



**DR.B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY
PAHARGAON, SRI VIJAYA PURAM**

INFORMATION HANDBOOK
(As per provisions contained in the Right to Information Act,2005)

2024-25

**ADMINISTRATIVE BUILDING,
PAHARGAON, SRI VIJAYA PURAM-
744103**

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[AICTE Mandatory Disclosure](#)

CHAPTER 1

INTRODUCTION

The Dr. B. R. Ambedkar Institute of Technology is an Institution of Higher Education under A & N Administration. It offers various Degree and Diploma Level Programme in Engineering, Maritime, Hospitality and Catering.

This Hand-Book has been prepared for information of the general public, as required under the Right to Information Act, 2005 passed in the Parliament of India, information under the control of public authorities.

The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.

As required under Act, the details of the officers who have been designated as Public Information Officer and Assistant Public Information Officer of the Institute appointed by the Lt. Governor (Administrator), A & N Administration vide A& N Gazette notification No.219/2011/ F.No. 11-43/2008/09-AR dated 05.10.2011 is given in details at chapter-17.

CHAPTER 2

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

1. INTRODUCTION:

Dr.B.R. Ambedkar Institute of Technology (formally known as Dr.B.R.Ambedkar Govt. Polytechnic established in the year 1984 & Second Govt. Polytechnic was established in the year 1989 in the same campus) is spread in 16.87 hectares of land at Pahargaon. The institute offers diverse courses which includes engineering, hospitality and maritime. Apart from the formal courses the institute also offers non-formal courses both, in the main centre and extension centers spread across Andaman & Nicobar Islands. The campus is providing a conducive environment for over all development of the students.

2. OURVISION

“To develop a Globally Competitive Work Force”

3. OURGOALS

- To fill the gap between the manpower available and technically skilled manpower requirement.
- To maintain flexibility in offering courses as per the job potentials available in the Industry.
- To prepare mid level supervisory man power required by the Industry by imparting appropriate skills.

4. OURBELIEFS

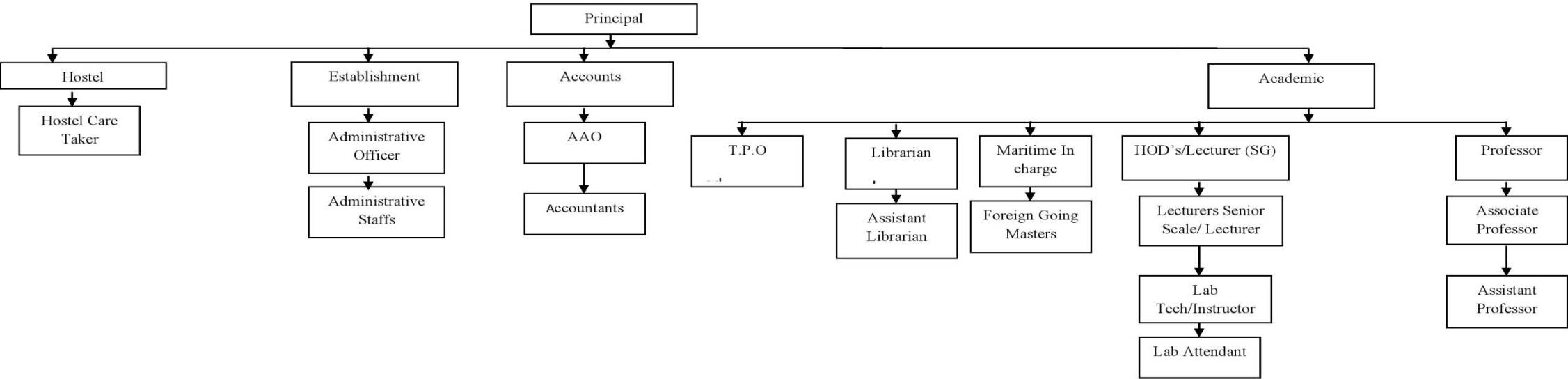
- Quality Education & Character Building
- Transparency & Efficiency
- Gender Equality & Personal Integrity

5. ACTIVITIES

The institute offers various courses under the degree, diploma, post diploma and trade diploma. The details of the courses along with their eligibility criteria published in the institute website [https://dbrait.andaman.gov.in/ Default.aspx](https://dbrait.andaman.gov.in/Default.aspx) under the academics section.

CHAPTER 3

ORGANIZATIONAL CHART



Note: The above Organizational Chart do not reflect all the supporting staffs details.

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

Sl No.	Name of the Post	Powers and Duties
1.	Principal	Powers: All financial powers as per Administration Order No 253 dated 29/01/2012 Duties : 1. Academic and administrative management of the institution 2. Providing academic and administrative leadership 3. Promotion of industry institution collaboration and Industry oriented Research and development 4. Monitoring and evaluation of academic activities in the institutions 5. Public relations and interaction with the community 6. Organizing and coordinating consultancy services 7. Participating in policy and system planning at state. Regional and National Levels for development of Technician Education 8. Promoting and coordinating Continuing Education Activities
2.	Professor	Duties: 1. Providing leadership in teaching subjects related to discipline/ specialization. 2. Offering a comprehensive course outline by adhering to the specifics of the course 3. Guiding students through the course materials 4. Starting and finishing classroom proceedings on time 5. Maintaining scholarly standards when teaching 6. Helping the students in finding an appropriate reference material in such a way that they can earn very good grades. 7. Providing leadership in teaching of students. 8. Organizing R&D work in industrial problems and projects. 9. Departmental Administration 10. Assisting in the Administration of the Institution 11. Publication of technical papers 12. Curriculum development and development of resource materials 13. Innovations in technician education and evaluation 14. Continuing education activities 15. Public relations and interaction with the community 16. Student counseling and student interaction. 17. Perform any other assignment/duties assigned by superior.

Sl No.	Name of the Post	Powers and Duties
3.	Head of the Department/ Lecturer Selection Grade	Duties: 1. Providing leadership in teaching of diploma students. 2. Organizing R & D work in Industrial problems and Projects 3. Departmental Administration 4. Assisting in the administration of the institution 5. Publication of Technical Papers 6. Curriculum Development and development of resource materials 7. Innovations in technician education and evaluation 8. Continuing Education Activities 9. Public relations and interaction with the community 10. Students Counseling and students interaction 11. Ensuring proper upkeep and functioning of equipments/ resources.
4.	Associate Professor	Duties: 1. Providing leadership in teaching subjects related to discipline/ specialization. 2. Offering a comprehensive course outline by adhering to the specifics of the course 3. Guiding students through the course materials 4. Starting and finishing classroom proceedings on time 5. Maintaining scholarly standards when teaching 6. Helping the students in finding an appropriate reference material in such a way that they can earn very good grades. 7. Providing leadership in teaching of students. 8. Organizing R&D work in industrial problems and projects. 9. Departmental Administration 10. Assisting in the Administration of the Institution 11. Publication of technical papers 12. Curriculum development and development of resource materials 13. Innovations in technician education and evaluation 14. Continuing education activities 15. Public relations and interaction with the community 16. Student counseling and student interaction 17. Perform any other assignment/duties assigned by superior.
5.	Assistant Professor (Engineering)&Science and Humanities	Duties: A. Academic 1. Teach allied and related subject to their discipline for all the courses offered by the Institute

Sl No.	Name of the Post	Powers and Duties
		2. Preparing week map, lesson plan and practical schedule as per assigned time table and laid down by the institute in the SoP/ other related documents 3. Maintain course files with all relevant documents viz, lesson plan syllabus, question paper, notes, statement of marks, any other relevant record of academic activities carried out for the course 4. Design and implement innovative methods of teaching, assigning Micro Projects covering aspects of OBE (Outcome Based Education) 5. Keeping proper record of academic activities viz, Attendance register for assigned classes, validation of question bank/ paper for internal theory & practical exams. 6. Following BTL (Blooms Taxonomy Learning) and OBE (Outcome Based Education) requirements, submission of answer scripts for validation/storage for inspection by third party 7. Enable to carry out all the experiments for the practical/laboratory classes assigned in the Time Table. 8. Preparing Result Analysis for grey subjects- both internal and external exams. 9. Providing guidance and counseling to students Keeping record of mentorship, extra classes and innovative teaching practices. 10. Carrying out all assigned work as per related to Institute, Department, AICTE NBA, affiliating body from time to time. 11. Developing professional logistics to help the students improve their performances and attain equity objectives 12. Taking regular feedback from students as per Institute, Department, AICTE, NBA, affiliating body from time to time. 13. Carrying out any other work as and when assigned by the superiors / A & N Administration. B. Research 1. Guide and mentor the students in their research/academic projects. 2. Taking up innovative Projects with grants offered by various Govt agencies. 3. Encouraging students for Hackthon/Community Activities/Projects addressing solutions for Social challenges 4. Review and monitoring of the assigned academic/ other projects with HoDs Principal for progress. 5. Providing demonstrations and supervising experiments and investigations related to research projects.

Sl No.	Name of the Post	Powers and Duties
		6. Publishing research papers in peer review journals. 7. Organizing Seminar / Webinar / Conference to share the research findings and publish periodicals various Govt agencies 8. Encouraging students for Hackthon/Community Activities / Projects addressing solutions for Social challenges 9. Review and monitoring of the assigned academic/other projects with HoDs/Principal for progress. 10. Providing demonstrations and supervising experiments and investigations related to research projects. 11. Publishing research papers in peer review journals. 12. Organizing Seminar / Webinar / Conference to share the research findings and publish periodicals. C. Administrative 1. Support the functional activities of the department. 2. Representing the Institute at conferences and delivering presentations as and when necessitated. 3. Attending faculty and departmental meetings and providing suggestions for improvement. 4. Carrying out any other administrative work as and when assigned by the Superiors / A & N Administration.
6.	Lecturer	Duties: 1. Teaching subjects of the relevant department including lectures and tutorials 2. Planning and implementation of instruction in laboratory 3. Student assessment and evaluation 4. Developing resource materials 5. Assisting in extension services to the industry and community 6. Assisting in Continuing Education Activities 7. Co-Curricular and Extra-Curricular Activities 8. Students Counseling 9. Perform any other assignment/ duties assigned by Superior.
7.	Assistant Director (Physical Education)	Duties: A. Physical Fitness & Sports 1. To conduct annual sports meet and inter-college sports meet. 2. To plan and schedule various inter-departmental tournaments and sports activities to encourage students and faculty to participate in various physical activities. 3. Maintaining MIS for all the students for their physical fitness and physical activities through

Sl No.	Name of the Post	Powers and Duties
		software/record. 4. To conduct physical exercises / YOGA sessions for both faculty and students to enhance their physical and mental fitness. 5. Organizing special sessions for students having problem in physical activities. 6. Conduct selections for students and form teams and participate in various Inter-Collegiate, University and State Level Sports and Games competitions. 7. To plan, schedule and facilitate training and special coaching for selected students for various Inter-College, Inter-University games and sports competitions. 8. To conduct, coordinate and assist Inter-Collegiate tournaments. 9. Assisting the Institute to maintain general discipline and coordinating /organizing sessions on self motivation and personality development. 10. Attend workshops / seminars related to promotion and enhancement of Physical Education in Educational Institutes. 11. Assist in organizing national days in befitting manner. 12. Creating NCC and NSS Wings in the Institute and carrying out related activities as per National norms and guidelines. 13. Accompanying College, University teams in different designations (or responsibilities) such as, coaching the University teams, accompanying as a team Coach / Manager / Observer / Trainer for Inter University Competitions. 14. Organizing special physical fitness sessions for hostel inmates. 15. Arranging visit/Lecture / Sessions by famous sport personalities of State/National Level to encourage and motivate the students. 16. Any other work as and when assigned by the Institute Authorities / A & N Administration. B. Administrative 1. Maintaining stock and utilization record of the sport facilities. 2. Maintain MIS of the activities carried out for every session for record and information updation. 3. Maintenance of equipments and facilities available in the Institute for Sports/Physical Education. 4. Initiating procurement of Sports / Physical Education related items at the end of each session for the ensuing session. 5. Arranging prizes, trophies and certificates for various planned activities.
8.	Workshop	Duties:

Sl No.	Name of the Post	Powers and Duties
	Superintendent	1. Planning, scheduling, organizing , coordinating and monitoring workshop training, session and tasks of the polytechnic 2. Plan, deliver and evaluated theoretical and workshop instruction 3. Design, develop and test instructional material and task for skill training 4. Plan and organize staff development programme for workshop staff. 5. Procurement , erection / installation and commissioning of plant and equipment in the workshops 6. Procurement and storage of raw materials, tools instruments 7. Guide students in the performance of practical tasks and skill exercise and evaluate their performance 8. Advice and assist students and faculty members in the fabrication of their project work 9. Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, lay down safety procedures. 10. Participate in professional development activities 11. Commercial, financial , personnel and security function as stipulated 12. Managing special assignments / task as entrusted by the principal 13. Perform any other assignment / duties assigned by superior.
9.	Training & Placement Officer	Duties: 1. To invite prospective companies to campus for recruitment. 2. To register students for the job with prescribed qualification. 3. To arrange for various facilities required on the date of interview. 4. To collect appointment letter and distribute them to the selected students 5. To provide in-plant training at industries. 6. To achieve maximum possible placements for students. 7. To guide students various interview techniques, group discussions, aptitude tests etc. 8. To prepare training and placement brochure of departments. 9. To prepare tracer study report on yearly basis. 10. To enroll the students in Alumni 11. To arrange for experts from various field of engineering and management as guest speakers. 12. To arrange job fairs 13. To liaison with probable employer / industry for industrial attachment training in island /

Sl No.	Name of the Post	Powers and Duties
		mainland. 14.To organize workshop for enhancement of soft skill based on the requirement. 15.To plan and evaluate theoretical subject in the relevant field. 16.Perform any other assignments/ duties assigned by superiors.
10.	Hostel Warden	Duties: 1. Admission of students to hostel. 2. Provision of welfare measures. 3. Coordinating for social and cultural activities. 4. Perform any other assignments/duties assigned by superiors
11.	Hostel Care Taker	Duties: 1. Issuing Hostel Admission Forms 2. Scrutinizing the hostel admission forms 3. Allotting rooms and furniture to the newly admitted students 4. Monitor and supervise the quality of food server to the inmates 5. Submission of requisition regarding magazine/ newspaper/ consumable items / sports items/ gardening tools/ sanitary items etc. 6. Preparation of monthly requirement of essential commodities 7. Placing of indent for all materials 8. Maintaining proper records for indent /receipt/ issue of materials on proper register 9. Preparation of monthly mess bill 10.Preparation of weekly duty chart for the hostel 11.Monitoring of electrical fitting and getting the same repaired 12.Perform any other assignments/duties assigned by superiors
12.	Administrative Officer	Duties: 1. Functions as head of office/establishment and exercises all administrative and financial powers as delegated to 'Head of Office' in terms of provisions containing in the Delegation of Financial Powers Rules 1978. 2. Assisting in the administration of the institution 3. Perform any other assignment / duties assigned by superior.
13.	Assistant Account Officer	Duties: 1. Functions as Head of Accounts and looks after the regulation of receipt of Government money, incurring expenditure and also keeping the accounts of the Head of the Institution as per GFR 2005 and other regulations enacted by GOI 2. Perform any other assignment / duties assigned by superior.

Sl No.	Name of the Post	Powers and Duties
14.	Office Superintendant	Duties: 1. Office Superintendant is the In-charge of the Establishment Section of the institute. 2. Assisting in the administration of the institution 3. Perform any other assignment / duties assigned by superior.
15.	Senior Accountant/Accountant	Duties: 1. Dealing of accounts matter , finance and Budget related to the institution as well as duties and responsibility are assigned by the DDO & Superior authorities 2. Perform any other assignment / duties assigned by superior.
16.	HeadClerk/ HGC/ LGC	Duties: 1. To assist the section In-charge and other senior officer in discharging administrative function and the work an trusted by the superiors 2. Assisting in the administration of the institution 3. Perform any other assignment / duties assigned by superior.
17.	Librarian	Duties: 1. General Administration 2. Budgeting 3. Book Selection and Acquisition 4. Planning and Developing the Library 5. Orienting the users towards effective utilization of library services 6. Supervising of cataloguing and indexing 7. Perform any other assignment/ duties assigned by superior.
18.	Library Assistant	Duties: 1. Cataloging and classification of books and periodicals 2. Issuing and receiving of books – restoring of books and periodicals 3. Arrangement of non-book materials 4. Perform any other assignments/ duties assigned by superiors
19.	Library Attendant	Duties: 1. Checking at the entrance 2. Control at the property counter 3. Maintaining and upkeep of library 4. Labeling and pasting 5. Repair of books 6. Perform any other assignment/ duties assigned by superiors
20.	Foreman	Duties: 1. Erection / installation / commissioning of plant and equipment 2. Procurement /storage /accounting of raw materials , tools and instruments 3. Planning, scheduling, organizing , coordinating

Sl No.	Name of the Post	Powers and Duties
		and monitoring workshop instruction and tasks - Arranging for the issue of raw materials , tools and equipments for workshop jobs - Plan , deliver and evaluate theoretical and workshop instruction - Guide the students in the performance of practical tasks and skill exercise and evaluate their performance - Arrange the preventive and breakdown maintenance - Assist students and faculty members in the fabrication of their project work - Participate in professional development activities - Assist the workshop superintendent in certain function as and when necessary - Any others assignment/ function in the interest of the institute - Perform any other assignment/ duties assigned by superior.
21.	Workshop Instructor	Duties: - Procurement/storage/accounting of raw materials, tools and instruments - Issue of material/ tools/ equipment for shop - Plan, deliver and evaluate shop instruction - Guide the students in the performance of practical tasks and skill exercise and evaluate their performance - Inculcate safety procedures and safety practices among students - Operation and maintenance of tools and equipment including preventive and breakdown maintenance - Assist students and faculty members in the fabrication of their project work - Any others assignment / function in the interest of the institute - Perform any other assignment / duties assigned by superior.
22.	Lab Attendant	Duties: - Arrange materials, samples, instruments, tools and equipments required for laboratory/ field/ shop works - Receives stores and issues materials, samples, specimens, instruments, tools and equipments required for laboratory/ field/ shop works. - Prepares samples/ specimens/ circulars etc. for testing - Assisting Laboratory Technician/ Instructor / Foreman in conduction of practical classes. - Checks equipments, connections etc. before students operate them - Perform any other assignment / duties assigned by superior.
23.	Lab Technician	Duties:

Sl No.	Name of the Post	Powers and Duties
		1. Arrange materials, samples, demonstration, instruments, tools and equipment required for laboratory /field / shop work. 2. Receives store and issue materials, samples, specimen instruments, tools and equipment required for laboratory/ filed/shop work 3. Prepares samples/specimen/circuits etc for testing 4. Maintains the instruments, tools and equipment in working condition and initiate repairs for projects and normal in practical classes. 5. Assist the faculty members in conduction of practical classes. Guide the students in the projects and normal in practical classes. 6. Check equipments ,connection etc before student operate them 7. Perform any other assignment/ duties assigned by superior
24.	Computer Instructor	Duties: 1. Taking theory/ practical classes 2. Receive & Issue materials required by laboratory 3. Maintain the instruments /tools & equipments in working condition 4. Assist students and faculty members in their projects/software programming 5. Maintain stock register, indent register, issue register 6. Prepare sample software 7. Perform any other assignments/ duties assigned by superiors.
25.	Draughtsman	Duties: 1. Preparing drawing, as per standards and specifications 2. Making tracings from drawing and sketches 3. Free Hand Sketches 4. Operating and maintaining ammonia printing machine , electronic scanner and Xerox 5. The Draughtsman is responsible to the concerned Head of the Department 6. Perform any other assignment / duties assigned by superior.
26.	Sweeper/Safaiwala	Duties: 1. He is responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean 2. He must clean toilet daily and maintain the toilet in hygienic condition 3. He must always come to office in proper uniform which should be clean, neat and tidy 4. He must be punctual in attendance and attend the office well 2 hours before the office start for

Sl No.	Name of the Post	Powers and Duties
		completing the cleaning works of lavatory blocks etc. 5. He is responsible to maintain accounts for cleaning materials supplied to him 6. He should not leave office without permission of the section officer under whom he works 7. He must attend to any other works which may be assigned to him by his In-charge 8. Perform any other assignment / duties assigned by superior.
27.	Mali	Duties: 1. Maintenance of garden and surrounding of the departmental building 2. He/She must attend to any other works which may be assigned to him/her by his/her superiors related to maintenance to garden 3. Perform any other assignment/duties assigned by superiors
28.	Cleaner	Duties: 1. Proper maintenance and cleaning of departmental Bus and Jeep 2. To assist the driver of the Bus/Jeep for carrying out repair works 3. Perform any other assignment/ duties assigned by Superiors.
29.	Store Keeper	Duties: 1. Custodian of the departmental stores 2. Maintaining of Stock register 3. Receiving of departmental stores from the firms to which departmental supply order placed 4. Collection of stores through other departments 5. For issue of stores to the indenter on the basis of the proper indent which approved by the competent authority 6. Maintenance of all records connected with the stock 7. Perform any other assignments / duties assigned by superiors.
30.	Store Assistant	Duties: 1. The store Assistant will assist the store keeper for proper functioning of the store 2. Shall assist the Purchase Secretary in various stores/purchase related works 3. Perform any other assignments/duties assigned by superiors.
31.	Light Vehicle Driver	Duties: 1. The Light Vehicle Driver will drive the departmental Jeep/Car 2. He will be direct under the control of the principal 3. He will also maintain the Log Book of the Jeep/Car 4. Perform any other assignments/ duties

Sl No.	Name of the Post	Powers and Duties
		assigned by superiors.
32.	Heavy Vehicle Driver	Duties: 1. The Heavy Vehicle Driver will drive the departmental Bus/Truck 2. He will be direct under the control of the principal 3. He will also maintain the Log Book of the Bus/Truck 4. Perform any other assignments/ duties assigned by superiors.
33.	Hostel Attendant	Duties: 1. To assist the Head Cook/cook in cooking of foods 2. To serve the food to hostellers and cleaning utensils in the hostel 3. To assist the warden/ Head Cook for purchasing food items for the hostels 4. Perform any other assignments/ duties assigned by superiors
34.	Campus Supervisor	Duties: 1. The campus supervisor is responsible for supervision of following operation in the campus 2. Watch and Ward 3. Water Supply 4. Sanitation 5. Gardening 6. Perform any other assignments/duties assigned by Superiors
35.	Pharmacist	Duties: 1. To maintain adequate quantity of medicines for the students 2. To provide first aid assistance to students/staff in the event of any emergency 3. To take students to the hospital depending on the ailments 4. To keep health report to the staff and to update the same regularly 5. Perform any other assignments/duties assigned by superiors
36.	Painter	Duties: 1. Should be well conversant with different types of paints , their mixing procedure and their application 2. Must have knowledge and carry out complete procedure for automobile/lab machineries painting 3. Must have knowledge in use of compressor and carry out periodical service and maintenance 4. Must have knowledge and use of different painting general tools, equipment and their maintenance 5. Should place required indent to concerned as and when required 6. Any other duties as instructed by

Sl No.	Name of the Post	Powers and Duties
		senior/superiors.
37.	Electrician-cum-Generator Set Operator	Duties: 1. Should be responsible for safe starting of generator sets after observing all pre-cautionary measures 2. Generation of voltage and making the generating set fit for synchronizing is to be attended 3. Should note down and record periodically all the relevant parameters of the generating set and panel board 4. Should maintain healthy power supply to the grid Should maintain cooling pond level, its water temperature etc 5. Should regulate the excitation, fuel supply to the engine and operate the generating set in safe and economical measures as per the various of load on generator set 6. Should place required indent to concerned for material lube oil and fuel 7. Should record logging operation 8. Should do the re-winding of the motors, relay, coils and other windings with sound knowledge of greasing/ varnishing used in the system 9. Should know and do the wiring / circuit of the panel boards, taking cut of OCB, charging of oil, providing connection to all type of compressor , ,motors, panel, switches and control gears 10. Should check the measurement of instrument and repair of high and low voltage lines, electric blowers, flood lights and other illuminors and their fitting/erection 11. Should carry out emergency fire fighting requirement in case of accident 12. Should attend duty even after normal duty hours as and when called for 13. Any other job/instructions given by superior/seniors
38.	Plumber	Duties: 1. Should be responsible for proper water supply 2. Should carry out the new pipe connection within the campus 3. Should be able to know the different joints/dimensions and qualities of pipes its fittings as per supply 4. Should have fair knowledge of water pump operation, its maintenance etc. and carry out the same 5. Should be able to make leak proof joints for pipe made of stoneware, earth ware, HCl, GI, Cast, iron and lead. 6. Should have good knowledge of material that go to from joints and able to estimate requirement

Sl No.	Name of the Post	Powers and Duties
		thereof. - Should be able to follow drawing and sketches and execute work according to layout - Must be able to carry out hole of bib cocks, ball valves, sluice valves including grinding and seating - Should have working knowledge of various types of specials in use in the plumbing trade of HCI,GI, Cast iron and lead, brass or earthenware - Should keep the stock of all the fittings used in plumbing - Any other duties/job instructed by the superior/seniors
39.	Ferro Printer	Duties: - The ferro printer will assist the HOD concerned - He will operate the Blue Print Machines and also maintain the machine properly - He will maintain the account of material required for the Blue Print Machine - Perform any other assignments/ duties assigned by Superiors
40.	Class Room Attendant	Duties: - To make available duster, chalks and other teaching materials at classes. - To maintain cleanliness in the class - To assist the Lecturers/ Lab Technician in the class - Perform any other assignment/ duties assigned by superiors
41.	Daftry	Duties: - to be is responsible for proper maintenance of records in the Section/Office - to trace out old files/records as may be required by any member or staff in the Section/Office, - to verify the record/publications once in six months and report to the Section Officer/Branch Officer if any file/Publication are missing/out for a considerable period, - to stitch files/vouchers; - to mend files and records; - to collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist, - to see that all tables records in the Section Present a neat and tidy appearance; - to ensure cleanliness in the Section/Office with the help of Peons/Sweepers: - to keep proper account of the articles of furniture etc. available in the Section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place

Sl No.	Name of the Post	Powers and Duties
		10.to attend office half an hour earlier than the hour prescribed for the office i.e. at 8.00 am: 11.he must always come to office in proper uniform which should be clean and his appearance should be neat and tidy and 12. to attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office
42.	Peon	Duties: 1. A peon is, for general purpose an Attendant and will work as direct by the Officer/Office in which works: 2. He should come to office not later than 8.00 am, 3. He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy: 4. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy: 5. He should remove all wastes papers etc. for disposal as directed by the officer or the Section Officer or the Branch concerned; 6. If he is attached to an officer:- a. he should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips desk calendar etc. in their proper places, b. he should keep slips of paper within easy reach inside the rook for use of his officer, 7. He should not leave office without permission of the Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early; 8. Before leaving office he should switch off, all lights and close the doors and windows; 9. He should fill up the water jug buckets etc, every morning and supply water to the officer or staff, whenever required; 10.He should have a general idea about the arrangement for receipt of local and postal dak; 11.He should know the priority involved in the movement of papers marked 'Immediate' and 'Priority' and act accordingly: 12.He should know the location of - a. all important offices such as offices of Heads of Departments Offices, Central Government Offices etc.; b. residence of officers and carry dak to the

Sl No.	Name of the Post	Powers and Duties
		offices/officials concerned whenever required; 13.He should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required; 14.He should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person: 15.He should not use the bicycle/motor cycle provided to him by the office other than office work and should not undertake any repair without any approval of his superiors; 16.He must avoid personal work when he is sent out on official work, 17.He should know the description of stationary articles and various kinds of forms used in the office; 18.He should be every courteous and helpful towards members of the public visiting the office; 19.He should be polite and respectful towards all officers and staff, 20.He should attend to any other office work as may be required of him.
43.	Chowikdar/ Watchman	Duties: 1. He is responsible to watch and ward of office premises and surrounding 2. He should close the office building doors, windows and switch off the lights, fan after office hours 3. He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy 4. He should be punctual in attendance 5. He is responsible to fill the water tank installed in the office premises if the water supply is after office hours 6. He must go round the office building to see that no unauthorized persons are in the premises and prevent to move out any materials, equipment without permission of senior officer concerned 7. He should maintain a diary about the movement of vehicles 8. He must report immediately to higher authorities of unusual occurrence 9. He is held full responsible for the occurrence to be happened in odd hours 10.He must check daily and see that the firefighting equipment are kept in good working condition and take immediate steps in the fire fighting in case there is an incident of fire and also inform the fire service immediately 11.He must remain on duty till relieved 12.He should be courteous and polite with the

Sl No.	Name of the Post	Powers and Duties
		public and alert in his duties 13.He must attend to any other works which may be assigned to him by higher officers

Note: The Above Power & Duties do not represent the hierarchy.

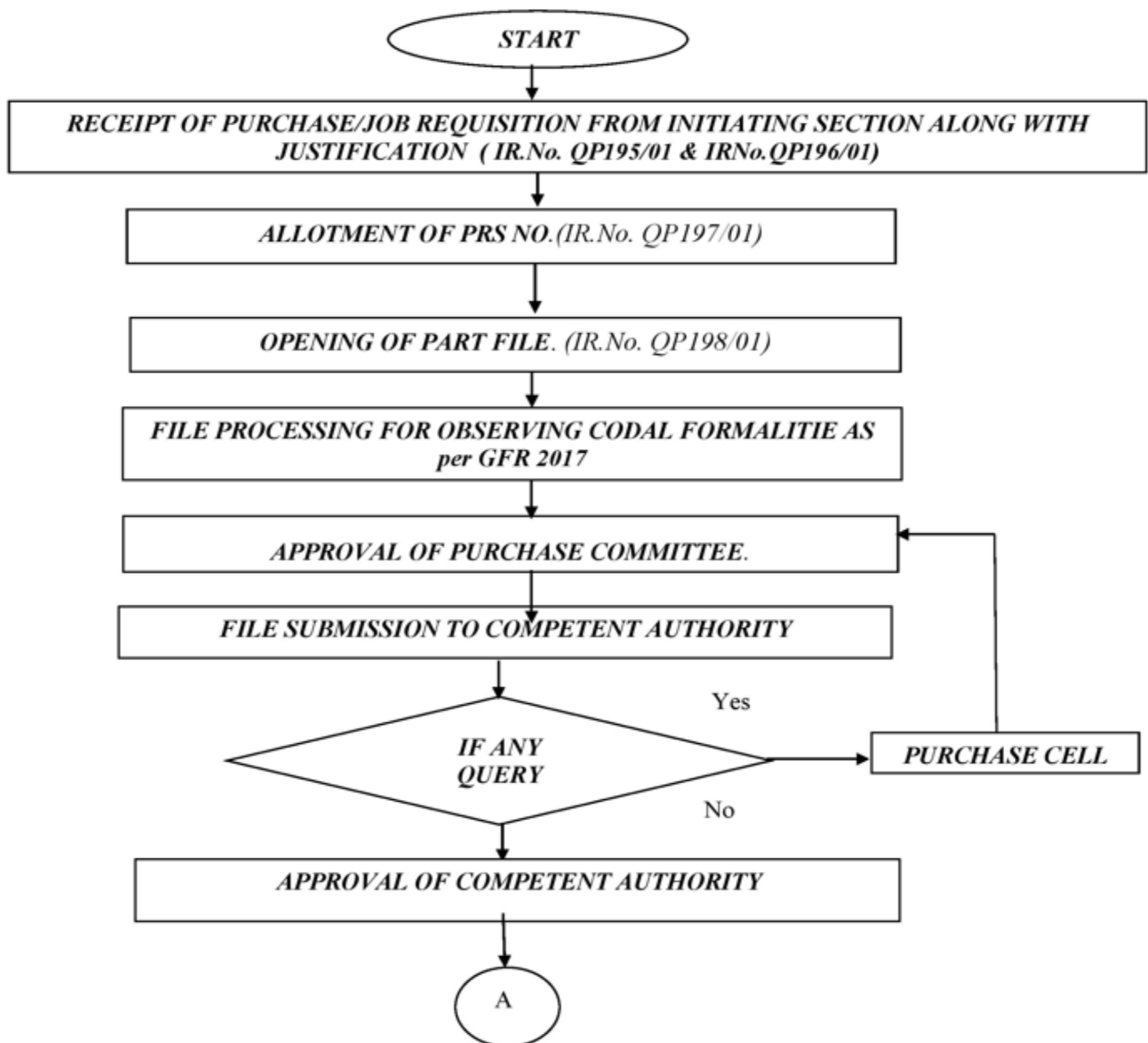
CHAPTER 4

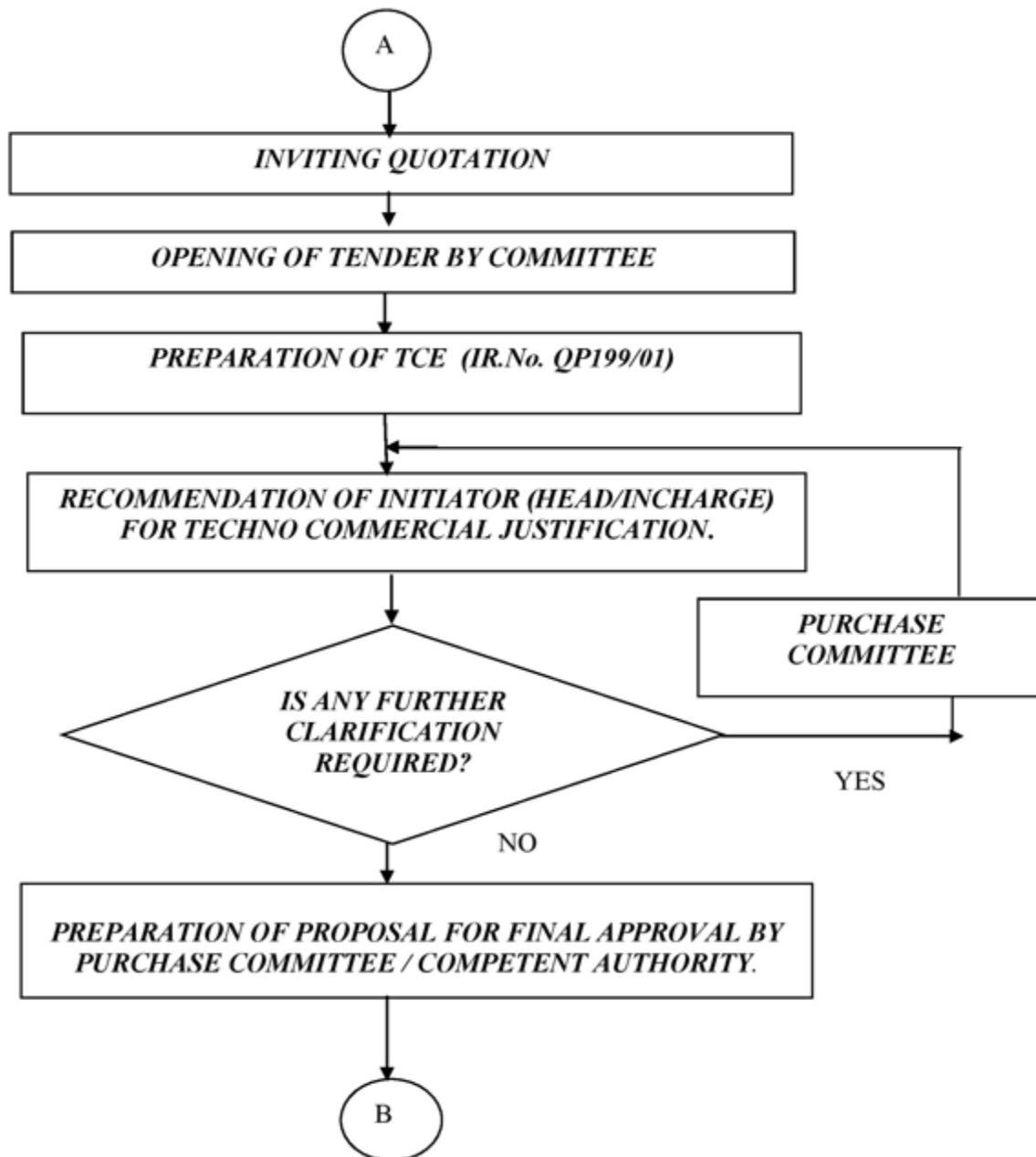
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

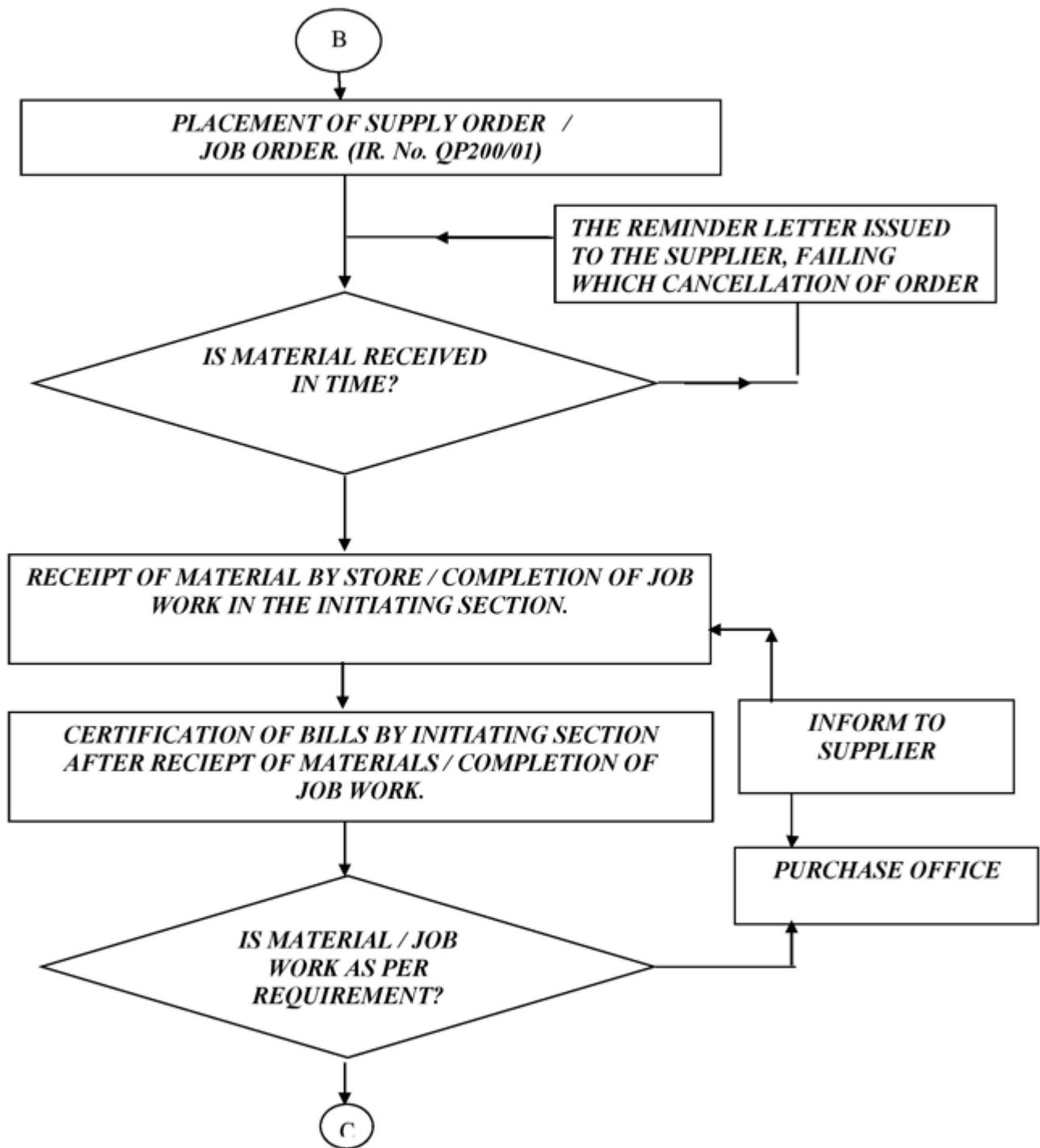
Training Activities: Areas on which decisions are required, the concerned faculty formulates proposals, which are put up to the Principal through their respective Head of the Department / section in-charges concerned approval and the concerned proposal are put up to the Administrative Secretary as per the guidelines of A & N Administration All decisions pertaining to Policies is taken by the administrator.

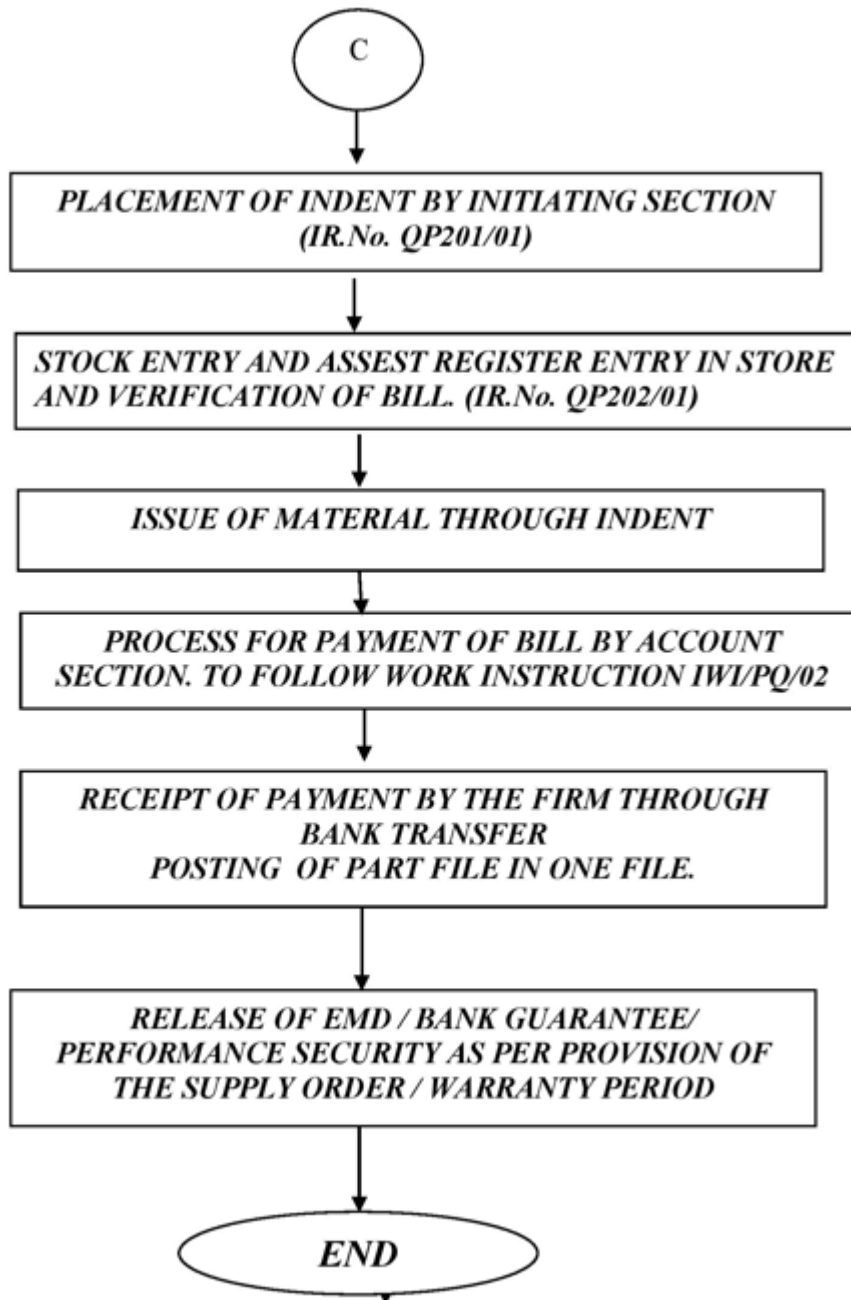
Administrative Activities: Principal, DBRAIT has been declared as Head of the Department under the Delegation of Financial Power Rules, 1978 and Administrative Officer has been declared as the Head of office. All administrative and financial matters are processed in accordance with the relevant Government of India Rules and Regulations and approved by the Principal, in his capacity as the Head of Department as well as per order/circular issued by the administration in this regards. For taking decision that are beyond the powers of HOD, proposal are submitted to Administration and approval of competent authority is obtained.

PURCHASE PROCEDURE

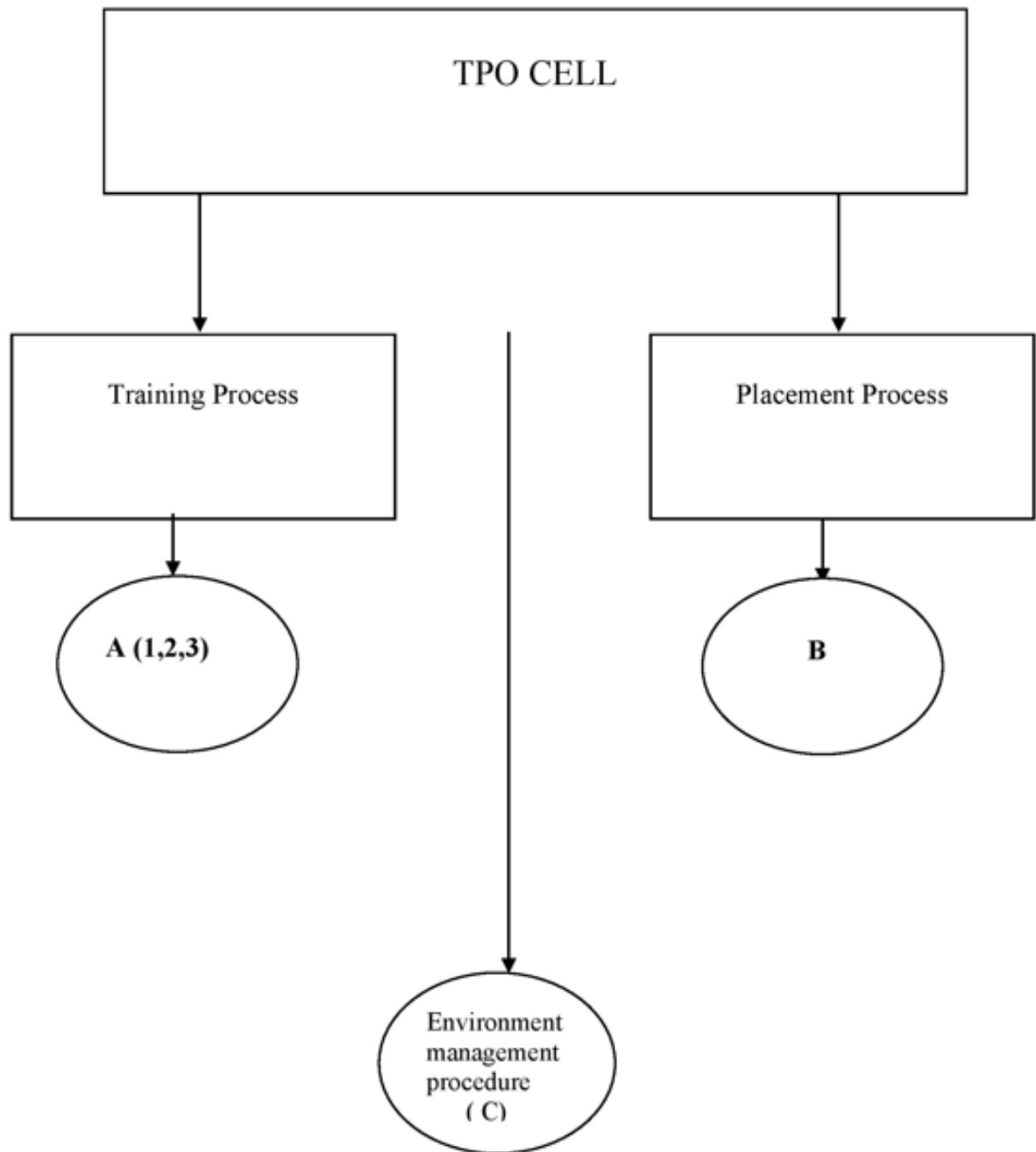




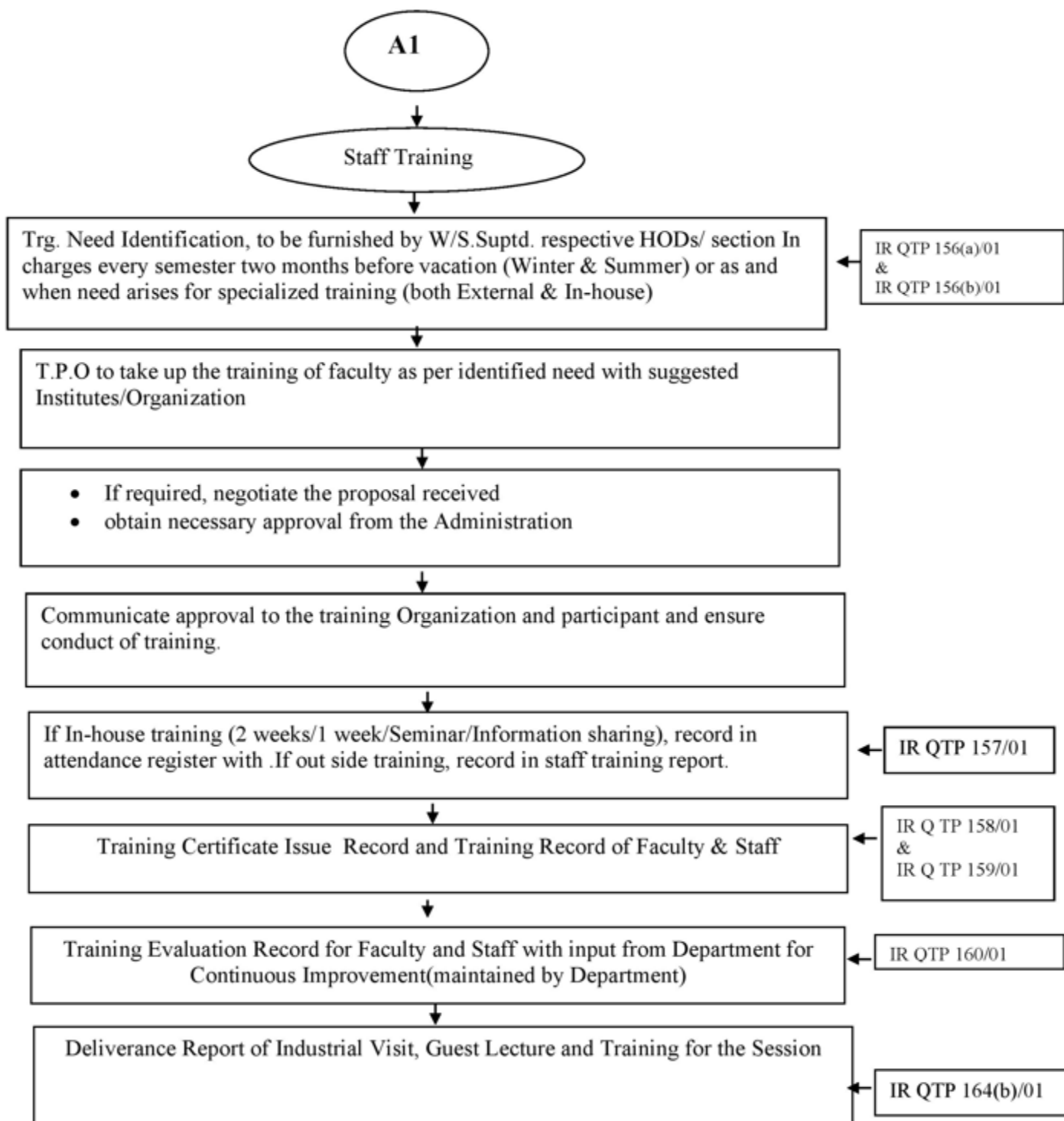


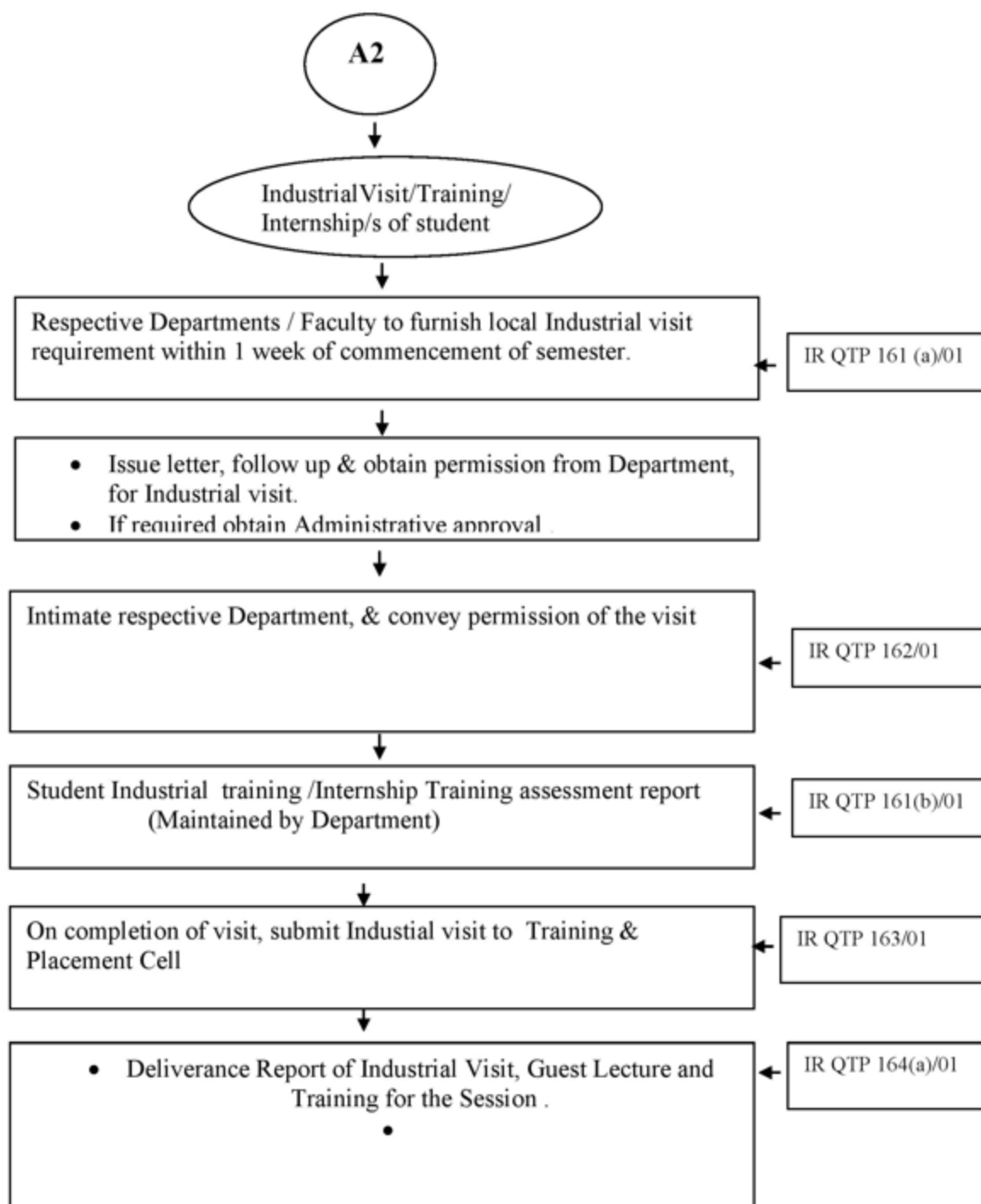


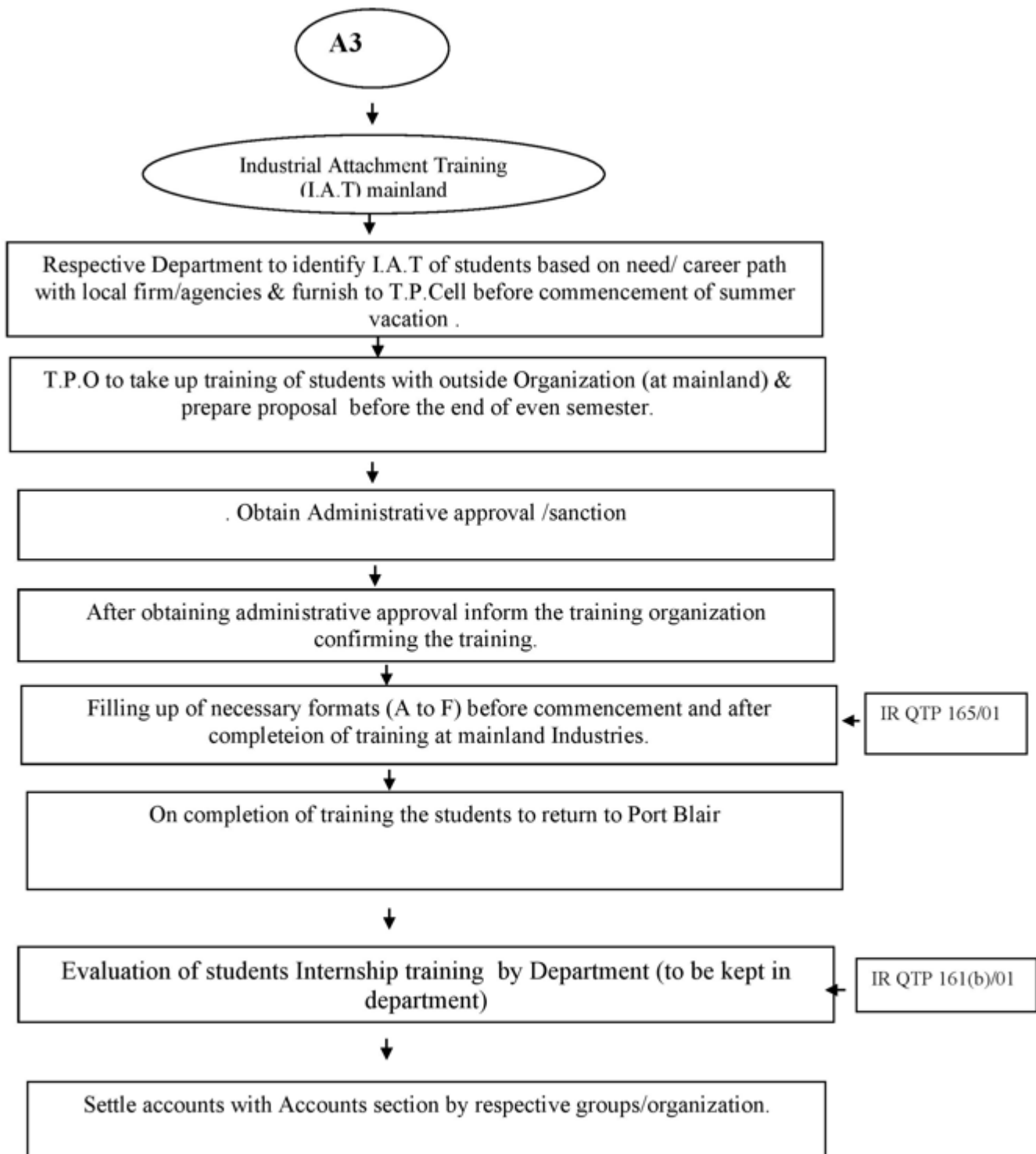
TRAINING & PLACEMENT PROCEDURE

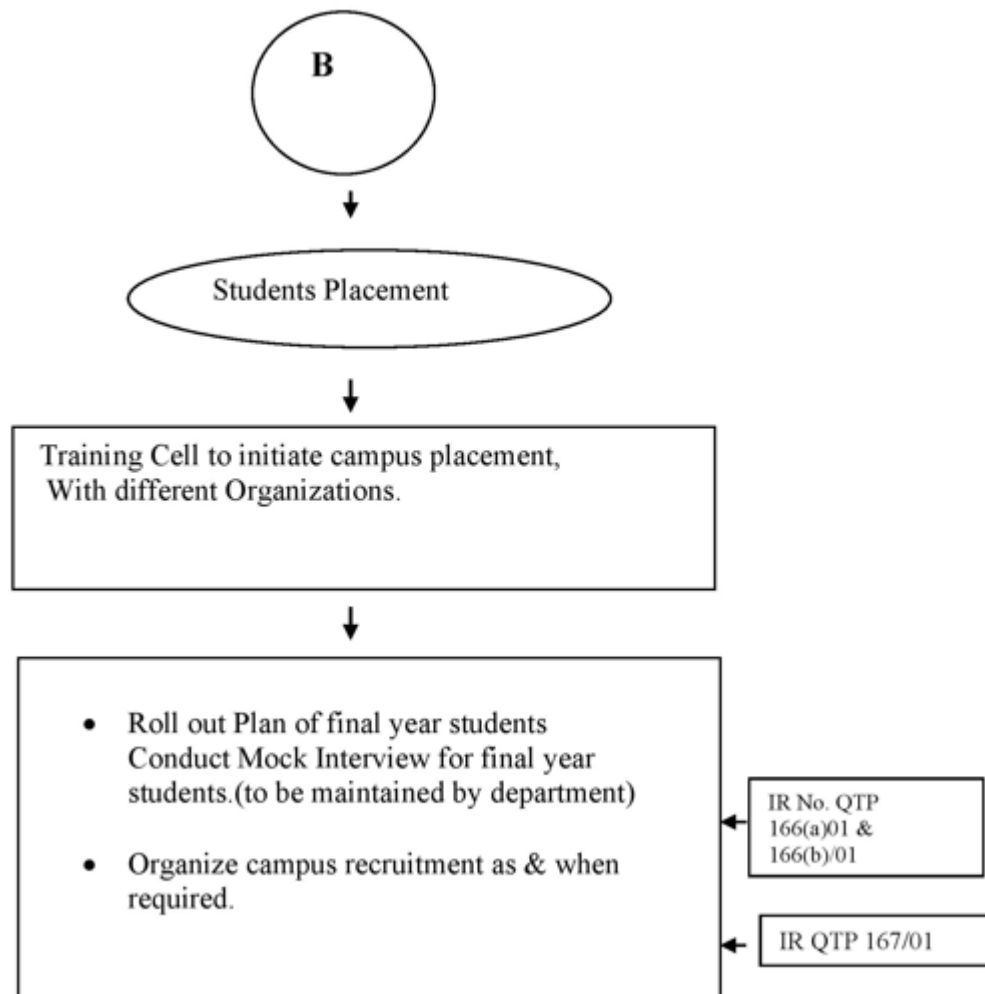


Training Process

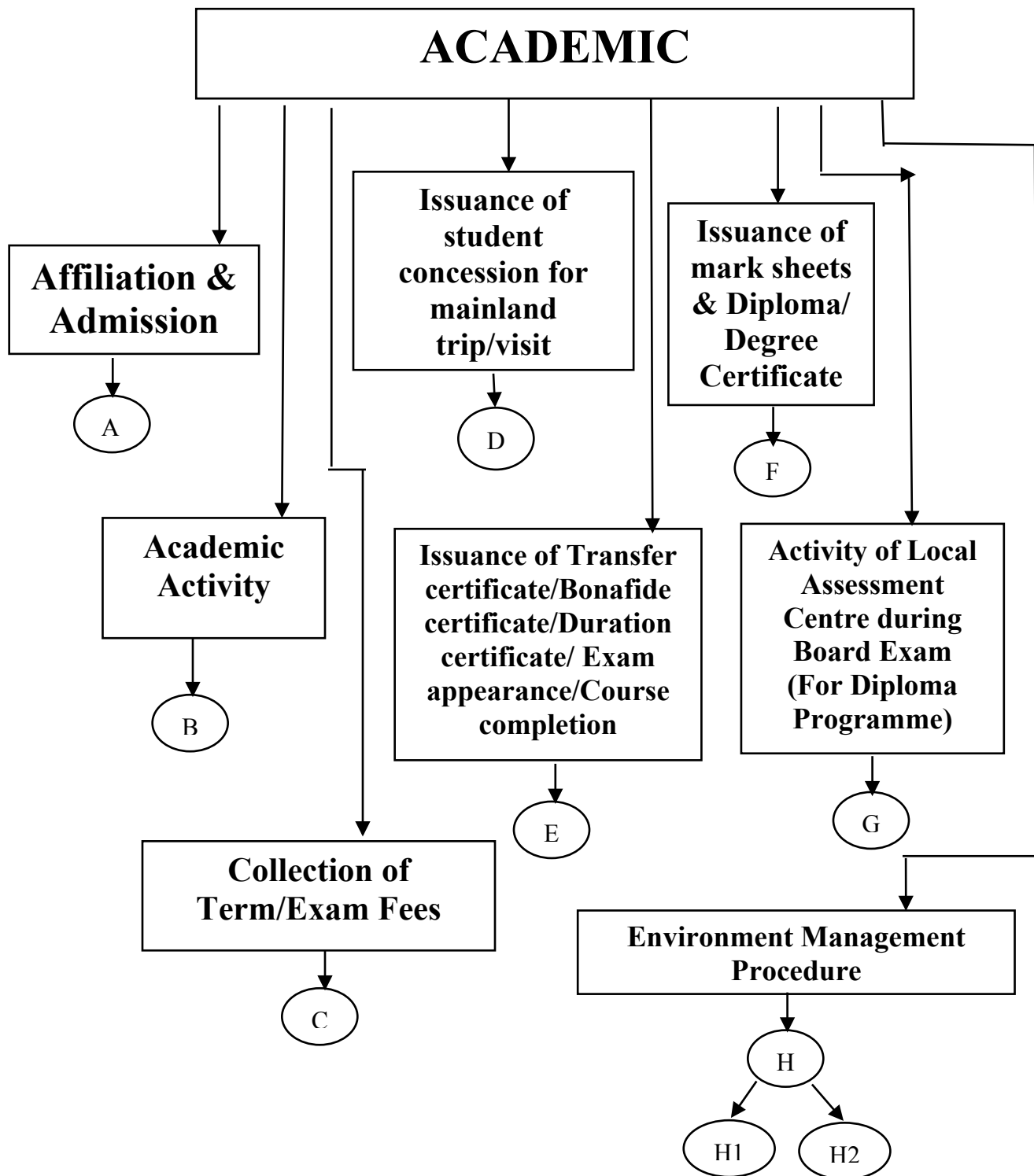








ACADEMIC PROCEDURE



ADMISSION

A

- Application for Application for Affiliation and AICTE Approval.
- Constitution of Admission Committee by Principal before the completion of even Sem.

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

IR QA 101/01

Enabling the Common College Admission Portal (CCAP)

Issue of press note & inviting filled in online application form for Diploma and Degree programme (for 12th entry & Lateral Entry) as per IR by the Admission Committee.

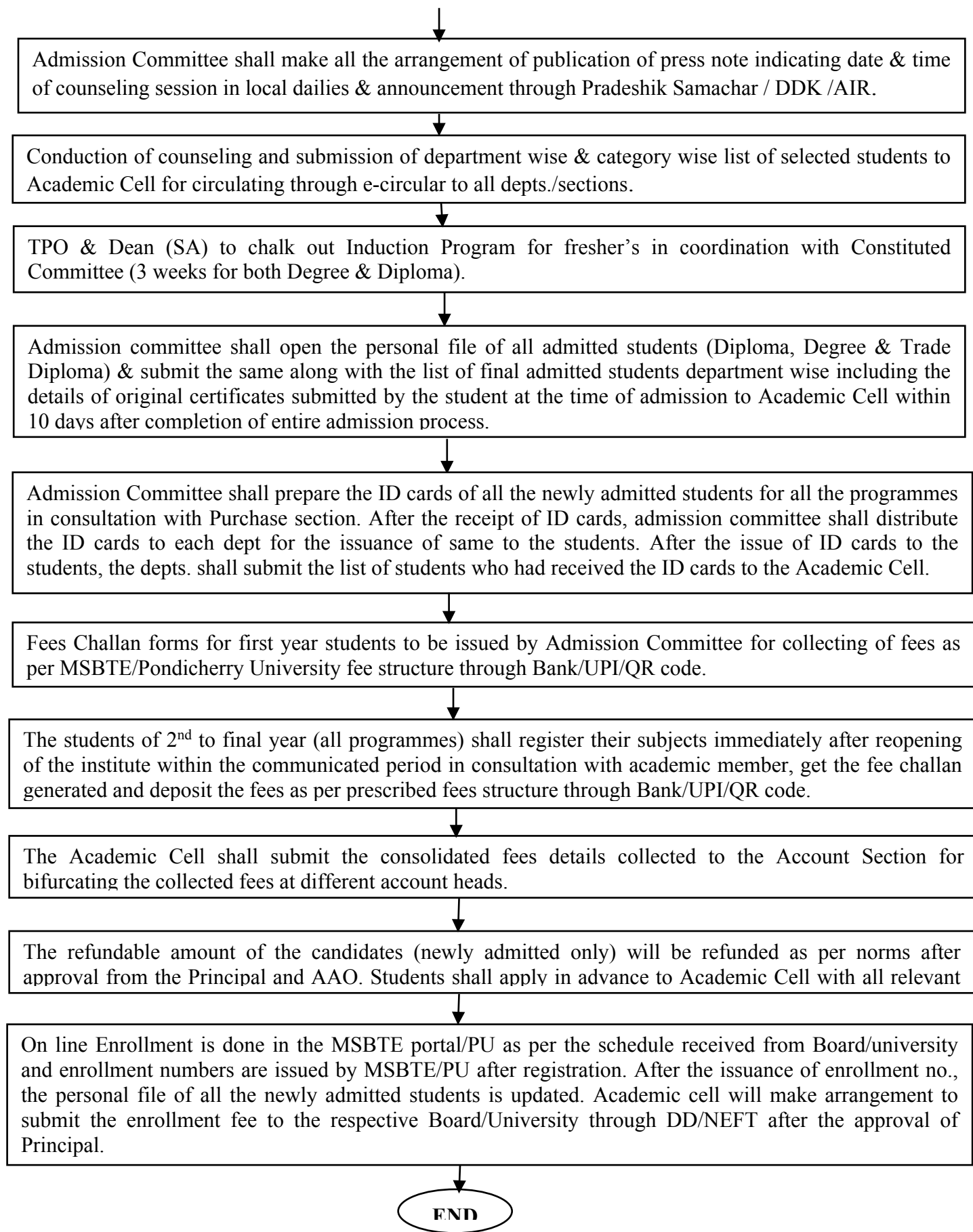
IR QA 102/01

Scrutiny of received online application forms by Admission Committee

Admission Committee shall prepare category wise provisional merit list based on A & N administration guidelines & uploaded in Common College Admission Portal

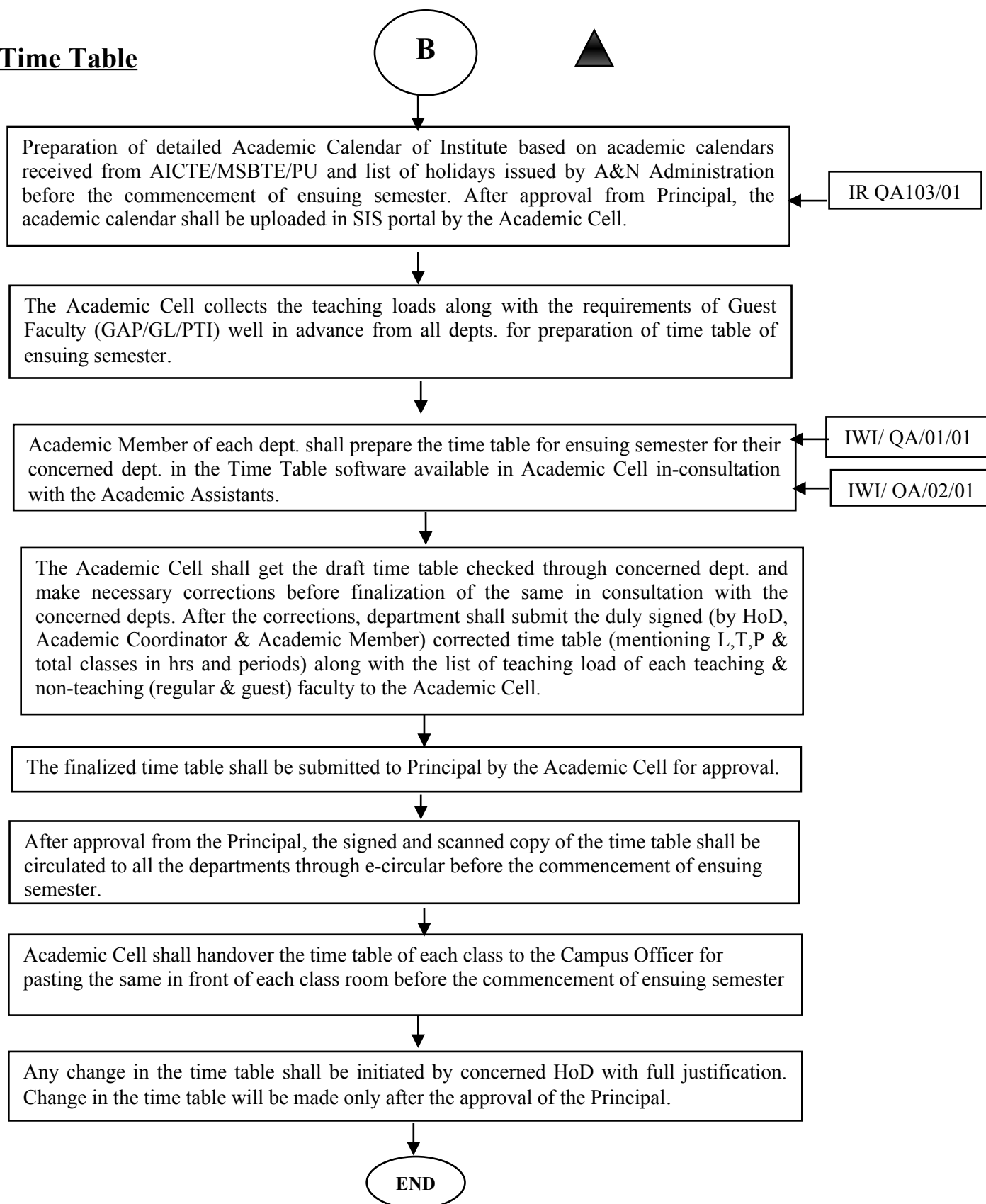
Admission Committee shall give press note for claims and objections in the provisional merit list

Final category wise merit list is uploaded in CCAP by the Admission Committee

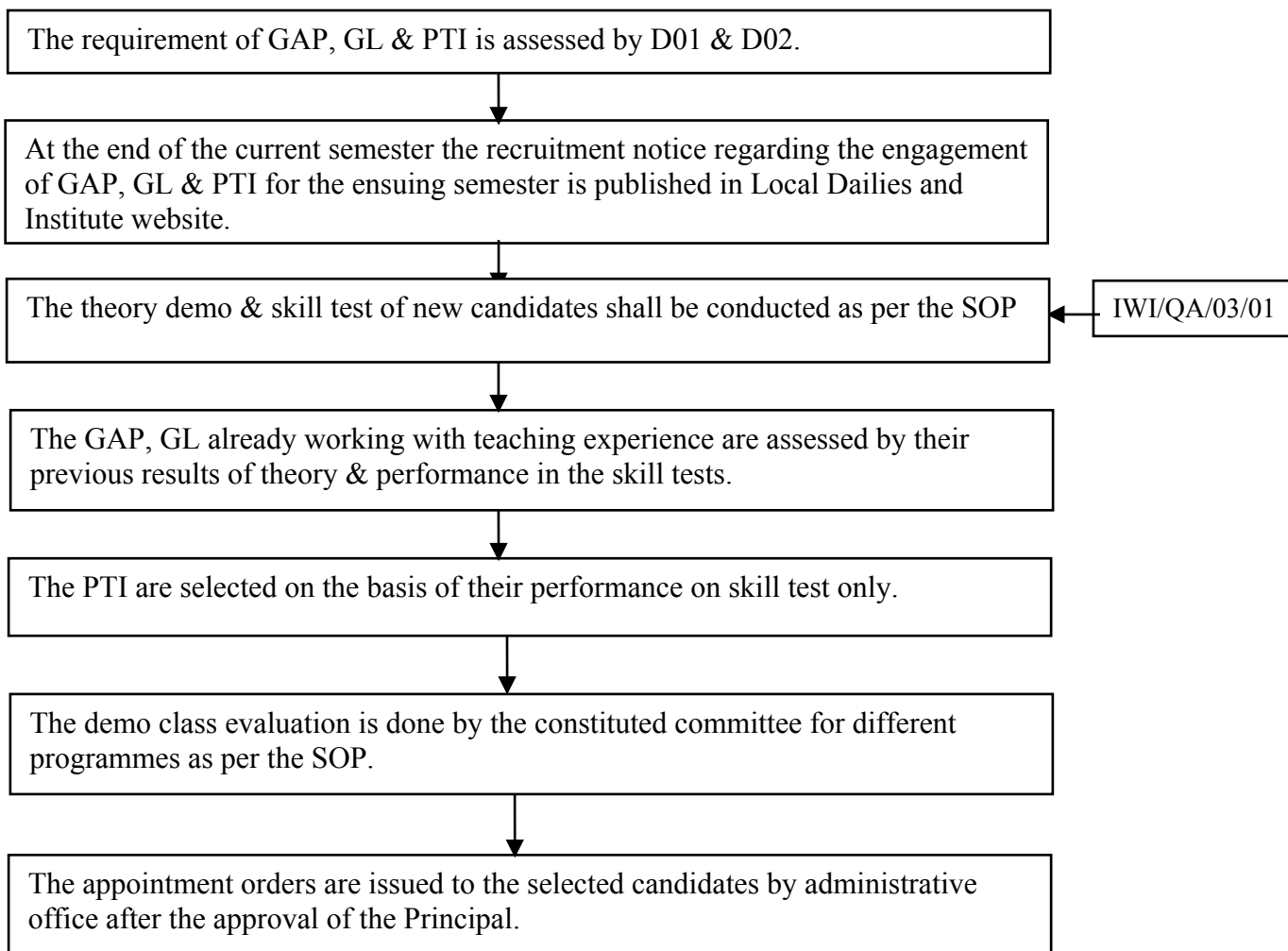


Academic Activity

Time Table



Appointment of GAP/ GL / PTI



Appointment of CL



Conduct of Internal Tests (for Degree & Diploma Programs)



For Diploma: 02 Unit Tests (U1 & U2) and One (01) Minor Project (U3) are conducted for each theory subject as per Academic Calendar. Out of U1 & U2, best of either and U3 will be taken for calculated for internal marks.

For Degree: 02 Unit Tests (U1 & U2) and One (01) Minor Project (U3) are conducted for each theory subject as per Academic Calendar. Out of U1, U2 and U3, best of two and attendance will be taken for calculation for internal marks.

The U1 & U2 is conducted at departmental level for both Diploma & Degree. The department shall prepare the time table and conduct the exams as per IWI.

IWI/QA/04/01

IR/QA/104/01

The internal practical test (P1 & P2) shall be conducted as per the schedule mentioned in the Academic Calendar.

IWI/OA/05/01

All the departments shall submit the duly signed time table copy of U1, U2, U3, P1 & P2 to academic cell in advance before conduction of the test. Retest for P1, P2 & U1, U2, U3 shall be conducted as per guidelines (Degree & Diploma)

IWI/OA/04/01

After the conduction of each internal exams, the teaching faculty shall make the necessary entry of marks in the SIS portal as per the dates mentioned by Academic Cell through e-circular.

END

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

As per academic calendar all the students shall register for examination (Th & Pr and backlog subjects) & shall submit the prescribed fee for the examination as per the circular given by the Academic Cell. The academic members of the departments shall assist the students in online registration for the examination in the MSBTE Portal.



The students shall pay the fee through pay-in slip in bank/UPI app/OR code. The details of fee payment shall be submitted by the dept. to the Academic Cell. Thereafter, the consolidated fee details is submitted to the Account Section by the Academic Cell for onward payment to MSBTE/RBTE through NEFT/DD.



Prior to end of the semester, Defaulter List on the basis of attendance, term work and internal practical marks shall be prepared by the concerned department. The approved list of defaulter students by the Competent Authority shall be given to all departments, Workshop Supdt. and Examination Committee through e-circular for compliance.



The time table for board practical examination is prepared by departments and the duly signed time table is submitted to the Academic Cell and the same is displayed in the notice board of the Academic Cell.



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



The OIC & other supporting staffs for Exam Control room and LAC are appointed through Academic Cell after the approval of Competent Authority before the commencement of Board exam. Thereafter, OIC appoint Invigilators for smooth conduction of examination.



The OIC shall give the requirement of fund for smooth conduction of the examination to the Account Section after the approval of Principal and after completion of the examination, the OIC shall submit the proper expenditure statement for settlement of advance drawn.



The examination control room and examination rooms / halls, seating arrangements etc. are arranged by OIC in consultation with the Campus team



Issue of relevant I.Rs along with answer sheets to all dept. for conduction of Board practical exams 3 days before the commencement of practical examinations. The dates for the same may be intimated by the Academic Cell to each dept. through e-circular.



The hall tickets are downloaded by the concerned departments from the MSBTE portal and issued to the students after obtaining sign from respective HoD.



Academic Cell shall display the examination schedule received from board at least two weeks before exam in e-circular and in notice board of Academic Cell.



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

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



The department will generate the internal evaluation sheet from SIS and make necessary entries related to Board Practical, PA (TH) & PA (PR) in MSBTE portal. The dates for the entry shall be communicated by the Academic Cell to all depts. through e-circular.

IWI/QA/06/01

The department shall take the print out of filled e-mark sheet and obtain the sign of concerned official. Thereafter, the department shall retain the documents till the declaration of final results by the Board.



OIC shall ensure the submission of remuneration bills (Theory & Practical) in online mode within the stipulated period mentioned by the MSBTE after the end of examination.



Submission of Answer Sheet envelopes to the Board within 2 days of completion of theory examinations.



After receiving results from MSBTE, result analysis to be carried out for Diploma by the respective department and the same shall be submit to the Academic Cell. Corrective action shall be done & maintained in Dept.

IR QA 105/01



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



EN



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

As per academic calendar all the students shall register for examination (Th & Pr and backlog subjects) & shall submit the prescribed fee as informed by the University for the Examination. The academic members of the departments shall assist the students in online registration for the examination.



The students shall pay the fee through pay-in slip in bank/UPI app/OR code. The details of fee payment shall be submitted by the dept. to the Academic Cell. Thereafter, the consolidated fee details is submitted to the Account Section by the Academic Cell for onward payment to Pondicherry University through NEFT/RTGS.



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



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



The time table for University theory examination is received from PU and examinations are conducted accordingly.



The Chief Supdt. & other supporting staffs are appointed through academic cell after the approval of the competent authority and Chief Supdt. Thereafter appoint Invigilators for smooth conduction of examination.

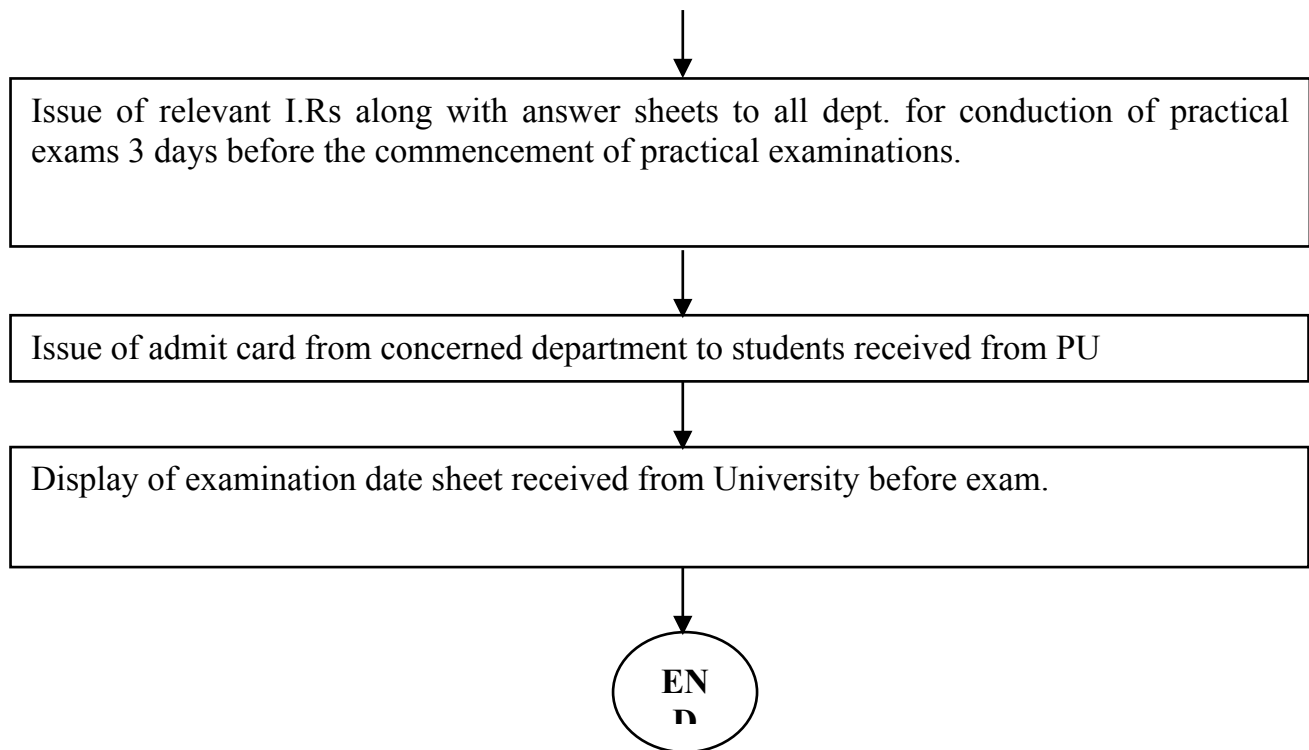


The Exam Committee shall give the requirement of fund for smooth conduction of the examination to the Account Section after the approval of Principal and after completion of the examination shall submit the proper expenditure statement for settlement of advance drawn.



The examination control room and examination rooms / halls, seating arrangements etc. is manage by Exam Committee in consultation with Campus.





Collection of fees

C



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

Generation of challan form from e – challan module of SIS & students shall pay the fee through pay-in slip from Bank/UPI app/QR code.

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

The student shall enter the details of term fee paid in the e-service module and the same shall be verified by the respective Academic Member. The Academic Cell shall process the verified details and forward the consolidated fee statement to the Account Section for further process after the approval of Principal.

IRQA/106(D)/01

IR QA/106(E)/01

IR QA/107(D)/01

IR QA/107(E)/01

Notification for Payment of Examination Fees as scheduled in the academic calendar in accordance with the Board/University.

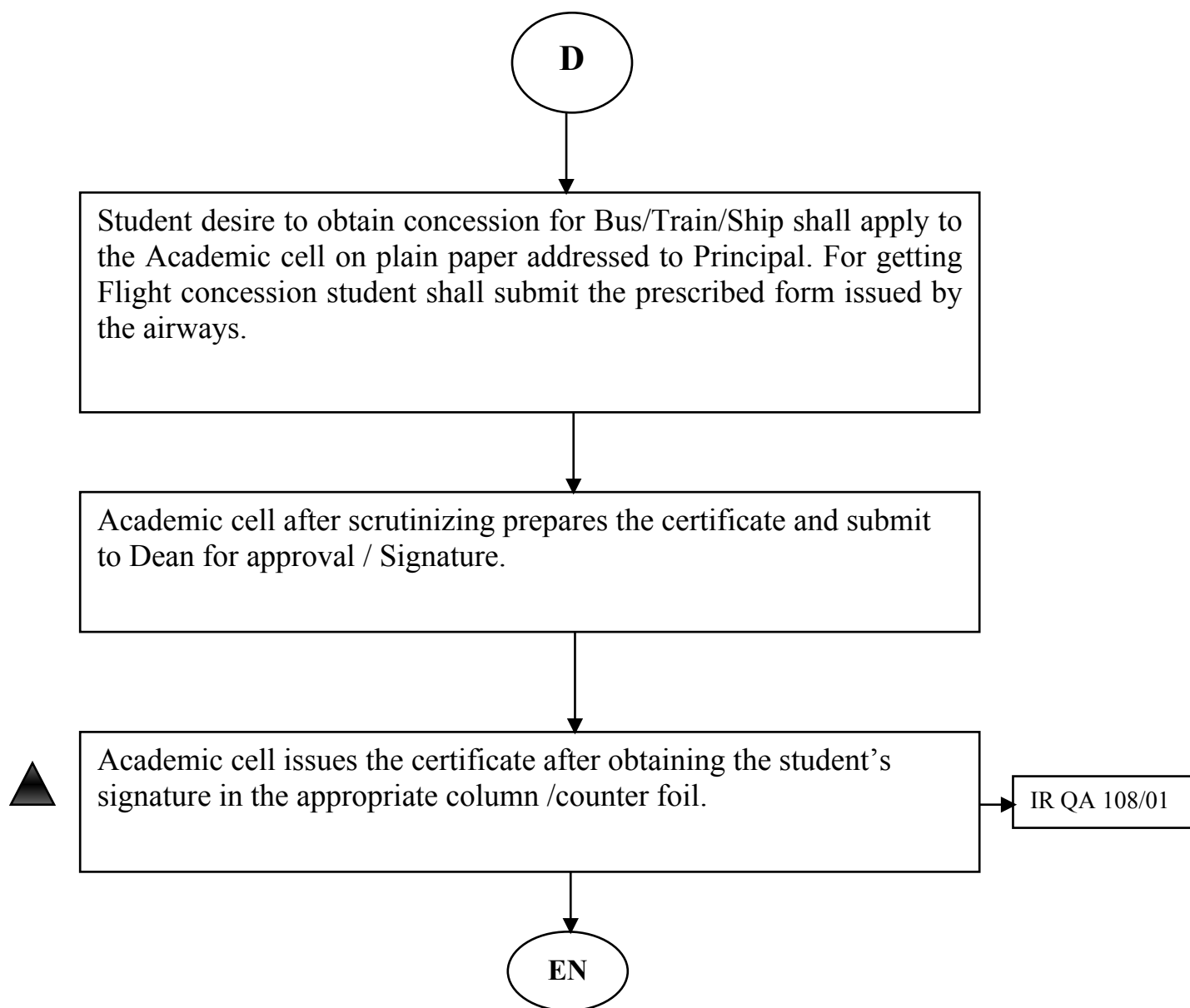
Collection of fees

Examination fees to be deposited by the students within the stipulated time with / without late fees time to time as communicated by Board/University. The Academic Cell shall communicate the last date of submission of examination fees to all students through e-circular to all HOD's.

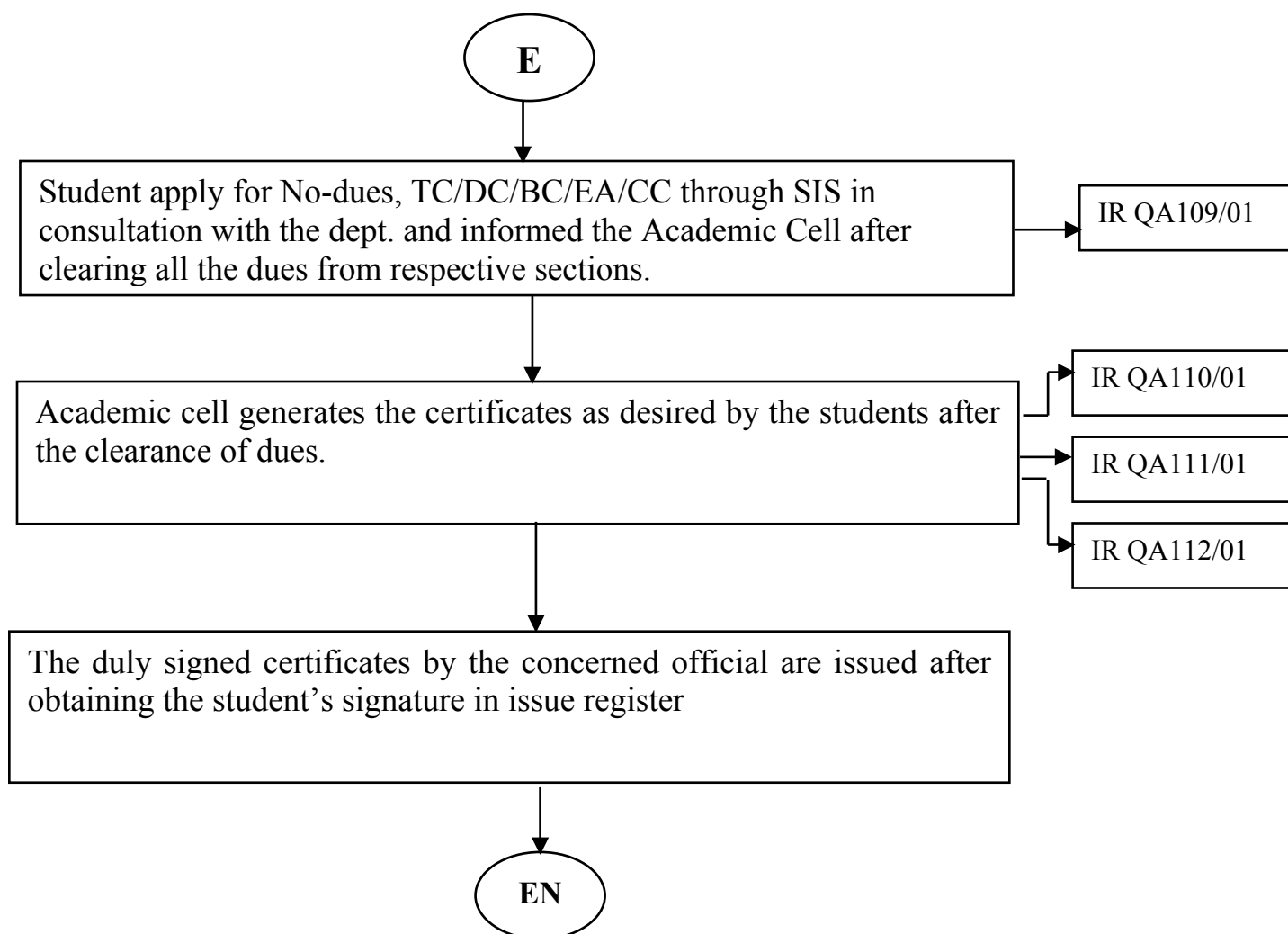
Maintain proper record of the fees collected & send the same to the Board/ University through NEFT/DD/RTGS

EN

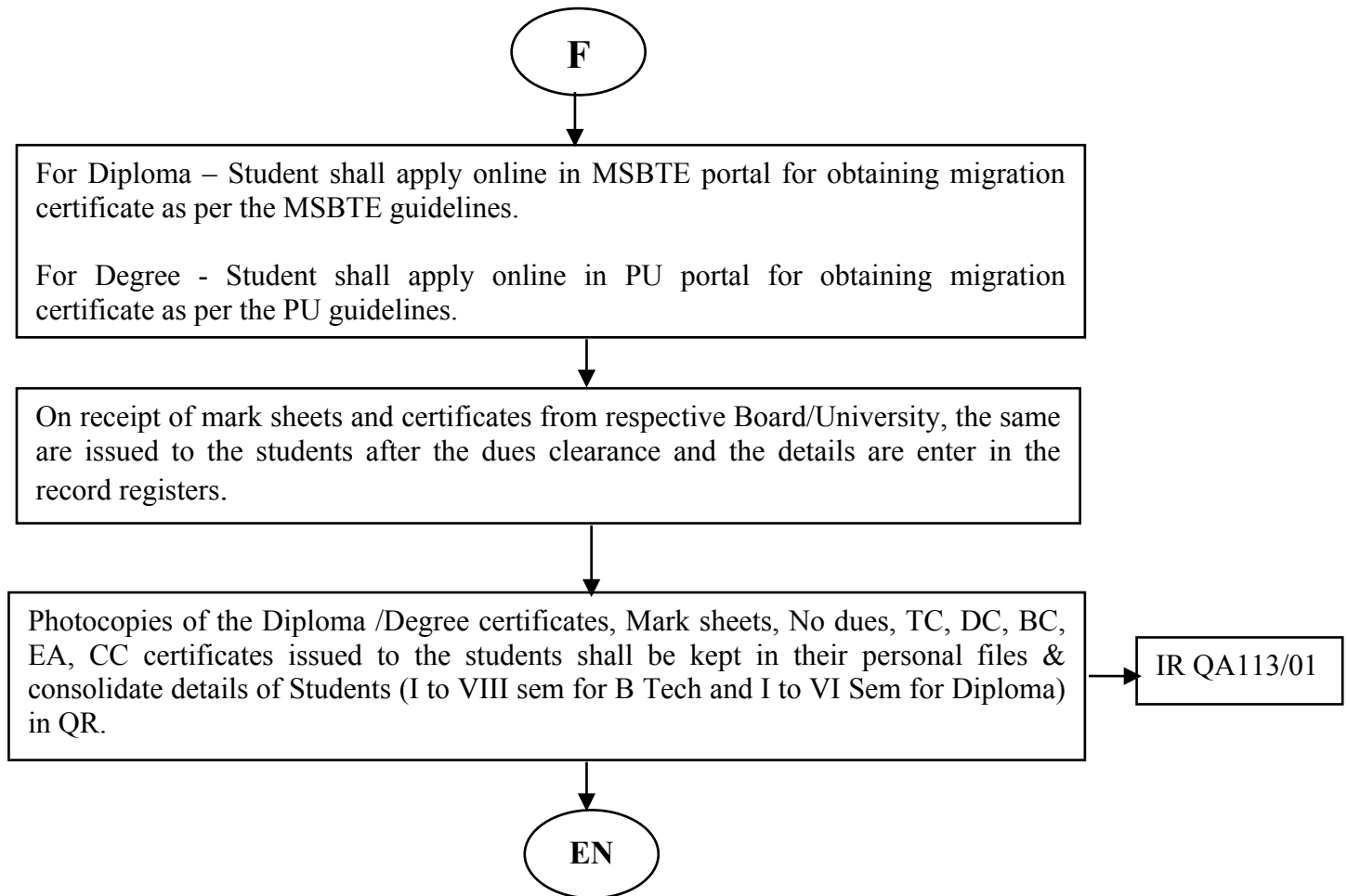
Issuance of Student Concession



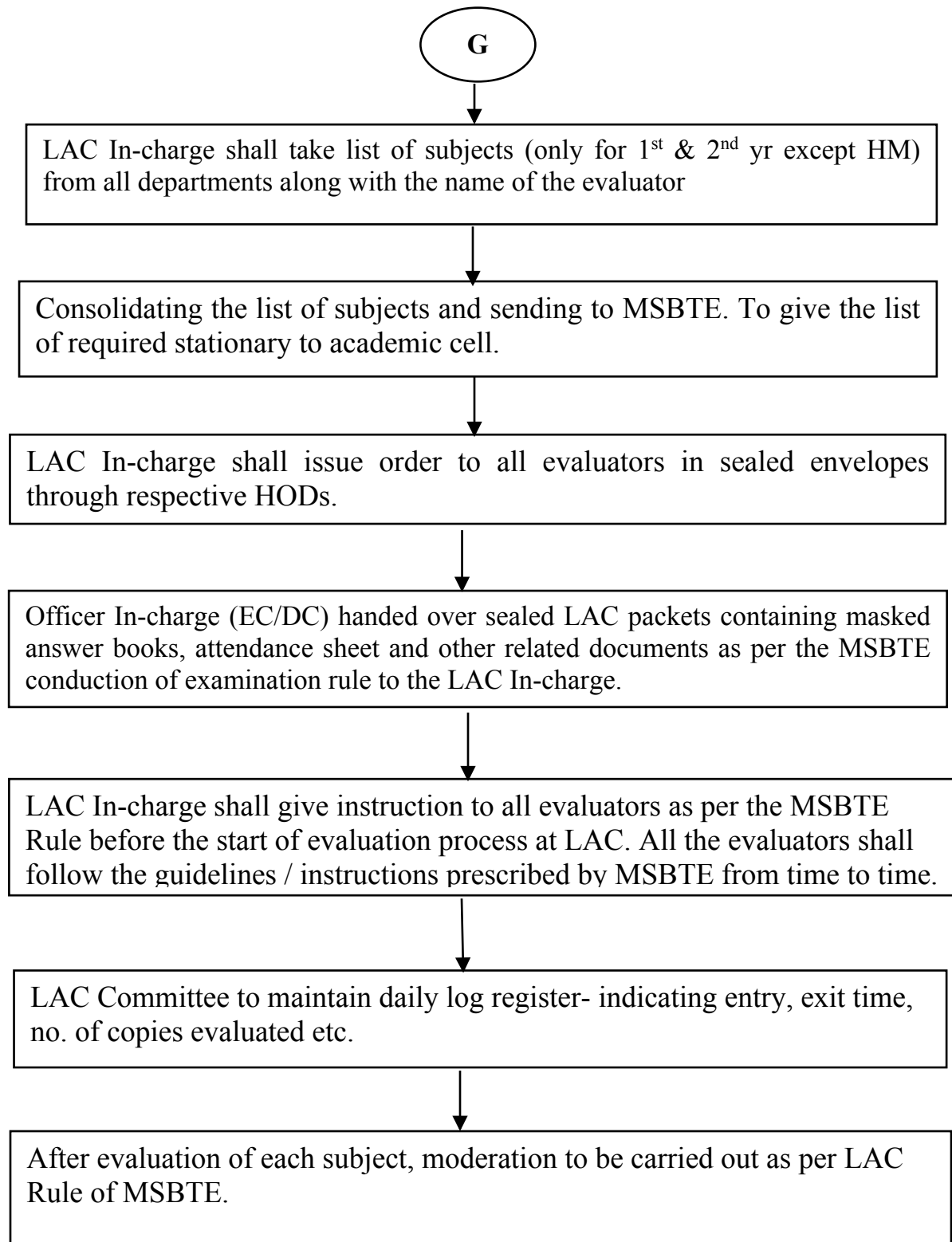
Issuance of TC/DC/BC/Exam Appearance/Course Completion

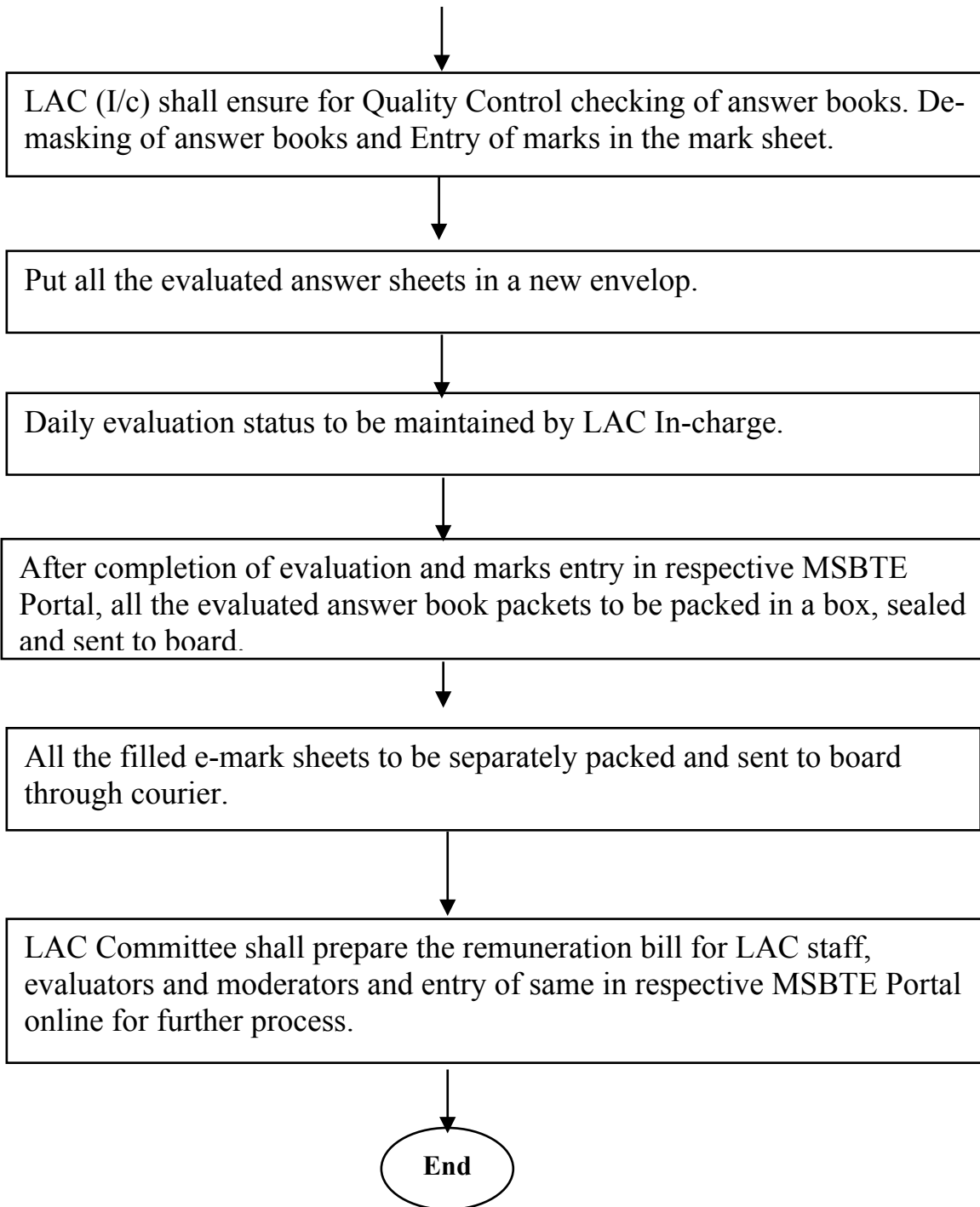


Issuance of Migration, Mark sheets and Degree/Diploma Certificate



Activity of Local Assessment Centre





CHAPTER 5

NORMS FOR DISCHARGE OF FUNCTION OF DBRAIT

The basic function of the institute is to impart technical training to the youth of the A & N Islands. The institute offers diverse courses which includes engineering, hospitality and maritime. All the diploma courses are affiliated to Maharashtra State Board of Technical Education with controlled academic autonomy and trade diploma affiliated to Board of Technical Education, Delhi. In the year 2009 three B. Tech courses viz Civil, Computer Science and Electronics and Communication Engineering were introduced which is affiliated with Pondicherry University. Specialized Maritime courses approved by DG Shipping viz. Post Diploma in Marine Engg. and BSc. Nautical Science (affiliated to IMU, Chennai) are also offered. The courses of the institute are approved by AICTE and Maritime course by Director General (Shipping).

In accordance with the approval of Government of India, Ministry of Human Resource Development the institute also provides consultancy work & short term training under the continuing Education etc. Apart from these formal courses the institute also offers Non-formal courses in the main centre as well as extension centers spread across the Andaman & Nicobar Islands.

CHAPTER 6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

S.No	Details of Rules, Regulations etc.
1.	Manual of Office Procedure
2.	General Financial Rules,2017 and its amendment
3.	Delegation of Financial Power Rules, 2024
4.	Central Civil Service (Pension)Rules, 1972
5.	Central Civil Service (Leave)Rules, 1972
6.	Central Civil Service (Leave Travel Concession)Rules, 1988
7.	Central Civil Service(Conduct)Rules, 1964 and its amendment
8.	Central Civil Service(Classification, Control and Appeal)Rules, 1965
9.	Central Civil Service(Revised Pay)Rules, 2008
10.	Notification issued by AICTE for pay scale service conditions for Teachers
11.	Instructions relating to Government Accounts and Audit
12.	Instructions issued by the various Ministry endorsed by the A&N Administration
13.	Fundamental Rules and Supplementary Rules
14.	General Provident Funds Rules
15.	Receipt and Payment Rules
16.	Major and Minor Heads of Accounts & Civil Account Manual
17.	Staff Car Rules
18.	Other training materials such ash and outs, exercise etc
19.	Rules, Regulations, instructions etc of AICTE, MHRD, MHA, UGC and affiliating body
20.	Others Central Civil Service Rules & Regulations as followed by A&N Administration.
21.	Notified Recruitments Rules

CHAPTER 7

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY PUBLIC AUTHORITY OR UNDER ITS CONTROL

S.No	Description of Record
1.	Section Diary
2.	Issue Diary
3.	Dispatch Register
4.	Parliament Question Register
5.	Messenger book
6.	Stamps Account Register
7.	File Register
8.	File Movement Register
9.	Attendance Details(Computerized)
10.	Casual Leave Details(Computerized)
11.	Store Index Register
12.	Dead Stock Register(separately for perishable consumer articles and Non perishable articles)
13.	Telephone Register
14.	Log Book of Government Vehicle
15.	Register of Advance
16.	Register of books received in library(Computerized)
17.	Register of books issued(Computerized)
18.	Check card of News Papers, Magazines, periodicals etc.
19.	Pay Bill Register
20.	Travelling Allowance Register
21.	LTC Register
22.	Contingent Register
23.	Acquaintance Rolls

CHAPTER 8

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION

As the main function of the Institution is to impart Technical Education and training to the students of Diploma, Trade diploma and Degree course. Apart from these formal courses, the institute also imparts Skill Development / Vocational training / tailor made courses for school drop outs, administrative / ministerial staff, Self Help Groups, Unemployed Women, Housewives.

In addition, as and when a need is felt by different client organizations for specific training programme, consultation is made with the client organization for designing the programme.

CHAPTER 9

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

This Institution does not have any permanent Council, Committees or other Bodies. As and when situation arises, particularly for matters relating to purchase, inventory verification, admission, examination conduction etc. a committee is set up as per rules/instructions on the subject with the approval of the Competent Authority and as per the rules of AICTE/University/Board/ for such specific purposes.

CHAPTER 10

DIRECTORY OF OFFICERS AND EMPLOYEES

**Name of the Office: Dr. B. R. Ambedkar Institute of Technology, Pahargaon, Sri Vijaya
Puram-744103**

Sl. No.	Name	Designation	Telephone No. (For external use add prefix 03192259)
Section: Principal Office			
1.	Dr. Utpal Sharma	Principal	804/805
2.	Shri. Benia Varghese	EA to Principal(Ex Officio)	800
3.	Smti. Zayda Hussain	PA to Principal	801
Section:Workshop			
1	Shri .Mohd.Mansoor	Workshop Superintendent	306
Section:Electrical (Diploma Program)			
1.	Shri.Shankar Rao	HoD	810
2.	Smti. Sajitha N.V	Lecturer	279
3.	Shri. R. Mohan	Lecturer	762
4.	Shri. Abhishek Gupta	Assistant Professor	559
Section:Civil (B.Tech Program)			
1.	Shri. Altamash Mustafa	Assistant Professor/Faculty Incharge	853
2.	Smti. Rajashri Shashikant Kulkarni	Assistant Professor	
3.	Smti. T. Diana Joslin	Assistant Professor	
Section:Civil (Diploma Program)			
1.	Dr. S.Raji	Lecturer/Faculty Incharge	809
3.	Smti. S.Aishwarya	Lecturer	
4.	Shri. Kailash Bhimrao Nikuse	Lecturer	
2.	Smti. Rita Biswas	Lecturer	853
Section: Electronics (B.Tech)			
1.	Dr. Shoaib Kamal	Associate Professor/Faculty Incharge	812
1.	Dr. E. Muthu Kumaran	Assistant Professor	861
2.	Shri. Tejinder Singh	Assistant Professor	
3.	Shri. Vinod Kumar	Assistant Professor	951
4.	Smti. S. Sangeetha	Assistant Professor	938
Section: Electronics (Diploma Program)			
1.	Smti. Lizzie Dacruz	Lecturer (SG)/Faculty Incharge	812
2.	Smti. Suraj Moli V.S	Lecturer (SG)	735
3.	Smti. Alka Singh	Lecturer	844
Section: Mechanical (Diploma Program)			
1.	Shri. B.K.Jena	Head of Department	813

2.	Shri. Sanjay Malhotra	Lecturer	
3.	Shri. Shajan Thomas	Lecturer	
4.	Shri. Rajnish Kumar	Lecturer	
Section: Hotel Management (Diploma Program)			
1.	Dr. Deepanshu	Lecturer/Faculty Incharge	719
2.	Shri. Benia Varghese	Lecturer	288
3.	Shri. Uday Narayan	Lecturer	756
4.	Smti. S. Sunanda Kumari	Foreman	714
Section: Humanities (Diploma Program)			
1.	Dr.V.Alagusundaram	Lecturer(SG)/Faculty Incharge	807
2.	Shri. Palani Murugan	Lecturer	
3.	Dr. Manu Vashishtha	Lecturer	
Section:Maritime			
1	Shri. Sanjay Malhotra	Lecturer/Faculty Incharge	813
Section:Computer Sicence and Engineering (B.Tech)			
1.	Dr. Asma Rani	Assistant Professor/Faculty Incharge	959
2.	Shri. Harsabardhan Barik	Assistant Professor	
3.	Shri. Chandra Sekhar Vinukonda	Assistant Professor	
Section:Computer/IT (Diploma Program)			
1.	Dr.V.Alagusundaram	Lecturer (SG)/Faculty Incharge	807
2.	Dr. Shrabani Mallick	Lecturer	847
3.	Shri. Rajib Bag	Lecturer	845
4.	Smti. Ranjanbala Sahu	Lecturer	
Section:Library			
1	Shri. Harsabardhan Barik	Librarian (i/c)	959
Section: AV Cell			
1.	Shri. Sanjay Malhotra	In-charge	813
Section:Vehicle			
1	Shri. A.Nageshwar Rao	Lab W/Shop Asst.	499
Section:Establishment Section			
1	Smti. P. Kala Devi	Administrative Officer	815
2	Smti. M. Ramala	Office Supdt.	
Section: Account			
1	Shri. Evan Francis	Assistant Accounts Officer	816
Section: Purchase			
1.	Shri. Shankar Rao	Purchase Secretary	762
Section: Academic Cell			
1.	Smti. Suraj Moli V. S	Dean Academics	735
Section: Hostel			
1.	Shri. Benia Varghese	Hostel Warden	888

2.	Shri. Aman Samsuddin	Hostel Care Taker	
Section: Campus			
1.	Smti. Alka Singh	Campus Officer	844
Section: T.P.O Cell			
1.	Smti. N. V. Sajitha	T.P.O	814

Note: The above details are not prepared as per seniority list

CHAPTER 11

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICIALS AND EMPLOYEES w.e.f February 2025

Sr. No.	Employee Name	Designation	Pay Level	Paid Basic Total	Gross Total
1	Shri. A Arumugam	Mali	1	35400	65581
2	Shri. A Sivakumar	Lab. Attendant	4	39800	80713
3	Shri. A Jaswa	Heavy Vehicle Driver	2	21700	46213
4	Shri. A Nageshwar Rao	Laboratory Technician	8	83600	160867
5	Shri. Abdul Latheef	Peon	2	27600	61141
6	Shri. Abdul Waheed	Instructor	6	44900	90046
7	Shri. Abdul Aziz	Lab. Attendant	6	58600	115117
8	Shri. Abhijit Das	Watchman	3	36100	66722
9	Shri. Abhishek	Lower Grade Clerk	2	25200	53995
10	Shri. Abhishek Gupta	Assistant Professor	10	84700	167134
11	Shri. Aboo Backer Siddique	Campus Supervisor	7	70000	135979
12	Shri. Aftab Majeed	Mali	1	18500	40357
13	Shri. Akash Bhadra	Pharmacist	4	26300	56008
14	Smti. Alka Singh	Lecturer	9A	98400	192205
15	Shri. Alok Bora	Laboratory Technician	6	49000	97549
16	Shri. Altamash Mustafa	Assistant Professor	10	75200	149749
17	Shri. Aman Samsuddin	Hostel Caretaker	5	46800	93523
18	Shri. Ameer Mohammed	Lab. Attendant	5	45400	90961
19	Shri. Amit Kumar	Draughtsman	4	27900	58936
20	Shri. Anadi Lal Baidya	Lab. Attendant	6	52000	103039
21	Smti. Annie	Lab. Attendant	6	52000	92639
22	Shri. Anugrah S	Lower Grade Clerk	2	20500	44017
23	Smti. Asha Devi	Foreman	7	55200	108895
24	Shri. Ashok Jayadar	Laboratory Technician	7	62200	121705
25	Dr. Asma Rani	Assistant Professor	10	73000	145723
26	Shri. B Gyaneshwar Rao	Laboratory Technician	6	44900	82802
27	Shri. B Tirupathi Rao	Motor Mechanic	3	36100	73942
28	Shri. Bal Raju	Draughtsman	4	27900	58936
29	Shri. Basanta Kumar Jena	Head of Department	13 A-1	171400	291515
30	Shri. Benia Varghese	Lecturer	9A	95500	186898

31	Shri. Benjamin	Reprographic Attendant	1	35400	72661
32	Shri. Bhoomi Nathan	Laboratory Technician	6	53600	105967
33	Shri. Bhupendra Kumar Singh	Laboratory Technician	6	46200	92425
34	Shri. Bipad Bhanjan Hawlader	Watchman	4	43500	78784
35	Smti. Booma Devi	Sweeper	2	37200	75955
36	Shri. C Selva Kumar	Laboratory Technician	7	62200	121705
37	Shri. C Shadab Rashid	Senior Accountant	6	56900	112006
38	Shri. Chaman Lal	Laboratory Technician	6	58600	115117
39	Shri. Chandan Lall	Laboratory Technician	8	81200	156475
40	Shri. Chandra Sekhar Vinukonda	Assistant Professor	10	73000	131123
41	Shri. Churchill	Watchman	3	36100	66722
42	Shri. D Srinivas	Peon	1	35400	72661
43	Smti. D Jogeshwari	Watchman	1	35400	72661
44	Dr. Deepanshu	Lecturer	9A	77700	154324
45	Shri. Devakar Mondal	Laboratory Technician	6	49000	97549
46	Shri. Dharmendar Mohan	Laboratory Technician	6	64100	125182
47	Ms. Durga	Lab. Attendant	7	68000	121473
48	Dr. E. Muthu Kumaran	Assistant Professor	10	82200	162559
49	Shri. Evan Francis	Assistant Accounts Officer	9	80200	158899
50	Shri. Fakeer Chand	Sweeper	3	36100	73942
51	Smti. Fareeda Banu	Lab. Attendant	4	38600	70797
52	Smti. Farha Khan	Laboratory Technician	6	44900	90046
53	Smti. Flomina Bara	Class Room Attendant	2	38300	77968
54	Shri. G Chinnaiah	Head Clerk	6	46200	92425
55	Shri. G Pradeep Kumar	Storekeeper	4	25500	54544
56	Shri. G Rajendran	Cook	3	36100	73942
57	Shri. George Meshack	Laboratory Technician	6	58600	103397
58	Smti. Girija Devi	Lower Grade Clerk	2	25200	53995
59	Shri. Gogi Satyanarayan	Peon	3	36100	73942
60	Shri. Gopal Roy	Instructor	6	36500	74674
61	Shri. Gunasekaran	Lab. Attendant	6	58600	115117
62	Shri. Habib Ahmed	Laboratory Technician	7	62200	121705
63	Shri. Harsabardhan Barik	Assistant Professor	10	73000	131123
64	Shri. Hasrat Ali	Watchman	4	39800	72753
65	Ms. Ivy	Mali	2	34000	63299

66	Shri. Jeeva Rathnam	Carpenter	3	32000	60039
67	Shri. K Mehmood	Head Clerk	6	46200	83185
68	Shri. K Murthy	Watchman	1	35400	72661
69	Shri. K Velpandi	Daftly	4	43500	87484
70	Smti. K A Bujji	Higher Grade Clerk	4	36400	74491
71	Shri. K Elangovan	Ferro Printer	4	42200	76665
72	Shri. K Krishna Rao	Cleaner	3	33000	68269
73	Shri. K Pradheeban	Instructor	6	36500	74674
74	Smti. Kailash Kumari	Class Room Attendant	4	43500	87484
75	Shri. Kailash Bhimrao Nikuse	Lecturer	9A	73200	131449
76	Shri. Kaushik Ganguli	Light Vehicle Driver	2	21700	46213
77	Shri. Kishen Swaroop	Class Room Attendant	4	42200	76665
78	Smti. Krishna Kumari	Head Clerk	6	46200	92425
79	Shri. Lagan Sahu	Sweeper	3	36100	73942
80	Smti. Lizzie D Cruz	Lecturer (SG)	13 A-1	198700	375754
81	Shri. M Govindan	Hostel Attendant	2	39400	72101
82	Smti. M Ramala	Office Superintendent	7	55200	108895
83	Shri. M Yogesh	Sweeper	1	18500	40357
84	Smti. Maha Laxmi	Peon	1	35400	72661
85	Smti. Malati Biswas	Class Room Attendant	2	34000	63299
86	Shri. Mani Mohan Adhikary	Cleaner	3	32000	66439
87	Smti. Manjula Kumari	Watchman	2	37200	75955
88	Dr. Manu Vashishtha	Lecturer	10	82200	162559
89	Smti. Meena Kumari	Class Room Attendant	1	35400	72661
90	Shri. Mohammed Ali	Lab. Attendant	6	55200	108895
91	Shri. Mohan Ram	Mali	2	34000	63299
92	Shri. Mohd Mansoor	Workshop Superintendent	PB-3	71730	280184
93	Shri. Muruganandan	Cook	3	39400	79981
94	Shri. N Nawazuddin	Lower Grade Clerk	2	25200	54695
95	Smti. N V Sajitha	Lecturer	9A	77700	154324
96	Smti. Nandita Das	Lower Grade Clerk	2	25200	53995
97	Shri. Naushad Ali	Watchman	1	28800	60583
98	Smti. Neelam Lall	Lab. Attendant	5	45400	90961
99	Smti. Neethasha Rani	Personal Assistant	6	46200	92425
100	Shri. Nitesh	Lower Grade Clerk	2	20500	44017
101	Shri. P Amoss	Heavy Vehicle Driver	2	21700	46213
102	Smti. P kala Devi	Administrative Officer	7	60400	118411

103	Smti. P Sanah Fathima	Peon	1	18500	40357
104	Shri. P. Umapathi	Cook	2	39400	72101
105	Shri. Pal Swamy	Lab. Attendant	4	41000	82909
106	Shri. Palani Murugan	Lecturer	10	101100	176926
107	Smti. Pandi Selvi R	Senior Accountant	7	60400	118411
108	Shri. Papa Rao	Watchman	2	37200	75955
109	Shri. Prabhat Singh	Instructor	8	86100	168196
110	Shri. R Mohan	Lecturer	9A	69000	143911
111	Shri. R Shankarlingam	Cook	3	39400	79981
112	Shri. R Hemanth Rao	Computer Instructor	5	38100	77602
113	Smti. Rachel Basil	Peon	1	32400	60691
114	Smti. Rajashri Shashikant Kulkarni	Assistant Professor	10	75200	149749
115	Shri. Rajesh Biswas	Laboratory Technician	6	35400	72661
116	Shri. Rajeshwar Sharma	Instructor	7	78800	152083
117	Shri. Rajib Bag	Lecturer	10	79800	142207
118	Shri. Rajnish Kumar	Lecturer	9A	67000	134743
119	Shri. Ram Prasad	Hostel Attendant	2	27600	58387
120	Shri. Ranjan Kitunia	Storekeeper	6	55200	97855
121	Smti. Ranjanbala Sahu	Lecturer	10	79800	142207
122	Ms. Raziya Parveen	Lower Grade Clerk	2	20500	44017
123	Smti. Reema Sutradhar	Lower Grade Clerk	2	20500	44017
124	Shri. Rishabh Raj	Lower Grade Clerk	2	20500	44017
125	Smti. Rita Biswas	Lecturer	9A	101400	197695
126	Smi. Rupmala Halder	Laboratory Technician	6	64100	125182
127	Smti. S Aishwarya	Lecturer	9A	77700	154324
128	Shri.. S Devan	Peon	1	35400	65581
129	Dr. S Raji	Lecturer	9A	101400	197695
130	Smti. S Sangeetha	Assistant Professor	10	82200	148831
131	Shri. S Sathaiah	Watchman	1	35400	65581
132	Shri. S Achan Kunju	Workshop Laboratory Assistant	2	32000	60039
133	Smti. S Shaheela	Daftary	2	31100	64792
134	Smti. S Sunanda Kumari	Foreman	7	62200	121705
135	Smti. Sakeena	Head Clerk	6	49000	97549
136	Shri. Sandeep Mistry	Sweeper	1	2643	5237
137	Shri. Sanjay Kumar	Lab. Attendant	6	56900	100626
138	Shri. Sanjay Malhotra	Lecturer	9A	107500	208858
139	Shri. Santu Pal	Cook	1	18500	40357

140	Shri. Sasankha Sekher Pal	Instructor	6	37600	69167
141	Shri. Shajan Thomas	Lecturer..	9A	101400	197695
142	Smti. Shakeela	Head Clerk	6	49000	97549
143	Shri. Shambu Biswas	Class Room Attendant	2	37200	68515
144	Shri. Shankar Rao	Lecturer (SG)	13 A-1	198700	375754
145	Smti. Shikha Biswas	Library Assistant	7	72100	139822
146	Dr. Shrabani Mallick	Lecturer..	10	87200	154269
147	Shri. Shyam Narayan	Hostel Attendant	2	34000	70099
148	Shri. Siva Ram	Peon	3	36100	73942
149	Shri. Sri Ram	Lab. Attendant	5	46800	93523
150	Shri. Subasish Mondal	Laboratory Technician	6	52000	103039
151	Shri. Subodh Ram	Watchman	1	35400	72661
152	Shri. Sudarashan Kumar Mondal	Lab. Attendant	5	44100	88582
153	Shri. Sudip Chakraborty	Lab. Attendant	5	45400	90961
154	Shri. Sumeet Kishan	Light Vehicle Driver	2	21700	46213
155	Shri. Sunil Dsouza	Lower Grade Clerk	2	20500	44017
156	Shri. Sunil Kumar Chakraborty	Programmer	6	56900	112006
157	Smti. Sunita Kumari	Library Attendant	4	41000	82909
158	Smti. Suraj Moli V S	Lecturer (SG)	13 A-1	93650	187370
159	Shri. Surajit Chatterjee	Electrician cum Generator Set Operator	2	21700	41873
160	Smti. Swapna Roy	Cook	2	39400	79981
161	Smti. T Saraswathi	Laboratory Technician	6	92497	189856
162	Smti. T Diana Joslin	Assistant Professor	10	75200	134709
163	Shri. T Magenderan	Sweeper	1	35400	65581
164	Shri. T Rajakili	Class Room Attendant	2	36100	66722
165	Smti. T Safia Bibi	Class Room Attendant	2	37200	75955
166	Dr. T Sathees Kumar	Assistant Director	10	64900	130900
167	Shri. Tejinder Singh	Assistant Professor	10	73000	145723
168	Shri. Uday Narayan	Lecturer	9A	95500	186898
169	Shri. Utpal Roy	Mali	2	34000	70099
170	Dr. Utpal Sharma	Principal	14	218200	412681
171	Dr. V Alagusundaram	Lecturer (SG)	13 A-1	198700	336014
172	Smti. V. V. Deepthi Kumari	Peon	2	37200	68515
173	Shri. Vigneshwaran	Workshop Laboratory Assistant	3	35000	64929
174	Shri. Vijai Kishen	Plumber	2	36100	73942

175	Shri. Vijay Kumar Howladar	Painter Grade-II	2	37200	71269
176	Shri. Vinod Kumar	Assistant Professor	10	77500	138458
177	Shri. Vinod Kumar Singh	Laboratory Technician	8	88700	170200
178	Smti. Voilet	Class Room Attendant	2	31100	64792
179	Shri. Yousuf	Head Clerk	7	55200	108895
180	Shri. Yunus Ahmed	Laboratory Technician	6	47600	94987
181	Smti. Zayda Hussain	Personal Assistant	6	53600	105967

Note: The above Details are not prepared as per seniority list and the remuneration is always increased time to time, when increasing all the different allowances

CHAPTER12

DR.B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY BUDGET ALLOCATION STATEMENT FOR THE YEAR 2024-25

Sl.No.	Detailed Head of Account	Sanctioned Budget Estimates 2024-25(in thousands of Rs)
	Revenue Section	
	Major Head- 2203.00.105.07.00	
1	01-SALARIES	120900
2	02-WAGES	19900
3	05-REWARDS	1000
4	06-MEDICAL TREATMENT	2000
5	07-ALLOWANCES	96000
6	08-LEAVE TRAVEL CONCESSION	6300
7	11-DOMESTIC TRAVEL EXPENSES	1500
8	13-OFFICE EXPENSES	10500
9	21-SUPPLIES & MATERIALS	10100
10	28-PROFESSIONAL SERVICES	6800
11	34-SCHOLARSHIP/STIPEND	5500
12	13-OFFICE EXPENSES -SAP	2100
	Capital Section	
	Major Head 4202.00.105.07.00	
13	52-MACHINERY & EQUIPMENT	9000
14	72-BUILDING & STRUCTURES	25000
	Total Gross	316600

DR.B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY
EXPENDITURE STATEMENT FOR THE YEAR 2024-25

Sl.No.	Detailed Head of Account	Actuals 2024-25 as on 21.02.2025 (in thousands of Rs)
	Revenue Section	
	Major Head- 2203.00.105.07.00	
1	01-SALARIES	127628
2	02-WAGES	10733
3	05-REWARDS	904
4	06-MEDICAL TREATMENT	2634
5	07-ALLOWANCES	105628
6	08-LEAVE TRAVEL CONCESSION	4594
7	11-DOMESTIC TRAVEL EXPENSES	1472
8	13-OFFICE EXPENSES	10617
9	21-SUPPLIES & MATERIALS	6895
10	28-PROFESSIONAL SERVICES	4913
11	34-SCHOLARSHIP/STIPEND	1474
12	13-OFFICE EXPENSES -SAP	1466
	Capital Section	
	Major Head 4202.00.105.07.00	
13	52-MACHINERY & EQUIPMENT	2112
14	72-BUILDING & STRUCTURES	5317
	Total Gross	286386

CHAPTER 13 & 14

MANNER OF EXECUTION OF SUBSIDY PROGRAMME ETC

This Institution does not have any subsidy programme nor does it grant any permission Authorizations, Concessions etc.

However the institute implements the stipend scheme where in all the students of the hostel hailing from A & N Islands are paid stipend to the tune of Rs 1000/- per month for mess charges.

CHAPTER 15

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

DBRAIT has its own Intranet portal for use by faculty members, Staff, Students and trainees. The Intranet Portal offers link for Biometric Attendance, Student Information System, e-Circular, e-Question Bank, ISO Document Format, IIT Learning Resources, Random Online Test, Co-curricular, Alumni Card, System, Technical Papers etc.

The institute also has its own website [https://dbrait.andaman.gov.in/ Default.aspx](https://dbrait.andaman.gov.in/Default.aspx), which is informative in nature.

CHAPTER 16

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION

The website of DBRAIT at <https://dbrait.andaman.gov.in/Default.aspx> provides relevant information in the matter of various formal and non formal courses being conducted by this institute and also the information as defined in section 4 of the Right to Information.

The information can also be collected by approaching the PIO/APIO designated under RTI Act, 2005 by Notification No. 11-43/2008/09-AR dated 05.10.2011.

CHAPTER 17

THE NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

CCO/AR/11-382
29/11/11

Send extracts
to EE/AE & AS (A)

13/11/11

F.No. 11-43/2008/09-AR-382
अंडमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय/Secretariat

Port Blair, dated 28th Nov, 2011

To

1. All Principal Secretaries./Comnr- Cum- Secy./all Secretaries
A&N Administration.

2. All Heads of Department
A&N Administration

3. All Deputy Secretaries/Assistant Secretaries
A&N Administration

4. All Sections in the Secretariat
A&N Administration

Sub:- Notification regarding appointment of PIOs, APIOs and Appellate
Authority under RTI Act, 2005 in various Department under A&N
Administration and in the Sections of Secretariat Establishment – reg.

Sir,

I am directed to forward herewith a copy of Gazette Notification No.
219/2011/F.No.11-43/2008/09-AR dated 05.10.2011 on the above mentioned subject
for information and guidance.

Yours faithfully,

Encl: As above

(P Krishnan)
Assistant Secretary (AR & Trg)

अण्डमान तथा Andaman And



निकोबार राजपत्र Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 229, पोर्ट ब्लेयर, बुधवार, 5 अक्टूबर, 2011
No. 229, Port Blair, Wednesday, October 5, 2011

अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

NOTIFICATION

Port Blair, dated the 5th October, 2011

No.219/2011/F.No.11-43/2008/09-AR.— In exercise of the powers conferred under Section 2(c)(v) of the Right to Information Act, 2005 (Act No.22 of 2005) read with Section 5(1) & (2) thereof and in supersession of all earlier Notifications issued to this effect, the Lt. Governor (Administrator), Andaman and Nicobar Islands is pleased to appoint the following as PIOs, APIOs and Appellate Authorities in their respective Departments as under :-

Sl. No.	Designation of the Officials including department dealt	Designated as (PIOs & APIOs)	Telephone/ Fax No./E-mail and official address	Jurisdiction	Appellate Authority	Telephone/ Fax No./ E-mail and official address
1	2	3	4	5	6	7
1.	Faculty In-charge (Hum., Comp/IT), Purchase Secretary	PIO	250267 251692 251693 (Tel) Extn.- 207	Humanities, Computer, IT, Purchase	Principal	250587, (Tel/Fax) 250267, 251692, 251693, Extn.- 202
2.	Faculty In-charge (Civil, HM)	PIO	250267 251692 251693 (Tel) Extn. 206	Civil, Hotel Management	-do-	-do-
3.	Faculty In-charge, Coordinator (Electrical, TVET)	PIO	250267 251692 251693 (Tel) Extn. - 208	Electrical, TVET	-do-	-do-
4.	Faculty In-charge (Electronics)	PIO	250267 251692 251693 (Tel) Extn. - 205	Electronics	-do-	-do-
5.	Faculty In-charge (Mechanical)	PIO	250267 251692 251693 (Tel) Extn. - 292	Mechanical / Vehicle	-do-	-do-
6.	Workshop Superintendent	PIO	250267 251692 251693 (Tel) Extn. - 204	Workshop	-do-	-do-
7.	Co-ordinator (Maritime)	PIO	250267 251692 251693 (Tel) Extn. - 311	Maritime	-do-	-do-
8.	Dean (Academics)	PIO	250267 251692 251693 (Tel) Extn. - 275, 213, 297, 294	Academics	-do-	-do-
9.	Training & Placement Officer	PIO	250267 251692 251693 (Tel) Extn. - 211	Training of Staff & Students, Placement Activities	-do-	-do-

10.	Chief Hostel Warden	PIO	250267 251692 251693 (Tel) Extn.- 231	Hostel (Boys & Girls)	-do-	-do-
11.	Management Representative	PIO	250267 251692 251693 (Tel) Extn.- 255	ISO Certification and other management Activities	-do-	-do-
12.	Administrative Officer	PIO	250267 251692 251693 (Tel) Extn. - 223	Establishment & Personal Office , Library, Campus	-do-	-do-
13.	Diary Dispatch Clerk	APIO	250267 251692 251693 (Tel) Extn.- 223	To forward the RTI Application to concerned Department/ Section	-do-	-do-
14.	Asstt. Accounts Officer	PIO	250267 251692 251693 (Tel) Extn.- 296	Accounts matter		

The above information has been displayed in the Notice Board of the Institute which is located at in front of Room No.103, Ground Floor, DBRAIT, Pahargaon.