

**DR.B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY  
PAHARGAON, PORT BLAIR**

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

**2011-12**

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# **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. OUR VISION**

“To develop a Globally Competitive work Force”

#### **3. OUR GOALS**

- 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 manpower required by the Industry by imparting appropriate skills.

#### **4. OUR BELIEFS**

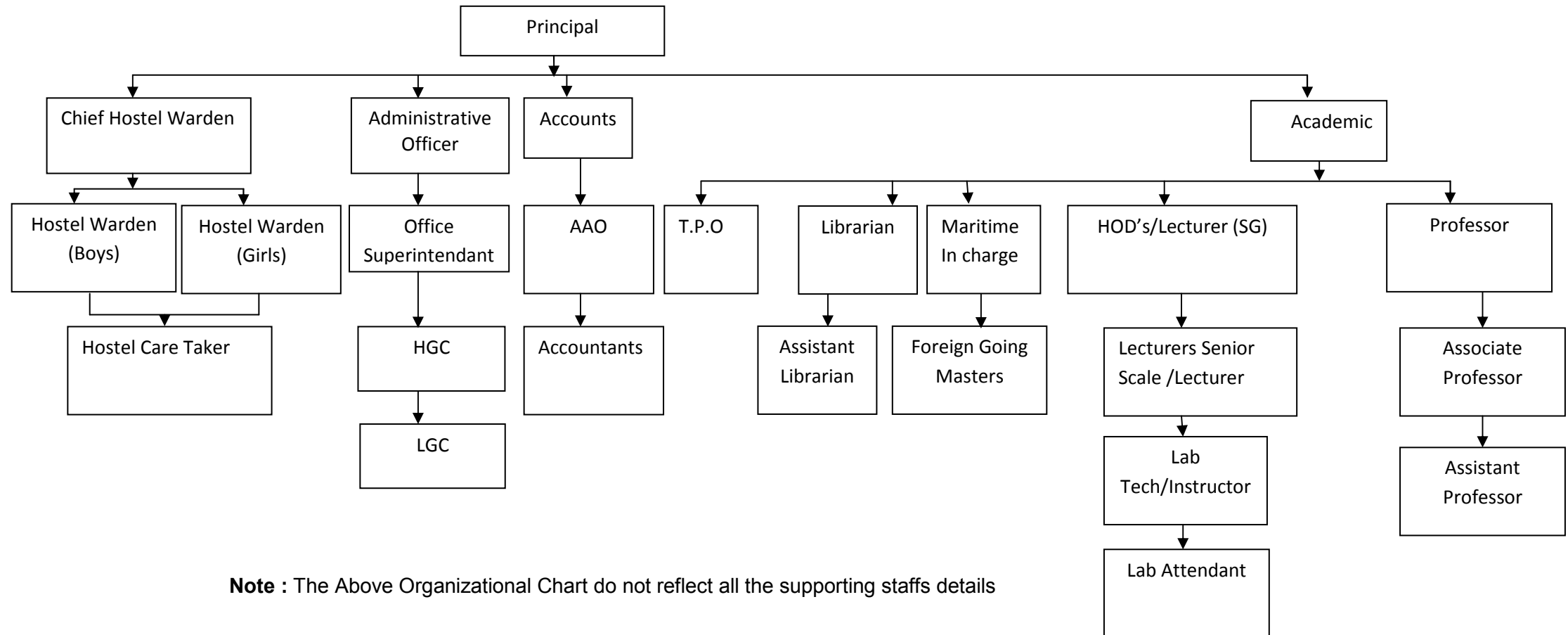
- Quality Education & Character Building
- Transparency & Efficiency
- Gender Equality & Personal Integrity

#### **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 <http://dbragpt.and.nic.in> under the academics section.

### CHAPTER 3

### ORGANIZATIONAL CHART



## POWER AND DUTIES OF OFFICERS AND EMPLOYEES

Sl.No	Name of the Posts	Powers and Duties
1.	Principal	<p><b>Powers:</b> All financial powers as per administration Order No 253 dated 29/01/2012</p> <p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Academic and administrative management of the institution</li> <li>b) Providing academic and administrative leadership</li> <li>c) Promotion of industry institution collaboration and Industry oriented Research and development</li> <li>d) Monitoring and evaluation of academic activities in the institutions</li> <li>a) Public relations and interaction with the community</li> <li>e) Organizing and coordinating consultancy services</li> <li>f) Participating in policy and system planning at state. Regional and National Levels for development of Technician Education</li> <li>g) Promoting and coordinating Continuing Education Activities</li> </ul>
2.	Professor	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Offering a comprehensive course outline by adhering to the specifics of the course</li> <li>b) Guiding students through the course materials</li> <li>c) Starting and finishing classroom proceedings on time</li> <li>d) Maintaining scholarly standards when teaching</li> <li>e) Helping the students in finding an appropriate reference material in such a way that they can earn very good grades.</li> <li>f) Providing leadership in teaching of students.</li> <li>g) Organizing R &amp; D work in industrial</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		<p>problems and projects.</p> <p>h) Departmental Administration</p> <p>i) Assisting in the Administration of the Institution</p> <p>j) Publication of technical papers</p> <p>k) Curriculum development and development of resource materials</p> <p>l) Innovations in technician education and evaluation</p> <p>m) Continuing education activities</p> <p>n) Public relations and interaction with the community</p> <p>o) Student counseling and student interaction.</p> <p>p) Perform any other assignment / duties assigned by superior.</p>
3.	Head of the Department/ Lecturer Selection Grade	<p><b>Duties :</b></p> <p>a) Providing leadership in teaching of diploma and post diploma courses.</p> <p>b) Organizing R &amp; D work in Industrial problems and Projects</p> <p>c) Departmental Administration</p> <p>d) Assisting in the administration of the institution</p> <p>e) Publication of Technical Papers</p> <p>f) Curriculum Development and development of resource materials</p> <p>g) Innovations in technician education and evaluation</p> <p>h) Continuing Education Activities</p> <p>i) Public relations and interaction with the community</p> <p>j) Students Counseling and student interaction</p> <p>k) Perform any other assignment / duties assigned by superior.</p>

Sl.No	Name of the Posts	Powers and Duties
4.	Associate Professor	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Teach both undergraduate and graduate students within their fields of expertise.</li> <li>b) Conduct seminars with students and oversee students' lab work.</li> <li>c) Conduct tests and advise students on an individual basis</li> <li>d) Prepare lessons, exercises or lab experiments.</li> <li>e) Publish their work or research findings in academic journals or books</li> <li>f) Assisting in extension services to the industry and community</li> <li>g) Assisting in the Administration of the Institution</li> <li>h) Publication of technical papers</li> <li>i) Curriculum development and development of resource materials</li> <li>j) Innovations in technician education and evaluation</li> <li>k) Continuing education activities</li> <li>l) Public relations and interaction with the community</li> <li>m) Student counseling and student interaction.</li> <li>n) Perform any other assignment / duties assigned by superior</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
5.	Assistant Professor (Engineering) & Science and Humanities	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Teach both undergraduate and graduate students within their fields of expertise.</li> <li>b) Conduct seminars with students and oversee students' lab work.</li> <li>c) Conduct tests and advise students on an individual basis</li> <li>d) Prepare lessons, exercises or lab experiments.</li> <li>e) Publish their work or research findings in academic journals or books</li> <li>f) Assisting in extension services to the industry and community</li> <li>g) Assisting in the Administration of the Institution</li> <li>h) Publication of technical papers</li> <li>i) Curriculum development and development of resource materials</li> <li>j) Innovations in technician education and evaluation</li> <li>k) Continuing education activities</li> <li>l) Public relations and interaction with the community</li> <li>m) Student counseling and student interaction.</li> <li>n) Perform any other assignment / duties assigned by superior</li> </ul>
6.	Lecturer	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Teaching diploma courses including lectures and tutorials</li> <li>b) Planning and implementation of instruction</li> </ul>



Sl.No	Name of the Posts	Powers and Duties
		<p>in laboratory</p> <ul style="list-style-type: none"> <li>c) Student assessment and evaluation</li> <li>d) Developing resource materials</li> <li>e) Assisting in extension services to the industry and community</li> <li>f) Assisting in Continuing Education Activities</li> <li>g) Co-Curricular and Extra Curricular Activities</li> <li>h) Students Counseling</li> <li>i) Perform any other assignment / duties assigned by superior.</li> </ul>
7.	Assistant Director (Physical Education)	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Teach students the physical fitness techniques, sports playing, and guide them toward living a healthy and active lifestyle</li> <li>b) Instruct and coach students to play on interactive sports teams against each other, motivate them during exercises.</li> <li>c) Perform any other assignment / duties assigned by superiors.</li> </ul>
8.	Workshop Superintendent	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Planning, scheduling, organizing, coordinating and monitoring workshop training, session and tasks of the polytechnic</li> <li>b) Plan, deliver and evaluated theoretical and workshop instruction</li> <li>c) Design, develop and test instructional material and task for skill training</li> <li>d) Plan and organize staff development programme for workshop staff.</li> <li>e) Procurement, erection / installation and commissioning of plant and equipment in the workshops</li> <li>f) Procurement and storage of raw materials, tools instruments</li> <li>g) Guide students in the performance of practical tasks and skill exercise and evaluate their performance</li> <li>h) Advice and assist students and faculty members in the fabrication of their project</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		<p>work</p> <ul style="list-style-type: none"> <li>i) Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, lay down safety procedures.</li> <li>j) Participate in professional development activities</li> <li>k) Commercial, financial , personnel and security function as stipulated</li> <li>l) Managing special assignments / task as entrusted by the principal</li> <li>m) Perform any other assignment / duties assigned by superior.</li> </ul>
9.	Training & Placement Officer	<ul style="list-style-type: none"> <li>a) To invite prospective companies to campus for recruitment.</li> <li>b) To register students for the job with prescribed qualification.</li> <li>c) To arrange for various facilities required on the date of interview.</li> <li>d) To collect appointment letter and distribute them to the selected students</li> <li>e) To provide in-plant training at industries.</li> <li>f) To achieve maximum possible placements for students.</li> <li>g) To guide students various interview techniques, group discussions, aptitude tests etc.</li> <li>h) To prepare training and placement brochure of departments.</li> <li>i) To prepare tracer study report on yearly basis.</li> <li>j) To enroll the students in Alumni</li> <li>k) To arrange for experts from various field of engineering and management as guest speakers.</li> <li>l) To arrange job fairs</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		<p>m) To liaison with probable employer / industry for industrial attachment training in island / mainland.</p> <p>n) To organize workshop for enhancement of soft skill based on the requirement.</p> <p>o) To plan and evaluate theoretical subject in the relevant field.</p> <p>p) Perform any other assignments/duties assigned by superiors</p>
10.	Chief Hostel Warden	<p>a) The Chief Hostel Warden shall be appointed from the teachers of the institute not below the rank of H.O.D. / F.I. / Associate Professor / Sr. Lecturer by the Principal and shall hold the office for a term of three years on an extendable basis.</p> <p>b) The Chief Hostel Warden in the institute will look after the general welfare of the students and their residential life in Hostels. He will provide general instructions and guidance to the Provost / Wardens / Auditor (Quality Assurance) / Purchase Assistant on matters concerning their functions.</p> <p>c) 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 Institute life outside the class room, which contribute to their growth and development as matured and responsible human beings.</p> <p>d) The Chief Hostel Warden, <i>interalia</i>, will arrange for the guidance of and advice to the students of the institute in matters relating to:</p> <ol style="list-style-type: none"> <li>1. Organization and development of student bodies in the hostel.</li> <li>2. Health and Medical Services for the hostellers.</li> <li>3. General Residential life of the students.</li> <li>4. Arranging facilities for the</li> </ol>

Sl.No	Name of the Posts	Powers and Duties
		<p style="text-align: center;">educational tours and excursions of the hostellers.</p> <p>e) The Chief Hostel Warden will exercise such powers and perform such duties in the pursuit of the above as may be assigned to him from time to time by the Principal.</p> <p>f) The Chief Hostel Warden shall be responsible to issue the hostel activities calendar within 10 days of opening of the institute in every odd semester. Copy of the Hostel Calendar shall be displayed on both the Hostel Notice Boards.</p>
11.	Hostel Warden	<p>a) Admission of students to hostel.</p> <p>b) Provision of welfare measures.</p> <p>c) Coordinating for social and cultural activities.</p> <p>d) Perform any other assignments/duties assigned by superiors</p>
12.	Hostel Care Taker	<p>a) Issuing Hostel Admission Forms</p> <p>b) Scrutinizing the hostel admission forms</p> <p>c) Allotting rooms and furniture to the newly admitted students</p> <p>d) Monitor and supervise the quality of food server to the inmates</p> <p>e) Submission of requisition regarding magazine/newspaper/consumable items /sports items/gardening tools/sanitary items etc.</p> <p>f) Preparation of monthly requirement of essential commodities</p> <p>g) Placing of indent for all materials</p> <p>h) Maintaining proper records for indent /receipt / issue of materials on proper register]</p> <p>i) Preparation of monthly mess bill</p> <p>j) Preparation of weekly duty chart for the hostel</p> <p>k) Monitoring of electrical fitting and getting the same repaired</p> <p>l) Perform any other assignments/duties assigned by superiors</p>

Sl.No	Name of the Posts	Powers and Duties
13.	Hostel Attendant	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) To assist the Head Cook/cook in cooking of foods</li> <li>b) To serve the food to hostellers and cleaning utensils in the hostel</li> <li>c) To assist the warden / Head Cook for purchasing food items for the hostels</li> <li>d) Perform any other assignment /duties assigned by superiors</li> </ul>
14.	Administrative Officer	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) 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.</li> <li>b) Assisting in the administration of the institution</li> <li>c) Perform any other assignment / duties assigned by superior.</li> </ul>
15.	Assistant Account Officer	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Perform any other assignment / duties assigned by superior.</li> </ul>
16.	Office Superintendant	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>- Office Superintendant is the In-charge of the Establishment Section of the institute.</li> <li>- Assisting in the administration of the institution</li> <li>- Perform any other assignment / duties assigned by superior.</li> </ul>
17.	Senior Accountant/Accountant	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>- Dealing of accounts matter , finance and Budget related to the institution as well as duties and responsibility are assigned by the DDO &amp; Superior authorities</li> <li>- Perform any other assignment / duties assigned by superior.</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
18.	Head Clerk/HGC/LGC	<b>Duties :</b> <ul style="list-style-type: none"> <li>- To assist the section In-charge and other senior officer in discharging administrative function and the work an trusted by the superiors</li> <li>- Assisting in the administration of the institution</li> <li>- Perform any other assignment / duties assigned by superior.</li> </ul>
19.	Librarian	<b>Duties :</b> <ul style="list-style-type: none"> <li>a) General Administration</li> <li>b) Budgeting</li> <li>c) Book Selection and Acquisition</li> <li>d) Planning and Developing the Library</li> <li>e) Orienting the users towards effective utilization of library services</li> <li>f) Supervising of cataloguing and indexing</li> <li>g) Perform any other assignment / duties assigned by superior.</li> </ul>
20.	Library Assistant	<b>Duties :</b> <ul style="list-style-type: none"> <li>a) Cataloging and classification of books and periodicals</li> <li>b) Issuing and receiving of books – restoring of books and periodicals</li> <li>c) Arrangement of non-book materials</li> <li>d) Perform any other assignments/duties assigned by superiors</li> </ul>
21.	Library Attendant	<b>Duties :</b> <ul style="list-style-type: none"> <li>a) Checking at the entrance</li> <li>b) Control at the property counter</li> <li>c) Maintaining and upkeep of library</li> <li>d) Labeling and pasting</li> <li>e) Repair of books</li> <li>f) Perform any other assignment /duties assigned by superiors</li> </ul>
22.	Foreman Instructor	<b>Duties :</b> <ul style="list-style-type: none"> <li>a) Erection / installation / commissioning of plant and equipment</li> <li>b) Procurement /storage /accounting of raw materials , tools and instruments</li> <li>c) Planning, scheduling, organizing , coordinating and monitoring workshop instruction and tasks</li> <li>d) Arranging for the issue of raw materials , tools and equipments for workshop jobs</li> <li>e) Plan , deliver and evaluate theoretical and workshop instruction</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		<ul style="list-style-type: none"> <li>f) Guide the students in the performance of practical tasks and skill exercise and evaluate their performance</li> <li>g) Arrange the preventive and breakdown maintenance</li> <li>h) Assist students and faculty members in the fabrication of their project work</li> <li>i) Participate in professional development activities</li> <li>j) Assist the workshop superintendent in certain function as and when necessary</li> <li>k) Any others assignment / function in the interest of the institute</li> <li>l) Perform any other assignment / duties assigned by superior.</li> </ul>
23.	Workshop Instructor	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Procurement /storage /accounting of raw materials , tools and instruments</li> <li>b) Issue of material/tools / equipment for shop</li> <li>c) Plan, deliver and evaluate shop instruction</li> <li>d) Guide the students in the performance of practical tasks and skill exercise and evaluate their performance</li> <li>e) Inculcate safety procedures and safety practices among students</li> <li>f) Operation and maintenance of tools and equipment including preventive and breakdown maintenance</li> <li>g) Assist students and faculty members in the fabrication of their project work</li> <li>h) Any others assignment / function in the interest of the institute</li> <li>i) Perform any other assignment / duties assigned by superior.</li> </ul>
24.	Workshop Attendant	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Assist the workshop Instructor / Foreman in the performance of his duties</li> <li>b) Routine maintenance of machine, work bench etc.</li> <li>c) Cleaning and arranging in order all the equipments and furniture in the assigned shop</li> <li>d) Perform any other assignment / duties assigned by superior.</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
25.	Laboratory Technician	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Arrange materials, samples, demonstration, instruments, tools and equipment required for laboratory /field / shop work.</li> <li>b) Receives store and issue materials ,samples , specimen instruments , tools and equipment required for laboratory/ filed/shop work</li> <li>c) Prepares samples/specimen/circuits etc for testing</li> <li>d) Maintains the instruments, tools and equipment in working condition</li> <li>e) Assist students and faculty members in their project</li> <li>f) Check equipments , connection etc before student operate them</li> <li>g) Perform any other assignment / duties assigned by superior.</li> </ul>
26.	Computer Instructor	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Taking theory/practical classes</li> <li>b) Receive &amp; Issue materials required by laboratory</li> <li>c) Maintain the instruments /tools &amp; equipments in working condition</li> <li>d) Assist students and faculty members in their projects/software programming</li> <li>e) Maintain stock register , indent register , issue register</li> <li>f) Prepare sample software</li> <li>g) Perform any other assignments/duties assigned by superiors.</li> </ul>
27.	Laboratory Attendant	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Cleaning and arranging of apparatus ,tools , equipment and accessories</li> <li>b) Assisting laboratory technician /assistant in preparation of samples arranging demonstration , maintenance of laboratories , receipt and issue of tools and materials</li> <li>c) Perform any other assignment / duties assigned by superior.</li> </ul>
28.	Draughtsman	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Preparing drawing, as per standards and specification</li> <li>b) Making tracings from drawing and sketches</li> </ul>



Sl.No	Name of the Posts	Powers and Duties
		<ul style="list-style-type: none"> <li>c) Free Hand Sketches</li> <li>d) Operating and maintaining ammonia printing machine , electronic scanner and Xerox</li> <li>e) The Draughtsman is responsible to the concerned Head of the Department</li> <li>f) Perform any other assignment / duties assigned by superior.</li> </ul>
29.	Sweeper/Safaiwala	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) 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</li> <li>b) He must clean toilet daily and maintain the toilet in hygienic condition</li> <li>c) He must always come to office in proper uniform which should be clean, neat and tidy</li> <li>d) He must be punctual in attendance and attend the office well 2 hours before the office start for completing the cleaning works of lavatory blocks etc.</li> <li>e) H is responsible to maintain accounts for cleaning materials supplied to him</li> <li>f) He should not leave office without permission of the section officer under whom he works</li> <li>g) He must attend to any other works which may be assigned to him by his In-charge</li> <li>h) Perform any other assignment / duties assigned by superior.</li> </ul>
30.	Mali	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Maintenance of garden and surrounding of the departmental building</li> <li>b) He/She must attend to any other works which may be assigned to him/her by his/her superiors related to maintenance to garden</li> <li>c) Perform any other assignment/duties assigned by superiors</li> </ul>
31.	Cleaner	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Proper maintenance and cleaning of departmental Bus and Jeep</li> <li>b) To assist the driver of the Bus/Jeep for</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		carrying out repair works c) Perform any other assignment/duties assigned by Superiors.
32.	Store Keeper	<b>Duties :</b> a) Custodian of the departmental stores b) Maintaining of Stock register c) Receiving of departmental stores from the firms to which departmental supply order placed d) Collection of stores through other departments e) For issue of stores to the indenter on the basis of the proper indent which approved by the competent authority f) Maintenance of all records connected with the stock g) Perform any other assignments / duties assigned by superiors.
33.	Store Assistant	<b>Duties :</b> a) The store Assistant will assist the store keeper for proper functioning of the store b) Shall assist the Purchase Secretary in various stores/purchase related works c) Perform any other assignments/duties assigned by superiors.
34.	Light Vehicle Driver	<b>Duties :</b> a) The Light Vehicle Driver will drive the departmental Jeep/Car b) He will be direct under the control of the principal c) He will also maintain the Log Book of the Jeep/Car d) Perform any other assignments / duties assigned by superiors.
35.	Heavy Vehicle Driver	<b>Duties :</b> a) The Heavy Vehicle Driver will drive the departmental Bus/Truck b) He will be direct under the control of the principal c) He will also maintain the Log Book of the Bus/Truck d) Perform any other assignments / duties assigned by superiors.

Sl.No	Name of the Posts	Powers and Duties
36.	Motor Mechanic	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) He should be well conversant with the different types of engines and its parts theoretically and on hand practical services</li> <li>b) Should be able to rectify the defects/faults occurring during the breakdown of an automobile in a specific time period</li> <li>c) Should have basic knowledge of basic types of welding/brazing/soldering</li> <li>d) Should have basic knowledge of Material Science(different types of materials used)</li> <li>e) Should be well conversant with different mechanical parts of an automobile; its tool and equipments</li> <li>f) Should be able to conduct the practical &amp; theory classes</li> <li>g) Proper upkeep and maintenance of various tools and equipments</li> <li>h) Maintain of proper records of all items/tools/equipments</li> <li>i) Should be able to make proper estimates as per requirements during breakdowns of vehicle</li> <li>j) Proper upkeep of vehicle section</li> <li>k) Should adhere to the orders issued by superiors from time to time</li> <li>l) Perform any other assignments /duties assigned by superiors</li> </ul>
37.	Carpenter	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Need to carry out all wood ,carpentry works able to carry out all wood works</li> <li>b) Should carry out all repair works of furniture's and structures</li> <li>c) Should make wooden furniture's/structures etc</li> <li>d) Should demonstrate different jobs as per syllabus of the students</li> <li>e) Any other duties as instructed by senior/superiors</li> <li>f) Perform any other assignment / duties assigned by superior.</li> </ul>
38.	Campus Supervisor	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) The campus supervisor is responsible for supervision of following operation in the campus</li> <li>b) Watch and Ward</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		<ul style="list-style-type: none"> <li>c) Water Supply</li> <li>d) Sanitation</li> <li>e) Gardening</li> <li>f) Perform any other assignments /duties assigned by Superiors</li> </ul>
39.	Pharmacist	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) To maintain adequate quantity of medicines for the students</li> <li>b) To provide first aid assistance to students/staff in the event of any emergency</li> <li>c) To take students to the hospital depending on the ailments</li> <li>d) To keep health report to the staff and to update the same regularly</li> <li>e) Perform any other assignments/duties assigned by superiors</li> </ul>
40.	Painter	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Should be well conversant with different types of paints , their mixing procedure and their application</li> <li>b) Must have knowledge and carry out complete procedure for automobile/lab machineries painting</li> <li>c) Must have knowledge in use of compressor and carry out periodical service and maintenance</li> <li>d) Must have knowledge and use of different painting general tools, equipment and their maintenance</li> <li>e) Should place required indent to concerned as and when required</li> <li>f) Any other duties as instructed by senior /superiors.</li> </ul>
41.	Electrician-cum-Generator Set Operator	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Should be responsible for safe starting of generator sets after observing all pre-cautionary measures</li> <li>b) Generation of voltage and making the generating set fit for synchronizing is to be attended</li> <li>c) Should note down and record periodically all the relevant parameters of the generating set and panel board</li> <li>d) Should maintain healthy power supply to the grid</li> <li>e) Should maintain cooling pond level, its</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		<p>water temperature etc</p> <ul style="list-style-type: none"> <li>f) 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</li> <li>g) Should place required indent to concerned for material lube oil and fuel</li> <li>h) Should record logging operation</li> <li>i) Should do the re-winding of the motors, relay, coils and other windings with sound knowledge of greasing/ varnishing used in the system</li> <li>j) 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</li> <li>k) 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</li> <li>l) Should carry out emergency fire fighting requirement in case of accident</li> <li>m) Should attend duty even after normal duty hours as and when called for</li> <li>n) Any other job/instructions given by superior/seniors</li> </ul>
42.	Plumber	<p><b>Duties :</b></p> <ul style="list-style-type: none"> <li>a) Should be responsible for proper water supply</li> <li>b) Should carry out the new pipe connection within the campus</li> <li>c) Should be able to know the different joints/dimensions and qualities of pipes its fittings as per supply</li> <li>d) Should have fair knowledge of water pump operation, its maintenance etc. and carry out the same</li> <li>e) Should be able to make leak proof joints for pipe made of stoneware, earthenware, HCl, GI, Cast, iron and lead.</li> <li>f) Should have good knowledge of material that go to from joints and able to estimate requirement thereof.</li> <li>g) Should be able to follow drawing and sketches and execute work according to</li> </ul>

Sl.No	Name of the Posts	Powers and Duties
		layout h) Must be able to carry out hole of bib cocks, ball valves, sluice valves including grinding and seating i) Should have working knowledge of various types of specials in use in the plumbing trade of HCl,GI,Cast iron and lead, brass or earthenware j) Should keep the stock of all the fittings used in plumbing k) Any other duties/job instructed by the superior/seniors
43.	Ferro Printer	<b>Duties :</b> a) The ferro printer will assist the HOD concerned b) He will operate the Blue Print Machines and also maintain the machine properly c) He will maintain the account of material required for the Blue Print Machine d) Perform any other assignments /duties assigned by Superiors
44.	Class Room Attendant	<b>Duties :</b> a) To make available duster, chalks and other teaching materials at classes. b) To maintain cleanliness in the class c) To assist the lecturers/Lab Technician in the class d) Perform any other assignment /duties assigned by superiors
45.	Daftry	<b>Duties :</b> Duties as assigned to them in their respective areas
46.	Peon	<b>Duties :</b> Duties as assigned to them in their respective areas
47.	Chowikdar/Watchman	<b>Duties :</b> a) He is responsible to watch and ward of office premises and surrounding b) He should close the office building doors, windows and switch off the lights, fan after office hours c) He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy d) He should be punctual in attendance e) He is responsible to fill the water tank installed in the office premises if the water

Sl.No	Name of the Posts	Powers and Duties
		<p>supply is after office hours</p> <p>f) 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</p> <p>g) He should maintain a diary about the movement of vehicles</p> <p>h) He must report immediately to higher authorities of unusual occurrence</p> <p>i) He is held full responsible for the occurrence to be happened in odd hours</p> <p>j) 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</p> <p>k) He must remain on duty till relieved</p> <p>l) He should be courteous and polite with the public and alert in his duties</p> <p>m) He must attend to any other works which may be assigned to him by higher officers</p>

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

## CHAPTER 4

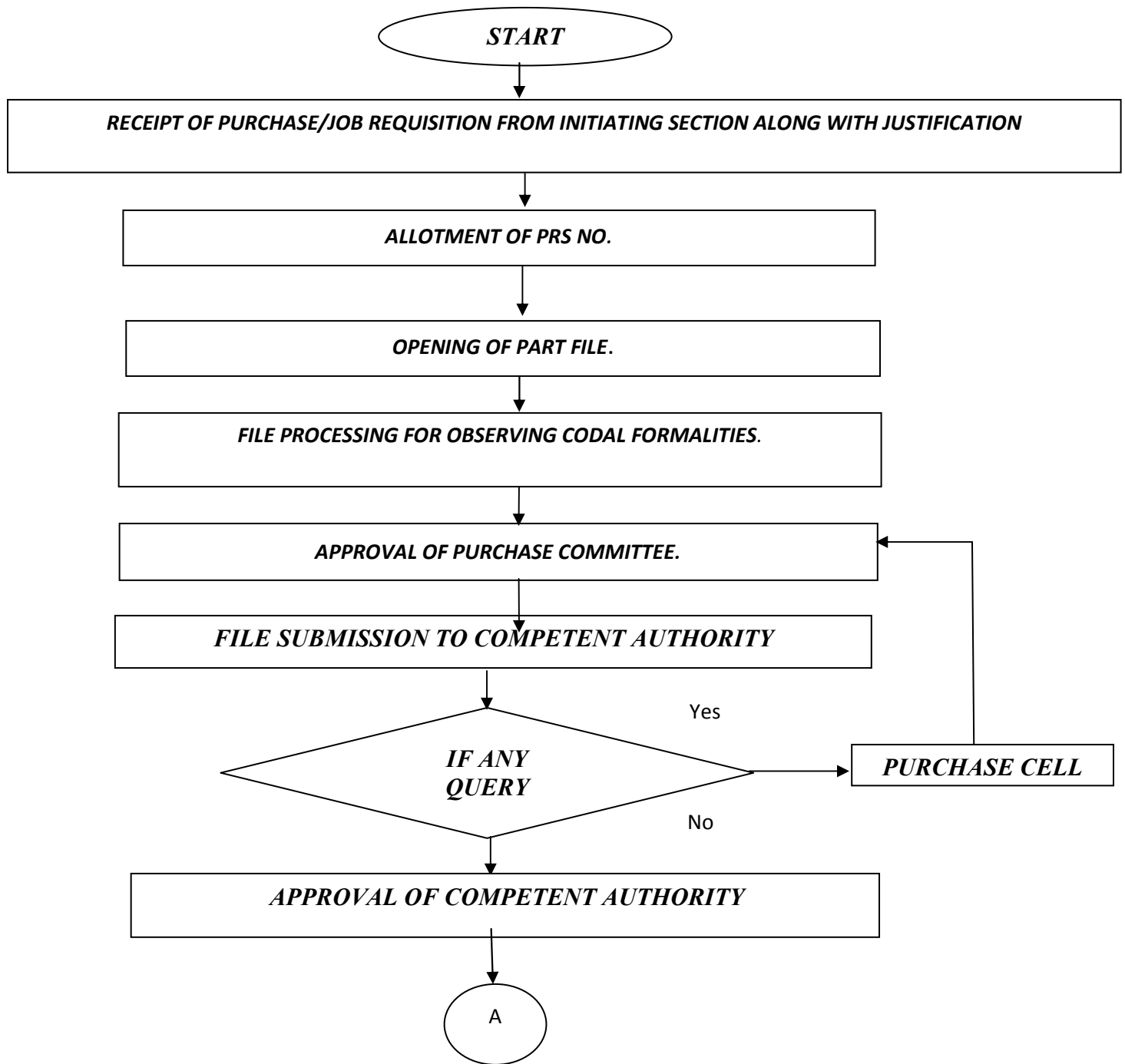
### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

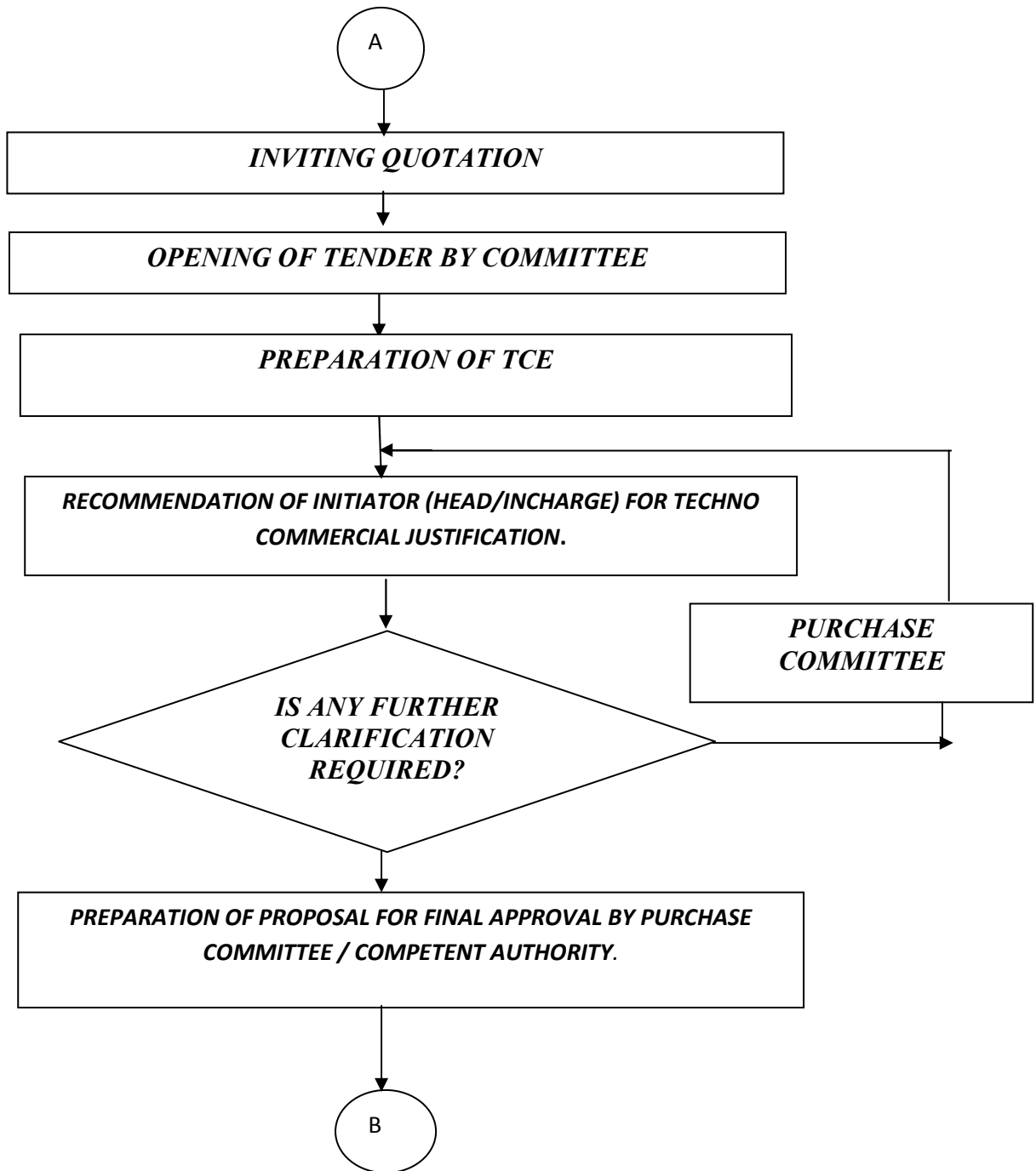
**Training Activities:** Areas on which decisions are required, the concerned faculty formulates proposals, which are put up to the Principal through their respective Head of the Department / section in-charges concerned approval and the concerned proposal are put up to the Administrative Secretary as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

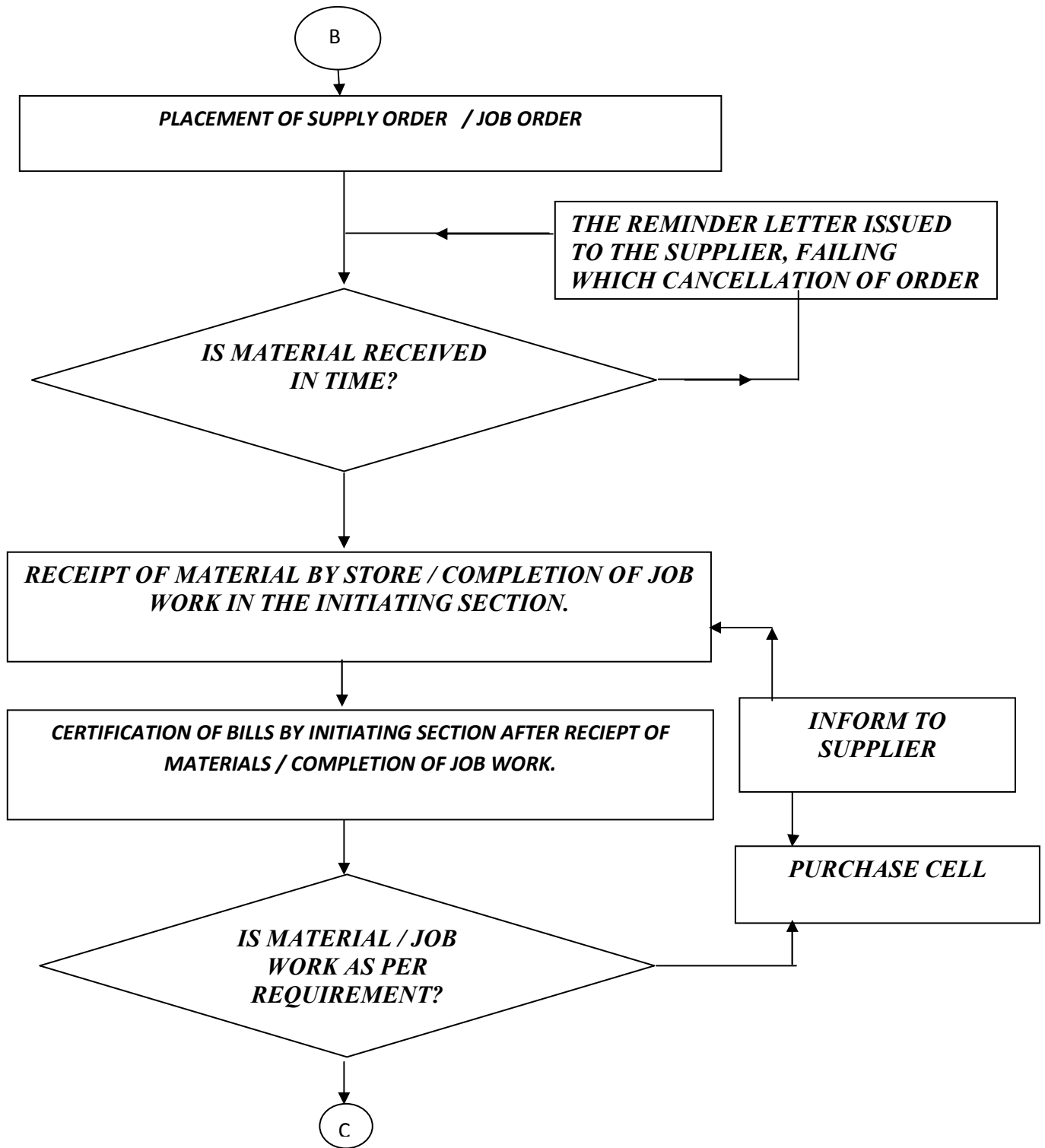
**Administrative Activities:** Principal, DBRAIT has been declared as Head of the Department under the Delegation of Financial Power Rules, 1978 and Administrative Officer has been declared as the Head of office. All administrative and financial matters are processed in accordance with the relevant Government 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.

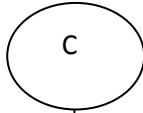


# PURCHASE PROCEDURE









***PLACEMENT OF INDENT BY INITIATING SECTION***



***STOCK ENTRY IN STORE AND VERIFICATION OF BILL.***



***ISSUE OF MATERIAL THROUGH INDENT***



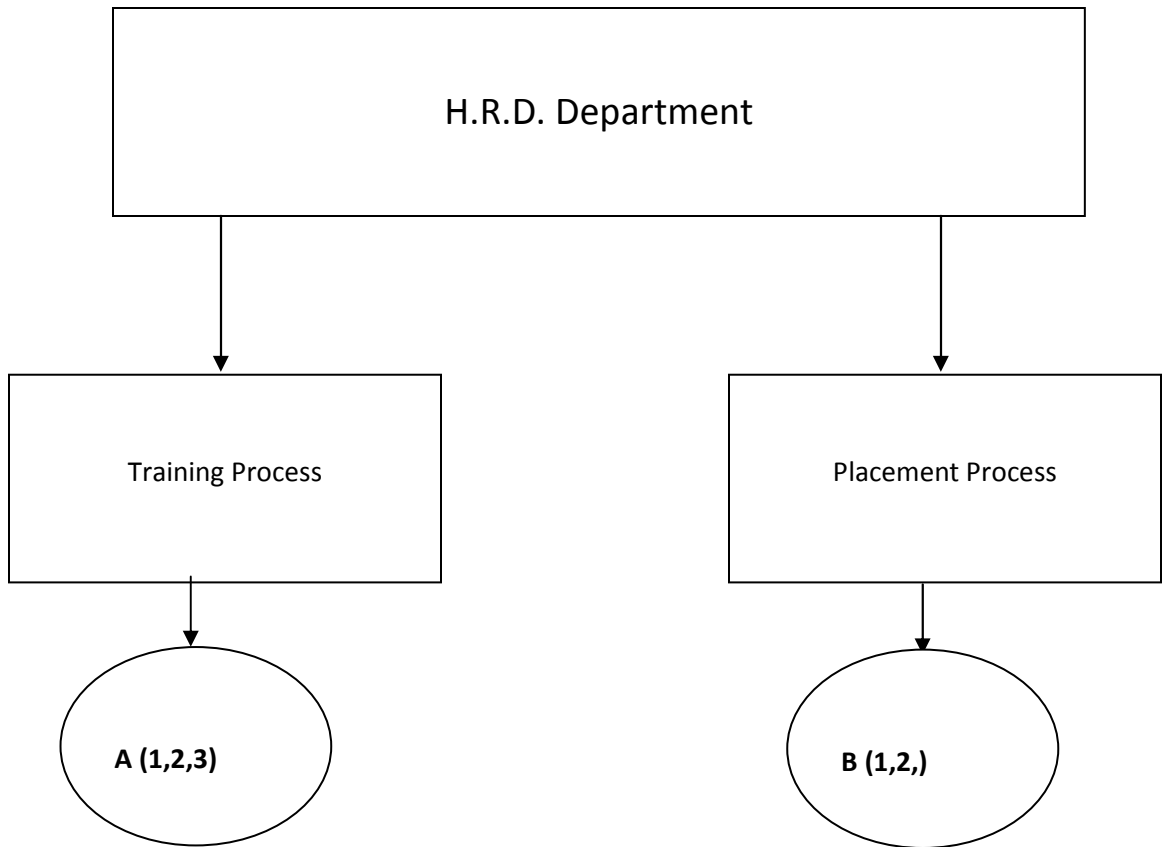
***PROCESS FOR PAYMENT OF BILL BY ACCOUNT SECTION. TO FOLLOW WORK INSTRUCTION***



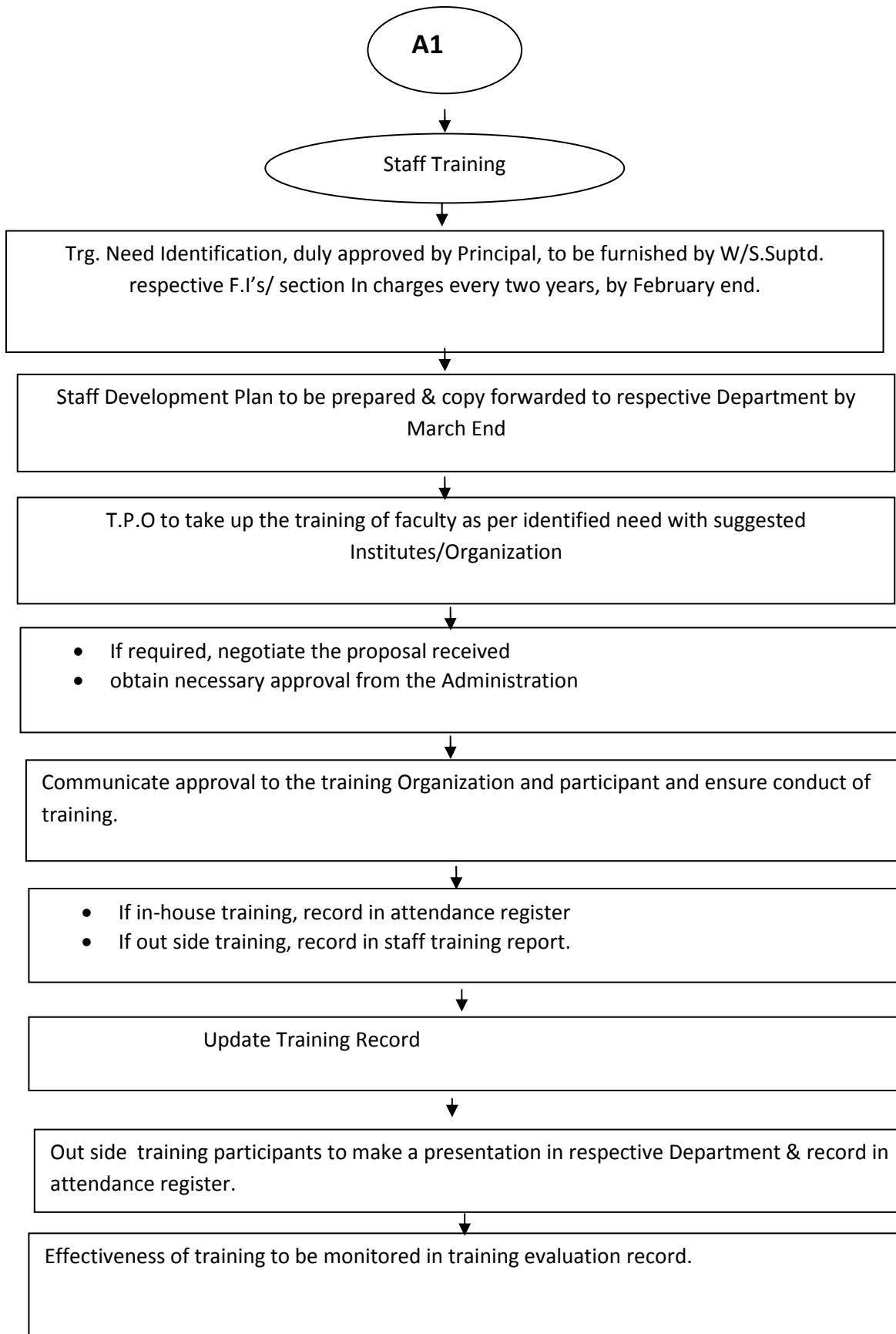
***RECEIPT OF PAYMENT BY THE FIRM  
PROCESS OF POST FILE IN ONE FILE.***



# TRAINING & PLACEMENT PROCEDURE



# Training Process



A2

Industrial Visit of  
Students

Respective Departments to furnish local Industrial visit requirement within 1 week of commencement of semester.

Industrial visit calendar to be prepared and circulated to respective Department within the next 15 days.

- Issue letter, follow up & obtain permission from Department, for Industrial visit.
- If required obtain Administrative approval for under taking the Industrial visit.

Intimate respective Department, & convey permission of the visit.

On completion of visit, inform Training & Placement Cell

**A3**

Industrial Attachment Training  
( I.A.T) mainland /Local

Respective Department to identify I.A.T of students based on need/ career path & furnish to T.P.Cell by end of August every year.

T.P.O to take up training of students with outside Organization & obtain necessary proposal by January every year.

If required negotiate with training Organization.

Obtain Administrative approval /sanction.

Intimate training Organization.

Organize & ensure training as per schedule.

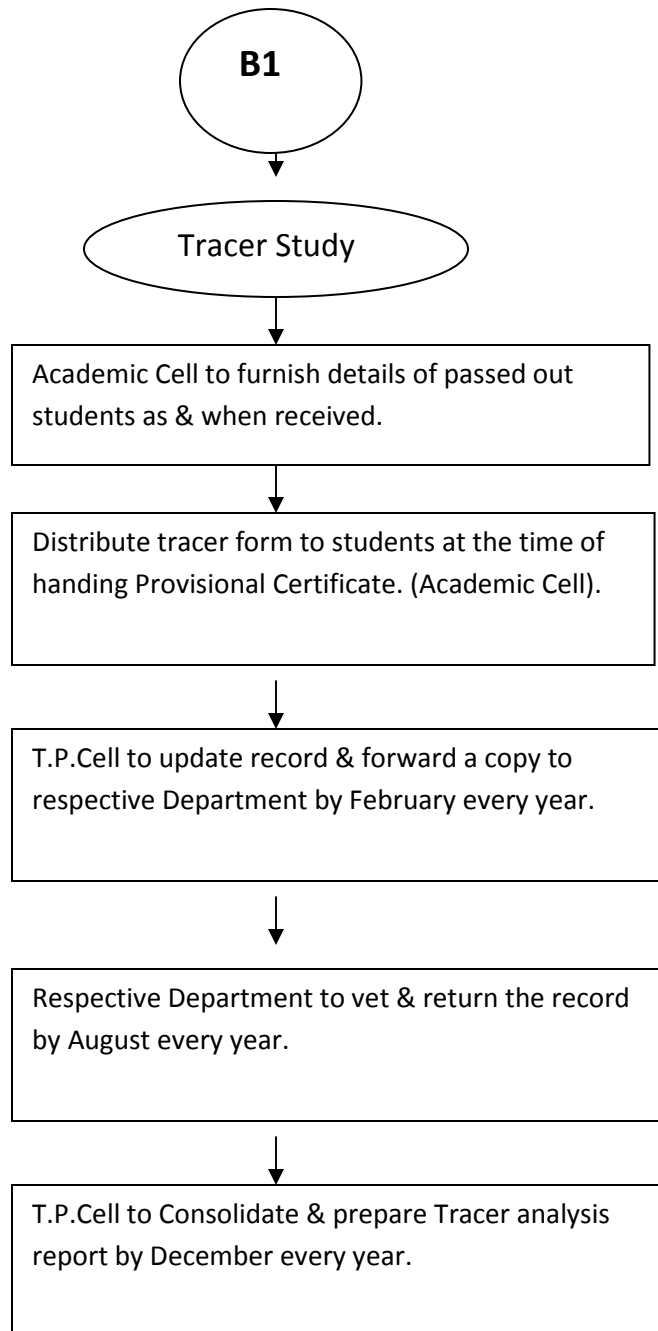
On completion of training the students to return by F.A.B to Port Blair.

Submission of students training report.

Settle accounts with SPIU/Accounts section by respective groups.



# PLACEMENT PROCESS



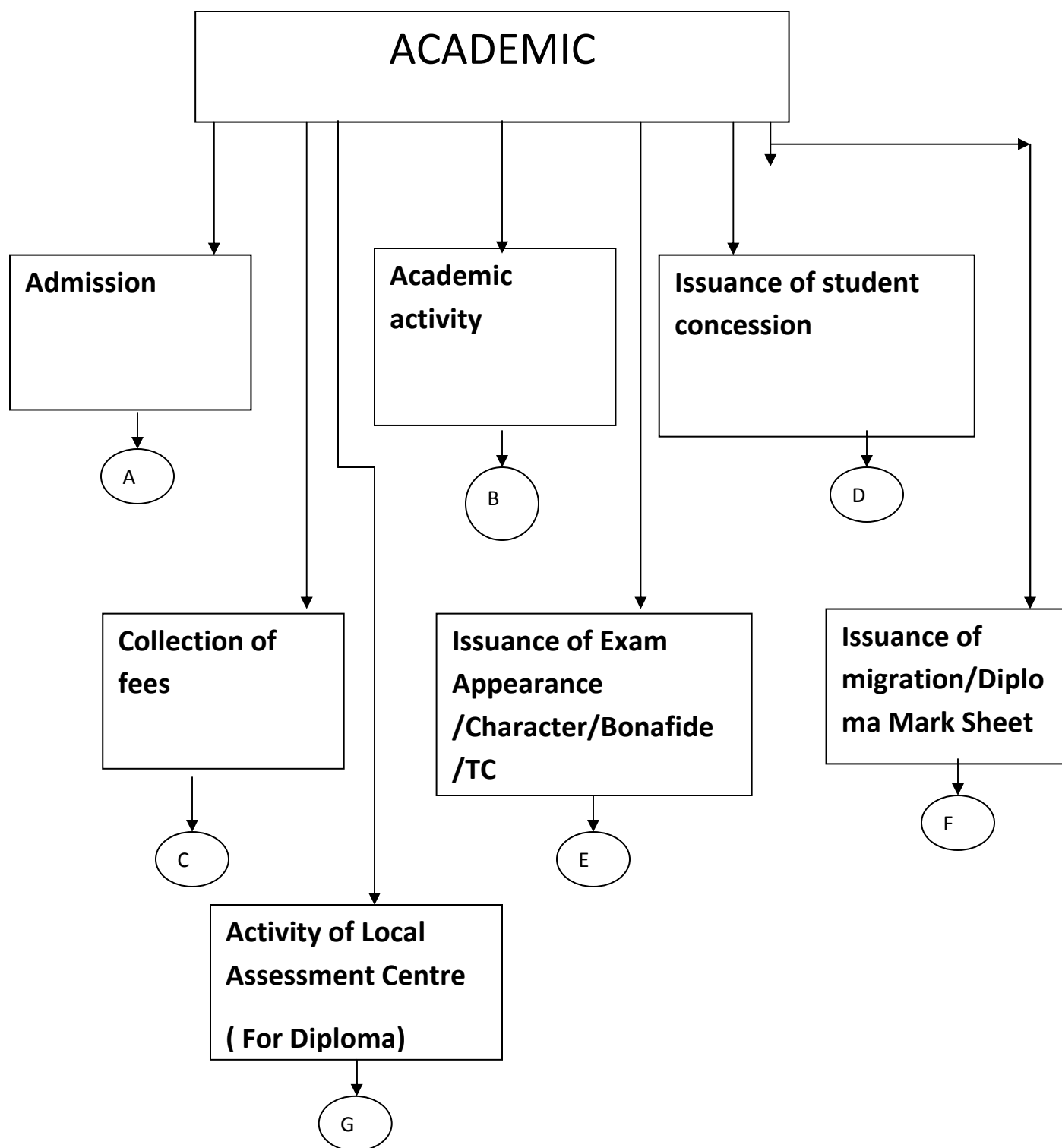
**B2**

Students Placement

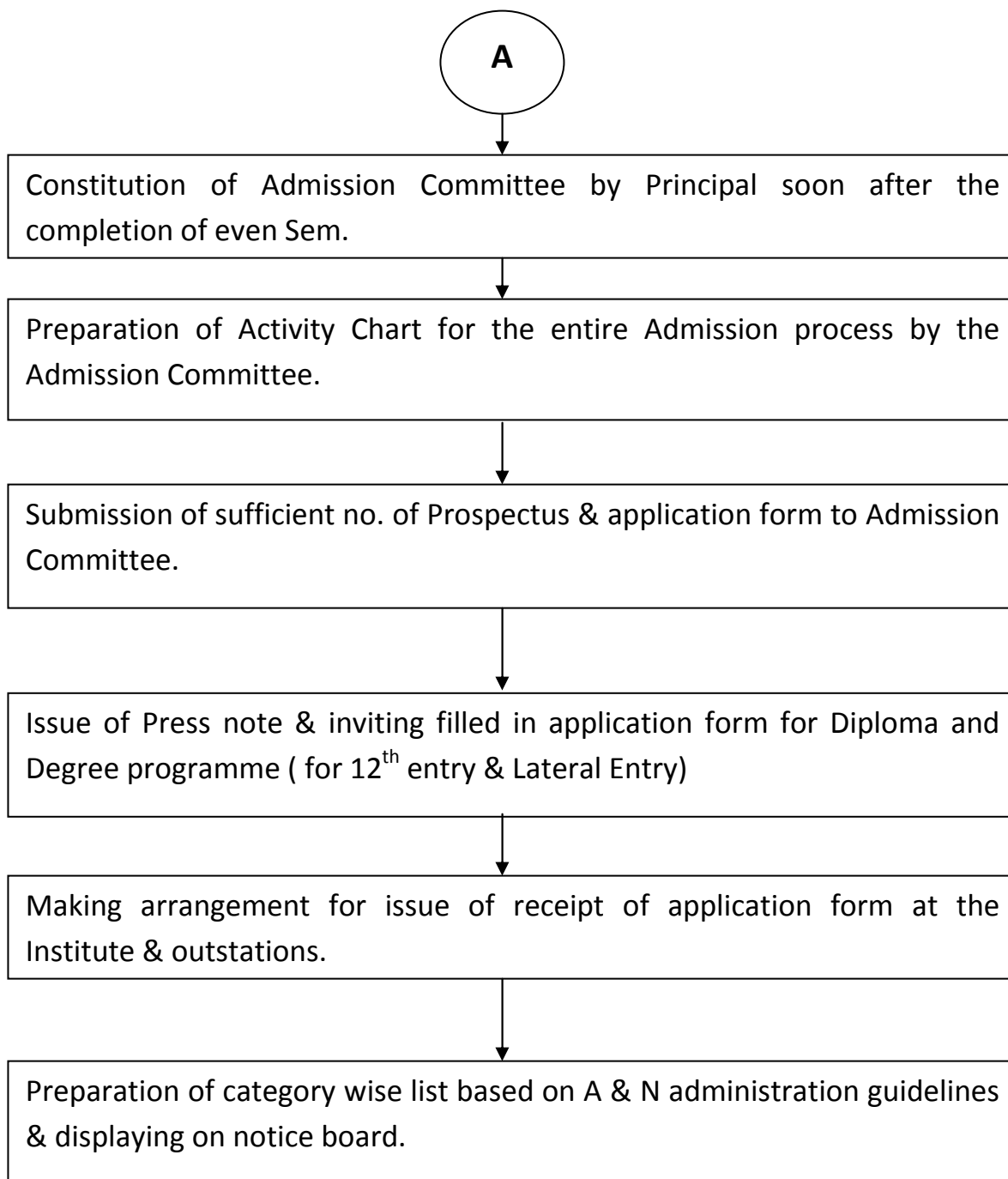
Training Cell to initiate campus placement,  
With different Organizations.

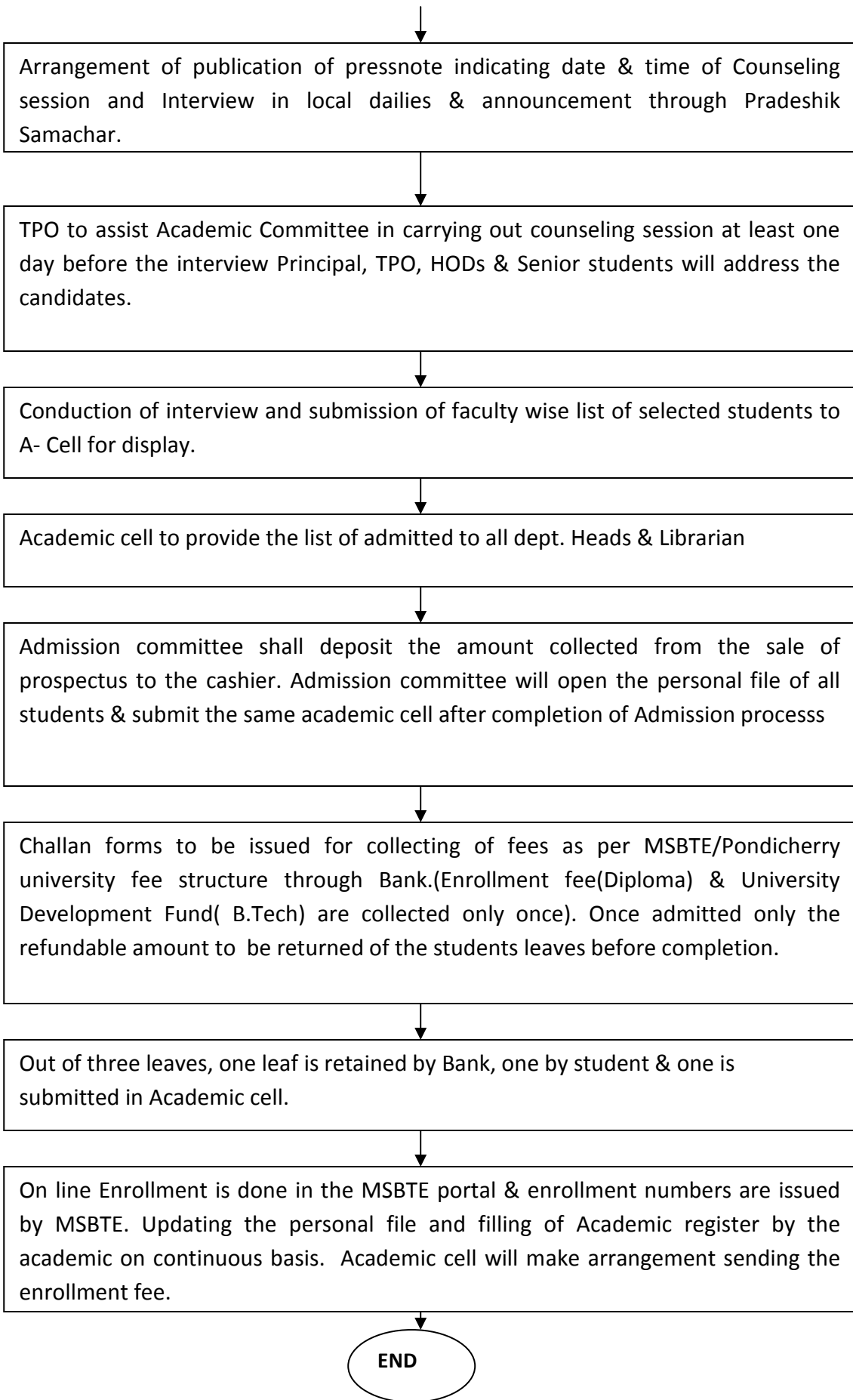
- Conduct career guidance for final year students
- Conduct Mock Interview for final year students.
- Organize campus recruitment as & when required.

# ACADEMIC PROCEDURE

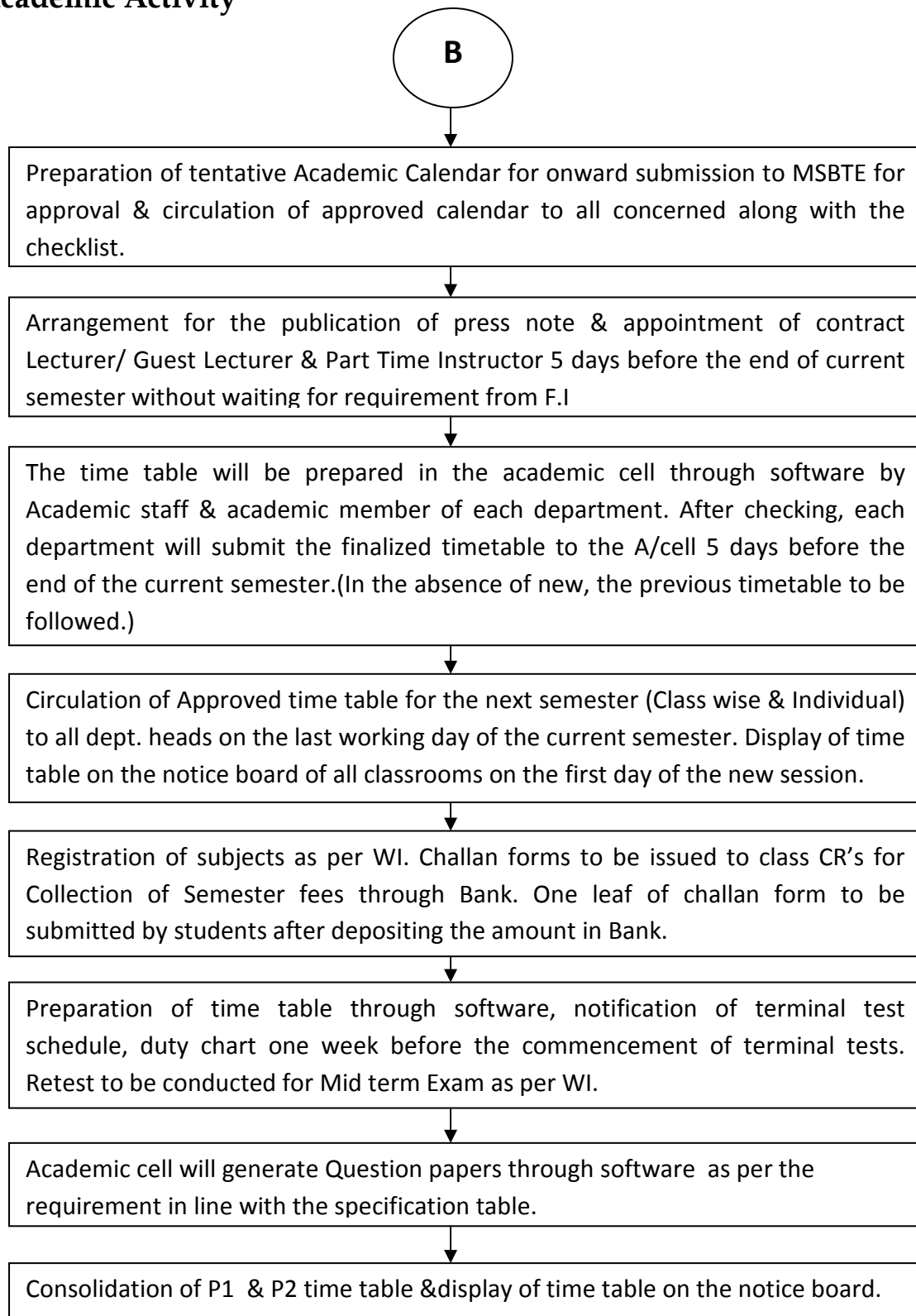


## ADMISSION PROCESS





## Academic Activity



Making seating arrangements through campus staffs, safe custody of Question paper packets. Conduction of terminal tests T1,T2,P1,P2 and evaluation as per WIs and guidelines uploaded in SIS



Distribution of Answer sheets to lecturer concerned along with the statement of marks for assessment. Evaluated papers of all the subjects to be retained in Academic Cell. QR will be retained in the concerned department



On line exam registration to be done in the MSBTE portal /Pondicherry Portal. Hard copy of the same to be retained in Academic Cell. Confirmation of registration will be done by Academic



Consolidation of Board /university Practical examination timetable and preparation of draft Board theory examination(MSBTE) through time table software at least 3 weeks before the commencement of Exam.



Preparation of board /University examination related documents – Attendance report 'A' , Remuneration statement, Examiners mark sheet (As per MSBTE format) for board practical. Attendance report( As per Pondicherry University format).



Preparation of consolidated list of students appearing for Board/university exam in line with the Board /university rule as per the final list of defaulters submitted by each dept.



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



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

Issue of admit card to students received from Board.

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

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

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

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

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

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

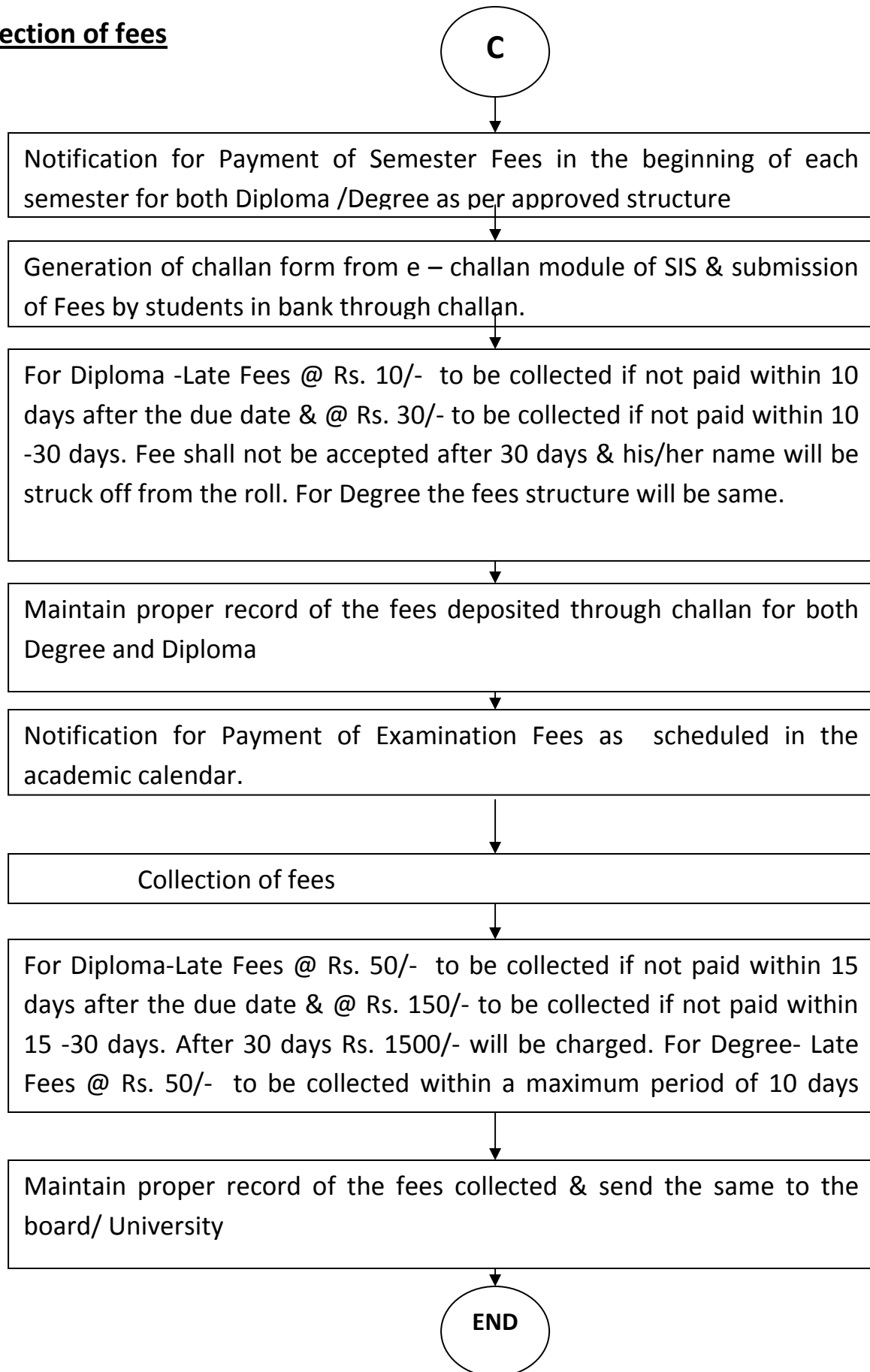
Conduction of review meeting once in a semester

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

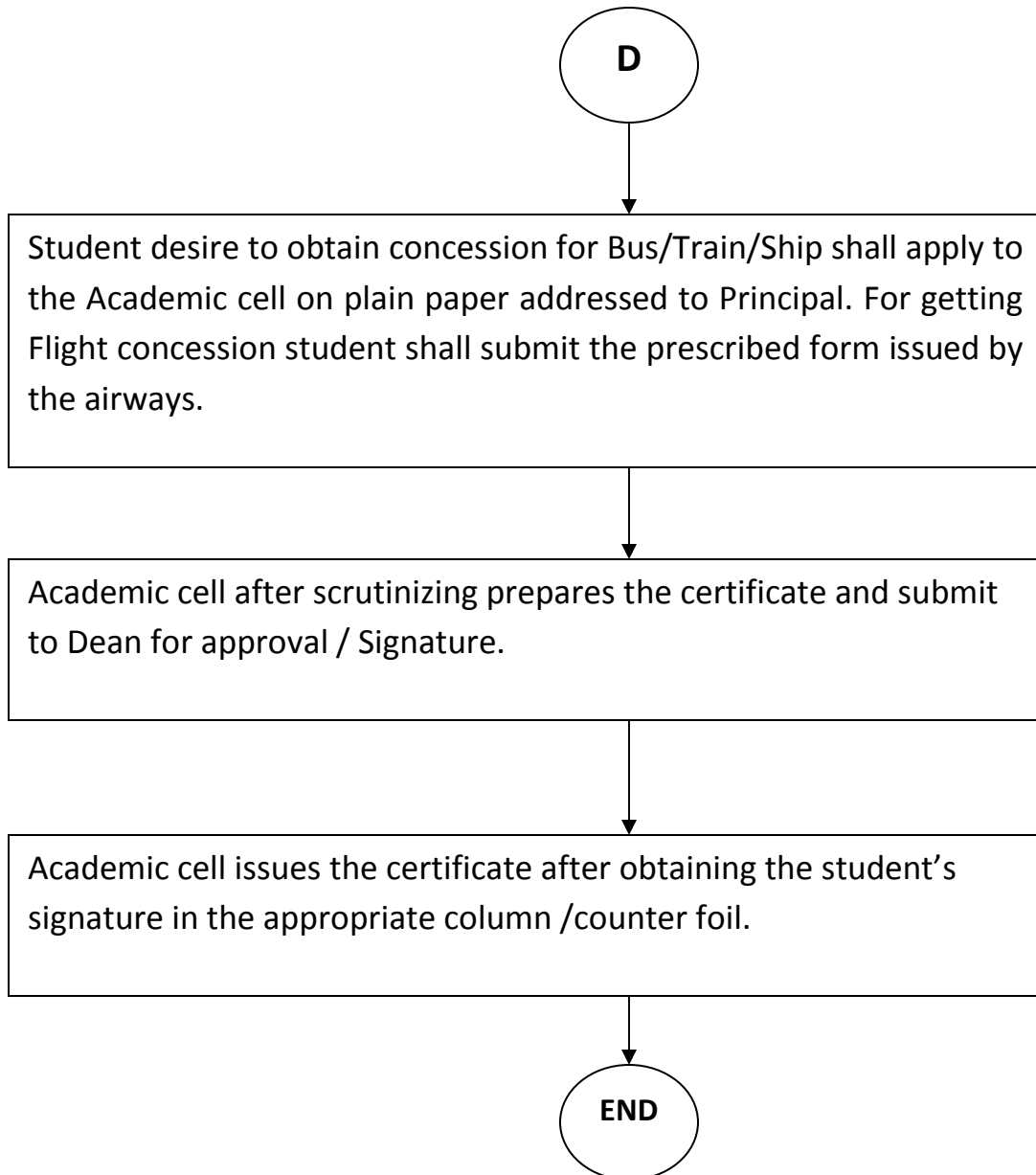
END



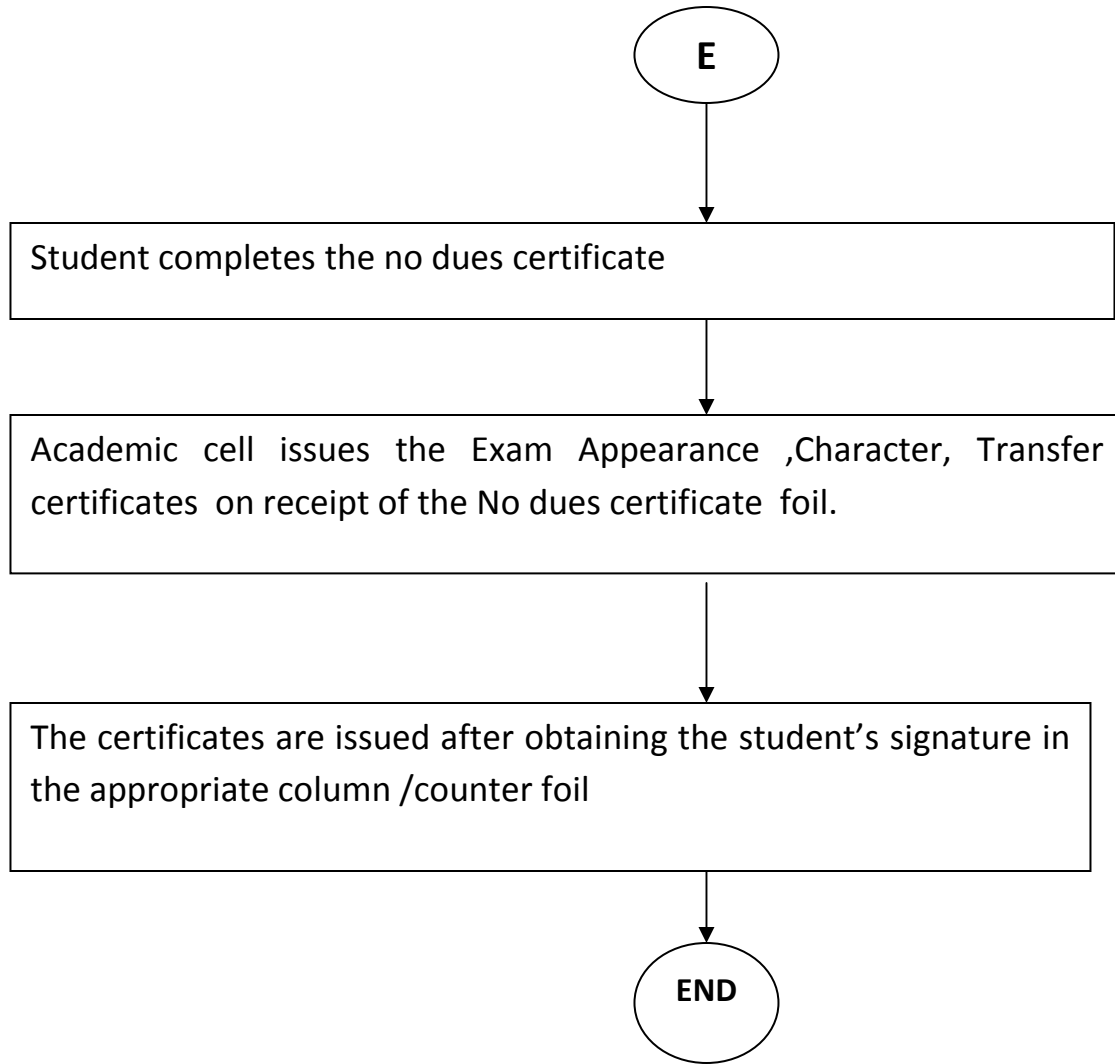
## Collection of fees



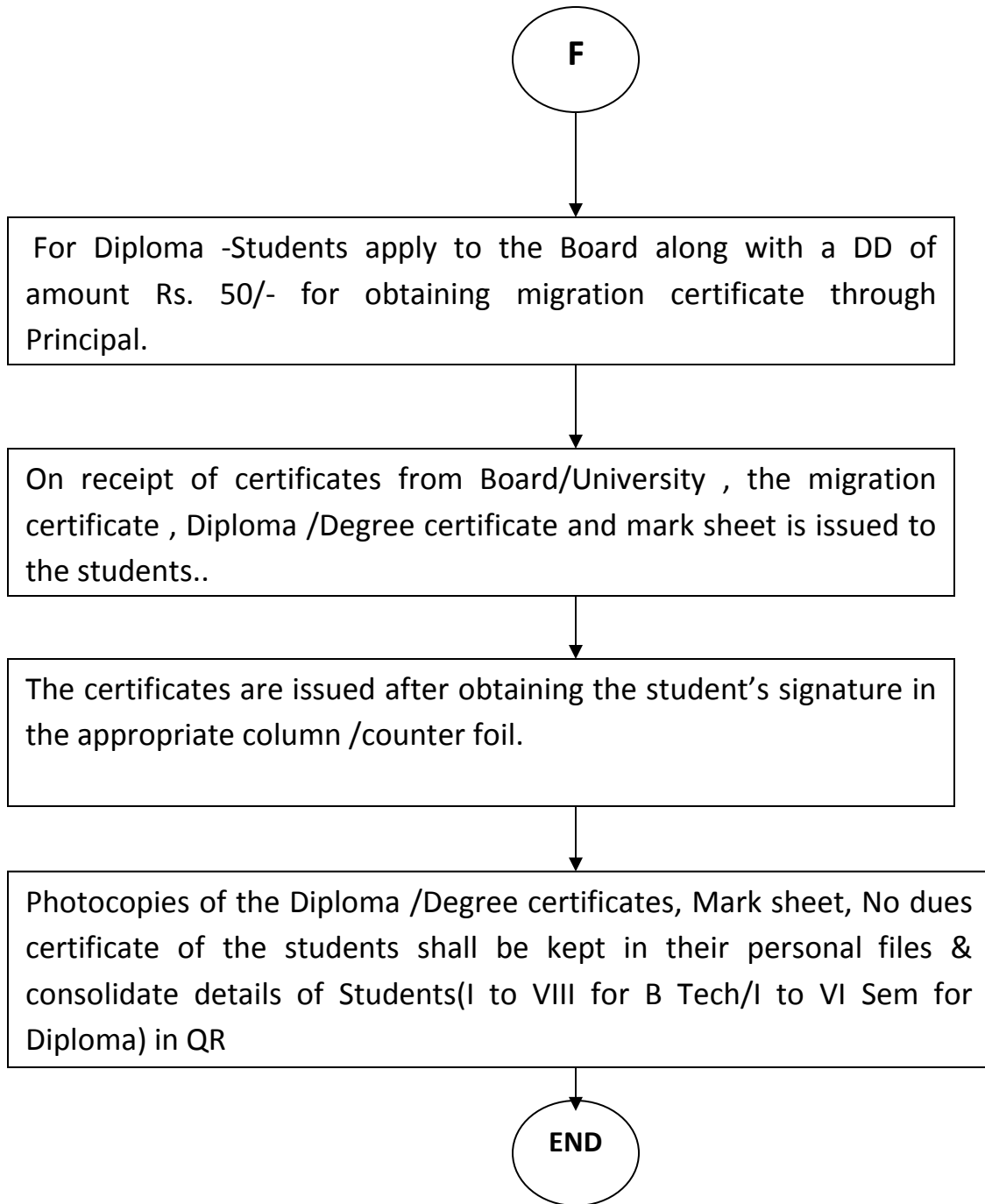
## Issuance of student concession



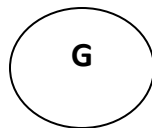
Issuance of Exam Appearance /Character/Bonafide /TC



## Issuance of migration/Diploma/Marksheet



Activity of Local Assessment Centre



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

Consolidating the list of subjects and sending to board for approval. To give the list of required stationary to academic cell.( envelops, red ink, green ink and black ink pen, calculators, stapler, white paper, punch, files ... etc

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

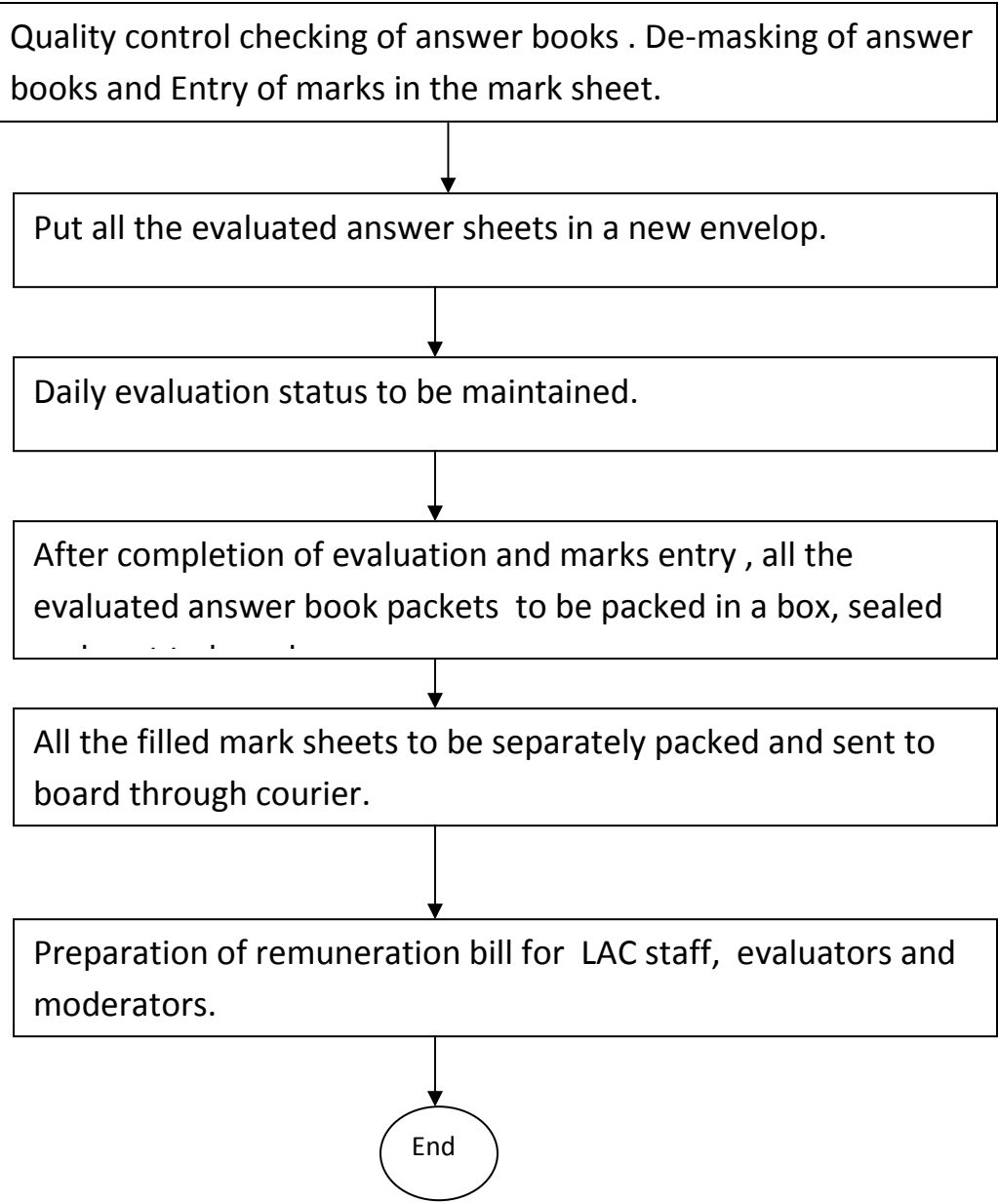
Collection of question paper from examination cell and handing over to evaluator along with the answer key format

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

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

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

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



## **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,2005 and its amendment
3.	Delegation of Financial Power Rules
4.	Central Civil Service (Pension) Rules
5.	Central Civil Service (Leave) Rules
6.	Central Civil Service (Leave Travel Concession) Rules
7.	Central Civil Service (Conduct) Rules... and its amendment
8.	Central Civil Service (Classification, Control and Appeal) Rules
9.	Central Civil Service (Revised Pay) Rules
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 as handouts, 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 nonperishable 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

S.No	Description of Record
24.	Bill Register
25.	Cash book
26.	Expenditure Control Register (Computerized )
27.	Service Book with leave account of relevant Govt. Servants
28.	Register of valuable
29.	Un-disbursement Register
30.	Cheque Register
31.	Admission Register
32.	Departmental Advance Register
33.	GPF ledger upgraded Gr. 'C' staff
34.	Exam Fee Register (B.Tech)
35.	Exam Fee Register (Diploma)
36.	Advertisement Charges Register
37.	Bill Verification Register
38.	Diploma Certificate Issue Register
39.	B.Tech Semester Mark sheet Issue Register
40.	Diploma Semester Mark sheet/ AoD/Provisional certificate issue register
41.	Stock Register
42.	Stock Purchase Register
43.	Requisition Indent Register
44.	Attendance Register for Labor (Contract)
45.	Attendance Register for Security Guard
46.	Stock register for Consumable/Non Consumable
47.	Register for Collection of Late Fine
48.	Register for Lost Books
49.	Accession Registers for books
50.	Borrowers Register

## **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, House wives.

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, Port Blair-744103

<b>Section : Principal Office</b>				<b>Extension No.</b>
1.	Utpal Sharma	Principal	259693, 251692,250587	202
2.	Benia Varghese	EA to Principal (Ex Officio)	259693, 251692	201
<b>Section : Workshop</b>				
1	Mohd.Mansoor	Workshop Supdt	259693, 251692	242
<b>Section : Electrical</b>				
1.	Arun Srivastava	Head of Department	259693, 251692	208
2.	Shankar Rao	Lecturer		310
3.	Abhishek Gupta	Lecturer		262
4.	Sajitha N.V	Lecturer		308
<b>Section : Civil</b>				
1.	Jenson Daniel	Head of Department	259693, 251692	206
2.	S.Raji	Lecturer		222
3.	Rita Biswas	Lecturer		246
4.	S.Aishwarya	Lecturer		222
<b>Section : Electronics</b>				
1.	Gunvanti Parmer	Head of Department	259693, 251692	217
2.	Lizzie Dcruz	Lecturer		294
3.	Suraj Moli V.S	Lecturer		255
4.	Alka Singh	Lecturer		280/224/297
<b>Section : Mechanical</b>				
1.	Manik Chandra Ghatak	Lecturer	259693, 251692	218
2.	B.K.Jena	Lecturer		214
3.	Sanjay Malhotra	Lecturer		253
<b>Section : Hotel Management</b>				
1.	Suraj Moli V.S	FI (Hotel Management)	259693, 251692	255
2.	Benia Varghese	Lecturer		201
3.	Uday Narayan	Lecturer		254
4.	Deepanshu	Lecturer		306
<b>Section : Humanities</b>				
1.	Dr.V.Alagusundaram	Lecturer	259693, 251692	207
2.	C.Raji	Lecturer		211
3.	Palani Murugan	Lecturer		243

<b>Section : Maritime</b>				
1	Sajan Thomas	Lecturer	259693, 251692	311
<b>Section : Computer/IT</b>				
1.	Dr.V.Alagusundaram	FI(Computer/IT)	259693, 251692	207
2.	Sukhvinder Singh	Lecturer		227
3.	Rajib Bag	Lecturer		240
4.	Ranjanbala Sahu	Lecturer		288
<b>Section : Library</b>				
1	Noor Mohd	Librarian	259693, 251692	221
<b>Section : AV Cell</b>				
1.	Sanjay Malhotra	In-charge	259693, 251692	281/253
<b>Section : Vehicle</b>				
1	A Nageshwar Rao	Lab W/Shop Asst	259693, 251692	232/250
<b>Section : Establishment Section</b>				
1	S.K.Sen	Administrative Officer	259693, 251692	220
2	Lucy D Souza	Office Supdt.		223
<b>Section : Account</b>				
1	S.Vetrivelan	Assistant Account Officer	259693, 251692	279
<b>Section : Purchase</b>				
1.	Dr.V.Alagusundaram	Purchase Secretary	259693, 251692	207
<b>Section : Academic Cell</b>				
1.	Lizzie Dcruz	Dean Academics	259693, 251692	294
2.	Alka Singh	Academic In-charge-I		280
3.	Benia Varghese	Lecturer		201/297
<b>Section : Hostel</b>				
1.	Dr.V.Alagusundaram	Chief Hostel Warden	259693, 251692	207
2.	Anju Meena	Hostel Warden(Girls)		288
3.	Sukhvinder Singh	Hostel Warden(Boys)		227
4.	Shrabani Mallick	Asst. Hostel Warden(Girls)		245/288
<b>Section : Campus</b>				
1.	Noor Mohd	Campus Officer	259693, 251692	221
<b>Section : T.P.O Cell</b>				
1.	C.Raji	T.P.O	259693, 251692	211

Note: The above Details are not prepared as per seniority list.

## CHAPTER 11

### THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICIALS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION W.E.F AUGUST, 2012

S.NO	NAME OF THE OFFICERS/STAFF	DESIGNATION	PAY BAND	GRADE PAY	MONTHLY REMUNERATION
1.	Shri. Utpal Sharma	Principal	4	10000	137563
2.	Dr. V. Alagusundaram	Lecturer (Maths)	4	9000	100796
3.	Jenson Daniel	HOD	4	9000	13389
4.	Arun Srivastava	HOD	4	9000	111560
5.	Gunvanti Parmar	HOD	4	9000	111560
6.	Shankar Rao	Lecturer(Electrical)(SG)	4	9000	99288
7.	Lizzie D Cruz	Lecturer(Electronics)(SG)	4	9000	112110
8.	Suraj Moli	Lecturer(Electronics)(SG)	4	9000	105437
9.	Mohd. Mansoor	W/Shop Suddt.	3	7600	111560
10.	Manik Chandra Ghatak	Lecturer(Mech)	3	6600	62028
11.	Basant Kumar Jena	Lecturer(Mech)	3	6600	59698
12.	Shajan Thomas	Lecturer(Mech)	3	5400	59538
13.	Sanjay Malhotra	Lecturer(Mech)	3	5400	62047
14.	Alka Singh	Lecturer(Electronics)	3	5400	57070
15.	S. Raji	Lecturer(Civil)	3	5400	58334
16.	Rita Biswas	Lecturer(Civil)	3	5400	58334
17.	Benia Varghese	Lecturer(HM)	3	5400	56299
18.	Uday Narayan	Lecturer(HM)	3	5400	56299
19.	C. Raji	Lecturer(Chemistry)	3	5400	59538
20.	Abhishek Gupta	Lecturer(Electrical)	3	5400	46740
21.	Palani Murgan	Lecturer ( Physics)	3	5400	56898
22.	N.V.Sajitha	Lecturer(Electrical)	3	5400	46740
23.	S. Aishwarya	Lecturer(Civil)	3	5400	46740
24.	Deepanshu	Lecturer(HM)	3	5400	46740
25.	Sukhvinder Singh	Lecturer (Computer)	3	5400	46740
26.	S.K.Sen	Administrative Officer	2	4600	42959
27.	S. Vetrivelan	Asstt. Accounts Officer	2	4800	46064
28.	Ponnamma Jacob	Personal Assistant	2	4600	41767
29.	Alice Varghese	Personal Assistant	2	4600	38306
30.	Nikhat Yasmin	Sr. Accountant	2	4200	33103
31.	Indrani Chaki	Sr. Accountant	1	2800	25203
32.	Sashi Purnima	Head Clerk	2	4200	36039
33.	Jam Kunwar	Higher Grade Clerk	1	2400	26941
34.	Yesu Raj	Head Clerk	2	4200	33906
35.	K. A. ASHRAF	Head Clerk	2	4200	31294

36.	Anila Ekka	Lower Grade Clerk	1	2000	24860
37.	K. P. Sheeja	Lower Grade Clerk	1	1900	21157
38.	Teressa	Lower Grade Clerk	1	1900	20822
39.	G. Chinnaiah	Lower Grade Clerk	1	2000	24860
40.	Y. Suhasini	Lower Grade Clerk (NPS)	1	1900	20416
41.	Deepak Kumar Dey	Lower Grade Clerk (NPS)	1	1900	19408
42.	S. Suja	Lower Grade Clerk (NPS)	1	1900	18875
43.	S. K. Sil	W/shop Instructor	2	4800	50706
44.	P. Moideen Kutty	W/shop Instructor	2	4800	45548
45.	M. Aboobacker	W/shop Instructor	2	4800	50706
46.	Abhainath Mourya	W/shop Instructor	2	4800	50706
47.	P. T. Dawood	W/shop Instructor	2	4800	50306
48.	Mohd. Rafeeqe	Lab Technician	2	4800	50306
49.	Ashok Kumar	Lab Technician	2	4800	45167
50.	Noor Mohammed	Librarian	2	4600	56369
51.	Prabhat Singh	W/shop Instructor	2	4200	47266
52.	Rajeshwar Sharma	W/shop Instructor	2	4200	43630
53.	R. Mohan	W/Shop Instructor(NPS)	2	4200	30990
54.	Bhoominathan	Lab Technician	2	4200	31859
55.	Vinod Kumar Singh	Lab Technician	2	4200	46336
56.	S. P. Sharma	Lab Technician	2	4200	44795
57.	G. S. Rajan	Lab Technician	2	4200	41980
58.	Chaman Lall	Lab Technician	2	4200	34269
59.	George Meshack	Lab Technician	2	4200	31345
60.	K. Hamza	Lab Technician	2	4200	37965
61.	S. Shahul Hameed	Lab Technician	2	4200	43840
62.	Nagesh Ram	Lab Technician	2	4200	42287
63.	Dharmendra Mohan	Lab Technician	2	4200	37251
64.	Asha Devi	Lab Technician (NPS)	2	4200	31622
65.	Shrabani Mallick	Lab Technician (NPS)	2	4200	30318
66.	C. Selva Kumar	Lab Technician (NPS)	2	4200	35197
67.	Habeeb Ahamed	Lab Technician (NPS)	2	4200	35197
68.	Zeenath Bibi	Lab Technician (NPS)	2	4200	35197
69.	Ashok Jayadar	Lab Technician (NPS)	2	4200	35197
70.	Sunanda Kumari	Lab. W/Shop Asstt(NPS)	2	4200	35197
71.	Chandan Lall	Lab. W/Shop assistant	2	4200	42939
72.	A. Nageshwar Rao	Lab. W/Shop assistant	2	4200	43630
73.	Rupmala Haldar	Lab. W/Shop assistant	2	4200	33815
74.	T. K. Roy	Draughtsman	2	4200	34081
75.	G. Lilly	Pharmacist	2	4200	42287
76.	Karan Kumar Dua	Lab. Attendant	1	2800	33570
77.	Durga	Lab. Attendant	1	2800	34680
78.	Shikha Biswas	Libraray Assistant	1	2800	35229
79.	Sunil Kumar	Computer Instructor(NPS)	1	2800	30180



	Chakraborty				
80.	M. Kader	Staff Car Driver	1	2800	30872
81.	A. B. Siddque	Campus Supervisor	1	2400	30457
82.	Sudip Chakraborty	Lab. Attendant(NPS)	1	2400	23751
83.	Ameer Mohd.	Lab. Attendant(NPS)	1	2400	26053
84.	A.Sivakumar	Lab. Attendant(NPS)	1	2400	24729
85.	Neelam Lall	Lab. Attendant(NPS)	1	2400	26053
86.	Sudarshan kumar Mondal	Lab. Attendant(NPS)	1	2400	25381
87.	FAREEDA BANU	Lab. Attendant(NPS)	1	2400	23485
88.	Sri Ram	Lab. Attendant(NPS)	1	2400	26053
89.	Subasish Mondal	Lab. Attendant	1	2400	26764
90.	Annie	Lab. Attendant	1	2400	25895
91.	Anadi Lal Baidya	Lab. Attendant	1	2400	25685
92.	Abdul Aziz	Lab. Attendant	1	2400	30891
93.	Mohd. Ali	Lab. Attendant	1	2400	29983
94.	Naresh Kishen	Lab. Attendant	1	2400	32030
95.	Aman Samsuddin	Hostel Care Taker(NPS)	1	2400	26744
96.	Guna Shekar	Lab. Attendant	1	2400	30891
97.	Kiran Biswas	Staff Car Driver	1	2400	26541
98.	Sanjay Kumar	Lab. Attendant	1	2400	27919
99.	Bhupendra Kumar Singh	Lab. Attendant(NPS)	1	2400	25381
100.	J. C. Biswas	Draughtsman	1	2400	33617
101.	S. Kuppuswamy	HVD	1	2400	29399
102.	Ranjan Kirtunia	Store Assistant	1	2400	26147
103.	Pinaki Roy	Class Room Attendant	1	2000	22967
104.	Pal Swamy	Reprographic Attendant	1	2000	25868
105.	K. Elangovan	Daftry	1	2000	22849
106.	K. Velpandi	Daftry	1	2000	25682
107.	M. Pitchaimuthu	Peon	1	2000	23042
108.	Ishaq Ali	Peon	1	2000	24725
109.	V. Subbaiah	HVD	1	2000	24817
110.	T. D. Yadav	Watchman	1	2000	22832
111.	J. B. Xalxo	Mali	1	2000	23169
112.	K. Muthu	Sanitary Worker	1	2000	22264
113.	Jaya Lakshmi	Sanitary Worker	1	2000	22264
114.	L. Shankar	Peon	1	2000	24303
115.	C. A. Rajendran	Mali	1	2000	24362
116.	Kishen Swaroop	Class Room Attendant	1	1900	21955
117.	Dulal Ch. Das	Class Room Attendant	1	1900	22221
118.	Kailash Kumari	Class Room Attendant	1	1900	24117
119.	M. Govindan	Hostel Attendant	1	1900	21323
120.	Shyam Narayan	Hostel Attendant	1	1900	23343

121.	Biswa Dev Mallick	Elect-cum-Gen-set-Opt	1	1900	19882
122.	Vijay Kumar Howladar	Painter(NPS)	1	1900	24035
123.	B. Tirupathi Rao	Motor Mechanic(NPS)	1	1900	20949
124.	Jeeva Rathnam	Carpentar	1	1900	19369
125.	A. Jambulingam	Ferro Printer	1	1900	24473
126.	R. Shankar Lingam	Head Cook	1	1900	22030
127.	Muruganandan	Head Cook	1	1900	23896
128.	K. Muniyandi	Cook	1	1900	21710
129.	Kalipada Biswas	Watchman	1	1900	21323
130.	Raj Kumar	Watchman	1	1900	22296
131.	Swapna Roy	Cook	1	1900	23268
132.	Vijai Kishen	Plumber(NPS)	1	1900	20949
133.	Joga Rao	Peon	1	1900	19616
134.	R. Nagarajan	HVD	1	1900	23560
135.	Sudesh Ram	Store Attendant	1	1900	24117
136.	Sunita Kumari	Library Attendant	1	1900	23465
137.	Bipad Bhanjan Hawladar	Watchman	1	1900	22296
138.	M. Nithanam	Watchman	1	1900	21820
139.	Shaji	Watchman	1	1900	22086
140.	Hasrat Ali	Watchman	1	1900	21323
141.	Flomina	Class Room Attendant(NPS)	1	1800	22024
142.	T. Rajakilli	Class Room Attendant(NPS)	1	1800	20130
143.	Voilet	Class Room Attendant(NPS)	1	1800	16875
144.	Safia Bibi	Class Room Attendant(NPS)	1	1800	20130
145.	Malati Biswas	Class Room Attendant(NPS)	1	1800	17996
146.	Ram Prasad	Hostel Attendant	1	1800	16900
147.	Moni Mohan Adhikari	Cleaner(NPS)	1	1800	17091
148.	Krishna Rao	Cleaner(NPS)	1	1800	19211
149.	Papa Rao	Chowkidar (NPS)	1	1800	22024
150.	P. Umapathy	Cook	1	1800	19400
151.	G. Rajendran	Cook	1	1800	20799
152.	S. Shaheela	Peon (NPS)	1	1800	18243
153.	Abdul Latheef	Peon (NPS)	1	1800	17890
154.	Jogeshwari	TSM	1	1800	22024
155.	D. Srinivas	TSM	1	1800	22024
156.	S. Devan	TSM	1	1800	18831
157.	Benjamin	TSM	1	1800	19181
158.	V. V. Deepti	TSM	1	1800	21313
159.	S. Sathaiah	TSM	1	1800	20130
160.	Rajesh Narayan	TSM	1	1800	21988
161.	Shambu Biswas	TSM	1	1800	18831
162.	P. Nazir	TSM	1	1800	19892
163.	Subodh Ram	TSM	1	1800	13244

164.	Meena Kumari	TSM	1	1800	20603
165.	Manjula Kumari	TSM	1	1800	19182
166.	Mahalaxmi	TSM	1	1800	19182
167.	T. Magendran	TSM	1	1800	20603
168.	Kanchanwati	TSM	1	1800	21313
169.	Ravindar Pal	TSM	1	1800	20603
170.	Sivaram	Sweeper	1	1800	20192
171.	Fakir Chand	Sweeper	1	1800	20194
172.	Gogi Satyanarayan	Sweeper	1	1800	20194
173.	Lagan Saha	Sweeper	1	1800	20194
174.	Basanti Laskar	Peon	1	1800	19771
175.	Vigneshwaran	W/Shop Lab. Assistant	1	1800	18351
176.	Achan Kunju	W/Shop Lab. Assistant(NPS)	1	1800	17091
177.	Churchill	Watchman	1	1800	18426
178.	Abhijit Das	Watchman	1	1800	18426
179.	Naushad Ali	Watchman	1	1800	18213
180.	Booma Devi	Sweeper(NPS)	1	1800	22099
181.	Mohan Ram	Mali	1	1800	18426
182.	Utpal Roy	Mali	1	1800	20404
183.	Ivy	Mali	1	1800	18426
184.	Gogi Satyanarayan	Sweeper	1	1800	20194
185.	Lagan Saha	Sweeper	1	1800	20194
186.	A. Arumugam	TSM	1S	1300	16885
187.	Dhan Kumari	TSM	1S	1300	17868
188.	K. Moorthy	TSM	1S	1300	16885

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

## CHAPTER 12

### DR.B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY EXPENDITURE STATEMENT FOR THE YEAR 2011-12

Major Head - 2203.00.105.0700

(In thousands of rupees)

PLAN      NON PLAN

Sl.No.	Detailed Head of accounts	Actual 2011-2012	Actual 2011-2012
1	SALARIES	47476	30300
2	WAGES	8479	-
3	O.T.A.	150	50
4	MEDICALTREATMENT	600	50
5	DOMESTIC TRAVEL EXP.	600	200
6	OFFICE EXPENSES	9800	700
7	OTHER ADMINISTRATIVE EXPENSES	1500	-
8	PROFESSIONAL SERVICES	10000	-
9	GRANT IN AID	100	-
10	STIPEND/SCHOLARSHIP	2500	-
11	OTHER CHARGES	1495	-
12	MACHINERY & EQUIPMENTS	13700	-
13	MAJOR WORKS	46900	-
	<b>TOTAL GROSS</b>	<b>143300</b>	<b>31300</b>



## **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 at <http://192.168.20.240/dbragpt/> 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 <http://dbragpt.and.nic.in>, which is informative in nature.

## CHAPTER 16

### PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION

The website of DBRAIT at <http://dbragpt.and.nic.in> 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







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 5<sup>th</sup> 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.