

**Indira Gandhi Institute of Technology
Sarang**

(Annual Performance Assessment Report of Dispensary)

FOR THE PERIOD (01.07.2021 TO 30.06.2022)

**PART – 1 A
PERSONAL DATA**

(To be filled by the individual)

01. Name :
03. Date of birth (DD/MM/YYYY) :
- In words
03. Designation & Department :
04. Date of joining to the present post :
05. Whether Permanent/Temporary/Ad hoc/Regular? :
06. Section in which served during the year / period :
under report and the period of service in each
07. Period of absence from duty (on leave, :
Training, etc., during the year. Number of
days on leave during the period should be
separately indicated)

PART -1 B

PART – 2
SELF APPRAISAL

(To be filled by the individual)

(Please read the instructions carefully before filling the entries)

01. Brief description of duties :

02. Please specify targets / objectives / goals (in quantitative or other terms of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each (if applicable). Example: Annual Action Plan for your Division)

Targets / Objectives / Goals	Achievements

First aid services for students/staffs	List of First aid items	Ambulance service for students/staffs	Utilization of Ambulance			
			Date	From	To	Patient Recovery Status
Yes/No		Yes/No				

03 (A) Please state briefly the shortfalls with reference to the targets / objectives / goals Referred in item 2. Please specify constraints in achieving the targets

(B) Please also indicate items in which there have been significantly higher achievements and your contribution

Place :

Date :

Signature of Medical Officer

PART - 3
ASSESSMENT OF THE REGISTRAR

(To be filled by the Registrar in respect of Medical Officer)

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the higher

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Accomplishment of planned work / work allotted as per subjects allotted			
(ii) Quality of output			
(iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output' (Total [i to iv]/4)			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility			

(iii) Maintenance of discipline			
(iv) Communication skills			
(v) Leadership qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to adhere to time-schedule			
(viii) Inter-personal relations			
(ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes' (Total [i to ix]/9)			

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Knowledge of rules/regulations/procedures in the area of function and ability to apply them correctly			
(ii) Strategic planning ability			
(iii) Decision making ability			
(iv) Co-ordination ability			
(v) Ability to motivate and develop subordinates			
(vi) Initiative			
Overall Grading on 'Functional Competency' (Total [i to vi]/6)			

Note: The overall grading will be based on addition of the mean value of each group of Indicators in proportion to weightage assigned.

PART – 4
GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the Effectiveness and capabilities of the Officer)

3. State of health

4. Integrity
(Please comment on the integrity of the Officer)

5. Pen-Picture by Registrar (in about 50 words) on the overall qualities of the Officer including area of the strength, extra ordinary achievements, significant failures

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

Place:

SIGNATURE OF THE REGISTRAR
Name (in BLOCK Letters)

Date:

PART – 6

COUNTER SIGNATURE BY THE DIRECTOR WITH REMARKS, IF ANY

Place: **SIGNATURE OF THE DIRECTOR**
Name (in BLOCK Letters)
Date: **Designation**

11. Guidelines regarding filling up of APAR with numerical grading: -

- (i) The columns in the APAR should be filled-in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the official against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of 'Zero'.

**Indira Gandhi Institute of Technology
Sarang**

**Annual Performance Assessment Report of Deputy Registrar, Accounts Officer, Librarian,
Chief Security Officer, Estate Manager, PTI, health officer)**

FOR THE PERIOD (01.07.2020 TO 30.06.2021)

**PART – 1 A
PERSONAL DATA**

(To be filled by the individual)

01. Name :
03. Date of birth (DD/MM/YYYY) :
- In words
-
03. Designation & Department :
04. Date of joining to the present post :
05. Whether Permanent/Temporary/Ad hoc/Regular? :
06. Section in which served during the year / period :
under report and the period of service in each
07. Period of absence from duty (on leave, :
Training, etc., during the year. Number of
days on leave during the period should be
separately indicated)

PART -1 B

**PART – 2
SELF APPRAISAL**

(To be filled by the individual)

(Please read the instructions carefully before filling the entries)

01. Brief description of duties :

02. Please specify targets / objectives / goals (in quantitative or other terms of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each (if applicable). Example: Annual Action Plan for your Division)

Targets / Objectives / Goals	Achievements

03 (A) Please state briefly the shortfalls with reference to the targets / objectives / goals referred to in item 2. Please specify constraints in achieving the targets

(B) Please also indicate items in which there have been significantly higher achievements and your contribution

Place :

Date:

Signature of the Registrar

PART - 3
ASSESSMENT OF THE REGISTRAR

(To be filled by the Registrar in respect of Deputy Registrar, Medical Officer, Accounts Officer, Chief Security Officer, Estate Manager, PTI)

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the higher

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Accomplishment of planned work / work allotted as per subjects allotted		
(ii) Quality of output		
(iii) Analytical ability		
(iv) Accomplishment of exceptional work / unforeseen tasks performed		
Overall Grading on 'Work Output' (Total [i to iv]/4)		

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Attitude to work		
(ii) Sense of responsibility		
(iii) Maintenance of discipline		

(iv) Communication skills		
(v) Leadership qualities		
(vi) Capacity to work in team spirit		
(vii) Capacity to adhere to time-schedule		
(viii) Inter-personal relations		
(ix) Overall bearing and personality		
Overall Grading on 'Personal Attributes' (Total [i to ix]/9)		

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Knowledge of rules/regulations/procedures in the area of function and ability to apply them correctly		
(ii) Strategic planning ability		
(iii) Decision making ability		
(iv) Co-ordination ability		
(v) Ability to motivate and develop subordinates		
(vi) Initiative		
Overall Grading on 'Functional Competency' (Total [i to vi]/6)		

Note: The overall grading will be based on addition of the mean value of each group of Indicators in proportion to weightage assigned.

**PART – 4
GENERAL**

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity
(Please comment on the integrity of the Officer)

5. Pen-Picture by Registrar (in about 50 words) on the overall qualities of the officer including area of the strength, extra ordinary achievements, significant failures

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

Place:

SIGNATURE OF THE REGISTRAR

Date :

Name (in BLOCK Letters)

Designation

PART – 6
COUNTERSIGNATURE BY THE DIRECTOR WITH REMARKS, IF ANY

Place: **SIGNATURE OF THE COUNTERSIGNING OFFICER**
Name (in BLOCK Letters)

Date: **Designation**

GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING

1. Guidelines regarding filling up of APAR with numerical grading: -
 - (i) The columns in the APAR should be filled-in with due care and attention and after devoting adequate time.
 - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the official against a larger population of his/her peers that may be currently working under them.
 - (iii) APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
 - (iv) APARs graded between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - (vi) APARs graded below 4 will be given a score of 'Zero'.

Indira Gandhi Institute of Technology, Sarang

Annual Performance Assessment Report

FOR THE ACADEMIC YEAR (2020-2021)

Part - 1

PERSONAL DATA

(To be filled by the faculty concerned of the Department)

1. Name of the Faculty :
2. Designation & Department :
3. Date of Birth :

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In words
4. Academic Qualifications :
5. Whether the officer belongs to Schedule Caste/Schedule Tribe :
6. Date of continuous Appointment to the present grade : Date : Present Pay and Grade Pay :
7. Period of absence from duty (on training/leave etc.) during the year. If he has under gone training specify)

Part - 2

SELF APPRAISAL

(To be filled in by the faculty concerned)

1. Brief description of duties :
2. Teaching at UG & PG Levels
 - i) Courses taught at various levels: (Name of the courses)

	ODD SEMESTER			Total lectures Scheduled	Total lectures actually engaged
	Course No. & Title	No. of Students	Weekly L T P		
	UG				
PG					
	EVEN SEMESTER			Total lectures Scheduled	Total lectures actually engaged
	Course No. & Title	No. of Students	Weekly L T P		
	UG				
PG					

ii) Work load per week

a) Lectures :

b) Tutorials :

c) Practicals :

d) Seminars/ Group Discussions :

3. Details of teaching methods employed by you: (Lectures, Tutorials, Seminars, Practicals etc.)

4. a) Details of Tutorials/ tests held during the academic year

Sl. No.	Description	Under-graduate Courses	Post-graduate Courses
1.	Number of tests held. Give the details semester wise & course wise		
2.	Details of Assignment given. Indicate time taken for submission		

- b) Details of academic planning/ presentation of lectures during the session:
Please give specific details

Part - 3

RESEARCH & DEVELOPMENT, CONTINUING EDUCATION AND INTERACTION WITH THE INDUSTRIES & PROFESSIONAL SOCIETIES

1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review:

- b) Details of publication in Conference:

c) Details of Books/Monographs, Journals and Proceedings Authored/Edited:

d) Total h-index and i10 index of the concerned faculty (Google scholar citations):

2. Participation in Conferences, Seminars, Workshops:
Give details of the papers presented and / or official position held.

3. Summer institutes, refresher or orientation courses attended or conducted:
Give details.

4. Details of

i) U.G. and P.G. Project Guidance :

Level	Title of Project/Thesis	Name of students	Name of other Supervisor (if any)	Remarks
UG				
PG				

ii) Ph.D Guidance :

Sl. No.	Name of the student	Reg. Year and Status (FT/PT)	Thesis Title	Other Supervisor(s) (if any), Name & Department	Completed/ Ongoing

iii) Details of Sponsored Projects undertaken during the period :

Sl. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other Investigators	Status started or completed or in progress

5. Details of industrial interaction/ professional consultancy/ patent obtained or applied for :

i) Consultancy Projects:

S.No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status started or completed or in progress

ii) Products/Process Development and Technology Transfer/Patents :

iii) Continuing Education /QIP Short Term Lectures/Special Lectures delivered :

S.No.	Title of lecture	Date, Place and Programme where lectures delivered	Other relevant information

6. (i) Membership or fellowship of professional/ academic Bodies, Societies etc. give Details.

(ii) Membership of National / State Committees:

7. Any other information regarding academic activities not covered

(such as involvement with outside institutes – Network/Joint Projects, International & National Academics, Professional Societies ,Industry & Govt.Public,Community service,

Editorial & reviewing work, Organization of & participation in conference/Workshops/Seminars/ Courses/Summer & Winter Schools and editing of proceedings)

i) Organization of Courses/Conferences
Name of the Conf./Seminar/Course **Sponsored by** **Dates**

ii) Visit to outside Institute/Organization
Inst./Organization visited Purpose of visit **Date of visit**

Part - 4

CONTRIBUTION TO INSTITUTE CORPORATE LIFE

(Details of your contribution to the Corporate Life of the institution should be specified with initiatives taken and achievements made)

1. Curriculum development:
(Give detail about the work carried out by you)

2. Laboratory Development and experimental set up :
(Give the details of Preparation of Laboratory manual, design of new experimental set up and new facility added during the year)

3. a) Cultural/ extracurricular activity :

b) Sports/ Community and Extension services/ N.S.S :

c) Administrative Assignment :

d) Any Other :

I certify that the information's given above are correct and factual to the best of my knowledge.

Signature _____

Name _____

Department _____

Dated: _____

Part - 5

Numerical Assessment of the HoD

Numerical grading is to be awarded by HoD and IQAC committee which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please carefully read the guidelines before filling the entries)

	HoD	Action taken by IQAC for a faculty/ staff securing bad score/grade
1] Accomplishment of planned work/work allotted as per subjects allotted.		
2] Quality of output		
3] Analytical ability		
4] Accomplishment of exceptional work/Unforeseen tasks performed.		
Overall Grading on "Work output" Total (1 to 4) / 4		
1] Has the officer show himself able to do the work of his appointment.		
2] Conduct		
3] Regularity and Punctuality		
4] Trustworthiness		
5] Zeal		
6] Performance of duties		
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students		

8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.			
Overall Grading on “Personal Attribute” Total (1 to 10) / 10			
[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] Initiative			
Overall Grading on “Functional Competency” Total (1 to 6) /6			

Note:-The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. State of Health

4. Integrity
(Please comment on the integrity of the officer)

5. Pen Picture by HoD (in about 50 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in Part – 5 of the Report.

Signature of the HOD

Place:

Date:

Name in Block Letters:

Designation

During the period of Report:

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) APARs graded below 4 will be given a score of "Zero".

Indira Gandhi Institute of Technology, Sarang

REMARKS OF THE IQAC Cell

1. Establishment of the IQAC Cell:
2. Is the IQAC Cell satisfied that the HoD has made his/ her report with due care and attention and after taking into accounts all the relevant material?
3. Do you agree with the assessment of the officer given by the HoD?
(In case of disagreement, please specify the reasons). Is anything you wish to modify or add?
4. General Remarks with specific comments about the general remarks given by the HoD and remarks about the meritorious work of the officer including the grading.
5. Has the officer any specific characteristics, and/ or any abilities which would justify his/ her selection for special assignment / recognition/award?

Signature of the Chairman IQAC:

Place:.....

Name in block letters:

Date.....

Designation:

Item -8.13

Annexure-IX

Indira Gandhi Institute of Technology, Sarang

An Autonomous Institute

Students Feedback Form for a Teacher

Semester:

Year:

Subject / Faculty:

1. Preparation for the Class

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

2. Organization of the content

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

3. Clarity of Delivery

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

4. **Students Participation**

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

5. **Coverage of the Syllabus**

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

6. **Input Beyond textbook**

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

7. **Quality of Tutorial / Home Assignment**

- a. Excellent
- b. Very good
- c. Good

- d. Satisfactory
 - e. Poor
8. **Punctuality of taking Class**
- a. Excellent
 - b. Very good
 - c. Good
 - d. Satisfactory
 - e. Poor
9. **Availability for consultation outside the classroom**
- a. Excellent
 - b. Very good
 - c. Good
 - d. Satisfactory
 - e. Poor
10. **Your overall assessment**
- a. Excellent
 - b. Very good
 - c. Good
 - d. Satisfactory
 - e. Poor

Item: 8.12

Annexure-VIII

Indira Gandhi Institute of Technology, Sarang

An Autonomous Institute

Students Feedback Form for Laboratory

Semester:

Year:

1. Equipment/ Components availability

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

2. Quality of Manual

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

3. Safety

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

4. Laboratory ambience

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

5. Involvement of Teaching Assistants/other supporting staff members in experiments

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

6. Involvement of Concerned Teachers in Lab

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

7. Opportunity to implement your own design/ code/ ideas

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

8. Does the Lab help to understand the Theory better?

- a. Excellent

- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

9. Checking of Records

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

10. Your overall Assessment

- a. Excellent
- b. Very good
- c. Good
- d. Satisfactory
- e. Poor

Item:8.14

Annexure-X

Indira Gandhi Institute of Technology, Sarang

An Autonomous Institute

Graduating Students Survey Format (UG/PG)

EMPLOYABILITY AND SKILLS

1.My institution offered activities and resources designed to prepare me for next step in my career.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

2.My Education experience has helped me plan for my future career.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

LEARNING COMMUNITY

1.I feel part of an academic community in my Institution.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

2. Within my course, I feel my suggestion and ideas are valued.

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

3. I have learned to explore ideas confidently.

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

4. I have been able to explore academic interests with other students.

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

5. I feel part of a group of students committed to learning.

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

LEARNING OPPORTUNITIES & RESOURCES

1. How well has your course developed your knowledge and skills that you think you will need for your future.

- (a) Very well

- (b)Well
- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

2.How well have the IT resources and facilities supported your learning?

- (a)Very well
- (b)Well
- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

3. How well have the library resources (e.g., books,online services and learning spaces) supported your learning?

- (a)Very well
- (b)Well
- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

4.How easy is it to access subject specific resources (e.g., equipment,facilities,software) when you need them?

- (a)Very easy
- (b)Easy
- (c)Not very easy
- (d)Not at all easy
- (e)This doesn't apply to me

ASSESSMENT & FEEDBACK

1.Assessment methods employed in my course require an in-depth understanding of the course content.

- (a)Definitely agree
- (b)Mostly agree

- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

2. Examination questions\tests are based on what I have understood rather than what I have memorized.

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

3. How often does feedback help you to improve your work?

- (a) Very often
- (b) Fairly often
- (c) Not very often
- (d) Rarely
- (e) This doesn't apply to me

4. How often have you received assessment feedback on time?

- (a) Very often
- (b) Fairly often
- (c) Not very often
- (d) Rarely
- (e) This doesn't apply to me

5. How fair has the marking and assessment been on your course as per your understanding?

- (a) Very fair
- (b) Fair
- (c) Not very fair
- (d) Not at all fair
- (e) This doesn't apply to me

6. How well have assessments allowed you to demonstrate what you have learned?

- (a)Very well
- (b)Well
- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

7. How clear were the marking criteria used to assess your work?

- (a)Very clear
- (b)Clear
- (c)Not very clear
- (d)Not at all clear
- (e)This doesn't apply to me

SOCIAL OPPORTUNITIES

1.I am satisfied with the range of entertainment and social events conducted.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

2.I have had plenty of opportunities to interact socially with other students.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

3.I am satisfied with the availability of students' amenity.

- (a)Definitely agree
- (b)Mostly agree

- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

STUDENT VOICE

1. To what extent are students' opinions about the course valued by staff?

- (a) To a large extent
- (b) To some extent
- (c) To a small extent
- (d) Not at all
- (e) This does not apply to me

2. To what extent do you get the right opportunities to give feedback on your course?

- (a) To a large extent
- (b) To some extent
- (c) To a small extent
- (d) Not at all
- (e) This does not apply to me

3. How well does the students' association represent students' academic interests?

- (a) Very well
- (b) Well
- (c) Not very well
- (d) Not at all well
- (e) This doesn't apply to me

4. How clear is that students' feedback on the course is acted on?

- (a) Very clear
- (b) Clear
- (c) Not very clear
- (d) Not at all clear
- (e) This doesn't apply to me

PHYSICAL WELLBEING SERVICES

1. Are you satisfied with the Institute's Physical wellbeing?

- (a)Very well
- (b)Well
- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

PERSONAL DEVELOPMENT

1.As a result of the course, I feel confident in tackling unfamiliar problems.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f)Not Applicable

2. The course has helped me to present myself with confidence.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f)Not Applicable

ORGANISATION, SUPPORT& MANAGEMENT

1. How well were any changes to teaching on your course communicated?

- (a)Very well
- (b)Well

- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

2. How well organized is your program?

- (a)Very well organized
- (b)Well organized
- (c)Not very well organized
- (d)Not at all well organized
- (e)This doesn't apply to me

STUDENT SAFETY

1.My Institution takes responsibility for my safety.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

2.I feel safe to be myself at my institution.

- (a)Definitely agree
- (b)Mostly agree
- (c)Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

ACADEMIC SUPPORT AND COURSE FEEDBACK

1.How well have teaching staff supported your learning?

- (a)Very well
- (b)Well
- (c)Not very well

(d)Not at all well

(e)This doesn't apply to me

2.How easy was it to contact teaching staff when you needed to?

(a)Very easy

(b)Easy

(c)Not very easy

(d)Not at all easy

(e)This doesn't apply to me

3. How well has your course developed your knowledge and skill that you think you will need for your future?

(a)Very well

(b)Well

(c)Not very well

(d)Not at all well

(e)This doesn't apply to me

4. How often do teaching staff make the subject engaging?

(a)Very often

(b)Fairly often

(c)Not very often

(d)Rarely

(e)This doesn't apply to me

5. How often the course is intellectually stimulating?

(a)Very often

(b)Fairly often

(c)Not very often

(d)Rarely

(e)This doesn't apply to me

6. How often does your course challenge you to achieve your best work?

(a)Very often

(b)Fairly often

- (c)Not very often
- (d)Rarely
- (e)This doesn't apply to me

7. To what extent have you had the chance to explore ideas and concepts in depth?

- (a)To a large extent
- (b)To some extent
- (c)To a small extent
- (d)Not at all
- (e)This does not apply to me

8. How well does your course introduce subjects and skills in a way that builds in what you have already learned?

- (a)Very well
- (b)Well
- (c)Not very well
- (d)Not at all well
- (e)This doesn't apply to me

9. To what extent have you had the chance to bring together information and ideas from different topics?

- (a)To a large extent
- (b)To some extent
- (c)To a small extent
- (d)Not at all
- (e)This does not apply to me

10. To what extent does your course have the right balance of directed and independent study?

- (a)To a large extent
- (b)To some extent
- (c)To a small extent
- (d)Not at all
- (e)This does not apply to me

11. Overall, I am satisfied with the quality of the program.

- (a)Definitely agree

- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

ACCOMMODATION FEEDBACK

1. Is quality of food good in the mess?

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f) Not Applicable

2. Is atmosphere of the mess hygienic?

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f) Not Applicable

3. Is behavior of the mess employees towards the boarders good?

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree

- (d) Mostly disagree
- (e) Definitely disagree
- (f) Not Applicable

4. Is atmosphere of the Accommodation is excellent for studies?

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f) Not Applicable

5. Is overall feeling out of home good?

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f) Not Applicable

6. Is hostel infrastructure adequate for living?

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree
- (f) Not Applicable

OVERALL FEEDBACK ON INSTITUTE

1. I would recommend “Indira Gandhi Institute of Technology” as a great place of study.

- (a) Definitely agree
- (b) Mostly agree
- (c) Neither agree nor Disagree
- (d) Mostly disagree
- (e) Definitely disagree

2. Looking back on the experience, are there any particularly positive or negative aspects you would like to highlight? (Limited to 2 points only)

Positive

Negative

Collaborative Quality Initiatives

DIRECTORATE OF SKILL DEVELOPMENT CUM EMPLOYMENT
NIYOJAN BHAWAN, UNIT-III, BHUBANESWAR-751001
E-MAIL; emp.osda2018@gmail.com

No. OSDA-EX-15/2023/ 1637 /DE,

Dated 06.03.2024

To,

The Director,
Indira Gandhi Institute of Technology,
Sarang, Dhenkanal

Sub: Proposal of Indira Gandhi Institute of Technology, Sarang, Dhenkanal-regd.

Sir,

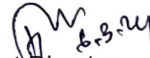
I am directed to intimate that your proposal to set up the CoE for the benefit of all undergraduate students, post graduate students, research scholars of various department, faculty members of the institute, Technical Teaching Assistants of the institute, students & faculty members of other nearby institutes by Telecom Sector Skill Council has been approved in the 5th Steering committee meeting of NUA Odisha with a budget outlay of Rs.2,64,03,974.00 for 3 years (1st year – Rs. 1,46,56,874/-, 2nd year- Rs. 58,64,200/- & 3rd year- Rs. 58,82,900/-) subject to following conditions:

1. Capex cost will be kept to minimum and existing infrastructure funds, if any available to be utilized for the same.
2. Detailed presentation to be made before the next Steering Committee highlighting the outcome of the initiative including number of students to be benefited, plan for enhancing the employability of students, training of trainers, sustainability plan etc.
3. Overhead or administrative expenses to be limited to 2% of the overall cost.

Kindly furnish the information at the earliest for taking the process further

Encl: Relevant portion of the minutes of the meeting for your information and action.

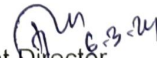
Yours faithfully,



Joint Director

Directorate of Skill Development-cum-Employment
Odisha, Bhubaneswar

Memo No. /DSDE, Bhubanesware, Dated 1638 07.06.03.2024
Copy to OSD-cum-Additional Secretary to Govt, SDT&E Department for kind
information.



Joint Director

Directorate of Skill Development-cum-Employment
Odisha, Bhubaneswar

4. Agenda 4: Approval of Proposal of IGIT Sarang to setup CoE in 5G

Brief of the Proposal

The Indira Gandhi Institute of Technology, Sarang, Dhenkanal, has submitted a proposal to establish a Centre of Excellence on "5G" in its campus. Telecom Skill Sector Council (TSSC) shall setup the CoE for the benefit of all the undergraduate and postgraduate students (Electrical Engg, Computer Science Engg, Electronics and Communication Engg, Mechanical Engg), Research scholars of various departments, Faculty members of the Institute, Technical Teaching Assistants of the Institute, Students, and faculty members of other nearby Institutes. The COE will cater to the following:

- Candidates will acquire skills to work in the telecom sector as 5G engineers.
- Candidates will get placement offers in different multinational companies like Qualcomm, BSNL, Ericsson India Private Limited, Reliance, Airtel, Cisco, Vodafone, Siemens, Indus network, Nokia etc.
- Candidates will get government-approved certificates for the proposed CoE on successful completion of the training.
- Candidates will be placed as apprentices for hands-on experience as part of their course under 5G job roles.

Proposed Budget:

A budget of ₹2,64,03,974.00 plus applicable GST for 3-year project has been proposed which includes Manpower, Consumables, Contingency; Training, branding and PR; Travel; Permanent Equipment; Overhead Charges.

Justification:

- A CoE in 5G technology will facilitate the adoption and advancement of cutting-edge telecommunications technology. By providing access to state-of-the-art infrastructure, resources, and expertise, the CoE will enable the students to stay abreast of the latest developments in the telecommunications sector.

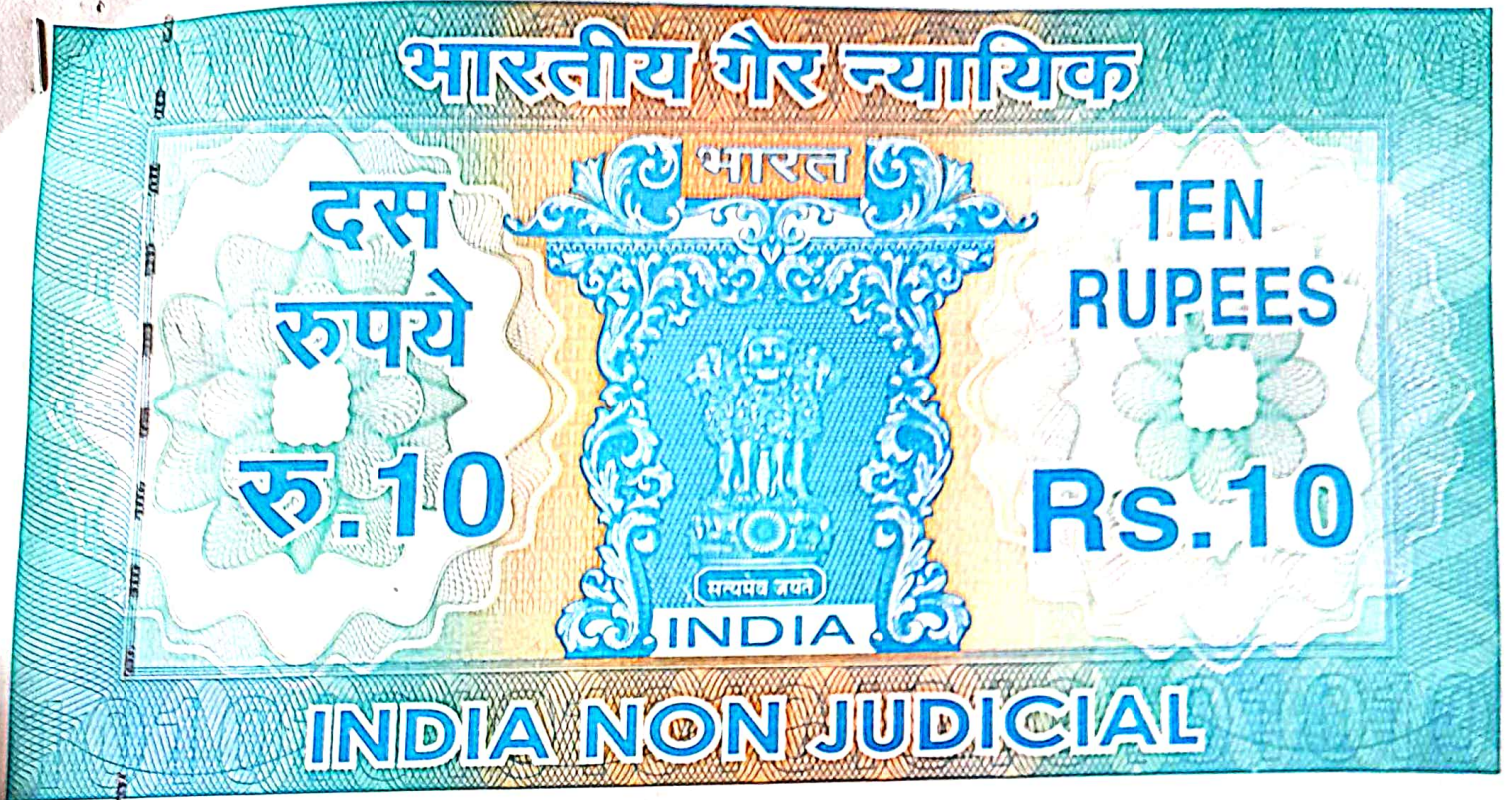
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- It will also serve as a hub for skill development and capacity building in 5G technology which will contribute to the creation of a skilled workforce equipped to drive innovation and growth in the sector.
- As 5G technology emerges as a key enabler of digital transformation and connectivity, establishing a CoE in Odisha positions Odisha as a hub for innovation, research, and development in 5G technology.
- Indira Gandhi Institute of Technology (IGIT), Sarang was established in the year of 1982. There are eight departments, well equipped with highly qualified faculties and adequately equipped laboratories. The research activities of the institute are comparable with any other leading institute of the State and the Country.

Decision:

The members deliberated and approved the proposal with a budget of **₹2,64,03,974.00 for 3 years** (1st Year - ₹1,46,56,874, 2nd Year - ₹58,64,200; 3rd Year - ₹58,82,900) subject to following conditions:

- a. Capex cost will be kept to minimum and existing infrastructure funds, if any available, to be utilized for the same.
- b. Detailed presentation to be made before the next Steering Committee highlighting the outcome of the initiative including number of students to be benefitted, plan for enhancing the employability of students, training of trainers, sustainability plan, etc.
- c. Overhead or administrative expenses to be limited to 2% of the overall project cost.



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63AA 389976

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as the "MoU") is being executed at Sarang on this 13th day of July 2023 and the same shall be effective from 13.07.2023.

BETWEEN

The Tata Power Company Limited, a company incorporated under the Companies Act, 1956, acting through its authorized signatory Mr Subir Verma, Cluster Head – Business HR (T & D), Tata Power having its registered office at Bombay House 24 Homi Mody Street, Fort, Mumbai, Maharashtra 400001, (hereinafter referred to as "Tata Power", which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, subsidiaries and permitted assigns) of the First part

AND

Indira Gandhi Institute of Technology, Sarang an educational institution registered under the AICTE & UGC Act, acting through its authorized signatory Dr. S.B.Mohanta, Director having its office at Indira Gandhi Institute of Technology, Sarang, Dhenkanal, Odisha-759146 which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, subsidiaries and permitted assigns) of the Second part

Tata Power and the Institute would be hereafter individually referred to as a "Party" and collectively as the "Parties".

S. Mohanta

श्री

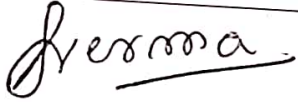

such change. Any such change shall be construed to be effective and operative from the day of the receipt of notice to such effect. All notices to be given in connection with this MoU shall be effective upon its receipt only.

18. Miscellaneous


18.1. No amendment, modification or discharge of this MoU shall be valid or binding unless it is set forth in writing and signed by both Parties.

18.2. This MoU is made in two original counterparts, one for each Party, having an identical effect.


IN WITNESS WHEREOF each Party has caused its duly authorized representative to sign this Memorandum of Understanding, with effective date mentioned in the first place of this MoU:

On behalf of Tata Power Company Limited	On behalf of Indira Gandhi Institute of Technology, Sarang
	
Signature of Authorized Signatory	Signature of Authorized Signatory
Name: Mr Subir Verma	Name: Dr. Satyabrata Mohanta
Designation: Cluster Head – Business HR (T & D), Tata Power	Designation: Director
Place: Sarang	Place: Sarang
Date: 13.07.2023	Date: 13.07.2023

Witness 1:


DR. B. B. Choudhury
Professor & Head
Career Development Centre
Indira Gandhi Institute of Technology, Sarang

Witness 2:

Mr. Amit Das
HOD - TMC (HR)
TPCO DL


TPWODL/HR/2022/Rec – 69

28-03-2022

Mr. Sipun Kumar Padhy

Choudhuri Nagar, College Chak Aska, Baragan, Nuagam,
Ganjam, Odisha – 761111

Dear Mr.Sipun,

Sub: Offer of appointment at TP Western Odisha Distribution Limited (TPWODL) as “Graduate Engineer Trainee”

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of TP Western Odisha Distribution Limited (TPWODL) as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your basic salary per month is fixed at **Rs. 18,954 /- (Rupees Eighteen Thousand Nine Hundred Fifty-Four Only)**, in Grade **ME03**. Details of your salary structure are given in Annexure A. Your progress will be evaluated and increment in your salary will be subject to your overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Medclaim, Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

- i) Your place of work will be currently at Burla. And your place of posting shall be decided after your joining.
- ii) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Western Odisha Distribution Limited (TPWODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

- iii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Western Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existence in future, and your conditions of service will be as applicable to that establishment.

6. **SECRECY**

You shall not at any time or times disclose, divulge or make public any of the technologies, processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. **PROBATION**

You will be on probation for a period of one year from the date of joining during which your performance, conduct and such other traits will be closely monitored. You will be confirmed in your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

8. **TERMINATION OF SERVICE**

During probation period, your services are terminable with **one month's notice** or salary in lieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. **RULES & REGULATIONS**

During your employment, you will be governed by the policies, rules, regulations of service and orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

10. **MEDICAL FITNESS**

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

12. **RETIREMENT**

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

13. GENERAL

- i) You shall abide by the Tata Code of Conduct, a copy of which is enclosed.
- ii) You shall abide by all the safety rules, regulations and directives in force from time to time failing which strict disciplinary action as deemed fit shall be initiated against you.
- iii) The job is a full time assignment and you shall devote your whole time and attention to the interest of the Company and shall not engage yourself in any other business/occupation, which will compromise on your time and commitment to the Company.
- iv) Monthly and Annual perquisites and benefits will not be reckoned for any other benefit or remuneration or payment whatsoever including contributions toward Provident Fund, Superannuation Fund, Gratuity, etc.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter in token of your acceptance by **10-April-2022** and arrange to report for duty formally on or before **01-August-2022** failing which this offer shall automatically stand cancelled without any further reference to you.

Thanking you,
for TP Western Odisha Distribution Limited

I accept the above terms and conditions:



Cosmos Lakra
Head HR,IR & ES&A, TPWODL

Signature of the Candidate

Name: _____

Date: _____

Encl: Annexure 'A' (Perquisites & Benefits applicable)
Annexure 'B' (Tata Code of Conduct Booklet)

ANNEXURE 'A'

ALLOWANCES AND BENEFITS APPLICABLE TO
Mr. Sipun Kumar Padhy - GRADE ME03

A. Basic Salary Rs. 18,954 /- (Rupees Eighteen Thousand Nine Hundred Fifty-Four Only) per month.

B. Flexible Allowances:

You will be paid a Flexible Allowance of **80% of your basic salary**. Currently the amount stands at **Rs15,163/- (Rupees Fifteen Thousand One Hundred Sixty-Three Only)** per month. This allowance may be claimed over the following heads subject to prevailing rules / tax laws.

1	House Rent Allowance (HRA)	As per company Policy. (In case company accommodation is provided, your total Flexible Allowances will be lower by 15% of your basic per month, or to the extent as per the applicable policy for the location. In that case, no HRA amount can be claimed against this head if Company accommodation is provided.)
2	Residential Telephone Reimbursement	Upto Rs.350/- (Rupees Three Hundred and Fifty only) per month. Any Perquisite Tax on this account will be borne by you.
3	National Pension Scheme	Claims / Options against these items are subject to prevailing rules / tax laws. You may check the web-based system for details on joining.
4	Education Aid / Hostel Subsidy	
5	Leave Travel Assistance	
After allocation of your flexible allowance over the above heads, if there is any balance amount left within your eligible limit, the same will be paid to you as Balance Cash.		

C. Fixed Allowances:

1	Food Coupons	Rs.500/- (Rupees Five Hundred only) per month applicable to the location of posting.
2	Additional HRA	Rs.450/- (Rupees Four Hundred and Fifty only) per month. You will be eligible for Additional HRA as per the company policy

D. Retirals:

1	a) Provident Fund b) Superannuation Fund c) Gratuity	You will be eligible for Provident Fund, Superannuation Fund and Gratuity benefits as per the Company schemes in force & as amended, altered or modified from time to time.
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E. Other Benefits:

1	a) Mediclaim (Hospitalization) b) Personal Accident Insurance c) Group Term Life Insurance Benefit	As per Company Policy and rules applicable to the location of posting
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F. Performance Linked Pay:

The Management may, at its discretion, grant you annual performance linked pay depending on your performance and other factors as determined by the Company from time to time.

Allowances & Benefits applicable would be governed as per compensation structure agreed between you and the company subject to prevailing company rules and as amended from time to time.

Fitment Sheet for TP Western Odisha Distribution Limited			
Name:		Mr. Sipun Kumar Padhy	
Age in Years:		23	
Position:		GET	
Grade:		ME03	
Organization:		TPWODL	
Sl.	Compensation Details (in INR)	Monthly	Annual
I	Basic Pay	18,954	2,27,448
II	Accommodation/HRA	As per Company Policy	
III	Fixed Allowances	950	11,400
IV A	Flexi (Superannuation Allowance)	2,843	34,117
IV B	Flexi Allowances (Allocable)	15,163	1,81,956
A (I+II+III+IV)	Fixed Compensation	37,910	4,54,921
V	Retirals	3,186	38,232
	Provident Fund	2,274	27,288
	Gratuity	912	10,944
VI	Performance Pay at Mid Performance (P3) Rating including Statutory Bonus (if Applicable)	9,477	1,13,724
B(A+V+VI)	Direct Cost to Company	50,573	6,06,877
VII Other Non-Cash Benefits *			
		TPWODL	
1	Premium amount of Group Personal Accident @ Rs 18 lacs		846
2	Premium amount of Hospitalization / Medical Insurance @ Rs 4 lacs		17088
3	Annual Leave Encashment @ 15 days in a year	1106	13267.8
5	Mobile Billing limit per month	300	3600
6	Data Card /Set Reimbursements (per year amount)		3500
7	Data Billing Limit per month	400	4800
8	Housing Benefit	As per Company Policy	
9	Group Term Life Insurance Benefit	As per Company Policy	

Breakup of Fixed Allowance (INR pm)		
1	Food Coupons (pm)	500
2	Additional HRA (pm)	450
3	Total Fixed All. (pm)	950

Notes:	
1	* Other Non-Cash Benefits are governed by Company Policy in force or as amended from time to time and/or any statutory norms, if applicable
2	** Deduction from Salary in case of CLA/ COA and calculation of SHMA (wherever applicable) will be as per Company Policy in force or as amended from time to time
3	Flexi Allowance (Allocable) as indicated above is a lump sum amount which can be claimed over various salary heads (as per company policy in force or as amended from time to time), as per choice of the employee subject to limits specified under prevailing tax laws.
4	You may choose to contribute to the Company Superannuation Fund or receive the Superannuation Allowance (15% of Basic salary) as a monthly cash component subject to taxation under prevailing tax laws
5	Retirals consist of Provident Fund (12% of Basic Pay) and Gratuity (4.81% of Basic Pay) subject to applicable statutory norms or Company Policy in force or as amended from time to time, as applicable
6	Annual Performance Pay is at the discretion of Management and dependent on individual performance as well as other factors as determined by the Company from time to time.
<p><i>Compensation details are private and confidential. Recipient is requested not to discuss the contents/details of compensation with anyone within or outside the organization except with designate authorities.</i></p>	

NATIONAL BOARD OF ACCREDITATION

NBCC Place, East Tower, 4th Floor, Bhisham Pitamah Marg,
Pragati Vihar, New Delhi-110 003
Tel: +91 11 2436 0620-22 ; Telefax: +91 11 4308 4903
Website: www.nbaind.org



F.No. 30-18-2010-NBA

Dated: 19-01-2018

To,

The Principal
Indira Gandhi Institute of Technology, Sarang
At/Po- IGIT Sarang,
Dist - Dhenkanal,
Odisha-759146

Subject: Accreditation status of programmes applied by Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146.

Sir,

This has reference to your application No 1094 dated 13/11/2014 seeking accreditation by National Board of Accreditation in Tier-II format to MCA programme offered by **Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146.**

2. An Expert Team conducted on-site evaluation of the programmes during **28th-29th October, 2017**. The report submitted by the Expert Team was considered by the concerned Committees constituted for the purpose in NBA. The competent authority in NBA has approved the following accreditation status to the programmes as given in the table below:

S.No.	Name of the Programme(s) (PG)	Basis of Evaluation	Accreditation Status	Period of validity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Masters in Computer Application	Tier-II January 2013 Document	Provisionally Accredited	Academic Years 2017-2018 and 2018-2019 i.e., up to 30-06-2019	Accreditation status granted is valid for the period indicated in Col.5 or till the program has the approval of the competent authority, whichever is earlier.

3. It may be noted that only students who graduate during the validity period of accreditation, will be deemed to have graduated with an NBA accredited degree.

4. The programmes have been granted provisional accreditation. **Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146** should submit the Compliance Report at least six months before the expiry of validity of accreditation mentioned above to be eligible to be considered by the concerned Committee in NBA for further processing of the accreditation status. This could entail further extension of accreditation or a revisit, as deemed appropriate by NBA Committees.

5. The accreditation status awarded to the programmes as indicated in the above table does not imply that the accreditation has been granted to **Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146** as a whole. **As such, the Institution should nowhere along with its name including on its letter head etc. write that it is accredited by NBA because it is programme accreditation and not Institution accreditation. If such an instance comes to NBA's notice, this will be viewed seriously.** Complete name of the programme(s) accredited, level of programme(s) and the period of validity of accreditation, as well as the date from which the accreditation is effective should be mentioned unambiguously whenever and wherever it is required to indicate the status of accreditation by NBA.

Contd/-

6. The accreditation status of the above programmes is subject to change on periodic review, if needed by the NBA. It is desired that the relevant information in respect of accredited programme as indicated in the table in paragraph 2, appears on the website and information bulletin of the Institute.

7. The accreditation status awarded to the programmes as indicated in table in paragraph 2 above is subject to maintenance of the current standards during the period of accreditation. If there are any changes in the status (major changes of faculty strength, organizational structure etc.), the same are required to be communicated to the NBA, with an appropriate explanatory note.

8. A copy of the Report of Chairman of the Visiting Team and a copy each of Evaluators' Reports in respect of the above programmes are enclosed.

9. If the Institute is not satisfied with the decision of NBA, it may appeal within thirty days of receipt of this communication giving reasons for the same and by paying the requisite fee.

Yours faithfully,



(Dr. Anil Kumar Nassa)
Member Secretary

Encls: 1. Copy of Report of Chairman of the Visiting Team.
2. Copy each of Expert Reports of the Visiting Team.

Copy to:

1. Directorate of Technical Education,
Killa Maidan, Buxi Bazar,
Cuttack, Odisha 753 001
2. The Registrar
Biju Patnaik University of Technology
Chhend Main Road,
Chhend Rourkela,
Odisha 769 004
3. Accreditation file
4. Master Accreditation Folder of the State

राष्ट्रीय प्रत्यायन बोर्ड

चौथा तल, ईस्ट टावर, एन. बी. सी. सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली -110003

NATIONAL BOARD OF ACCREDITATION

4th Floor, East Tower, NBCC Place, Bhasham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003



F.No. 30-18-2010-NBA

Date: 25-08-2022

To,
The Principal
Indira Gandhi Institute of Technology, Sarang,
At/Po- IGIT Sarang, Dist - Dhenkanal,
Odisha-759146

Subject: Accreditation status of program applied by Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146.

Sir,

This has reference to your application I.D. No. **4798-14-06-2020** seeking accreditation by National Board of Accreditation to UG Engineering program offered by **Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146**.

2. An Expert Team conducted onsite evaluation of the programs from **20th to 22nd May 2022**. The report submitted by the Expert Team was considered by the concerned Committees constituted for the purpose in NBA. The Competent Authority in NBA has approved the following accreditation status to the programs as given in the table below:

Sl. No.	Name of the Program(s) (UG)	Basis of Evaluation	Accreditation Status	Period of validity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Chemical Engineering	Tier II June 2015 Document	Accredited	Academic Years 2022-2023 to 2023-2024 i.e. upto 30-06-2024	Accreditation status granted is valid for the period indicated in Col.5 or till the program has the approval of the Competent Authority, whichever is earlier
2.	Civil Engineering		Accredited		
3.	Electrical Engineering		Accredited (673 marks awarded by the visiting team reduced to 641 as per the observation made and indicated in the Annexure to this letter)		
4.	Mechanical Engineering		Accredited		
5.	Metallurgical & Materials Engineering		Accredited		

3. It may be noted that only students who graduate during the validity period of accreditation, will be deemed to have graduated with an NBA accredited degree.

4. The accreditation status awarded to the programs as indicated in the above table does not imply that the accreditation has been granted to **Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146** as a whole. **As such the Institution should nowhere along with its name including on its letter head etc. write that it is accredited by NBA because it is program accreditation and not Institution accreditation. If such an instance comes to NBA's notice, this will be viewed seriously.** Complete name of the program(s) accredited, level of program(s) and the period of validity of accreditation, as well as the Academic Year from which the accreditation is effective should be mentioned unambiguously whenever and wherever it is required to indicate the status of accreditation by NBA.

Contd./...

5. The accreditation status of the above programs is subject to change on periodic review, if needed by the NBA. It is desired that the relevant information in respect of accredited programs as indicated in the table in paragraph 2, appears on the website and information bulletin of the Institute.
6. The accreditation status awarded to the programs as indicated in table in paragraph 2 above is subject to maintenance of the current standards during the period of accreditation. If there are any changes in the status (major changes of faculty strength, organizational structure etc.), the same are required to be communicated to the NBA, with an appropriate explanatory note.
7. A copy each of the Report of Chairman of the Visiting Team and Evaluators' Reports in respect of the above programs is enclosed.
8. If the Institute is not satisfied with the decision of NBA, it may appeal within thirty days of receipt of this communication giving reasons for the same and by paying the requisite fee.

Yours faithfully,



(Dr. Anil Kumar Nassa)
Member Secretary

- Encls.:**
1. Copy of Report of Chairman of the Visiting Team.
 2. Copy each of Expert Reports of the Visiting Team.

Copy to:

1. The Registrar
Biju Patnaik University of Technology,
Chhend Colony, Rourkela, Odisha-769004
2. Director of Technical Education
Killa Mainda, Buxi Bazar
Cuttack 753001, Odisha
3. Accreditation File
4. Master Accreditation file of the State

Indira Gandhi Institute of Technology, Sarang, At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146

<u>Name of the program</u> <u>(UG)</u>	<u>Observations</u>
Electrical Engineering	Marks are recalculated as per formula in criterion 5 (SFR, Cadre Proportion and Faculty Retention).

Chief

राष्ट्रीय प्रत्यायन बोर्ड

चौथा तल, ईस्ट टावर, एन. बी. सी. सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली -110003

NATIONAL BOARD OF ACCREDITATION

4th Floor, East Tower, NBCC Place, Bhisam Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003



File No. 30-18-2010-NBA

Date: 30/07/2024

To,

The Director,
Indira Gandhi Institute of Technology,
Sarang At/Po- IGIT Sarang, Dist. - Dhenkanal,
Odisha-759146.

Sub.: Extension of the Period of Accreditation Status granted to UG Engineering Programs offered by Indira Gandhi Institute of Technology, Sarang At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146.

Sir,

This has reference to NBA's letter of even number dated 25/08/2022 under which some of the UG Engineering program(s) offered by your Institution were granted accreditation from the Academic Years 2022-23 to 2023-24 i.e. upto 30/06/2024 in Tier II by National Board of Accreditation.

2. National Board of Accreditation (NBA) has decided that in all cases of UG Engineering program(s) of TEQIP-III Tier-II Institutions whose validity of accreditation of 2 years is expiring on 30/06/2024, the period of accreditation of these programs shall be extended from 2 to 3 years subject to the condition that they meet the essential parameters of Pre-visit qualifiers. The Pre-visit qualifiers submitted by **Indira Gandhi Institute of Technology, Sarang At/Po-IGIT Sarang, Dist - Dhenkanal, Odisha-759146** in respect of the following UG Engineering programs have been considered. They meet the essential parameters of pre-qualifiers. Accordingly, the Competent Authority in NBA has approved the following accreditation status to the program(s) as given in the Table below:

Sl. No.	Name of the Program(s) (UG)	Basis of Evaluation	Accreditation Status	Period of extended validity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Metallurgical and Material Engineering	Tier-II June 2015 Document	Accredited	Academic Year 2024-25, i.e. upto 30-06-2025.	Accreditation status granted is valid for the period indicated in col.5 or till the program has the approval of the Competent Authority, whichever is earlier
2.	Civil engineering				
3.	Chemical Engineering				
4.	Electrical Engineering				
5.	Mechanical Engineering				

3. It may be noted that only students who graduate during the validity period of accreditation, will be deemed to have graduated with an NBA accredited degree.

4. The programs have been granted accreditation upto 30/06/2024. **Indira Gandhi Institute of Technology, Sarang At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146** should submit the Compliance Report at least six months before the expiry of validity of accreditation mentioned above to be eligible to be considered by the concerned Committee in NBA for further processing of the accreditation status. This could entail further extension of accreditation or a revisit, as deemed appropriate by NBA Committees.

Contd.2/...

5. The accreditation status awarded to the program(s) as indicated in the above table does not imply that the accreditation has been granted to **Indira Gandhi Institute of Technology, Sarang At/Po- IGIT Sarang, Dist - Dhenkanal, Odisha-759146** as a whole. As such the Institution should nowhere along with its name, including on its letter head etc. write that it is accredited by NBA because NBA only accredits program(s), and not Institutions. If such an instance comes to NBA's notice, this will be viewed seriously. Complete name of the program(s) accredited, level of program(s) and the period of validity of accreditation, should be mentioned unambiguously whenever and wherever it is required to indicate the status of accreditation by NBA.

6. The accreditation status of the above program(s) is subject to change on periodic review, as deemed necessary by the NBA. It is desired that the relevant information in respect of accredited program(s) as indicated in the Table in paragraph 2, appears on the website and information bulletin of your College/Institution.

7. The accreditation status awarded to the program(s) as indicated in Table in paragraph 2 above is subject to maintenance of the current standards during the period of accreditation. If there are any changes in the status (major changes of faculty strength, organizational structure etc.), the same are required to be communicated to the NBA, with an appropriate explanatory note.

Yours faithfully,



(Dr. Anil Kumar Nassa)
Member Secretary

Copy to:

1. The Director,
Directorate of Technical Education & Training
Killa Maidan, Buxi Bazar
Cuttack- 753001.
2. The Registrar,
Biju Patnaik University of Technology Rourkela Odisha
Chhend Colony, Rourkela, Raurkela Industrial ship,
Odisha 769004
3. Accreditation file
4. Master Accreditation file of the State