



**Dr. B.R. Ambedkar Institute of Technology
Pahargaon, Port Blair
A & N Administration**

CITIZEN CHARTER

**ADMINISTRATIVE BUILDING,
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Dr. B.R.Ambedkar Institute of Technology

The Institution

Dr. B.RAmbedkar 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



Dr. B.R.Ambedkar Institute of Technology

Our Vision

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

Our 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 TFJ.
- To encourage students to take 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.

Our Beliefs

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

Quality Policy

The Institution shall impart practical and application oriented education and shall strive for continual improvements through up-gradation of infrastructure, faculty and teaching methodology to produce **Qualified Technicians and Engineers.**

STATEMENT SHOWING TIME FRAME FOR ALL ACTIVITIES RELATED TO INSTITUTIONS

Sl.No	ACTIVITY	WHOME TO CONTACT	TIME FRAME	IN CASE OF NON REDRESSAL OR DIFFICULTY	
I	Academic				
	a) Admission	Chairman(Admission committee)	1 st June-31 st July	Dean	Principal
	b) Appointment of Guest Lecturer.	Academic cell (Room No. 215)	1 Week before Summer/winter vacation	Academic Incharge	Dean
	c) Declaration of Result	Academic Cell (Room No. 215)	1) MSBTE-45 days after completion of exam 2) Pondicherry University -30-45 days after completion of exam	Academic Incharge	Dean
	d) Discrepancy related to Marksheet	Academic Assistants (Room No. 215)	1) Intimation to be passed to Board/University within 1-2 days after receiving complaints 2) Sending reminder mark to MSBTE/University after 2 week	Academic Incharge	Dean

	e) Payment to Guest Lecturer	Academic Incharge (Room No. 215)	After scrutiny Guest Lecturer attendance Statements forwarded to office within 5 days of receipt.	Dean	A.O
	f) Submission of Term fee to office	Academic Assistant	10 Days after the last late fee challan	Academic Incharge	Dean
	g) Submission of exam fee to MSBTE/University	Academic Assistant	2 Weeks after receipt of Cash/Challan		
II	Purchase				
	a) Tender	Store Section (Room No. 119)	15 Days after submission of requisition	Store keeper	
	b) Open tender	Store Section	30 Days	Store keeper	
	c) Quotation	Store Section	15 Days after the tender call	Store keeper	Purchase Secretary
	d) TCE	Store Section	2 Days after quotation	Store keeper	
	e) Supply order	Store Section	Within 3 days of final approval	Store Keeper	

III	Engineering Deptt a) Problem related to students	Concerned Deptt Civil-Room No 221 DCE-Room No 327 Electrical –Room No 116 ECE- Room No 103 Mech-Rom No 226 Hotel Mngt-Room No 103	 Between 7:45 am to 3:30 pm	Academic Member Civil-Ext:285 DCE-Ext:240 Electrical-Ext:252 ECE-Ext:304 Mech-253 HM-228	 HOD
IV	Hostel a) Problem related to Girls hostel Inmates b) Problem related to Boys hostel	Girls hostel care taker Boys hostel care taker	College hours and evening upto 5:30 pm College hour and evening upto 6:00 pm	Hostel Warden(G) Hostel Warden(B)	 Chief Hostel Warden
V	Office a) Establishment related work b) Accounts related work	Establishment Section Accounts Section	8:45 am to 5:00 pm 8:45 am to 5:00 pm	O.S Accountant	A.O AAO