

RESEARCH PROMOTION

POLICY STATEMENT

Preamble: Along with regular teaching the Assam down town University encourages research in PhD and funded research project. Research is a compulsory part in graduate and post graduate programs. The University Research Council in the supreme body to look after the research activity of the University. Besides there is a research director to facilitate extramural funded research projects including collaborative research projects while the Faculty Research Committees looks after the PhD research program. Both FRCs and Director Research are responsible to University Research Council.

Assam down Town University Research promotion policy includes the following.

A. Stakeholders:

1. Students
2. Faculty
3. Sponsors (if any)
4. Institutes (Collaborative if any)
5. Other human resources.

B. Purpose:

The purpose of research policy is to create vibrant atmosphere of research among faculty and researches in Assam down Town University. The policy shall serve as an overall framework within which research activities may be carried out.

Objectives:

- Undertake research leading to Quality publications.
- Presentations in National & International conference of reference and research journals.
- Generation of Intellectual property with potential for commercialization.
- Socially useful outcome.
- Research output will be considered as one of the criteria for faculty.

C. Scope:

Assam down Town University lays down code of ethics for all faculty members undertaking research and operationally controlled by the University Research Council. It concerns all the activities through which research information and data are gathered processes and disseminated through publication and other means.

Resources for Research support:**Seed money for pre research proposals and Travel Allowances for participating conference and seminars:**

The University has a research budget on research grant and allocated certain amount of money for financial assistance in the form of seed money (intramural fund) for undertaking pre research proposals, TA/DA and others for travel for attending conference seminar and workshops. The application for such research grant is certified by a Committee and recommends the status of grant prayed for the matter will be reported to the University Research Council.

Research management:

Overall management of research activities may be coordinated by Director of Research under the Supervisor of VC/Pro VC. Each department of Research activity will be coordinated by Dean of Faculty/HOD.

Ethics: Ethical standard for the research works shall be monitored by the Ethics Committee of the University.

Action taken report

Inbox x

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Debojit Bhattacharya <debojit@downtowngroup.in>

11:46 AM (11
minutes ago)

to ed, Gariasi, Joutishman, rs, HK, lp_saikia, seemasharma1322, Rajeev, BiplabKumar, dr.arupkalita, homeswar, Pratap, Utsav, null, principal, me, academic.offic., directorqual it.

To,
All Director/Chairperson/ Dean ic /HoD
Assam down town University

Sub: - Action taken on the resolution adopted in the 40th Board of Management meeting held on 20/12/2017

Sir/Madam,

Action taken on the resolution adopted in the last Board of Management Meeting held on 20/12/2017 is to be placed before the next Board of Management meeting scheduled to be held on 07/03/2018. I am listing below all the resolutions adopted in the last Board of Management meeting so that concerned person responsible for taking appropriate action on those resolutions would file a report on the action taken by him/her to the undersigned on or before 03/03/2018, so that these may be placed on the Board of Management meeting to be held on 07/03/2018.

Resolution No.: **R/BoM-40/01:**

Resolved that "Policy statement on research promotion as placed by our Honorable Pro Vice Chancellor be approved expect the allocation of seed money for pre research proposals which be placed in the next Finance Committee meeting to be held on 21/12/2017."

Resolution No.: **R/BoM-40/02:**

The Committee entrusted for preparation of Policy documents and handbook on code of conduct be seated on 03/01/2018 at 11.00 A.M and prepare a draft copy of the policy on code of conduct for all staffs and employees of the University."

Resolution No.: **R/BoM-40/03:**

Resolved that "The committee constituted under the Chairperson of the Dean shall finalize the Research Review Committee and its function."

Resolution No.: **R/BoM-40/04:**

Resolved that "The Re-division of Faculty system of the University be approved after necessary corrections as suggested."

Resolution No.: **R/BoM-40/05:**

Resolved that "The deadline to apply to the NAAC for accreditation be 15th February 2018 and relevant work to be completed by 31st January 2018."

Resolution No.: **R/BoM-40/06:**

Resolved that "The Steering Committee for Implementation of Quality Circle with the following members be approved:-

1. Chancellor and or the Vice Chancellor, Chairperson
2. Managing Trustee/ Resident Trustee
3. Additional Registrar (Administration)
4. Academic Officer
5. Finance & Accounts Officer
6. Department of Quality & Process & Deputy Registrar (Administration), Co-coordinator."

Resolution No.: **R/BoM-40/07 (a):**

Resolved that the IQAC office beholder be the following:

- | | |
|---------------------------------|----------------|
| 1. The Dean of Studies | Director IQAC. |
| 2. Director (Quality & Process) | Coordinator. |
| 3. Mrs. Papari Sarma | Statistician |

Resolution No.: **R/BoM-40/07 (b):**

Resolved that the structure of the committee for the management of IQAC be as follows:-

- | | |
|---|-----------------|
| 1. Dean of Studies | Chairperson |
| 2. Pro Vice Chancellor | Co- Chairperson |
| 3. Dean, Faculty of Engineering & Technology | Member |
| 4. Chairperson, Faculty of Commerce, Management, Humanities and Social Sciences | Member |
| 5. Dean, Faculty of Pharmaceutical Sciences | Member |
| 6. Chairperson, Faculty of Paramedical Sciences | Member |
| 7. Chairperson, Faculty of Sciences | Member |
| 8. Dean I/c, Faculty of Nursing | Member |
| 9. Dean I/c, Faculty of Sciences | Member |
| 10. Academic Officer | Member |
| 11. Dr. Anil Kumar Goswami | External |
| Member | |
| 12. Dr. A.C. Bhagabati | External |
| Member | |
| 13. Director (Quality & Process) | Coordinator |

Please treat this as most urgent.

Thanks & Regards,

Debojit Bhattacharya
Deputy Administrative Officer
Assam down town University