selected vendors.

Solid Waste Management

Kitchen waste from Hostels, quarters and canteen is collected and converted to organic manure by process of windrow composting. The organic compost is used in the garden of the Institute. The current quantity of solid waste generate in the campus is 4500 Kg/Month. A Bio Gas is being constructed to use the solid waste.

Liquid waste Management

An Effluent Treatment Plant (ETP) is established inside the campus to treat waste water. The waste water generated from the Institute is treated through ETP having a capacity of 1 lakh liters per day and the treated water from effluent is also used for garden

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Check Dam Construction – Rain Water Harvesting

- A mini bund/check dam has been constructed in a perennial stream going amidst the campus and the water retained on the small reservoir in upstreamis used during dry weather for gardening the entire landscape in the campus & it stores 3 gallon of water.
- The campus houses three ring well(7 m dia) to draw the charged ground water .
- The ponding of water on downstream side of Mini bund stores about 3 gallon of water.
- Sprinkler irrigation system is laid for the gardens for efficient use of water
- Roof top rain water harvesting is carried out to capture the rain water.
- There are two numbers of RCC rainwater storage tanks installed in the Institute having 15000 litres of capacity.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Efforts for Carbon Neutrality

- Institute busfacility is in place to discourage vehicle ingress to campus which caters transport need to reach institute, thereby reducing carbon footprints through burning of fossil fuels
- Through passive landscaping green patch is created covering more than 70% of the
- Native variety of plants are grown inside the campus to save biodiversity and protecting local flora and fauna.

Paper Recycling and Reduction in usage of paper

- Being an educational institute, a good amount of paper is generated as waste. The waste paper is recycled and used for making office files for the institute. For reduction of usage of paper, various processes have been made paperless by use of intranet portal of the institute like CL application, monthly pay slip, students feedback, e-question bank, specification table, monthly attendance of students, sessional marks of the student, result analysis etc.

- The new academic block is being converted into Green building making it more energy efficient with solar panel roofs
- All the major laboratorieshaving high consumption of energy (Air-conditionedcomputer labs) are being monitored with separate meters for checking and controlling energy consumption.
- Control on usage of electric power is exercised for inculcating energy saving habits amongst staff and students by creating awareness and regular monitoring by staffs.

Efforts for Carbon Neutrality

- Institute busfacility is in place to discourage vehicle ingress to campus which caters transport need to reach institute, thereby reducing carbon footprints through burning of fossil fuels
- Through passive landscaping green patch is created covering more than 70% of the
- **e-initiative** Institue has implementedvarious software like Students information system, guest lecturer appointment and payment, no dues certicate, e certificate generation, e circulars etc which has promoted the concept of paperless office.
- **Plastic free campus-** paper bags are prepared from recycled papers and circulated which has reduced the plastic use.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.02	0.02	0.02	0.02	0.02

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<u>View Document</u>

7.1.9 Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<u>View Document</u>

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 10

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 43

7.1.11.1 Number of initiatives taken to engage with and contribute to local community during year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	9	9	9	7

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 42

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institutes organises national festivals and birth / death anniversaries of the great Indian personalities viz. Gandhi jayanthi, Independance day, Republic Day, National Unity day, Womens day. A structured plan for the program is been made by the Dean (Student Affairs) and the students secretaries conduct the same with

involvement of other student volenteers. In Independance and Republic day students representative give presentations on unsung heros and their contribution after flag hoisting. The programme includes patriotic songs motivation speech by the teachers.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The Institute conducts rope-in Programme and SoCh activity to inculcate human values and professional ethics in students, faculty and society.

Rope –in Programme

Rope in Program is done for freshers. In the one day program various cultural activities and visit of Institute are organized. The event provides a platform for the Freshers to interact with the other senior students of the college and to showcase their talents. The event is organized by seniors. This interaction will not only bring senior and junior students closer but motivate juniors and boost the confidence of freshers.

SoCh activity-

The activities to address the Social Challenges undertaken with SoCh include the following Heads of Activities

- PRATIDAAN – Fund is contributed by all students and staff/faculties of the institution, and Alumni for contributing to LG Relief fund. From 2014 onwards the Institute has contributed Rs 5,01,960/- to LG's relief fund.
- AUO (Attending unattended Ones) – In this Activity students along with the faculty in their group identifies such persons in Hospitals, Streets and Roads who are abandoned by their family are unattended for their mental, physical and Physiological illness.
- SANKALP –In this program student volunteers organize various programs with inmates of Orphanages to make them feel connected and elated.
- ARPAN –The student volunteers make bags with used clothes and used papers and distribute them at public places/ eateries / OPDs in hospitals/grocery shops etc. to create awareness and popularity for such eco-friendly bags.
- SEWA – In this activity students identify the nearby locality of their campus and organize cleanliness drive and survey for condition and remedial actions for services like roads, Aanganwadies etc.
- THUNDER – student volunteers organizes Rallyfor creating awareness about use of Renewable energy sources, respect for Traffic Rules, effect ofdrug abuse and alcoholism amongst youth.
- SWACH –students volunteerstest the quality of all Public water sources which include all open wells and ponds for its quality and portability. It also includes creating awareness amongst the local people about keeping the water source clean and safe.

- SABAS – students give awareness about the importance of cleanliness and hazardous effect of plastic debris on marine lives, in all sea beaches where tourist movement is more.
- CADE –Student Volunteers collect information regarding the statistics of e-waste generated from various locations in and around Port Blair, give awareness about the harmful effects of e waste and finds the sources/ organizations who deals with safe disposal of this e-waste.

Benevolent Fund- The Institute started the concept of Benevolent Fund in 2007. The purpose of starting the fund was to help the economically weaker section of the society. This will develop philanthropic spirit in the students , Boost their morale by contributing to the upliftment of their own team members. The fund was given be staff, student and philanthrophers of these Islands. In Benevolent fund a total of Rs 3,51,633/- were available which was given to students who are economically backward for paying the fee as per the said guidelines.

Welfare Fund- The Institute is have a welfare fund wherein the staff contribute an amount on monthly basis. For medical treatment or any emergency, staff are given financial assistance through this fund on loan basis and the staff return the amount on instatement as per the norms of welfare fund.aroud 80 staffs are benefitted with Rs.52,71,479/-

7.2 Best Practices

7.2.1 State at least two institutional best practices (as per NAAC template)

Response:

1. **Title of the Practice** : System Based Innovative Approach for Technical Education

2. **Goal** : (Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words)

Aim for the Innovative Practice is to

- Operate an inbuilt system driven process for teaching learning activities (under ISO 9000)
- Create Management Information system (MIS) for monitoring activities critical to quality
- Inculcate Environmental friendly practices (under ISO 14000) and to build consciousness to save resources through IT applications
- Create sense of Social and NationalResponsibilities
- Take challenges for finding solutions on real time problems through academic projects
- Create professionals skilledwith good Communication, Attitudinal and Technical Aptitude

3. The Context

Being the only technical institute of the Islands the organisation had the challenge to cater to the technical need of the local community with latest technological applications. The geographical isolation from Mainland India, very poor mathematical and Science background of students and Poor connectivity were the greatest challenge to keep the faculty and students updated with latest technical happenings in the Industries. It envisaged the faculty and system to integrate a process which will be self driven to make the

passing out students skilled and equipped with desired technical knowledge to compete with their counterparts and to fulfil the expectations of their probable employers/ Industries. While integrating the teaching learning process with ISO 9000 and ISO 14000 standards, care was taken to have a holistic approach to mould the students to become responsible citizens. This called for implementation of various innovative practices in curricular as well as in co-curricular activities.

4. The Practice The innovativeness is practised and identified under different focus area which ultimately converges into a larger scope for student empowerment and development so that they are best suited for industry and employability with inherent quality of commitment and conviction. The various areas are:

- Teaching Learning Process: The quality process included in Teaching Learning Process diverges to higher level of control involving all the stake holders in the process.These include the Management Information System (MIS) from class room to higher levels and thereby continuous monitoring at all points for better productivity. This assures preventive measures for redundancies and removal of unproductive work wherever the process gets into its maturity level. The various MIS include

- Lesson Plan/Practical Schedule to monitor Content coverage within the academic calendar with thrust on practical/laboratory classes with group of not more than five students in each batch
- Class Room Monitoring which include daily submission of class room teaching information by class representative including absentees and portion covered during each class and verification of Micro teaching concepts followed in the class
- Review Meeting with Faculty , staff and students for monitoring progress, checking redundancies and continuous improvement

- Learner Cantered Activities: Time Table introducing Focus Group Activity (FGA) classes for soft skill and personality improvement of students. Student teacher concept where senior students conducting classes for juniors. In addition to above the final year students are encouraged to take real time Projects as their Major project for exercising and envisaging the scope of application of their technical and theoretical knowledge to find solution to real time problems.
- Feedback System for eliminating non-conformities' and to ensures preventive and corrective actions.It includes Class room teaching process feedback, feedback from parents, employers and external examiners. Open forum is also organised wherein suggestions and inputs from students are taken to make necessary changes in system. Apart from this, input from External and Internal Audit for both ISO 9000 and ISO 14000 is taken into consideration for continuous improvement.
- E-Initiatives in which all system based process is entirely covered through software called Student Information System (SIS) . It includes the personal information of students registered at the entry level and thereafter monthly attendance, marks for both internal and external exams, skill map for soft skill development plan and details of choice of participation in extracurricular and co-curricular activities. In addition to above SIS also records performance of Lecturers/Faculty, result analysis, grey subject analysis for control of and prevention of non-performers and failures.

The resource management including purchase of equipments and accessories, e-question bank for internal exams ,attendance of all faculties and staffs, administrative process including pay roll, duty chart, circulars etc are also covered through intra net portal making the entire process paperless and effectively environmental friendly.

5. Evidence of Success

In order to authenticate the expected benefit a survey was carried out amongst final year students (session 2014-15) who have undergone the process of QMS and EMS complimented with other initiatives. The survey questionnaire AAGREH (Aspiring and Analyzing Goals to Reach Anchoring Heights) aimed to capture the objective derived for each and every initiative gave the outcome. which is uploaded as data analysis for best practices

Annually objectives are framed by individual department and sections for their performance achievement and same is considered as targets which are verified in Management Review Meeting every semester. This include expected results indicated by faculties for their subjects taught and later the same is verified against the obtained result for analysing the success as well as failures. For subjects having result less than 55% is considered under Grey Subject Analysis wherein five level reviews is carried out.

This resulted in more ownership and effectiveness by faculty / staff and empowerment of students resulted in responsible efforts on applying knowledge and skill learned in program.

6. Problems Encountered and Resources Required

This being the only technical institute of these islands and situated at far off place geographically from Mainland India experiences challenges as described under

1. Non-availability of experts, locally , for Soft Skill Training
2. Absence of Industries in the Islands and thereby lack ofindustrial exposure for both faculty and students
3. Placement of Degree students
4. Poor quality of Intake in the absence of screening test for admission
5. Non-availability of qualified teaching faculty in local population
6. Reluctance of students to work outside these Islands

Absence of Industries poses greater challenge for meeting the training requirement and exposure required by faculties as well as by students to know about the recent technological knowhow as well the practices followed in Industries. The students are sent to renowned Industries/ Training Institute in Mainland for industrial attachment training and thereby equipping them for better employability but is adds to higher cost of training.

7.Notes (Optional)

The institution carried out SWOT analysis, a decade ago to understand the challenges and scope of improvement and thereby arrived at a common understanding for implementation of Innovative practices.

II Best Practice

1. **Title of the Practice**: Addressing Social Challenges in and around Port Blair with **SoCh**

2. **Goal** : Aim for carrying out activities under SoCh is to

- Create awareness amongst students about less privileged sections of community and the

reasons/causes for their plight

- Making students aware and habitual about their social responsibilities and thereby inculcating philanthropical values.
- Encourage the students to be part of social service and to contribute their efforts with understanding of their social role in eliminating the problems faced by society.
- Make the students Own their surroundings and to become more environmental friendly through eco-friendly practices.

3. The Context

The institution completed its 30 years of establishment in the year 2014. In order to recognise, acknowledge and repay the contribution of local community in organisational achievements it was decided to celebrate the 30th Anniversary by dedicating itself to the service to nation by addressing social challenges named as "**SoCh**". Nine activities were identified under SoCh with thoughtful planning and strategising the involvement of students to make them easily adaptable and acceptable. On the foundation day of 6th September 2014, a day long program was organisedwherein faculty and students under various heads of SoCh activities reached out to the local community and had a successful attempt to make an impact as planned against each program. This attempt was highly appreciated and then with the approved of authorities institution decided to implement SoCh as part of their regular extracurricular activities. Thus it was decided that all working Saturdays will be dedicated to SoCh activities

4. The Practice

The activities to address the Social Challenges undertaken with SoCh include the following Heads of Activities

- PRATIDAAN – This is the name given to the annual contribution of Rs. One Lakh, which will collected by all students and staff/faculties of the institution, to be given to LG Relief fund.
- AUO (Attending unattended Ones) – In this Activity students along with the faculty in their group identifies such persons in Hospitals, Streets and Roads who are abandoned by their family are unattended for their mental, physical and Physiological illness. Student volunteers explore about their family background and link up with the doctors and authorities to provide essential help for them. This activity include visiting physically challenged children home and understanding their needs.
- SANKALP – This activity include visiting orphanages and knowing about the inmates for their academic and other needs. In this program student volunteers organize various programs with inmates of Orphanages to make them feel connected and elated.
- ARPAN – This activity is for alternative resource to Polybags to avoid nuisance created by Polythene. The student volunteers make bags with used clothes and used papers and distribute them at public places/ eateries / OPDs in hospitals/grocery shops etc. to create awareness and popularity for such eco-friendly bags.
- SEWA – In this activity students identify the nearby locality of their campus and organize cleanliness drive and survey for condition and remedial actions for services like roads, Aanganwadies etc.
- THUNDER – This activity is a Rallying event wherein student volunteers in their motor bikes will be organizingRallyfor creating awareness about use of Renewable energy sources, respect for Traffic Rules, effect ofdrug abuse and alcoholism amongst youth.
- SWACH – This activity is for Safe water and clean habitat wherein students volunteers will be

testing the quality of all Public water sources which include all open wells and ponds for its quality and portability. It also includes creating awareness amongst the local people about keeping the water source clean and safe.

- SABAS – In this activity student volunteer will be creating awareness about the importance of cleanliness and hazardous effect of plastic debris on marine lives, in all sea beaches where tourist movement is more. This also includes all pristine sea shore areas which are known for their aesthetic appearance and locations.
- CADE –This activity includes creating awareness and disposal of e-waste. Student Volunteers collect information regarding the statistics of e-waste generated from various locations in and around Port Blair and finds the sources/ organizations who deals with safe disposal of this e-waste.

These activities were initiated in 2014 as part of 30th Anniversary celebrations for the institute. The student volunteers who were part of all nine activities were mostly from Final year of B.Tech and Diploma program. So in the year 2015 when these students passed out, then these activities were slowed down. Then it was decided that, on alternate semesters, during all working Saturdays Diploma &B.Tech students will be doing SoCh activities for 6 periods respectively

5. Evidence of Success

Students participated in above listed SoCh activities created an enthusiasm amongst the local population on 6th Sept'2014 when it was launched. It was well received as

- Students performing Nukkadnatak (Street Drama) in State Bus Terminal for following Traffic Rules were requested by Transport Department officialstoorganise more such program on continuous basis.
- Students who distributed paper bags made of used papers/clothes were asked to organise paper bag making sessions in schools by general public. A donation of Rs.2500/- were collected by students volunteers during paper bag distribution wherein general public donated for the cause of awareness which was alter deposited in the Benevolent Fund of the institute .
- Students who went for Well cleaning and water testing funder SWACH were appreciated and requested to organize more such program for creating awareness.
- AUO got registered as an NGO and students willingly attends people who are disowned by their families and were successful in making few families accept them back.
- PRATIDAAN created a feeling of contribution and the effort was applauded and appreciated by Hon'ble Lt. Governor of Andaman & Nicobar Islands.

6. Problems Encountered and Resources Required

SoCh being an unique experience and initiative taken by the students volunteers needed continuous persuasion as any voluntarily work demands. With the change of volunteers, as the earlier ones passed out, new students required motivation and inspiration to join these activities. As these activities were to be carried out after college hours so dedicated volunteers were less.

7.Notes (Optional)

The institution (team) thought of dedicating its services to nation by identifying local issues and Social Challenges and then planned activities which will connect students to their social responsibilities as well as to their role in fulfilling them in their own capacities.

This approach should be followed by all higher educational institutions as with the available resources and infrastructure every institute can think of serving the local region addressing the Social Challenges in surrounding society/ community.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

- **MIS (Management Information System) for Teaching Learning Process**

- *Class room monitoring* – class room teaching is verified for coverage of microteaching concepts and absenteeism is monitored and reported to parents. It has increased attendance percentage for students.
- *Question Bank* is used for generating question papers for all internal theory and practical exams which is updated continuously. Model Question papers are also included for better exam practice which has resulted in better performance in University exam by students.
- *Students Feedback* is captured through Student Information System (SIS) software for addressing their grievances and suggestions related to teaching and campus facilities. This has empowered students to participate in teaching learning process
- *Grey Subject Analysis* is carried out with result analysis for both University as well as Internal exams for performance measurement, wherein subjects with less than 55% results is termed as Grey subject. It is carried out with five probe analysis where past performance of students in the same subject with respect to previous batch, reasons for poor performance by students as well as faculty is analysed to find the reasons for poor result and thereby taking preventive and corrective measures
- *Self Analysis* by Students is carried out in prescribed format through SIS ,every year and on the basis of the same Focus Group Activity and Skill Mapping is done for understanding soft skill requirement of students

- **Learner Centered Activities**

- *Soft Skill Training* is given to students through experts for sharpening their aptitude and soft skill attitudes
- *Real Time Academic Projects* are assigned to final year students, as part of their Major Project, to make them more confident and equipped with application of theoretical knowledge in finding

solutions for real time problems. It helped them in having more clarity on basics of knowledge and skill acquired through various courses of the program

- *Faculty Advisor* is assigned with each class where a faculty member interacts and accessed by students attending their day today problem and thereby giving all support and guidance as well as counselling required for students at various stage during their course of study.
- *Benevolent Fund* is a fund created by the students for the students where students with economically poor background with no backlogs are given financial support in the form of semester fees. It encouraged and motivated poor students to continue studies with good performance and thereby reduced drop outs.
- *Awards & recognition* has been introduced for high scoring students in individual subjects as well as in the program. These awards as cash prize with a certificate isgiven during the functions of National Days, viz; Republic day, Independence day. Their Parents are also invited to encourage and honour such students which has motivated many students to perform better.
- *Student Information System (SIS):*

The SIS is developed by the institute which is continuously improved and has significantly reduced usage of paper and human effort. The system keeps track of student details and performance, performance of the faculty, improvement in the performance of student as well as faculty and much more. The SIS is connected in LAN and is accessible to students & staff.

- **Biometric System of Attendance**

The institute was first in the islands to implement biometric attendance system with movement tracking record of staff with own developed software. This has helped in improving the punctuality among staff.

- **Library Software**

The institute has developed its own Library software and it is being used successfully for management of library.

- SoCh Activities

To create positivity, concern about the society and to handle social challenges under the leadership of Senior Faculty members, various groups have been formed including students and staff

- Open Forum

To address the grievances of the students, an open forum is conducted once a year in which the management answers the queries of students directly and genuine complaints are resolved by giving a time frame which is strictly adhered to. This brings a lot of transparency in the process of grievance redressal of students.

5. CONCLUSION

Additional Information :

The Institute was one of the first technical Institutes in the country to get ISO 9000 accreditation way back in 1999 for Diploma Programmes, which was subsequently upgraded to 9001:2008 standards.

The institute recently has taken effort to establish a Community College under the scheme of MHRD in a place called Ferrargunj, about 30 km from the institute. The Khadi& Village Industry Board has nominated our Institute for 5 years for imparting skill training to selected candidates for different programs. The institute has also been selected as Business Incubator (BI) by MSME, GOI.

All the diploma programs are NBA accredidated.

Concluding Remarks :

The only Technical Institution in A & N Islands which offers multidiciplinary engineering programs, maritime course and Trade diploma courses. The Institute has introduced outcome based education from the year 2016 for improving the learning teaching system.