

ARYABHATT INSTITUTE OF TECHNOLOGY

formerly Aryabhat Polytechnic
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
GOVT. OF NCT OF DELHI
G.T. Karnal Road, New Delhi - 110 033
Phone:(011) 27465281
Web Site : <http://www.abitdelhi.in>
Email: arybhatpolytechnic@yahoo.com

Manual No. 4 (I,II,III&IV) NATURE of FUNCTION/ SERVICE OFFERED

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

Norms set for the discharge of function.

Sl. No	Activity	Time frame/Norm	Time Limit	Remarks
1.	Teaching of classes	Course curriculum and syllabus approved by DTTE/BTE is complied in each semester as per AICTE/BTE norms. Students evaluation of performance through (i) Internal Evaluation (ii) External Evaluation by BTE Internal Evaluation by two tests conducted at regular interval in Semester. External Evaluation by semester end examination in May/June and December/January month of each year. Evaluation comprises paper setting, conduct of exams and compilation of marks and communication to students/parents/BTE	As per the Academic Calendar issued by DTTE/ BTE	NIL
2.	Purchase of consumables and Non-consumables items, items for conduct of practical classes for day to day teaching	Purchasing after codal formalities completed before beginning of each session.		NIL

(v)	GRIEVANCE REDRESSAL MECHANISM	<ul style="list-style-type: none">• Principal, Aryabhat Polytechnic is the designated Public Grievances Officer to look into the grievances of the Public and is available to public during the Public Hours i.e. 8.30 AM to 5.00 PM.• One Complaint/Suggestion Box is available in the Office to facilitate feedback from the Public.	As per Govt. Norms	NIL
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