

# CRITERIA-WISE ANALYTICAL REPORT



Assam down town University

Panikhaiti, Guwahati -781026

Assam

<b>Chapter</b>	<b>Page No.</b>
<b>1 CRITERION: CURRICULAR ASPECTS.....</b>	<b>7</b>
1.1 Curriculum Design and Development.....	8
1.2 Academic Flexibility.....	15
1.3 Curriculum Enrichment.....	20
1.4 Feedback System.....	23
<b>2 CRITERION: TEACHING LEARNING AND EVALUATION.....</b>	<b>25</b>
2.1 Student Enrolment and profile .....	26
2.2 Catering to Student Diversity.....	30
2.3 Teaching-Learning Process .....	34
2.4 Teacher Quality.....	44
2.5 Evaluation Process and Reforms.....	51
2.6 Student Performance and Learning Outcomes.....	58
<b>3 CRITERION: RESEARCH.....</b>	<b>62</b>
3.1 Promotion of Research.....	63
3.2 Resource Mobilization for Research.....	71
3.3 Research Facilities.....	73
3.4 Research Publications and Awards .....	76
3.5 Consultancy.....	79
3.6 Extension Activities and Institutional Social Responsibility (ISR) .....	82
3.7 Collaboration.....	92
<b>4 CRITERION: PHYSICAL FACILITIES .....</b>	<b>98</b>
4.2 Library as a Learning Resource .....	105
4.3 IT Infrastructure .....	111
4.4 Maintenance of Campus Facilities .....	119

<b>5</b>	<b>CRITERION:STUDENTS SUPPORT AND PROGRESSION .....</b>	<b>121</b>
5.1	Student Mentoring and Support .....	122
5.2	Student Progression.....	135
5.3	Student Participation and Activities.....	138
<b>6</b>	<b>CRITERION: GOVERNANCE, LEADERSHIP AND MANAGEMENT .....</b>	<b>141</b>
6.1	Institutional Vision and Leadership .....	142
6.2	Strategy Development and Deployment .....	151
6.3	Faculty Empowerment Strategies.....	155
6.4	Financial Management & Resource Mobilization .....	159
6.5	Internal Quality Assurance System.....	162
<b>7</b>	<b>CRITERION: INNOVATIONS AND BEST PRACTICES .....</b>	<b>164</b>
7.1	Environment Consciousness .....	165
7.2	Innovations .....	169
7.3	Best Practices .....	173

<b>Figure No.</b>	<b>Title</b>	<b>Page No.</b>
Figure 1.1	Flowchart representing the curriculum development process	11

<b>Table No.</b>	<b>Title</b>	<b>Page No.</b>
Table 1.1	The Structure of Board of Studies	10
Table 1.2	Programmes taught on campus	15
Table 1.3	Inter-disciplinary Programmes	20
Table 1.4	Programmes in Emerging Fields	21
Table 2.1	No. of Students Admitted in the Last Four Academic Years	29
Table 2.2	Demand Ratio of Various Programmes (Year Wise)	29
Table 2.3	No. of Student projects executed within the Department/ University	41
Table 2.4	Detail of the Faculty	45
Table 2.5	Diversity among faculty	46
Table 2.6	Faculty appointed during the last four years	47
Table 2.7	Emeritus, Adjunct and Visiting Professors	48
Table 2.8	Faculty members undergoing staff development programmes	49
Table 2.9	Scale of Grading for the B.Tech. Programmes of AdtU	58
Table 2.10	Scale of Grading for the MBA Programmes of AdtU	59
Table 2.11	Scale of Grading for the M. Tech. Programmes of AdtU	59
Table 2.12	Scale of Grading for the BBA/B.Pharm Programmes of AdtU	60
Table 3.1	Department of Training and Development has collaborations with Institutes and Organizations	94
Table 4.1	List of Important Instruments in Various Departments	101
Table 4.2	The capacity of hostels and their occupancy	102
Table 4.3	Details of Library Holdings	107
Table 4.4	Detail of Annual Library Budget and Amount spent for last four years	109
Table 4.5	Annual budget and amount spent for the update, deployment and maintenance of computers for the year 2016-2017	117
Table 4.6	The annual budget for maintenance (last 4 years)	120

Table 5.1 University scholarships/freeships to the students during the last four years	124
Table 5.2 Table showing free ship and scholarship for the last four years	125
Table 5.3 Placement Data	131
Table 5.4 Cumulative enrolment of the students for current academic year: 2015-16	135
Table 5.5 Student progression	135
Table 5.6 Programme wise Completion Rate	136
Table 5.7 Students Qualified in Other Examinations	137
Table 5.8 Details of PhD Thesis	137
Table 5.9 Participation of students in cultural activities	138
Table 5.10 Participation of students in sporting activities	139
Table 6.1 Meetings of various authorities held during the last four years	146
Table 6.2 Result of gender audit for the year 2016-17	158
Table 6.3 Audited Income and Expenditure Statement	160

# **1 CRITERION:**

## **CURRICULAR ASPECTS**

## 1.1 Curriculum Design and Development

### 1.1.1 How is the institutional vision and mission reflected in the academic programmes of the university?

The Vision and Mission statements of the University being defined as per provision of the Act are well reflected in its academic programs. The broad vision of the University is to enhance the well-being of the society through education and creating new knowledge and producing well trained human resources. To fulfill the vision, mission and services, The University has formulated its curricular to create skilled professionals in order to benefit the society. In conformity with the vision and mission statements, the University has been offering academic programs in Engineering and Technology, Pharmacy, Nursing, Allied Health Sciences, Paramedical Sciences, Hospitality, Management Studies, Distance Education and Skill Development Programmes. The University has been developing research facilities for encouraging research in masters and PhD levels.

The University performs the following activities to reflect the vision and mission in the academic curriculum:

- Modification / up gradation of curricula and syllabi are done in accordance with the feedback and inputs from students, industry, research organizations, professional bodies and academicians.
- By imparting training by the invited experts in personality development, IT skills, Entrepreneurial Skills to the students besides its own faculty members.
- By recruiting qualified and experienced faculty in the different domain and disciplines.
- By due establishment of laboratory, Library and Classrooms.
- Providing hands-on training in the emerging areas such as IT through workshops, demonstrations and innovative projects.
- Motivating and encouraging students and faculty members in research, consultancy process and knowledge development.



- Inviting experts from leading R&D organizations and Industries for various academic enrichment programmes.
- The values related to good citizenship and civic sense is also addressed through courses like Environmental Studies, Sociology and Human & spiritual values.
- Organizing various co-curricular and extracurricular activities to motivate the students in building leadership quality and team work spirits.

The Vision and Mission statements of the University are as below:

### **Vision**

To impart quality education encouraging success and to generate knowledge for development.

### **Mission**

To maintain Knowledge Repository.

To impart UG and PG education for generating skillful workforce in different domain of studies.

To generate new knowledge through research and also to translate them to population level by industry collaboration.

To produce skillful workforce through capacity building at different levels of studies following the Govt. of India skill development policy.

To contribute economic development through the trained human resource.

To collaborate with National and International organizations/ agencies for advancement of knowledge and for global human development.

The above vision and mission are achieved by the University through developing infrastructural facilities, recruiting faculties as per requirement and promoting various certificate diploma in various UG and PG programmes. The University has also engaged itself for promoting research in UG, PG and PhD. level. The various certificate UG, PG and PhD programmes are running fairly well.

**1.1.2 Does the university follow a systematic process in the design and development of the curriculum? If yes, give details of the process (need assessment, feedback, etc.).**

Yes, the University makes the best use of its autonomy to pursue innovation in curriculum design. A systematic process in the design and development of the curriculum is followed as given below.

**Curriculum Design and Implementation**

The curriculum is prepared by the Board of Studies (BoS) of each discipline under different domain by taking reference from curriculum of established reputed universities including inputs from eminent academicians and professionals. The University also follows PCI, AICTE and INC recommendations for the programmes of Pharmacy, Engineering, and Nursing respectively or any other regulatory bodies & council of India. The activity of curriculum design is carried out time to time, updated whenever required and annually reviewed. The curricula are placed before the Academic Council of the University for reviewing and approval.

Table 1.1 The Structure of Board of Studies

Chairman	Head of Department
Members	Faculty members of the department
External Members	Academician and Industry Experts
Secretary	Nominated by HoD
Invited Members	BoS can also co-opt special invitees whenever necessary

Table 1.2 The Structure of Academic Council of the University

Chairman	Vice Chancellor
Nominated Members	Pro-Vice Chancellor
	Dean of Studies
	Managing Trustee
	External Eminent Academicians
Members	Directors
	Principals
	Controller of Examination
	Heads of the Departments
Member Secretary	Academic Registrar

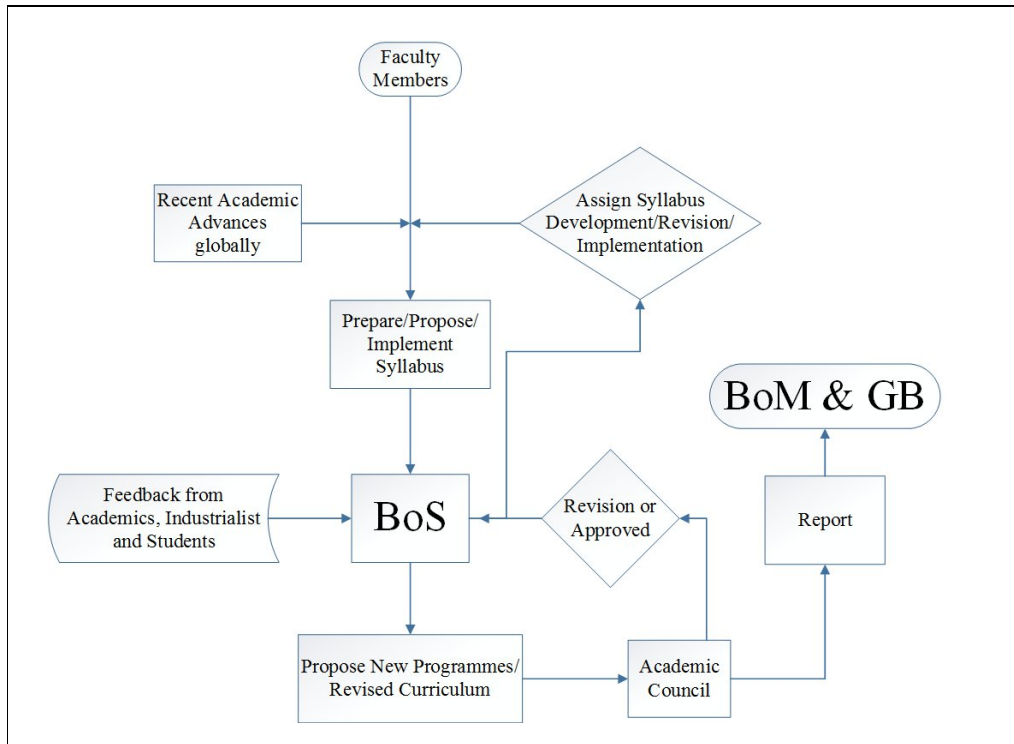


Figure 1.1 Flowchart representing the curriculum development process

### 1.1.3 How are the following aspects ensured through curriculum design and development?

- \* Employability
- \* Innovation
- \* Research

The curricula design and development process of the University ensures that innovations, employability and research components are addressed appropriately.

#### **Employability**

Curricula and syllabi are prepared and revised time to time considering the valuable inputs from the professionals of industries and academicians. The UG and PG course curricula are framed in a way that it enhances technical and logical skills of the students. Science & Technology programmes are encompassed with robust practical component to enhance the capability of translating theoretical knowledge into practice. UG and PG programmes contain a course module of Project work/Mini Project work/ Internship etc. Training programs are provided to the students in the form of workshops and lectures from experts of national and international institutes/organizations.

Personality development programmes are organized by the Training & Placement Cell of the University. Industrial visits are arranged by various departments to give vision and understanding of current trends and needs of the industries. A sound and effective placement cell of the university not only ensures to bring in better employment opportunities but also prepare the students to fetch the best opportunities by continuously upgrading them. Besides the course curriculum, the University's competent training and placement cell organizes various interactive sessions with the students which happen to be the key factor in achieving excellent placements.

#### **Innovation**

The curriculum provides ample opportunities to nurture innovations. The curriculum includes compulsory project work as an integral part which provides opportunities to the students to exercise and put forth innovations as scientific models, designs and developments. The students are encouraged for participation in various events organized by this university and other universities & institutes of national and

international repute. The students of this university participate in such events and have also received accolades. Students are encouraged to present and publish research papers on their dissertation and project work in research journals. The curriculum enables students to undergo extensive thought provoking activities while they are exposed to various case studies and they effectively utilize this platform to score their reasoning and analyzing skills. The curriculum also include industrial visits and training that encourage the students to envisage the real time scenario of employability and higher studies. In some of the programmes excursions to academic and research institutions being a compulsory part, enable to the students visualize the application of the theoretical knowledge gained in the classrooms.

### **Research**

The curriculum of the programmes has compulsory project works in the final year/ semester or mini project works in most of our programmes. The students undergo elementary aspects of research methodology, statistical methods before going to research activity. They may publish their findings of their research in research journal or present them in conferences/ seminars etc. The project works enable students to understand and review recent scientific and technological trends. In view of enhancing knowledge and exposure for curriculum enrichment, financial assistance is also given to the faculty members in the form of registration fees, travel and leave grants to present their research papers in national and international seminars, workshops and conferences. The University Ethics Committee gives inputs to the students for their under graduate, post graduate and PhD research. It has an animal house for carrying out biological research.

#### **1.1.4 To what extent does the university use the guidelines of the regulatory bodies for developing and/or restructuring the curricula? Has the university been instrumental in leading any curricular reform which has created a national impact?**

The University follows the guidelines prescribed by UGC, AICTE, PCI and INC for developing and/or restructuring the curricula.

While finalizing the curricula Particularly of Engineering programmes all the aspects specified by International Professional bodies such as IEEE (Institute of Electrical and

Electronics Engineers) for Electrical and Electronics, ASME for Mechanical Engineering, ASCE for Civil Engineering, CSAB for Computer Science and Engineering.

As per guidelines of UGC the mandatory course on Environmental Science is included in the curriculum of undergraduate programmes.

The University has introduced programmes on Physiotherapy, Trauma Emergency & Disaster Management, Emergency and Critical Care, OT Technology, Radiography, Optometry and Dialysis Technology. These programmes are pioneered by this University in entire North East India. The curricula of these courses are prepared in such a way that these include all recent advancements in producing efficient human resources in respective fields, who are well employed as of now.

**1.1.5 Does the university interact with industry, research bodies and the civil society in the curriculum revision process? If so, how has the university benefitted through interactions with the stakeholders?**

The institution involves internal and external academic experts from Industry/Academic Sector in Curriculum development process by including them in the Board of Studies and Academic Council as Members/Special Invitees.

The feedback from the students, alumni and employer are considered for appropriate incorporation if found important while preparing the syllabus of a programme. Such involvement is helping the University in connection with student employability and economic development.

**1.1.6 Give details of how the university facilitates the introduction of new programmes of studies in its affiliated colleges.**

Not Applicable.

**1.1.7 Does the university encourage its colleges to provide additional skill-oriented programmes relevant to regional needs? Cite instances (not applicable for unitary universities).**

Not Applicable.

## 1.2 Academic Flexibility

### 1.2.1 Furnish the inventory for the following:

- Programmes taught on campus:

Table 1.2 Programmes taught on campus

Faculty	Department	Programmes			
		Diploma	UG	PG/Integrated	PhD
Engineering and Technology	Civil Engineering	No	Yes	Yes	Yes
	Mechanical Engineering	No	Yes	Yes	Yes
	Electronics and Communication	No	Yes	Yes	Yes
	Computer Science & Engineering	No	Yes	Yes	Yes
Sciences	Biotechnology	No	Yes	Yes	Yes
	Microbiology	No	Yes	Yes	Yes
	Biochemistry	No	No	Yes	No
	Food Nutrition & Dietetics	No	Yes	Yes	Yes
Nursing Pharmacy & Paramedical Sciences	Nursing	No	No	Yes	No
	Pharmacy	Yes	Yes	Yes	Yes
	Physiotherapy	Yes	Yes	Yes	Yes
	Radiography & Imaging Technology	Yes	Yes	No	No
	Medical Laboratory Technology	Yes	Yes	Yes	Yes
	Optometry	Yes	Yes	No	No
	Dialysis Technology	Yes	Yes	No	No
	Trauma, Emergency & Disaster Management	No	Yes	No	No
	OT Technology	No	Yes	No	No
Humanities & Social Sciences	Social Works	No	Yes	Yes	Yes
Commerce & Management Studies	Business Administration	No	Yes	Yes/Yes	Yes
	Hospitality Management	Yes	Yes	No	No
Distance Education	School of Distance Education	No	Yes	Yes	No

- **Overseas programmes offered on campus:**

Presently, the University does not offer any overseas programme on the campus

- **Programmes available for colleges to choose from:** N/A

### 1.2.2 Give details on the following provisions with reference to academic flexibility

#### a. Core / Elective options

The course curricula of most of the UG and PG programmes of the University have core and elective options for the students. Introduction of Choice Based Credit System (CBCS) has facilitated well defined structure of core and elective options.

**b. Enrichment courses**

The University offers a number of Enrichment Courses in almost all of the programmes such as soft skills, communication skills, IT, research, entrepreneurship development, internship and personality development to enhance employability of the students. Besides the integral enrichment courses in the curriculum of various programmes additional programmes on the above mentioned subjects are also available wherein the students can pursue separately getting admission into it.

**c. Courses offered in modular form:**

All courses in various programmes are in modular form. Each course has well defined objectives, learning outcomes, pre-requisites, syllabus, and assessment scheme.

**d. Credit accumulation and transfer facility:**

The credit accumulation and transfer facility has not been in force as such. However, the University has signed an MoU on 18.01.2012 with LIT (Limerick Institute of Ireland), Ireland in which the students from this University who have successfully completed their second year in Engineering are eligible for admission in third year of their Engineering Programme. On successful completion, the students are awarded with Engineering Degree jointly by both LIT & AdtU.

**e. Lateral and vertical mobility within and across programmes, courses and disciplines:**

The facility of lateral and vertical mobility within and across the programmes, courses and discipline is available to the students of the University. There is a provision available to change the Faculty of Studies. The bachelor degree holders in one discipline may pursue higher studies in another discipline subject to some constraints. Similarly, postgraduate degree holders in one discipline may pursue research degree programmes in other discipline. The facility of lateral mobility is available to the students of the B.Tech programmes, Paramedical and Pharmaceutical Sciences.



**1.2.3 Does the university have an explicit policy and strategy for attracting international students?**

Yes, the University has explicit policy and strategy to attract international students. As a part of this, the University has a well established international students welfare cell headed by a senior faculty member and a committee. The committee takes care of the admission process. In order to attract students, information brochures are published with information relevant to overseas students such as programme options available, fee structures, hostel facilities for international students, services available etc. The University participates in Annual Educational Fairs in different foreign countries like Nigeria, Nepal, Bhutan, Bangladesh, Myanmar etc. In those fairs, information about the programmes and facilities available for international students is presented to the visitors in the form of posters and videos. Further, when representatives in India of the embassies of foreign countries visit the University, they are informally briefed about the programmes, facilities, services and guidance available to foreign students.

The outcome of the explicit policy and strategy adopted by the University for attracting international students has been reflected by the fact that the University could attract 135 students from 4 countries.

**1.2.4 Have any courses been developed targeting international students? If so, how successful have they been? If no, explain the impediments.**

The University does not have a specific course for targeting international students. However, our courses are well developed which could attract international students.

**1.2.5 Does the university facilitate dual degree and twinning programmes? If yes, give details.**

The University do not offer dual degree and twinning programmes as of now. However, the University has signed MoU with Liverpool University, UK whereby Liverpool University delivers specialized contents to the students at this University. This understanding began in 2015 and 84 students have undergone the Bachelor from Paramedical Sciences the contents of which was provided by the Liverpool University. The University has another MoU with LIT (Limerick Institute of Technology, Ireland), Ireland in which the students from this University who have successfully completed their second year in Engineering are eligible for admission in third year of

their Engineering Programme. On successful completion, the students are awarded with Engineering Degree jointly by both LIT & AdtU. However, it is not in force at present.

**1.2.6 Does the university offer self-financing programmes? If yes, list them and indicate if policies regarding admission, fee structure, teacher qualification and salary are at par with the aided programmes?**

All the programmes of the University are self-financing programmes except exempted in case of Govt. sponsored candidates. Programs are listed in Point 1.2.1. For getting admission in these programmes the eligibility criteria are as mentioned in the of UGC, AICTE, PCI, INC guidelines. The teachers are appointed in various programmes of the University as per the appointment criteria of the regulatory bodies like UGC, AICTE, PCI and INC etc. and are paid as per the University (AdtU) policy.

**1.2.7 Does the university provide the flexibility of bringing together the conventional face-to-face mode and the distance mode of education and allow students to choose and combine the courses they are interested in? If yes, give operational details.**

Presently, the University does not provide the flexibility of bringing together the conventional face-to-face mode and the distance mode of education and allow students to choose and combine the courses they are interested in. However, the University has a UGC approved distance education.

**1.2.8 Has the university adopted the Choice Based Credit System (CBCS)? If yes, for how many programmes? What efforts have been made by the university to encourage the introduction of CBCS in its affiliated colleges?**

Yes, the University has adopted CBCS (Choice Based Credit System) in all of the UG and PG programmes. However, the CBCS is adopted by the University in phase-wise manner. Presently all of the UG and PG programmes which were following annual systems are converted to Semester System by implementing CBCS. However in Nursing the University follows the annual system as per the recommendation of INC. Further, the diploma programmes of the University are in the process of conversion to CBCS phase-wise manner. Some of these diploma programmes have been converted to Semester System.

1.2.9 **What percentage of programmes offered by the university follow:**

- Annual system
- Semester system
- Trimester system

The percentage of the programmes offered by the University is as below-

- Total number of programmes : 69
- Annual System : 2 (3.0%)
- Semester System : 58 (97%)
- Trimester system : Nil

1.2.10 **How does the university promote inter-disciplinary programmes?  
Name a few programmes and comment on their outcome.**

The University offers interdisciplinary programmes such as B.Tech-MBA(integrated) B.Pharm-MBA(Integrated).The interdisciplinary programmes help the students to broaden their knowledge in multidiscipline and facilitate them to excel in their careers.

## 1.3 Curriculum Enrichment

### 1.3.1 How often is the curriculum of the university reviewed and upgraded for making it socially relevant and/or job oriented/knowledge intensive and meeting the emerging needs of students and other stakeholders?

The curriculum of the university is reviewed and accordingly revised based on the inputs from time to time by the Board of Studies (BoS) of respective Departments. The members of these BoS including external members from academic / research organizations and industry of relevance meet to review and revise the syllabus on annual basis. This is done for the up-gradation of the curriculum of any programme at this university making it socially relevant and / or job oriented. The curriculum is developed or revised keeping in mind the knowledge intensiveness and the requirements of the emerging needs of students and other stakeholders. However, before implementation, the curriculum developed / revised by the BoS has to be approved and ratified by the higher statutory bodies of the university.

### 1.3.2 During the last four years, how many new programmes at UG and PG levels were introduced? Give details

\* Inter-disciplinary 2

Table 1.3 Inter-disciplinary Programmes

Sl No.	Name of the Programme	UG / PG	Year of Introduction
1	MBA Integrated Engineering (B. Tech + MBA)	PG	2012
2	MBA Integrated Pharmacy (B. Pharm + MBA)	PG	2012

\* Programmes in emerging areas

Since the inception of the University, it has introduced 69 (PG, UG and Diploma) programmes. In the last four years, the following programmes are introduced which falls in emerging fields:

Table 1.4 Programmes in Emerging Fields

Sl. No.	Name of the Programme	Diploma/UG / PG	Year of Introduction
	B.Tech. in Computer Science & Engineering (Specialization in Cloud Technology and Information Security)	UG	2015
	B.Sc. in Animation and VFX	UG	2015
	B.Sc. in Digital Film Making and Visual Effects	UG	2015
	Master of Business Administration in Health Care Management	PG	2012
	Bachelor of Food Nutrition & Dietetics	UG	2014
	Master of Food Nutrition & Dietetics	PG	2012
	Bachelor of Medical Laboratory Tech.	UG	2012
	Master of Medical Laboratory Tech.	PG	2014
	Bachelor of Radiography & Imaging Technology	UG	2014
	Bachelor of Operation Theatre Technology	UG	2014
	Bachelor of Biotechnology	UG	2012
	Master of Biotechnology	PG	2012
	Bachelor of Trauma, Emergency & Disaster Management	UG	2010
	Master in Emergency & Critical Care	PG	2015
	Diploma in Dialysis Technology	Diploma	2013
	Diploma in Radiography & Imaging Technology	Diploma	2013
	Diploma in Medical Laboratory Tech.	Diploma	2013

### 1.3.3 What are the strategies adopted for the revision of the existing programmes? What percentage of courses underwent a syllabus revision?

The University gets input from the faculty members, external academicians and industrial professional for the revision of the existing programmes. The BoS is constituted of all these members and they meet for the revisions of the existing programmes. During the process of revision, the members, adopt the guidelines and model curricula given by the UGC, other statutory councils and the guidelines of curriculum revision committee of the University. The BoS also look into the matter of curriculum revision keeping in mind the standard of the curriculum consulting the curriculum of reputed national and international institutions. There are 18

departmental BoS which has conducted 115 meetings during the period of 2013 to 2017. Almost all programmes has gone through review and revisions appropriately.

**1.3.4 What are the value-added courses offered by the university and how does the university ensure that all students have access to them?**

The University offers courses on Environmental Science to the students as per guidelines of UGC. A course on Communication and Soft Skills , Basic of Information Technology and Personality Development are included as a part of curricula in most of the programmes. The University also offers various courses like Yoga, Art of living, Music etc. where all the interested students of the university can participate as per their convenience as these programmes are scheduled before or after the regular classes. The University does not charge any additional tuition fee for these programs.

**1.3.5 Has the university introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies?**

The University has not introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies. However it imparts skills to the students with the help of down town Skill Academy.

The down town skill academy under down town Charity Trust is one of the first organizations in the entire North-East to be affiliated with Healthcare Sector Skill Council (HSSC) certificate no: HSSC/A/103(02). The trust has also got the affiliation of Telecom Sector Skill Council (TSSC), Tourism and Hospitality Sector Skill Council (THSC) and Construction Skill Development Council of India (CSDCI).

Since 2012, down town Skill Academy have successfully implemented a number of skill development programs under State and Central Govt. Schemes like EGM Assam, Ministry of Tourism, Govt. of India, Ministry of Minority Affairs, Govt. of India, Ministry of Social Justice, Govt. of India, Ministry of DoNER, Govt. of India Ministry of Defense, Govt. of India etc. A number of projects are ongoing under different schemes of both State and Central Govt.

## 1.4 Feedback System

### 1.4.1 Does the University have a formal mechanism to obtain feedback from students regarding the curriculum and how is it made use of?

University does not have a formal mechanism to obtain feedback from students but its mentor mentee system helps providing feedback of students for enrichment of curriculum. The University is initiating process for formal systems to obtain feedback.

### 1.4.2 Does the University elicit feedback on the curriculum from national and international faculty? If yes, specify a few methods such as conducting webinars, workshops, online discussions, etc. and its impact.

No, the University does not elicit feedback on the curriculum from national & international faculty. However, it is going to initiate it very soon.

### 1.4.3 Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and extent to which it is made use of.

Not Applicable.

### 1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the university in ensuring the effective development of the curricula?

The development and revision of curriculum for its up-gradation of various academic disciplines is a continuous process and this helps the University to remain at par with the latest developments in various disciplines which are socially relevant and contemporary. The present structure of Board of Studies, Faculties and Academic Council ensure the development of effective curricula. Some of the initiatives taken by the University for quality sustenance and quality enhancement for development of effective curricula are as below:

- The University has included distinguished professionals and academicians in the BoS and Academic Council.
- The University considers the model curriculum developed by UGC, Central Councils as well as the curriculum of benchmarked universities from within and outside the country.

- The University has adopted CBCS in most of the programmes in view of making a flexible and student centric curricula.
- The University also has a committee which formulates prototypes for curricula developments and monitors its implementation.



# **2 CRITERION: TEACHING LEARNING AND EVALUATION**

## 2.1 Student Enrolment and profile

### 2.1.1 How does the university ensure publicity and transparency in the admission process?

Admission process for all programmes of the University conforms to the guidelines of the University Grants Commission (UGC) as well as to the norms of relevant Statutory Councils. The Assam down town University ensures publicity and transparency by informing the prospective students about the criteria for admission, rules & regulations, facilities available by following means:

- a. University website: [www.adtu.in](http://www.adtu.in)
- b. Prospectus
- c. Advertisements in electronic and print media like news papers, radio and television etc.
- d. Social media such as Facebook and WhatsApp are also used to disseminate the necessary information to prospective candidates.
- e. Participation in Educational Fairs within and outside the State and the Country.
- f. Participation in State Counseling under Director of Technical Education for the States of Assam, Mizoram and Arunachal Pradesh.
- g. Participation in Counseling for NEC seats in the States of Assam, Sikkim, Meghalaya and Nagaland

In order to ensure transparency, personal interaction is made by the team of admission executives during which information related to courses offered by Assam down town University (AdtU) is passed on to the prospective students.

### 2.1.2 Explain in detail the process of admission put on place by the university. List criteria for admission: e.g (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common entrance test conducted by state agencies and national agencies (v) other criteria followed by the university (please specify)

Although the University does not have an entrance examination as such, but it scrutinizes all the application regarding eligibility for admission to a particular

programme. Those who are found qualified are called to appear before the admission committee with all their original documents in support of their qualification etc. A student is selected for admission on checking their academic credential for eligibility requirements followed by a personal interview. However, NET, MAT, GATE etc qualified candidates are directly admitted without personal interview. In case of Nursing, Pharmacy and Engineering the university follows guidelines laid down by INC, PCI and AICTE respectively. In PhD programmes the University conducts entrance test followed by personal interview as per UGC Guideline.

**2.1.3 Provide details of admission process in the affiliated colleges and the university's role in monitoring the same.**

Not Applicable.

**2.1.4 Does the University have mechanism to review its admission process and student profile annually? If yes what is the outcome of such an analysis and how has it contributed to the improvement of the process?**

Yes, the University has mechanism to review its admission process and student profile annually. The admission committee reviews time to time the admission process and implements measures necessary for its improvement.

**2.1.5 What are the strategies adopted to increase/ improve access for students belonging to the following categories.**

**SC/ST, OBC, Women, Persons with varied disabilities, economically weaker sections, outstanding achievers in sports and other extracurricular activities.**

The University has adapted several strategies to increase/improve the access for the students of the above categories. The University follows social justice policy of state government and Govt. of India for admission of students from these categories. Some of the steps taken are summarized below:

- SC/ST/OBC: Admission to students of this category to various programmes is given as per the norms prescribed by the state government and the various statutory councils. 5% relaxation in the marks in eligibility criteria is given to these students seeking admission to various programmes. Remedial coaching, extra classes,

mentoring, hostel facilities, tuition fee waivers, scholarships, etc. are provided to them.

- Women: The facilities like fully catered hostels, 24x7 security in all women hostels, tuition fee waivers, etc. are made available to them.
- Persons with varied disabilities: The University has provision for students from this category to undertake admission into various programmes. Besides fee waiver scholarship, accommodation facilities as well as adequate infrastructural facilities, extra care is given to this category of student by providing conducive learning environment.
- Economically weaker sections: The University sponsors the BPL category students into various programmes. At present 154 students of this category were admitted into various programmes offered by the University from (2012-2016). A huge number of students from economically weaker sections are also studying in this University under NERLP and different projects of various sponsoring bodies like OIL, NRL, Autonomous Councils etc. The students are also facilitated with fee concession based on their performance in academics.
- Outstanding achievers in sports and other extracurricular activities: In the case of outstanding achievers in sports and extracurricular activities, those who miss the regular schedule of internal examinations, are given an opportunity to appear for said examinations at a later date.

Reservation policies followed as per Govt. of India. SC/ST candidates are also given 5% relaxation while determining the minimum eligibility criteria for seeking admission. Girl students are given equal opportunity in admission to various programmes. Students who pass from AdtU are given preference for higher studies within the University by waiving upto 50% of admission fees.

**2.1.6 Number of students admitted in university departments in the last four academic years:**

Table 2.1 No. of Students Admitted in the Last Four Academic Years

Category	Year 1 (2013)		Year 2 (2014)		Year 3 (2015)		Year 4 (2016)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	10	12	22	13	19	19	82	101
ST	180	313	216	387	222	284	275	316
OBC	95	57	114	127	142	78	177	160
General	193	126	185	110	312	176	214	219
Others	21	8	23	30	11	5	60	72
Total	499	516	560	667	739	595	808	868
	<b>1015</b>		<b>1227</b>		<b>1268</b>		<b>1676</b>	

**2.1.7 Has the University conducted any analysis of demand ratio for the various programmes of the University departments and affiliated colleges? If so, highlight the significant trends explaining the reasons for increase / decrease.**

Table 2.2 Demand Ratio of Various Programmes (Year Wise)

Programmes	Number of applications				Number of students admitted				Demand ratio (No. of applicant/ admitted student)			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Diploma	450	480	282	560	326	389	210	455	1.38	1.23	1.34	1.23
UG	327	328	460	1400	231	277	374	1005	1.42	1.18	1.23	1.39
PG	58	192	222	230	43	101	153	186	1.35	1.90	1.45	1.24
Integrated Masters	32	25	31	28	27	12	17	16	1.19	2.08	1.82	1.75
PhD	21	101	100	19	9	75	76	14	2.33	1.35	1.32	1.36

**2.1.8 Were any programmes discontinued/ staggered by the university in the last four years? If yes, please specify the reasons.**

One programme in the Department of Engineering namely Electronics and Electrical Engineering was discontinued from 2011 because of non availability of sufficient number of students.

## 2.2 Catering to Student Diversity

2.2.1 **Does the University organize orientation/induction programmes for freshers? If yes, give details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years.**

The University organizes orientation/induction program to introduce the students to the rules and regulations as well as to motivate them to get acquainted with the new environment. The students are addressed by the Chancellor and Vice Chancellor of the University and explain to them about university's vision, mission and objectives. This program usually last for a day in all courses and seven days in case of management programme. It includes welcome speech, introduction to the members of the respective departments, available infrastructures and facilities, broad objectives of the programmes. They are also briefed, about anti-ragging legislation and consequences of ragging. The students are made aware that such activities are strictly prohibited within the campus which may attract rigorous punishment. Below given is the general list on which information to the students is passes on by all departments during the orientation / induction program:

- Vision, Mission and objectives of the University.
- Objectives of the Departments.
- Code of conduct.
- Instructions for parents.
- Courses and Activities.
- Examination pattern.
- Curriculum and Time Table.
- Co-curricular activities.
- Ethics and values.
- Scholarship and awards.
- University administration committee members and their phone numbers.

Parents are also invited during the induction programs to facilitate opportunity for placing their views and queries.

**2.2.2 Does the university have a mechanism through which the differential requirements of the student population are analyzed after admission and before the commencement of classes? If so, how are the key issues identified and addressed?**

The university performs activities such as counseling session, personal interviews etc., for finding differential requirements of the students. In case of students of nursing, additionally clinical assessments are done before the induction program. In each of the departments mentors are assigned to groups of students and they (mentors) assess their (students) learning abilities within the first one or two weeks of the first term during mentor-mentee discussions and is continued for the entire duration of the programme. As an outcome, the following key issues were identified.

- Absence of definite goal and domain knowledge leading to lack of interest in learning process,
- Medical and health needs,
- Lack of exposure towards the use of basic computer applications,
- Lack of basic knowledge of Mathematics and Statistics for effective reasoning and
- Lack of basic knowledge of English for effective communication.

The above identified issues are duly addressed by organizing need based customized efforts so as to bring the students with differential requirements at par with other students. The university provides health care facilities to the students through a well equipped health clinic in the campus monitored by qualified doctors and health care professionals. In addition to this students have the opportunity to access the medical facilities provided by the down town hospital which happens to be another sister unit managed by the same trust.

**2.2.3 Does the University offer bridge/remedial/add-on courses? If yes, how are they structured into the time table? Give details of the courses offered, department-wise/faculty-wise?**

Yes, remedial and add-on courses are offered by the university, which are given as below:

**Remedial Courses**

In all the departments of the University, there are remedial courses for the slow learners.

### **Add-on Courses**

Environmental Sciences have been the Add-on course in all the undergraduate programmes. In addition, communication skill, IT skills are taught to all the students of the undergraduate programmes of the University as Add-on courses.

The time table for each of the departments accommodates classes for remedial and add-on courses as and when found necessary.

#### **2.2.4 Has the University conducted any study on the academic growth of students from disadvantages sections of society, economically disadvantaged, physically handicapped, slow learners, etc? If yes, what are the main findings?**

Yes, the university conducts regular study on the academic growth irrespective of the above mentioned categories. Departments conduct progressive assessment to review the academic growth of all of the students. The mentors of respective departments identify the weaker students through assessment of their academic performance with the help of progressive assessment tests, seminars, assignments etc. Faculty members of the department also report progression of the students to their respective mentors. The mentors then conduct personal interview to identify the cause of academic shortcomings. For uplifting the weaker students the respective departments conduct remedial or tutorial classes. In need of any psychological attention, the students are referred to the students counselor and appropriate health professionals.

The following are the key findings of the above mentioned study:

- Students coming from diverse vernacular medium were found to have difficulty in understanding the English medium of instruction of this university.
- Students coming from interior and far flung areas have been found to be shy and therefore they find it difficult to cope up with the participatory nature of the teaching learning process of this university.
- Students have shown improvement in their academic performance after counseling and remedial classes.



### 2.2.5 **How does the University identify and respond to the learning needs of advanced learners?**

The University identifies the advanced learners based on academic performance in the qualifying examinations as well as their performance in the assessments conducted by the departments. The participation of the students in their theory classes and performance in practical classes, project works etc. are also considered for identification of the advanced learners. The advanced learners are given special assignments for improving their theoretical knowledge and practical skills. Further the advanced learners are guided to present papers and posters in seminar/ conferences / workshop at national and international level. Special attention is paid to these students for their exposure at various national level competitive examinations like NET/GPAT/SLET/GATE/MAT/CAT.

The university s responses towards advanced learners are:

- Providing Scholarships for the rank holders.
- Encouraging the advanced learners by awarding medals.
- Arranging special classes to prepare students for competitive examinations.
- Providing Logistic and financial support for talent hunt programmes.
- Providing Logistic and financial support for publication of their research outcomes in national/ international journals and participation in conferences / workshops /seminars.

## 2.3 Teaching-Learning Process

### 2.3.1 How does the University plan and organize the teaching learning and evaluation schedules (academic calendar, teaching plan-evaluation blue print etc.).

The University plans and organizes the teaching, learning and evaluation schedules with the help of academic calendars, teaching plans, evaluation blue prints etc.

Every year, the University Academic Council approves the academic calendar. This includes the dates of beginning and end of the academic session, teaching days, schedule of in-semester and end-semester examinations, co-curricular and extra-curricular activities, holidays and vacations and regional/ national/ international celebrations.

The faculty members, on the basis of academic calendar, prepare their teaching plans. It helps the faculty members to complete the syllabus within the stipulated time.

The Controller of Examinations prepares the detailed time table of the end-semester, annual examinations and probable dates of declaration of results and, gets it approved from the Vice Chancellor/ Dean of Studies. This time table is communicated to heads of the departments for their information and necessary action. The detailed time table of examinations and probable dates of declaration of their results is also posted on University website.

For teaching plan, a time table is prepared which depicts the weekly classes as well as tutorial/remedial classes for various programmes. Dates, time line and guidelines for sessional examinations and dissertation work are intimated to the students at the beginning of the session. Special care is taken in designing the departmental time table to provide sufficient leisure time for students to carry out co curricular and extracurricular activities. All the information is placed on the notice board for the student s information.

**2.3.2 Does the University provide course outlines and course schedules prior to the commencement of the academic session? If yes, how is the effectiveness of the process ensured?**

Yes, the departments provide course outlines and course schedules (like course plan, credits, contact hours etc.) prior to the commencement of the academic session. This helps the students to get clarity about the course content and time required for completion of the course.

The effectiveness of the process is ensured by incorporating questions covering the entire syllabus in the question papers of the end semester examination. This helps to monitor the completion of entire syllabus within the scheduled timeframe. The Heads of the departments monitor effective implementation of the course outlines and the course schedules.

**2.3.3 Does the University face any challenge in completing the curriculum within the stipulated time frame and calendar? If yes, elaborate on the challenges encountered and the institutional measures to overcome these.**

Normally, all the departments do their best to complete their curriculum within the stipulated time frame and calendar. Extra classes are arranged, if any course cannot be completed as per plan, so that no topic is left uncovered.

**2.3.4 How learning is made student-centric? Give a list of participatory learning activities adopted by the faculty that contributes to holistic development and improved student learning besides facilitating lifelong learning and knowledge management.**

The following activities are adopted to make the learning process student centric:

- (i) During the class delivery, faculties make the class interactive by group discussion, Q&A sessions etc.
- (ii) Seminars, Field Works, Project Works and Practical classes are conducted regularly
- (iii) Assignments as well as creative group activities are given to encourage self-learning.

- (iv) Internal tests are conducted to encourage students for progressive learning.
- (v) Tutorials are earmarked in the routine itself for clarification of doubts.
- (vi) Modern audio-visual aids are used by faculty members to make learning interesting and to train students to manage and present knowledge themselves.

**2.3.5 What is the university s policy on inviting experts/people of eminence to deliver lectures / or organize Seminars for students?**

The university has a policy of inviting eminent persons of different disciplines to deliver lectures on latest developments, contemporary thoughts, areas of current research, any Govt. policy, emerging issues and futuristic planning within their domain of expertise to faculty members, research scholars & students. At department level too, each department organizes lectures by inviting experts both from industry and academics. Besides, the university also organizes interaction sessions time to time and invites people of eminence for interaction with faculties& students to enhance their knowledge in different fields.

**2.3.6 Does the university formally encourage blended learning by using e-learning process?**

The university has a Wi-Fi campus and has e-library facility to encourage blended learning of the faculty & students by subscribing on-line e-journals.

**2.3.7 What are the technologies and facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching?**

- (i) All departments have the access of seminar halls which have the ICT facilities of LCD projections. Teachers make use of these facilities on a regular basis.
- (ii) Facilities of online learning through Internet exist in the University. For this purpose, students make use of the facility of computer laboratories. These laboratories are linked with internet connection.
- (iii) Library has the open access to the educational resources for the use of faculty & students.

(iv) The campus is equipped with Wi-Fi facility.

**2.3.8 Is there any designed group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes?**

At present the University does not have Open Source Community as such, but it will be constituted. However, the following practices are adopted by the University under the supervision of Head of the Department of Computer Science & Engineering.

(i) The Faculty Members of Department of Computer Science & Engineering use Drop Box Facility (Open Cloud /Combined GPLv2 and proprietary software) for Course Related Material sharing among themselves and departmental student(s) too.

(ii) For the smooth running of departmental activities we have created an official departmental social chatting community (WhatsApp).

**2.3.9 What steps has the university taken to convert traditional classrooms into 24x7 learning places?**

Yes, the University has converted at least one classroom in each department into a smart classroom by installing an LCD projector, recording instruments so that the lectures can be uploaded into the website of the University which makes the learning process a 24x7 learning place.

**2.3.10 Is there a provision for the services of counselors/mentors/advisors for each class or group of students for academic, personal and psychosocial guidance? If yes, give details of the process and the number of students who have benefitted.**

(i) In each department, there is a provision of mentors who mentor students to monitor their academic and personal progress. Generally one faculty member takes the responsibility of mentoring students of one class of about 25 students.

(ii) Periodic guidance & counseling is also provided by career & counseling cell of the university. The cell communicates with the students through notifications on matters related to different counseling & training sessions of the cell.

- (iii) The International Students Cell of the University monitors and ensures the well being of the foreign students about their academic development & personal problems.
- (iv) In addition the University has a provision for giving psychological counseling by a trained psychologist to the students if and when needed.

Departmental mentors constantly monitors and otherwise progress of the students under his mentorship and extent adequate advice if and when necessary. The mentors if find necessary inform the parents regarding the students progress from time to time. They also conduct parent teachers meet for the academic uplift of the students. If it is felt that a student needs psychiatric advice the case is referred to the trained psychologist of the University for counseling.

The University counseling cell advises the students for their carrier development, placement opportunities, industry academia interaction etc., by conducting counseling programmes.

**2.3.11 Were any innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years? If yes, did they improve learning? What were the methods used to evaluate the impact of such practices? What are the efforts made by the institution in giving the faculty due recognition for innovation in teaching?**

- (i) Use of mannequins for hand on experience of giving injections and other experiments with the use of simulated techniques were adopted by department of Nursing and in some Paramedical programmes.
- (ii) Department of Pharmacy has introduced computer assisted teaching for Clinical examination of all human systems and also amphibian experiments through DVDs and software. While satisfying the recent mandates of avoiding animal experiments and sacrificing by various approving bodies, this method is also found to be very much effective in improving students understanding.

- (iii) The Department of Management invites industry experts for teaching a part of the syllabus of a course. This practice provides practical exposure of contemporary development in respective domains to the students.
- (iv) The Department of Nursing and Paramedical has a course module where the students have to undertake field works in selected health care centers.
- (v) The Departments of Management and Engineering students visit industries and business houses for understanding the functioning of these units.

In general, the above methods have contributed in enhancing the learning outcomes of the students. The impact of the adopted methods is observed in the performance of students at internal assessments, practical examinations, field work assignments and oral examinations.

#### **2.3.12 How does the university create a culture of instilling and nurturing creativity and scientific temper among the learners?**

The University creates a culture of instilling and nurturing creativity and scientific temper among the learners through the following initiatives:

- (i) The students are encouraged to work in a team inculcating the basic values of honesty, courage to question, objectivity and remaining truthful to their work.
- (ii) During the course of study, the students undertake various curricular activities such as project work, group discussions, presentation, field trips/Industry visits which provide ample scope for showcasing their creativity.
- (iii) The University organizes creativity tests among the students which is also a method of evaluation of their inherent creativity.
- (iv) In order to nurture scientific attitude, the students are encouraged to:
  - Undertake industry projects jointly with faculty
  - Publish papers jointly with faculty
  - Attend seminars, workshops and conferences and present papers
  - Participate in technical fests

- Participate in activities such as debates, extempore speech, quiz etc.
- Some departments (especially Engineering/Pharmacy/Allied-Health departments) have laboratory work where the students conduct various scientific experiments, collect & analyze data and finally draw conclusions by making use of their creative talent and scientific reasoning.
- One Technical Event Tothyaki 15 was organized at Computer Science and Engineering department.

**2.3.13 Does the university consider student projects mandatory in the learning programme? If yes, for how many programmes have they been (percentage of total) made mandatory?**

- Number of projects executed within the university.
- Names of external institutions associated with the university for student project work.
- Role of faculty in facilitating such projects.

Yes, the University considers student projects mandatory in learning programmes. 88% of the programmes have mandatory project works in their curriculum. The UG and PG students undergo project and submit their report in the form of dissertation or thesis. Students carry out their project works using in-house resources and also in collaboration / assistance with outside agencies, industry, institutions, professional bodies, NGOs etc. The projects which are found to be of worth publication are published in research journals and/or presented in national and/or international seminars, symposiums and conferences. If any project leads to development of product, the same is encouraged for patenting or entrepreneurial development.

Number of Projects executed Within the University is given in Table 2.3.



Table 2.3 No. of Student projects executed within the Department/ University

Department	2012	2013	2014	2015	2016
Nursing	3 (PG)	9(PG)	2(PG)	7(PG)	-
CSE	-	-	1(UG) 1(PG)	4(UG)	7(UG) 1(PG)
ECE	-	-	05(UG)	18(UG)	08(UG)
Pharmacy	-	-	23(UG)	17(UG)	-
Mechanical	-	08(UG)	08(UG)	04(UG)	02(UG)
Civil	-	-	64(UG)	66(UG)	75(UG) 3(PG)
Biotechnology	-	-	04(PG)	10(PG)	10(PG)
Microbiology	-	-	15(PG)	03(PG)	10(UG) 12(PG)
Physiotherapy	-	-	12(PG)	5(PG)	6(PG)

External institutions associated with the university for student project work:

- Gauhati Biotech Park
- Down town Hospital
- IITG, Guwahati
- PWD, Guwahati
- WR dept. , Guwahati
- Irrigation dept. , Guwahati
- B. Barooah Cancer Institute, Guwahati
- International Hospital
- Guwahati Medical College
- Brahmaputra Board
- GNRC Hospital
- North East Cancer Research Institute
- Vision Research Laboratory, Chennai
- ICMR, Dibrugarh
- CSIR-NEIST, Jorhat
- Assam Institute of Advanced Studies, Guwahati
- OKDISD, Guwahati
- Hotel Radisson Bule
- Hotel Taj Vivant
- Emami Ltd
- Unilever, Doomdoma
- College of Veterinary Science, Assam Agriculture Universities, Guwahati, Assam
- Animal Biotechnology, National Research Center on Yak, ICAR, Dirang, Arunachal Pradesh
- Central silk board, Govt. of India, Lahdoigarh, Jorhat
- Toklai Tea Research Institute, Toklai, Jorhat

- IASST, Guwahati

**Role of Faculty in facilitating such projects.**

- The faculty members act as supervisors and provide guidance to students for their project works.
- The necessary laboratory equipments, chemicals or any other facilities for the project works are arranged by the Departments through proper process.
- The faculty members of respective departments review the progress of projects works periodically and help the students to proceed properly.

**2.3.14 Does the university have a well-qualified pool of human resource to meet the requirements of the curriculum? If there is a shortfall, how is it supplemented?**

- (i) Yes, the university has a well-qualified pool of resources to meet the requirements of the curriculum. All the Departments of the university are well equipped to meet the curriculum requirements.
- (ii) In case of any shortfall or urgent or specific needs, help of contractual or visiting faculties are appointed.

**2.3.15 How are the faculty enabled to prepare computer-aided teaching learning materials? What are the facilities available in the university for such efforts?**

The University encourages faculties to prepare computer aided teaching learning material by providing hardware and software, library facility and internet connectivity. The faculty members are conversant with computer-aided teaching and hence use all possible facilities available. The University also has state-of-the-art computing facility which is accessible to all faculty members for the preparation of computer aided teaching learning materials.

**2.3.16 Does the university have a mechanism for the evaluation of teachers by the students/alumni? If yes, how is the evaluation feedback used to improve the quality of the teaching-learning process?**

Yes, the University has a mechanism for the evaluation of the teachers by the students/alumni.

The University has developed a format for obtaining feedback on teachers. At the end of semester or end of academic year, feedback is obtained from the students. The feedback so obtained is analyzed and outcome is communicated to the concerned teacher. The outcomes are used to enhance the professional competency of the faculty.

## **2.4 Teacher Quality**

### **2.4.1 How does the university plan and manage its human resources to meet the changing requirements of the curriculum?**

The University has appointed highly qualified and experienced faculty maintaining the cadre ratio. In addition to this, Guest Faculties are also appointed to meet sudden shortfalls during the progress of a programme.

In order to meet the changing requirements of the curriculum, The University organizes faculty development programs, orientation programmes, training programmes and seminars for the faculty to get acquainted with recent trends and thus keep themselves abreast with latest developments in their discipline specific knowledge and skills as well as pedagogy to improve the quality of teaching. Experts are also invited as adjunct professors to enlighten the students and faculty members regarding latest developments in various fields.

2.4.2 **Furnish details of the faculty**

Table 2.4 Detail of the Faculty

Highest Qualification	Professor		Associate Professor		Assistant Professor		Lecturer		Teaching Assistant/ Clinical Instructor/ Lab Instructor		Total
	M	F	M	F	M	F	M	F	M	F	
Permanent Teachers											
D.Sc/ D.Litt											
PhD	12	4	7	2	5	6					36
M.Phil											
PG	3	1	2	3	67	65	0	7			148
Graduate									23	32	55
Temporary Teacher											
PhD											
M.Phil											
PG											
Part-time Teacher											
PhD											
M.Phil											
PG					15	5					20
Graduate									1	0	1

**2.4.3 Does the university encourage diversity in its faculty recruitment? Provide the following details (department / school-wise).**

Table 2.5 Diversity among faculty

Department/School	% of faculty from the same University	% of faculty from other universities within the state	% of faculty from universities outside the state	% of faculty from Universities of other countries
Civil Engineering	7	47	39	7
Mechanical Engineering	0	73	17	10
Computer Science and Engineering	0	75	25	0
Electronic and Communication Engineering	0	100	0	0
Chemistry	0	100	0	0
Mathematics	0	83.33	16.6	0
Physics	0	100	0	0
Pharmacy	0	16.66	83.33	0
Management	0	70	30	0
Allied Health Science	1.56	37.51	59.37	1.56
Nursing	2.63	42.11	55.26	0

**2.4.4 How does the university ensure that qualified faculty are appointed for new programmes / emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Diaspora Studies, Forensic Computing, Educational Leadership, etc.)? How many faculty members were appointed to teach new programmes during the last four years?**

On the basis of the interview by selection committee after proper screening of the applications, competent faculties are appointed for the new programmes/emerging areas of study

The following faculties are appointed during last four years:

Table 2.6 Faculty appointed during the last four years

Sl.No	Courses	Professor	Associate Professor	Assistant Professor	Teaching Assistant/ Clinical Instructor/ Lab	Total
1	B.Tech. in Computer Science & Engineering (Specialization in Cloud Technology and Information Security)	-	-	7	-	7
2	B.Sc. in Animation and VFX	-	-	3	-	3
3	B.Sc. in Digital Film Making and Visual Effects	-	-	3	-	3
4	Master of Business Administration in Health Care Management	1	-	7	-	8
5	Bachelor of Food Nutrition & Dietetics	-	-	3	-	3
6	Master of Food Nutrition & Dietetics	-	-	3	-	3
7	Bachelor of Medical Laboratory Tech.	-	1	5	3	9
8	Master of Medical Laboratory Tech.	-	1	5	3	9
9	Bachelor of Radiography & Imaging Technology	-	-	-	1	1
10	Bachelor of Operation Theatre Technology	-	-	-	-	-
11	Bachelor of Biotechnology	-	3	5	1	9
12	Master of Biotechnology	-	3	5	1	9
13	Bachelor of Trauma, Emergency & Disaster Management	-	-	1	2	3
14	Master in Emergency & Critical Care	-	-	1	2	3
15	Diploma in Dialysis Technology	-	-	1	1	2
16	Diploma in Radiography & Imaging Technology	1	-	-	5	6
17	Diploma in Medical Laboratory Tech.	-	-	-	3	3
<b>TOTAL</b>						<b>35</b>

2.4.5 **How many Emeritus / Adjunct Faculty / Visiting Professors are on the rolls of the university?**

Table 2.7 Emeritus, Adjunct and Visiting Professors

Emeritus, Adjunct and Visiting Professors			
	Emeritus	Adjunct	Visiting
Number			21

**2.4.6 What policies/systems are in place to academically recharge and rejuvenate teachers (e.g. providing research grants, study leave, nomination to national/international conferences/ seminars, in-service training, organizing national/international conferences etc.)?**

The University has well defined policy in place to academically recharge and rejuvenate the faculty. The University organizes in-service training programmes for the faculty to improve their domain specific knowledge in thrust areas of research, pedagogy, content knowledge, research skills etc. In addition, the faculty is also encouraged to attend such programmes conducted at other Universities, particularly, UGC approved Academic Staff College programmes. The university has provisions for granting leave for pursuing higher studies. University extends financial assistance to the faculty members to attend National and International Seminars/ Workshops/ Conferences. The University provides total / partial financial grants to departments to organize Seminars/Conferences/Workshops.

**2.4.7 How many faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years?**

- No Faculty has received any such award till now



**2.4.8 How many faculty underwent staff development programmes during the last four years (add any other programme if necessary)?**

Table 2.8 Faculty members undergoing staff development programmes

Academic Staff Development Programmes	Number of Faculty
Refresher courses	-
Orientation Program	-
Staff Training Conducted by University(Refresher Courses and Orientation Programme)	11
Summer/Winter Schools,Workshop Conducted by the University	01
Staff Training Conducted by other Institutes	-

**2.4.9 What percentage of the faculty have:-**

- been invited as resource persons in Workshops / Seminars Conferences organized by external professional agencies?  
**3.18%**
- participated in external Workshops / Seminars / Conferences recognized by national / international professional bodies?  
**7.40%**
- presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies?  
**11.11%**
- teaching experience in other universities / national institutions and other institutions?  
**35%**
- industrial engagement?  
**0%**
- international experience in teaching?  
**0%**

**2.4.10 How often does the university organize academic development programmes (e.g.: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process?**

The University organizes academic development programmes as and when the Departments feel to have based on faculty inputs/ stakeholders & academicians feedback. Besides this, the departments frequently organize seminars, workshops etc. Recently the university introduced CBCS method of teaching and learning and adopted the CBC system of examination reform as per UGC guideline.

**2.4.11 Does the university have a mechanism to encourage Mobility of faculty between universities for teaching**

Yes, the University has provision for mobility of faculty between universities for teaching research assignment.

**Faculty exchange programmes with national and international bodies**

University has tied up with various National & International Universities and organizations which will be used as platforms for faculty exchange programmes.

**If yes, how have these schemes helped in enriching the quality of the faculty**

In faculty exchange programmes the faculties can exchange their knowledge and ideas. Such exchanges enrich the quality of a faculty in his or her academic, research, personal, social and cultural front.

## 2.5 Evaluation Process and Reforms

### 2.5.1 How does the university ensure that all the stakeholders are aware of the evaluation processes that are in place?

The university disseminates the evaluation processes to all its stakeholders. The examination ordinance which is in public domain contains all details about evaluation process of various examinations.

The evaluation is entirely done by the faculty members for both internal and external segments of the courses.

For evaluation of answer scripts, senior and experienced faculty members of the concerned departments are appointed. The list of examiners is collected from the Heads of the concerned departments. From that list of examiners are appointed. The question paper setters are to submit model answers along with the moderated manuscripts of the question papers. The model answers are supplied to the examiners along with the guidelines at the time of evaluation of answer scripts. The evaluation of answer scripts is conducted centrally in the office of the Controller of Examinations. Answer scripts are not allowed to be kept under the personal custody of any examiner under any circumstances. The examiners are allotted maximum 15 days time to complete the process of evaluation. On completion of the evaluation, the marks foils of the concerned papers are submitted to the **Controller of Examinations**.

The **University** has a provision of setting some of the question papers by the external faculty members of reputed institutes. However these question papers are randomly selected. The answer scripts of those papers are sent for evaluation to the concerned question paper setters. Some of the departments also involve external examiners in evaluation of a portion of the answer scripts.

In most of the practical examinations, external examiners are appointed / invited. The external examiners conduct the viva-voce part of the practical examination. The evaluation of the answer scripts of practical examinations are done jointly by internal and external examiners.

Finally evaluated answer scripts are scrutinised by the appointed scrutinisers. The

scrutinisers are the senior faculty members of the respective departments.

Students are issued their examination marksheets /Grade Cards on completion of each semester in the printed form on the same day of the announcement of the result. After completion of the course the students are provided with final Marksheet and Certificate.

**2.5.2 What are the important examination reforms initiated by the university and to what extent have they been implemented in the university departments and affiliated colleges? Cite a few examples which have positively impacted the Examination management system.**

Reforms in the examination procedures and processes have positively impacted the examination management system.

The AdtU has introduced CBCS (Choice Based credit System) from the academic year 2012. As a result of this, the examination management system has been improved and the student performance also has been increased.

Technology is used in the examination management process. All the question papers are prepared inside the University. The composition and printing of the question papers are solely done inside the University premises. No out-sourcing agencies are involved in preparation of question papers. Tabulation of marks, declaration of result and preparation of Marks sheets / **Grade Cards** / Certificates are done through computerised process.

**2.5.3 What is the average time taken by the University for Declaration of examination results? In case of delay, what measures have been taken to address them? Indicate the mode / media adopted by the university for the publication of examination results ( e.g. website, SMS, email, etc.).**

The institution ensures timely declaration of results

Yes, AdtU tries to ensure the declaration of the examination results in due time.

**2.5.4 How does the university ensure transparency in the evaluation process? What are the rigorous features introduced by the university to ensure confidentiality?**

Transparency and security of evaluation system is ensured.

For setting of question papers, evaluation of answer scripts and invigilation purpose the University always prefers senior and experienced faculty members. Among all these activities the priority is given to the setting of question papers. For this purpose a faculty member having experience of at least five years are deputed. However, due to lack of sufficient senior faculty members, junior faculty members having more than one year of teaching experience are also engaged to set question papers under the guidance of senior and experienced faculty members.

The University prefers the question paper setter as the examiner of the concerned answer script. Some answer scripts are however given to other examiners also along with the model answers provided by the question paper setter. In evaluation of answer scripts step wise marking is done for long answers. Against any right attempt of a question, a student is credited at least some mark.

The University Academic Council has constituted an Examination Committee with the Vice-Chancellor as Chairperson, Controller of Examinations as Member secretary and all Heads of the departments as members. The Heads of each department are requested to provide list of question paper setters and the CoE gets the list approved by the VC, and from the approved list, the senior and experienced faculty members are selected by the Controller of Examinations to set question papers. Each paper setter is required to submit two different sets of question papers. Both the sets of manuscripts of the question papers are moderated by the respective HoDs and senior faculty members of the University. The Controller of Examinations randomly selects a set for each subject. As mentioned earlier, to raise the standard of the University, the Controller of Examinations selects external question paper setters also from reputed institutes.

For Practical examinations, a Board of Examiners is constituted with the HoD and senior faculty members of the Department concerned. However, for invigilation purpose all faculty members are engaged.

#### **2.5.5 Does the university have an integrated examination platform for the following processes?**

**Pre-examination processes Time table preparation, OMR, student list generation, invigilators, squads, attendance sheet, online payment gateway, etc.**

- \* **Examination process Examination material management, logistics, etc.**
- \* **Post-examination process Attendance capture, OMR based exam result, auto processing, generic result processing, certification, etc.**

The Examination system is divided under four heads:

Pre-examination activity (Exam Form Fill up, Fee collection, generation and issue of Admit Card) to the students

Pre-examination related activities (paper setting. Moderation of QP) by the faculty members. This is followed by Paper printing, sorting and packing,

During examination activity:

Post-examination activity

- A. Pre-Examination Activities to be done by the students
  - a) Examination Notification is served to the students before 30 days of commencement of examination.
  - b) Publication of the examination programme - it is declared before one month of the date of examination
  - c) Notification for date of form fill up - A Notice is served mentioning the schedule of dates of form fill up before 15 days of Examination. The form fill up is done in the respective Director s Office, Principal s office. Director or Principal is requested to make necessary arrangements for this purpose.
  - d) Collection of filled up forms Forms are collected from the respective offices with a list of the students.
  - e) Scrutiny of filled up forms Submitted forms are checked for any kind of error to eliminate problems arises in examination and that may arise during issue of admit cards.
  - f) Preparation of List of Students Finally, list of students are prepared to issue admit cards.
  - g) Preparation of Attendance Sheet - Attendance sheets are prepared to take signature of the examinees in each examination.
  - h) Issue of Admit Card Issued centrally in the University Office or in respective Principal(s)/ Director(s) office before 3 days of Examination.

i) Examination Continues according to the programme Examination will continue according to the programme till the end.

**B. Pre Examination Activities related to Faculty members:**

a) Seeking list of Question Paper (QP) setters from the Heads of various departments.

b) Issue of letters with model QPs (and with syllabus in case of external QP setters) to both internal and external QP setter seeking manuscripts.

c) In some cases the external QP setters are requested personally to set QPs.

d) QP setters are requested to submit solved answers of the QPs along with the manuscripts.

e) From external QP setters sealed QP manuscripts are received by registered post and the password protected soft copies are also received by e-Mail of Controller of Examinations.

f) Moderation of QP

g) Selection of QP

h) Printing of QP

i) Date wise sorting and sealing of QP

j) Seeking list of External Examiners for Practical examinations from the concerned Heads.

k) External examiners are selected by the Controller of Examinations from the list provided by the concerned Heads. External Examiners are given remunerations according to the university rules and the out station Examiners are provided food and lodging. The transportation of the Examiners from stations or airports is provided by the university.

l) Appointment of Officer in charge to arrange and run the examinations. He is empowered to select other persons such as Assistant Officer in charge, invigilators, bearers etc. for smooth conduct of examinations.

m) Dispatch of materials such as answer scripts, extra sheet, drawing sheets, graph papers etc. to the custody of the Officer in Charge.

**C. Activities during Examination:**

a) Before 30 min of examination sealed packets of QPs are handed over to the Officer in Charge on each day of the examination.

- b) Sealed packets of QPs are opened in presence of at least two invigilators before 15 min of commencement of examination.
  - c) Students are allowed to enter in the examination hall before 30 min of commencement of examination on the first day and before 15 min in the subsequent days.
  - d) Examinees are forbidden to carry into the examination hall or have in their possession while under examination any personal belongings such as books, notes, plain papers, mobile phones etc. except their admission card.
  - e) No student is allowed to enter in the examination hall after 30 min of commencement of examination.
  - f) No student is allowed to leave the examination hall before completion of one hour of the commencement of examination.
  - g) One invigilator is appointed against 25 examinees.
  - h) In examination hall two students of different disciplines share a desk. Due to strict invigilation malpractices are minimized. If anyone detected in adopting unfair means in the examination hall he/she is warned followed by deduction of marks. Further adoption of the same, the student is liable for punishment like expulsion for the paper or barring from appearing in the rest of papers.
  - i) Signatures of students are taken on printed attendance sheets against their name on each day.
  - j) Sealed packets of answer scripts are submitted by the O/C on each day and these are kept in the strong room under the disposal of the Controller of Examinations.
- D. Post Examinations Activities:
- a) Faculty members are notified for evaluation and scrutiny of answer scripts.
  - b) Examiners and Scrutinizers are appointed to complete the evaluation work within a stipulated period of maximum 15 days.
  - c) Guidelines for evaluation are issued to the examiners and scrutinizers.
  - d) Appointment of faculty members for tabulation work to prepare and publish result within a period of maximum 10 days.
  - e) Verification and final approval of prepared result by the Vice- Chancellor
  - f) Declaration of Result



**2.5.6 Has the university introduced any reforms in its Ph.D. evaluation process?**

The University has introduced the UGC Regulation for minimum Standards and Procedure for the award of M.Phil./PhD Degree Regulation 2009.

**2.5.7 Has the university created any provision for including the name of the college in the degree certificate?**

NA

**2.5.8 What is the mechanism for redressal of grievances with reference to examinations?**

The AdtU has an effective mechanism for redressal of grievances pertaining to examinations.

Complete transparency is maintained in the post evaluation process. Students have the liberty to ask for re-scrutiny / re-evaluation of the answers scripts and ask for photocopy of their answer scripts if they want to do so. If any student got any doubt he/she can seek clarification from the concerned course teacher/examiner. If it is found that some mistakes are crept in the answer scripts then necessary correction are made for the satisfaction of the aggrieved student.

**2.5.9 What efforts have been made by the university to streamline the operations at the Office of the Controller of Examinations? Mention any significant efforts which have improved the process and functioning of the examination division/section.**

The institution adheres to the academic calendar for conduct of examinations.

The university adheres strictly to the academic calendar for conducting examination and announcing results.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Has the university articulated its Graduate Attributes? If so, how does it facilitate and monitor its implementation and outcome?

The institution ensures that its various programmes and activities help achieve the stated graduate attributes.

The programmes like management, computer science, civil engineering, mechanical engineering, electronics and communication engineering, pharmacy, nursing, physiotherapy, allied health sciences etc. help the students in attaining the attributes stated in the vision and mission of the university.

The graduate attributes of the institution are clearly defined /articulated

Yes, AdtU has defined the attributes of its graduates in the following manner.

Table 2.9 Scale of Grading for the B.Tech. Programmes of AdtU

Percentage of Marks obtained in a course (In semester plus end semester)	Grade Point	Letter Grade	Description of Performance	Results
90-100	10	O	Outstanding	Pass
80-89	9	A+	Excellent	
70-79	8	A	Very Good	
60-69	7	B+	Good	
50-59	6	B	Average	
40-49	5	C+	Below Average	
37-39	4	C		
0-36	0	F	Fail	
Failing to Comply with Necessary Requirements	0	I	Incomplete	

Table 2.10 Scale of Grading for the MBA Programmes of AdtU

Percentage of Marks obtained in a course (In semester plus end semester)	Grade Point	Letter Grade	Description of Performance	Results
90-100	10	O	Outstanding	Pass
80-89	9	A+	Excellent	
70-79	8	A	Very Good	
60-69	7	B+	Good	
50-59	6	B	Average	
40-49	5	C+	Below Average	
0-39	0	F	Fail	
Failing to Comply with Necessary Requirements	0	I	Incomplete	

Table 2.11 Scale of Grading for the M. Tech. Programmes of AdtU

Percentage of Marks obtained in a course (In semester plus end semester)	Grade Point	Letter Grade	Description of Performance	Results
90-100	10	O	Outstanding	Pass
80-89	9	A+	Excellent	
70-79	8	A	Very Good	
60-69	7	B+	Good	
50-59	6	B	Average	
0-49	0	F	Fail	
Failing to Comply with Necessary Requirements	0	I	Incomplete	

Table 2.12 Scale of Grading for the BBA/B.Pharm Programmes of AdtU

Percentage of Marks obtained in a course (In semester plus end semester)	Grade Point	Letter Grade	Description of Performance	Results
90-100	10	O	Outstanding	Pass
80-89	9	A+	Excellent	
70-79	8	A	Very Good	
60-69	7	B+	Good	
50-59	6	B	Average	
40-49	5	C+	Below Average	
0-39	0	F	Fail	
Failing to Comply with Necessary Requirements	0	I	Incomplete	

**2.6.2 Does the university have clearly stated learning outcomes for its academic programmes? If yes, give details on how the students and staff are made aware of these?**

The institution encourages all its departments to clearly state the learning outcomes of its programmes.

Each department prepares a list of students achieving different skill and knowledge, makes an audit of such learning outcomes of each department.

**2.6.3 How are the university s teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes?**

The **achievement** of intended learning outcomes is central to the pedagogical and assessment processes of the University

The entire teaching learning process aims at attaining the intended learning outcomes from the teaching learning outcomes from the teaching learning and evaluation processes of the university.

**2.6.4 How does the university collect and analyse data on student learning outcomes and use it to overcome the barriers to learning?**

The institution has mechanisms in place to analyze short falls in achievement of learning outcomes and suggest improvement measures.

The university has its own Academic audit system which analyses the achievement of the teaching learning process of each department.

**2.6.5 What are the new technologies deployed by the university in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges?**

**Any other information regarding Teaching, Learning and Evaluation which the University would like to include.**

New technologies are deployed by the institution to enhance student learning.

Every department is equipped with smart class room with projector fitting for power point presentation of teaching learning process

# **3 CRITERION: RESEARCH**

### 3.1 Promotion of Research

3.1.1 Does the university have a Research Committee to monitor and address issues related to research? If yes, what is its composition? Mention a few recommendations which have been implemented and their impact.

The University has University Research Council chaired by Hon ble Vice Chancellor. This council is responsible for the monitoring and reviewing of the overall research activities at the University. To assist this committee, Faculty Research committee (FRC) at Faculty level and Departmental Research committees (DRC) at Domain/Discipline level were constituted. DRC and FRC are responsible for the PhD component of the Research activity at the University. The Domain/Discipline level committee is also responsible for the project works of graduate and Post Graduate students. For the funded research component the University has a director of research who help the faculty for applying research proposals to appropriate funding agencies. In addition the University has also Animal Ethics committee, Publication, Project evaluation committees.

Student Research: Every P.G. programmes has a dissertation/Thesis component as a course. Each student is guided by a faculty member for successful completion of his/her dissertation work. Some of such dissertation works of the students are found to have high research content.

#### Composition of University Research Council:

The Vice Chancellor,	Chairperson
Pro-Vice Chancellor	Member
The Dean of Studies	Member
The Registrar	Member
Chairmen of all FRC & DRC	Members
Director Research	Member
Controller of Examinations & His/ Her Deputy	Member
Deputy Register Academic	Member
Deputy Controller of Examinations (Online)	Member- secretary

Special Invitee The chairperson, Research Council may invite a special invitee to attend a meeting of Research Council as and when necessary.

#### Composition of Faculty Research Committee (FRC):

Chairman : One of the Heads of the constituent Departments to be nominated by the Vice Chancellor for a period of 3 (three) years by rotation amongst the Heads. However, the Vice Chancellor can re-nominate a Chairman for further terms if necessary.

Members:

- a. All Heads of the constituent Departments. One senior most faculty members from each constituent Department to be nominated by the concerned Heads of the Departments.
- b. All recognized PhD Supervisors of the constituent Departments

Member Secretary: One of the faculty member nominated by the Chairman.

Special Invitee: The chairperson, Research Council may invite a special invitee to attend a meeting of Research Council as and when necessary.

#### **Composition of Department Research Committee (DRC)**

Chairman	:	Head of the Department
Member	:	All supervisors of the Deptt. Or Allied
Member Secretary	:	Faculty nominated by HoD

Special Invitee The chairperson, Research Council may invite a special invitee to attend a meeting of Research Council as and when necessary.

#### **Composition of the Internal Research Review Committee**

Dean of Studies/ Director of Research	Chairman
Senior Faculty Nominated by VC/Dean of Studies	Members
Senior External experts from IIT, GU	Members
Faculty nominated by Director Research	Member Secretary

#### **Function of University Research Council**

- Evaluate the overall research activities at the University.
- Approve the FRC s proposal concerning PhD programmes assessing the PhD. Scholars at AdtU.
- Evaluate the activities undertaken by the Director Research
- Ratify the Director Research Proposals concerning extramural Research Project Proposals.
- Report to Academic Council.
- Function of FRC
- Evaluate the PhD work in the said domain proposed by the DRC.
- Evaluate scholars at various levels of the PhD Programmes at AdtU.
- Report to University Research Council
- To identify the thrust area of research keeping in mind the national and regional perspective.

#### **Function of Departmental Research Committee**

- Initiate PhD work with the scholars admitted at AdtU.
- Prepare the students with course work and evaluate them.
- Allocated Supervisor with approval from the Chairman URC/ VC
- Report to respective FRC.
- Looks after the masters level research activities.

#### **Function of Internal Research Review Committee.**



- Encourages faculties to undertake research of various natures such as multi disciplinary or multi institutional as funded research project.
- Help faculties initiating and writing research project proposal for submission.
- Assesses the quality of research proposal for submission before submitting to funding agencies.
- Organizes lectures and talks on recent topics by the emeritus faculties and researchers.
- Sits twice in a year to review the progress of the research activities undertaken at different departments.
- Also reviews the status of MoU undertaken by Assam down town University with different R&D Organizations and Universities.

There are many recommendations by each of the committees which enable the university to fruitfully carry out PhD programme as well as submitted number of research project proposal.

### 3.1.2 **What is the policy of the university to promote research in its affiliated/ constituent colleges?**

University does not have any colleges

### 3.1.3 **What are the proactive mechanisms adopted by the university to facilitate the smooth implementation of research schemes/projects?**

#### **For Research leading to PhD**

- Sanction leave to the faculty for his/her research work leading to PhD degree
- Provide 50% waiver in fee for PhD by the faculty at AdtU.
- Facilitate laboratory and library for the faculty pursuing PhD at AdtU

Because of these extended support of the AdtU the interested faculties can easily pursue research leading to their PhD.

#### **For Research Projects**

- Release of advance for funds on obtaining the sanction letter from the Funding Agency
- providing seed money/facility based on innovative idea
- simplification of procedures related to approvals / purchases to be made by the investigators
- autonomy to the principal investigator/ coordinator for utilizing overhead charges
- timely release of grants
- Facilitates auditing of the project funds
- Preparation and submission of utilization certificate to the funding agencies

Research Review Committee is being constituted by Assam down town town university with two external experts from IIT, Guwahati and senior faculty from Gauhati University along with senior faculty members from Assam down town University. Under the Chairmanship of Dean of Studies and Director Research, this committee is fully responsible for evaluating/ reviewing the research proposals and progress of research activities. The committee sits twice in a year and gives suggestions. The functions of the Research Review Committee is as follows

The Committee will assess the quality of research and quantify the progress in terms of quality of publications, patent and other outcome of research.

The Committee will encourage the faculties of various disciplines to undertake research of multi discipline and multi institutional in nature.

The Committee will also review the status of MoU undertaken by Assam down town University with different R&D Organizations and Universities.

The research activities ongoing sponsored, related to the outcome of PG training report etc would be encouraged to present at the board of research studies meeting.

Invited lectures and talks on recent topics by the faculties and the visiting faculties will also be arranged once in a month at the University campus.

The Committee will have a sitting twice in a year to review the progress of the research activities undertaken at different departments.

The outcome of the board of research studies meeting will be minuted and the report will be submitted to DSIR as part of the progress report as per SIRO Certification issued by the DSIR.

In addition to this University has also have other committees such as Animal Ethics committee, publication, project evaluation, conference and Departmental Ph.D committees.

#### **3.1.4 What is the policy of the university to promote research in its affiliated/ constituent colleges?**

Not Applicable

### 3.1.5 How is interdisciplinary research promoted in your university?

- **Between/among different departments /schools of the university and**
- **Collaboration with national/international institutes / industries.**

The faculty members of the University are encouraged for multi disciplinary and multi institutional collaborations for extramural funded projects and PhD works. The University Research Council has got full freedom to initiate research activities and to encourage faculties to submit proposals in collaboration with institutions and Universities within and outside North Eastern region and prepare PhD proposal of interdisciplinary nature.

The lists of the collaborating institutes are as below -

- The Dale view College of Pharmacy and Research Center Punalal, Trivandrum.
- NSHM, Knowledge Campus of Institution, Kolkata a group institution (Pharmaceutical Technology) Kolkata.
- Bharathidasan University, Chennai& Down town Hospital.
- Tezpur Central University & IIT Gauhati.
- Assam Central University, Silchar.
- Amity University, Lucknow.
- Tezpur University /
- Gauhati Biotech Park
- ICMS ( JNCASR )Bangalore.
- CSIR NEIST Branch Lab Imphal.
- ICMR - Dibrugarh Regional Centre.
- CSIR NEIST Jorhat/ Clinical Centre
- IASST, Gauhati Assam\
- Gauhati Biotech Park.

In addition to the above institutions, other 28 institutions/Universities through the Mega net work project on Scented Rice-Consortium Mode recently sanctioned ( November 2016) by Department of Biotechnology ( BCIL) Govt of India.

### 3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted by your University to promote a research culture.

The departments of the University are encouraged to organize National/International Seminar, workshops and sensitization programmes, list of few such activities are as given below.

#### **SEMINAR/WORKSHOPS/TRAININGS:**

##### **Computer Science and Engineering**

- Seminar on Recent Trends in Information Technology and its Impact on Industry, 18<sup>th</sup> May 2013.
- Android workshop by Nano-Informatics, 17-18 October, 2014.
- CDAC-Kolkata sponsored ISEA Programme, 21<sup>st</sup> February, 2015.
- ACM IIT-Delhi sponsored Network Security Workshop, 22-23 November, 2013.

#### **Electronics and Communication Engineering**

- Microwave Remote Sensing and its Applications, 17 May, 2014.
- An Introduction to Networking and its Emerging Trends in Modern Times, 17<sup>th</sup> May 2014.
- An Overview on the Recruitment Process in the IT Industry, 8<sup>th</sup> November 2014.
- Embedded System & its Applications for Advanced Industrial Automation, 6<sup>th</sup> May 2016.
- International Autonomous Robotics Challenge (iARC) in association with IIT Kanpur, 26-28 October, 2013.

#### **Civil Engineering**

- Global Development Trend and Career Perspective for Engineers, 7<sup>th</sup> May 2014.
- Earthquake and its Effects on Structures, 9<sup>th</sup> May 2015.

#### **Department of Management**

- AICTE sponsored seminar on Entrepreneurship: Global Vision- Local Expression, 8-9<sup>th</sup> November, 2013.

#### **Department of Pharmacy**

- International Conference on Research & Development in Pharmaceutical Sciences- Global Scenario, 7<sup>th</sup> October, 2013.

#### **Department of Biotechnology**

- Mr. Bimal Kumar Kesh, Minitab, Hands on workshop in statistical software [25.02.2016].
- Invited talk by Dr. Arun Chattopadhyay, IITG on Nanoscience [31.03.2016].
- A talk was delivered by Dr Manigreeva Krishnatreya, BBC institute on Cancer Prevention and control [09.04.2016]

#### **SENSITAZTION PROGRAMS:**

- Screening of anemia among the female faculties of Adtu 2013.
- World diabetes day was celebrated on 14<sup>th</sup> November 2014 in AdtU campus. Awareness walkthaon and free blood glucose level were also organized
- A Health camp was organized in down town Charity Trust adopted Garo community village
- World cardiology Day celebrated on 29<sup>th</sup> September 2015. Under the call from AIIMS to estimate pulse/BP
- World diabetes day was celebrated on 14<sup>th</sup> November 2015 in AdtU campus. free blood glucose level were also organized in the camp
- World hand wash day was observed and celebrated in Panikhaity Primary School

**3.1.7 How does the Department facilitate researchers of eminence to visit the campus as adjunct professors? What is the impact of such efforts on the research activities of the Department?**

At present the University does not have any adjunct professor. However it has some prominent scholars as Guest faculties in various branches of studies. The University does have a practice of inviting renowned scholar from time to time to address its student and faculties on various occasions.

The faculties/ scientist who have visited the University in recent Years are:

1. Dr. C.N.R Rao, Padmashree and Bharat Ratana awardee
2. Prof. Krishnaswamy Vijay Raghavan (Secretary, DBT, New Delhi, Govt. of India).
3. Dr. Soumya Swaminathan (Director General, ICMR, New Delhi, Govt. of India).
4. Dr. Santosh K.Kacker, Former Director AIIMS, New Delhi
5. Dr. Anil Goswami, Former Principal Cotton College, Gauhati
6. Shri Kanaksen Deka , Former President Assam Sahitya Sabha.
7. Dr. N.C. Talukdar, (Director, Institute of Advance Study in Science & Technology, Guwahati).
8. Dr. Jayashri Goswami, Former MP Rajya Sabha.
9. Prof. R.C. Deka , then director, AIIMS
10. Mr. Arnab Goswami, NDTV

**3.1.8 What percentage of the total budget is earmarked for research? Give details of heads of expenditure, financial allocation and actual utilization.**

The percentages of total budget allocation earmarked for research during last two financial years (2015-16, 2016-17), are follows:-

2015-2016 = 0.62%

2016-2017 = 0.73% respectively.

**3.1.9 In its budget, does the university earmark fund for promoting research in its affiliated colleges? If yes, provide details.**

No affiliated Colleges under the University.

**3.1.10 Does the university encourage research by awarding Post-Doctoral Fellowships/Research Associate-ships? If yes, provide details like number of students registered, funding by the university and other sources.**

Nil as of now.

**3.1.11 What percentages of faculty have utilized the sabbatical leave for pursuit of higher research in premier institutions within the country and abroad? How does the university monitor the output of these scholars?**

Nil.

**3.1.12 Provide details of national and international conferences organized by the Department highlighting the names of eminent scientists/scholars who participated in these events.**

The University has so far not organized any international conference/seminar. However every year the University organizes National and Regional level conferences and seminars. For details please refer to the evaluative reports of various departments.

## 3.2 Resource Mobilization for Research

### 3.2.1 What are the financial provisions made in the university budget for supporting students research projects?

University has financial provisions for supporting start up research activities of graduate (summer project) and post graduate level students whenever necessary. Students of this university are encouraged to undertake research works either at the university itself or deputed to other institutions. Students are encouraged to present their research findings in national and international conferences/ seminars/ model exhibitions etc.

### 3.2.2 Has the university taken any special efforts to encourage its faculty to file for patents? If so, how many have been registered and accepted?

As of now, no patent has been filed.

### 3.2.3 Provide the details of ongoing research projects of faculty:

One major research project entitled Profiling of antioxidant molecules in aromatic rice and evaluation of its antioxidant and hypolipidemic activities in collaboration with The Daleview College of Pharmacy and Research Center Punalal, Trivandrum, Kerala is being sanctioned by Department of Biotechnology (DBT) in November 2016 which is in progress. The fund for the project is about 68 Laks for 3 years.

Two projects submitted by the University to various funding agencies are as under.

(1) The project entitled Tea waste in Nanoformulation; An effective remedy for Paronychia prevalent among tea workers by Assam down town University in collaboration with Vidyasagar University, Midnapore, West Bengal and JNCASR, Bangalore has been recommended for defend at Tea Board, Kolkata on 10<sup>th</sup> Feb 2017.

(2) Another network projects entitled Molecular characterization of Musa diversity of Assam and technological intervention for boosting its production and utilization and Identification and characterization of banana grown in North Eastern states for the development of functional foods by Assam down town University by Assam down town in collaboration with ICAR - National Research Centre for Banana,

Tiruchirapalli has been recommend to defend at NER BPMC ( Department of Biotechnology) on 8<sup>th</sup> Feb 2017 at Delhi

**3.2.4 Does the University have any projects sponsored by the industry/corporate houses? If yes, give details such as the name of the project, funding agency and grants received.**

Nil, collaborative discussion is under progress.

**3.2.5 Has your university been recognized for its research activities by national /international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and what is the quantum of assistance received? Mention any two significant outcomes or breakthroughs achieved by this recognition.**

Yes, the University is already recognized by Department of Science & Technology as a research organization and received SIRO Certificate. In addition to this, Department of Biotechnology (DBT), Department of Science & Technology (DST), ICMR, AYUSH , National Tea Research Foundation Tea Board, and UGC have accepted the project proposals submitted by different faculties of the University for funding.

**3.2.6 List details of Research projects completed and grants received during the last four years (funded by National/International agencies).**

Nil

**3.2.7 Inter-institutional collaborative projects and grants received**

- i. All India collaboration: so far only one project with all India collaboration is in progress (refer to 3.2.3).
- ii. International: Nil



### 3.3 Research Facilities

**3.3.1 What efforts have been made by the university to improve its infrastructure requirements to facilitate research? What strategies have been evolved to meet the needs of researchers in emerging disciplines?**

The University invests annually and /or whenever required for the improvement of its infrastructure required for facilitating research. Some of the important infrastructures to be mentioned are as below.

- The university has an animal house facility registered with CPCSEA to facilitate research bearing registration No. 1574/PO/Re/11CPCSEA.
- Central Instrumentation Facility is established by the University. There are a good number of instruments in this facility, which are used by the researchers/students for research in the field of health and biological sciences.
- For the nursing department, the project works of the students are carried out in the Down Town Hospital.
- A separate project and research lab has been provided to ECE and CS department.
- A Large workshop has been provided to mechanical with heavy machines for teaching and research.
- The optometry department uses optometry clinic for teaching, research and also used for eye OPD.
- Instrumentation facility comprising of modern sophisticated instruments has been provided for research in the Department of Pharmacy.
- Machine room was constructed in pharmacy dept. which comprise of heavy machines related to formulation of medicines.
- An herbal garden has been maintained by Pharmacy department which includes 38 different medicinal plants for the purpose of pharmaceutical researches.
- For various seminars/research presentations etc., audiovisual rooms have been provided to ECE and CS departments besides two common seminar halls accommodating at least 200 and 100 audience respectively.
- The university has a central library to cater the research needs of the scholars.
- The university has 24 x 7 Wi-Fi internet connectivity and 343 computers distributed in 8 computer laboratories connected to internet and Local Area Network (LAN). The high speed internet is procured from Real Tel (100Mbps) and Vodafone (10Mbps).

**The researchers are facilitated with the following for undertaking research in the emerging disciplines:**

- The members of the faculty are deeply engaged in writing multidisciplinary research proposals. While encouraging research awareness seminars and workshops are conducted in the supervision of faculty development cell.
- All the facilities mentioned above can be easily accessed to any faculty on demand irrespective of his/her department if necessary.
- The University supports and sponsor its faculty to participate in national and international seminars and conferences for presenting their research works.

A general total fund utilized under different facilities/categories year wise is as given below:

Sources of Fund	Year (Rs. In Lakhs)			
	Actual	Actual	Actual	Actual
	2013-14	2014-15	2015-16	2016-17
Support from Central/ State Governments	-	-	-	-
Support from foreign agencies	-	-	-	-
Own Sources	-	-	4.56	6.55
Support from other sources	-	-	-	7.78
<b>Total Source</b>	-	-	4.56	14.13

**3.3.2 Does the university have an Information Resource Centre to cater to the needs of researchers? If yes, provide details of the facility.**

The University does not have IRC as such; however the library and free internet facility can be accessed for information. During the faculty development programme, these information are given to the faculty time to time.

**3.3.3 Does the university have a University Science Instrumentation Centre (USIC)? If yes, have the facilities been made available to research scholars? What is the funding allotted to USIC?**

Nil.

**3.3.4 Does the university provide residential facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research associates, summer fellows of various academies and visiting scientists (national/international)?**

As of now, the University does not have such earmarked facility. However, it provides residential facilities to research scholars by accommodating them in the university guest house and hostels. The non-resident research scholars are accommodated in the university guest house whenever necessary.

**3.3.5 Does the university have a specialized research centre/ workstation on-campus and off-campus to address the special challenges of research programmes?**

No, the University does not have specialized research center, however the University has research laboratories established under various departments as well as common research facility for addressing special challenges of research programmes. If these facilities unable to cater the need of any researcher they can avail the facility of other institute of repute.

- University have MoU with several research centre like
  - Guwahati biotech park
  - CSIR- North East Institute of Science and Technology, Jorhat, Assam
  - Institute of Advanced Study in Science and Technology, Guwahati.
  - Indian Tourism Development corporation,
  - Dr. B Baruah Cancer institute which serves the researchers to utilize the facility of those institute.

**3.3.6 Does the university have centres of national and international recognition/repute? Give a brief description of how these facilities are made use of by researchers from other laboratories.**

Nil.

### 3.4 Research Publications and Awards

3.4.1 Does the university publish any research journal(s)? If yes, indicate the composition of the editorial board, editorial policies and state whether it/they is/are listed in any international database.

Nil.

3.4.2 Give details of publications by the faculty:

The university encourages its faculties for research and publications in peer reviewed journals. The details of the publications by the faculties of the University are listed in the evaluative reports of their respective departments. The number of publications are as below:

Sl No.	Item	Total Numbers & Remarks
1	Number of papers published in peer reviewed journals (national / international)	300 during the last 7 years
2	Monographs	
3	Chapters in Books	9
4	Books edited	
5	Books with ISBN with details of publishers	3
6	Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.)	
7	Citation Index range / average	
8	SNIP	
9	SJR	
10	Impact Factor range / average * h-index	3.90 max

3.4.3 Give details of

**\* faculty serving on the editorial boards of national and international journals**

Few faculties are in editorial boards of Journals and quite a number of research papers in the area of Health Sciences & Engineering Sciences are frequently reviewed by the faculties.

**\*faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies.**

Few faculty members are associated with various committees of state and National level institutions / Universities.

#### 3.4.4 **Provide details of**

- **research awards received by the faculty and students**

Dr. Abhijit Dutta (PT), Department of Physiotherapy received the following awards

1. Significance Contribution award on 2<sup>nd</sup> Physio Forced national level Physiotherapy conference in Aug 2015 at Agartala.
2. Physio Excellence award at 4<sup>th</sup> International conference of Physical therapy at AIIMS New Delhi on Nov. 2015
3. Best Academician award at PHYSIO HARCON 2016 at National Conference of Physiotherapy at Maharishi Dayanand University on Sept 2016 Rohtak Haryana.

award as such has so far been received by the faculties of the University.

The students of the department of Physiotherapy received BEST MODEL award in the Model Category Competition in RESEARCH CONCLAVE 2016 organised by the Students Academic Board, Indian Institute of Technology (IIT) Guwahati.

The same department received the best invention proposal award in 4<sup>th</sup> BITECH CONCLAVE in 2017.

- **national and international recognition received by the faculty from reputed professional bodies and agencies**

A good number of faculty members of the University are recognized as reputed scholars in respective fields as shown by the inclusion of their names as guest editor, editorial board member, advisory board member, reviewer for well reputed national and international journals. In addition some of the University faculty members are invited as resources person and guest lecturer.

#### 3.4.5 **Indicate the average number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years. Does the university participate in *Shodhganga* by depositing the Ph.D theses with INFLIBNET for electronic dissemination through open access?**

The University has initiated its PhD programme from 2013 only. Two scholars have been awarded PhD degree during the period of assessment.

**3.4.6 What is the official policy of the University to check malpractices and plagiarism in research? Mention the number of plagiarism cases reported and action taken.**

The DRC, FRC and all supervisors are responsible during submission of the manuscript. The supervisor has to certify the authenticity of the manuscript. The candidate has also to give self certificate and his/her work is accepted by the University only when the manuscript is passed through an anti-plagiarism software. As of now, there is no plagiarism cases reported.

**3.4.7 Does the university promote interdisciplinary research? If yes, how many interdepartmental / interdisciplinary research projects have been undertaken and mention the number of departments involved in such endeavours?**

Yes the University promotes interdisciplinary researches. There is at present only one interdisciplinary extramural funded research project is in progress (refer 3.2.3). However, there are some of the projects under purview of consideration by various funding agencies such as Department of Biotechnology (DBT), Department of Science & Technology (DST), ICMR, AYUSH and UGC.

**3.4.8 Has the university instituted any research awards? If yes, list the awards.**

Not yet. However the university is keen to institute such award.

**3.4.9 What are the incentives given to the faculty for receiving state, national and international recognition for research contributions?**

The University in recent times gives incentives on ad hoc basis to the faculty for receiving state, national or international recognition. The Chancellor of the University incentivize the faculty by cash or increment in salary. However a policy is yet to be developed.

## **3.5 Consultancy**

**3.5.1 What is the official policy of the University for Structured Consultancy? List a few important consultancies undertaken by the university during the last four years.**

The University has a policy to undertake consultancy after due approval of the competent authority. The Civil Engineering Department has undertaken consultancy projects in various fields of its specialization.

List of a few important consultancies undertaken during last four year is as below:

- Brick Test,
- Concrete Block Test
- ICE Training and Project etc.
- Masonry

**3.5.2 Does the university have a university-industry cell? If yes, what is its scope and range of activities?**

Yes, the University has a university training and placement cell. This cell establishes University-Industry relationship for up gradation of the curricula as well as placement of the students. The cell also facilitates exposure to the students by conducting industrial visits, project internship at industries, organizing seminars and technical exhibitions, etc. This cell has been headed by a senior faculty.

**3.5.3 What is the mode of publicizing the expertise of the University for Consultancy Services? Which are the departments from whom consultancy has been sought?**

The University publishes its consultancy services in its web site. The consultancy is being sought from Civil Engineering Department.

**3.5.4 How does the university utilize the expertise of its faculty with regard to consultancy services?**

Whenever any organization/ industry approaches the University for need of consultancy services, the University forwards such proposal to the concerned

departments for detail which is than approved by the competent authority for its execution.



**3.5.5 List the broad areas of consultancy services provided by the university and the revenue generated during the last four years.**

Department	Consultancy service provided to:	Total income of University	Remarks
Civil Engineering	Kamrup Edu. Trust	149500.00	Civil Works
	Matriz College	62500.00	
	Institute of Engineering and Technology	93000.00	
	Guwahati Institute of Technology	10500.00	
TOTAL		315500.00	

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the university sensitize its faculty and students on its Institutional Social Responsibilities? List the social outreach programmes which have created an impact on students campus experience during the last four years.**

The University encourages its students to demonstrate their social commitments. It regularly organizes programs to sensitize on various issues such as safety of women, human rights and various social and cultural aspects. The Department of Social Works among other departments always initiates such activities at the campus and outside the campus. Since this University is a part of super specialty hospital, down town Hospital and a strong base of allied health and paramedical programmes, number of health camps on various aspects are arranged frequently in the peripheral villages. The faculty of all departments actively participates along with the team of Physicians/Doctors at the campus. University has also adopted one village as a part of activities. The faculty and students also participate in different activities like donation of cloth for poor people , donation of books, toys for poor children, Swachh Bharat Abhiyan, blood donation camp, health awareness programmes etc. The faculties and students from different departments actively participate in such activities.

**3.6.2 How does the university promote university-neighbourhood network and student engagement, contributing to the holistic development of students and sustained community development?**

The University realizes its responsibility towards the society. Therefore, several initiatives have been taken by the University for the benefit of the society in general and the neighbouring communities in particular. Various activities in which faculties and students are engaged, contributing to the holistic development of the students and sustained community development are listed as below:

**Health clinic:** The University has a well equipped health clinic where members of the University Community and even outsiders can avail of free medical treatment form

expert/ specialized doctors. The clinic uses the medical facilities available in the University s academic departments of Allied Health Sciences as a backup.

**Eye Camp 2016:** Assam down town University in collaboration with The Rotary Club of Guwahati has organized an Eye Camp on 20<sup>th</sup> March 2016 at Swarna Vidyapitch High School, Mayong. Students from Nursing and Medical Laboratory Technology Department of Assam down town University along with the faculties had participated and did the Preliminary Screening at the camp. More than 100 persons from nearby villages attended the Camp.

**Functional Literacy Programme 2015, 2016:** Education is the key to build the social structure and bring sustainable development to the society. Our policy makers have given utmost importance to this sector through national schemes and assistance. Presently many organizations have come across to help the poor illiterate adult worldwide. Keeping such a noble cause behind, Rotary Club of Guwahati in collaboration with Assam down town University conducted Functional Literacy Program from 9<sup>th</sup> May 2015 to September 2015 at Assam down town University, Panikhaiti Campus. The training was given to 34 numbers of 4<sup>th</sup> grade employees of Assam down town University, which was carried out by Social Work Department in association with Food Nutrition and Dietetics, Nursing and Pharmaceutical Science Departments of the University. The target group was provided training on reading and writing skills, awareness on health and hygiene, nutritional food, proper uses of medicine by the mentioned departments accordingly.

**Hand Washing Day 2016:** Assam down town University has organized an hand washing Camp on 23<sup>rd</sup> April 2016 at Swarna Vidyapitch High School, Mayong. Students from Nursing Department of Assam down town University along with the faculties had given theory as well as practical training on Hand washing. 400 students of Swarna Vidyapitch High School attended the Camp. The students were very much eager to know about the various process of Hand washing and actively involved and participated in the camp.

**TEACH Programme 2014:** The first schooling program under TEACH program of RI launched by RC Dispur in collaboration to Assam down town University (AdtU) at Panikhaiti L.P. school building has successfully completed its first batch on 15<sup>th</sup> December,2014. There were all together 31 students (male-2 + female-29), of which

16 of them have completed successfully and awarded them a certificate of appreciation for completion of pre-primary level education. In a small function shared by secretary RC Dispur attended by Rotarians, Participants, Teachers and Representative from Assam down town University. Most of the participants have expressed their happiness over their gathering knowledge through the kind courtesy of RC Dispur and Assam down town University, for which they profusely thanked each of them. They also expressed their willingness to continue their study if they get the opportunity. The organizers have agreed to continue their study centre for both new and old groups on each Monday and Friday every week. One volunteer from the village helping the organizer was rewarded with a certificate and small token of gift. (T-teacher s support, E- e-learning, A- adult literacy, C-child development, H- happy school)

**AIDS awareness programme:** A day long **workshop on awareness of AIDS** on 9<sup>th</sup> February, 2013. The workshop was sponsored by Assam State AIDS Control Society (**ASACS**). The noted socialist Dr. Siba 84rgani Sarma graced the occasion and illustrated effectively on awareness of AIDS. In connection with the event a poster competition amongst students took place where Ms. Meykumla own 2<sup>nd</sup> prize and Mr. Deepjyoti Hazarika own 3<sup>rd</sup> prize.

**World diabetes day:** World diabetes day was celebrated by an awareness walkathon from forest gate bus stop to Narengi tinali where department wise faculties and students joined with banners and play cards and which was followed by a free blood sugar check up for the above 30 years staff and faculty members on 14<sup>th</sup> November,2014.

**Swach Bharat Abhiyan:** Assam down town University organized a cleanliness drive on 14<sup>th</sup> Nov., 2014 to spread awareness on cleanliness among the people in general and road side vendors and establishments in particular in three spots Narengi tinali, Bonda market and Panikhaiti rail gate under the banner of **Swach Bharat Abhiyan Mission**. Along with faculties and students some other people also on spots joined the drive making the event a grand success.

**Health Camp 2015:** A free Health Camp was organized by Assam down town University and DTH at **Garogaon** on 13<sup>th</sup> October 2015, where Blood grouping for children and blood glucose for adults were carried out on the same day. BMLT

students, TEDM and FND students of the university participated. Around 322 children and 130 adults of Garogaon area were benefited from this health camp.

**World Health Day :** Assam down town University observes World Health Day on 7<sup>th</sup> April, 2015, every year to promote health awareness towards the society. The department of Food Nutrition and Dietetics, of Assam down town University takes initiatives to organize health awareness programme in the form of seminar or rally every year successfully and its impact has been seen among the neighboring inhabitants immensely.

**World Environment Day:** Every year the University observes World Environment Day (5<sup>th</sup> June) with great enthusiasm. Students, teachers, staffs and officials of the University plant seedlings of various species of tree both on campus and on the road sides outside. The University provides refreshment to the participants of the programme.

**PhysioFiesta:** PHYSIOFIESTA is an annual National Festival of physiotherapy students which is organized every year by the department of Physiotherapy, Assam down town University on 7<sup>th</sup> March. Through workshop on physical fitness and seminar the department draws attention towards the importance of the role of physiotherapy in the clinical sector of health science. Moreover, students and faculties can have access to many tips towards our physical fitness throughout this festival.

**World Autism Day:** Department of social work, Assam down town University organized World Autism Day on 2<sup>nd</sup> April 2015 to raise awareness about children with autism throughout the state. The event focused on personal efforts for awareness rising and eliminating negative stigma associated with autism. In addition, there were highlights on the struggles of people with autism and the importance of better understanding the disorder.

**National Science Day:** National Science Day is being celebrated every year on 28 Feb. in Assam down town University where the school children from nearby schools join the programme with great enthusiasm. It is celebrated to spread a message about the significance of scientific applications in the daily life of the people and to display all the activities, efforts and achievements in the field of science for human welfare.

**Need-based extension programmes are organized:** The University has promoted different need based activities from time to time. It actively promote donation of food and clothes to the needy people during natural calamities such as flood, earthquakes and others. The department of Social Work of Assam down town University has initiated a cloth bank from its inception and from 2016 they introduced book bank and toy bank needy children. In the year 2014 two **cloth donation camps** were organized by social work department under the banner of the University for the flood victims at Panikhaiti and massacre victims at Biswanath Chariali. On October 2015 another **cloth donation camp** with free **Health Check-Up** was organised by the department in collaboration with the down town Hospital, the department of Emergency and Critical Care and Medical Laboratory Technician under the banner of the University at Garo Basti, Panikhaiti for the poor people.

The **Functional Literacy Program for adults** was introduced in 2015 in the University. Rotary Club of Guwahati in collaboration with Assam down town University, the Functional Literacy Program started functioning from 9<sup>th</sup> May 2015 with the 4<sup>th</sup> grade employees (target group) of Assam down town University at Panikhaiti Campus, which was carried out by four departments viz. Social Work, Food Nutrition & Diatic (FND), Nursing and Pharmaceutical Science of AdtU. The training was carried on upto September 2015. Apart from developing the reading and writing skills of the target group different aspects on health and hygiene, proper use of medicines, Nutritional Diets etc. was also taught . The second phase of the program has been initiated in this year and still it is continuing. The University has adopted a village viz Tamulbari at Panikhaiti Locality, where **social survey** was done in 2011. Also, the University auditorium hall are provided free of cost for conducting felicitation programs organized by different local student organizations.

**Students and faculty participate in extension programmes:** On 14<sup>th</sup> Nov,2014 **Swachh Bharat Abhiyan** was done to spread awareness on cleanliness on 3 public spots of Guwahati City viz. Narengi , Bonda and Panikhaiti. All India Blood Pressure survey initiated by AIIMS, New Delhi was conducted in Assam down town University (AdtU) where faculties of Medical and Laboratory Technology, Trauma Emergency & Disaster Management, Nursing along with other departments organized the camp at AdtU campus. The students of Assam down town University participated in the

celebration of **International Yoga Day** on 21<sup>st</sup> June 2015. The social work student presented posters on **Yoga** and its benefits. On the same day they also presented posters on **Safety Measures of Students in and out Campus** as per the guideline of the UGC. As a part of extension activities **Saturday Seminar** by the Faculties of the University was introduced in 2015 from August and till date it is continuing.

The different departments of the University have organized such extension activities.

The department of Medical and Laboratory Technology has organized programs as follows

- A day long **workshop on awareness of AIDS** was conducted on 9<sup>th</sup> February, 2013.
- A **walkathon** from Chandmari (AEI, field) to Nehru stadium **on AIDS awareness** jointly organized by all Kamrup District Red Ribbon Club on 5<sup>th</sup> February, 2014 followed by **voluntary blood donation camp**, Where **24 BMLT students donated blood.**
- A **workshop on preliminary screening for Anaemia** was done on 9<sup>th</sup> February, 2014 to rule out anaemia status in Assam down town University female staff.
- Participation in **Run for Unity** on 31<sup>st</sup> Oct, 2014 organized by AdtU on call from UGC
- **World diabetes day** was celebrated by a awareness **walkathon** from forest gate to Narengi and followed by free blood sugar check up for the above 30 years staffs and faculty members on 14<sup>th</sup> November, 2014.
- On 26<sup>th</sup> of September 2015, a **workshop on hand wash** was conducted by Department of MLT, Assam downtown University. The department faculties and BMLT 3<sup>rd</sup> year students went to Panikhaiti Primary School, Government of Assam and explained the children the importance of hand wash in day to day life and demonstrated the proper hand wash using steps given by WHO.
- **Free health camp** was organized by ADTU and DTH at **Garogaon** on 13<sup>th</sup> October 2015. Blood grouping for children and blood glucose for adults were carried out on the same day. BMLT students, TEDM and FND

students have also participated in the same. Around 322 children and 130 adults of Garogaon were benefited from this health camp.

- One day programme **Screening, risk factor calculation and awareness of Diabetes Mellitus** was organized by dept of MLT on 14<sup>th</sup> November 2015 on world diabetes day. Awareness of Diabetes mellitus for the society, free plasma glucose check up for teaching and non teaching staff by MLT students was done on the day.

Under the banner of AdtU the department of Social Work has organized programs as follows-

- The students of social work department with other department got an opportunity participated an **awareness rally** on the occasion on **World AIDS day** conducted by Assam Aids control society on 1<sup>st</sup> December 2014 and 2015.
- The students of the department participated in **candle lighting and signature campaign event** on 10<sup>th</sup> February 2014 in the Gol Park Ambari , Guwahati 88rganized by CHILDLINE Guwahati.
- One day celebration of **World Suicide Prevention Day** on 10<sup>th</sup> September 2015. Skit was performed by the students of Social Work in the AdtU Campus to create awareness.
- Organized one day awareness program on **Rural Drinking Water and Sanitation Week** at Panikhaiti Village on 26<sup>th</sup> March 2015. On this occasion short dramas were performed on safe drinking water and sanitation.
- Organized one day celebration of **Mental Health Day** in collaboration with **Destination** and street play were performed by the students of social work at Ganeshguri, Guwahati on 9<sup>th</sup> October, 2015.
- Organized one day workshop on the **Emerging Dimensions of Professional Social Work** on 2<sup>nd</sup> April 2015 on the occasion of **World Autism Day** . Eminent speakers were invited from IOCL, NIRD and GMCH. Students from the various Social Work institutions of Guwahati and Meghalaya had participated for the program.



- Organized one day workshop on **Street Play** for the students of Social Work AdtU and the students of NERIM had also participated for the program. Mr. Manoj Kumar Martin, Eminent Actor was the main resource person for the program.
- Celebration of **World Social Work Day** on 17<sup>th</sup> March, 2015 and 15<sup>th</sup> March 2016.
- The students of social work department with other department got an opportunity to join in a one day program on **Mission Clean Brahmaputra** conducted by ARANYAK in collaboration with Assam down town University on 19<sup>th</sup> February, 2015 at Hatisila

The department of Food Nutrition & Dietetics (FND) has organized programs as follows-

- In order to impart nutritional education an **awareness program** was organized by the department under the University banner on **Disadvantages Of Junk Food In Human Body** on 30<sup>th</sup> October 2013 at Srimanta Sankardev School, Bonda , Guwahati .
- On 07<sup>th</sup> March 2014 **Women s Day** was celebrated by the department at Chandrapur Girls H. S. School , Guwahati where awareness was given on Importance of Nutrition Pregnant & Lactating Women
- Another **awareness camp** was conducted on 1<sup>st</sup> of November 2014 on **Health, Hygiene & Nutrition** in association with Rotary Club of Guwahati at Pragati Pathsahala Primary School, Shantipur , Kamrup district.
- **Breast Feeding Week** Celebration on 14<sup>th</sup> November 2014 at Assam down town University, Panikhaiti
- On the occasion of **World Health Day** on 07<sup>th</sup> April 2015 a Seminar was conducted on Food Safety: Issues And Trends at Assam down town University, Panikhaiti.
- The **Healthy Athletes Health Promotion Programme** was conducted at Sarusajai Sport Complex Guwahati on 4&5<sup>th</sup> November 2016 for Special Olympics Bharat.
- The department of Nursing every is conducting awareness programmes since 2012 on **school health program , health talk , anganwadi program**

etc. The students have also participated in **National Immunization Program**.

- The students of the department of Optometry received an opportunity to participate in a **Walk for Glaucoma Awareness** on 8<sup>TH</sup> March 2015, which was organised by Sri Sankaradeva Nethralaya Beltola , Guwahati to spread awareness of Glaucoma . Also the Optometry Department conducted a **free vision screening camp** in Bamunigaon on the occasion of **World Optometry Day** on 22<sup>nd</sup> March 2016.
- Under the banner of AdtU and in collaboration with WHO and AAFSA, the department of Microbiology organised an **Antibiotic awareness campaign** in 2015 in order to develop awareness about growing concern of Antibiotic resistance and its dreadful effect on the Medical Services.
- The department of Computer Science and Engineering is conducting a **Basic Computer Training to nearby village students** of Panikhaiti from this year 2016 at AdtU campus.

**Awareness Programme on source segregation of municipal solid waste** was conducted in 2015 at Narengi, Bonda and Panikhaiti area by the Mechanical Engineering Department.

**3.6.3 How does the university promote the participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International programmes?**

The University has yet to introduce NSS/NCC activities in the campus.

**3.6.4 Give details of social surveys, research or extension work, if any, undertaken by the university to ensure social justice and empower the underprivileged and the most vulnerable sections of society?**

The extension works conducted by the university are described in Question no 3.6.2

**3.6.5 Does the university have a mechanism to track the students involvement in various social movements / activities which promote citizenship roles?**

The University has formed an alumni Association/Society chaired by the Vice Chancellor. This forum involves in tracking the students involvement in various

social movements / activities which promote citizenship roles. As the students are from different locations and only two or three batches have passed out, no such concrete information is available.

**3.6.6 Bearing in mind the objectives and expected outcomes of the extension activities organized by the university, how did they complement students academic learning experience? Specify the values inculcated and skills learnt.**

The extension activities of the university developed inter personal relationship, inculcate the values of Team Spirit, helping each other and community participation through socializing within them and with the community. In addition the university has a provision for awarding the department for its success in social services. This award is once received by the department of Social Works Department in the year 2015 for their activities at the University for Functional Literacy Program etc.

**3.6.7 How does the university ensure the involvement of the community in its outreach activities and contribute to community development? Give details of the initiatives of the university which have encouraged community participation in its activities.**

The University representatives go to the Panchayats and villages to ensure the involvement of the community in its outreach activities.

The University under the active initiative of its management social responsibility and community services involving both the staff and the students. In this regard, the University made number of programs in association with leading NGO s such as Rotary Club etc. organized place devoted to contemporary social issues, encouraging the spirit of sharing. Such activities are being organized round the year.

**3.6.8 Give details of awards received by the institution for extension activities and/contributions to social/community development during the last four years.**

Nil.

## 3.7 Collaboration

### 3.7.1 How has the university's collaboration with other agencies impacted the visibility, identity and diversity of activities on campus? To what extent has the university benefitted academically and financially because of collaborations?

The University during 6 year of its existences could successfully forged collaborations in research, academic and extension fronts. The following are the important collaborations signed by the University with other organization are as below.

1. Assam down town University has tied up with Limerick Institute of Technology (LIT), which is a leading European technical Institute in Ireland. This tie up provides collaborations in the area of Mechanical and Civil Engineering. Both the institutions had also taken rigorous exercise of mapping and understanding each other's syllabuses and have started the joint program since 2012.
2. University is having tie up with Liverpool University for exchange of students and faculties for delivering special lectures, etc. The understanding with Liverpool University has begun in 2015 and 84 students completed the course successfully and awarded the certificate by Liverpool University.
3. **Council for Technical Education & Vocational Training (CTEVT) , Tribuvan University Nepal** : Assam down town University signed an MoU with Council for Technical Education & Vocational Training (CTEVT) and Tribuvan University, Nepal. The main objective of this MoU is for collaboration on academic and on research front in various areas between the institutions and such activities are under progress.
4. **Asian Institute of Technology, Bangkok** : Few students from Assam down town University were selected for 2 weeks under Winter education Camp at Asian Institute of Technology, Bangkok under mutual understanding between Asian Institute of Technology, Bangkok and Assam down town University. The Education Camp and study tour was a combination of Engineering and Management Courses. The students have also got an opportunity to visit some of the national institutes at Bangkok and experienced and exchange the culture between the two countries during their visit.

5. **Rajyoga Education and Research Foundation (Brahma Kumari) :** Assam down town University signed an MoU with the research foundation **Brahma Kumari** to launch diploma courses in value education and spirituality and post graduate diploma in values in health care in distance mode. The ultimate objective is to educate society to remove superstition, blind faith and ignorance.
6. **CSIR- North-East Institute of Science & Technology, Jorhat, Assam (Department of Science & Technology, Govt. of India) :** Assam down town University signed an MoU with CSIR-NEIST, Jorhat with an aim to avail the facilities and to undertake collaborative research works, sharing infrastructural facilities, short term training programmes for students from Assam down town University at CSIR-NEIST, Jorhat. Since CSIR-NEIST is a multi disciplinary institute, the only institute under the umbrella of CSIR, Department of Science & Technology serving 8 states of North East region. The collaborations with such institutes with Assam down town University is a major milestone for the University to take up challenging projects utilizing the natural bio-resources of this region.
7. **Guwahati Biotech Park, Guwahati (under state Department of Science & Technology) :** Assam down town University signed an MoU with Guwahati Biotech Park, Guwahati, Assam to explore strong research collaborations, thereby enhancing the high impact and industry oriented research output.
8. **Indian Tourism Development Corporation Ltd (ITDC) :** Assam down town University signed an MoU with Indian Tourism Development Corporation Ltd under the Ministry of Tourism. The collaboration will benefit the University to start 3 year Bachelor Program in Hospitality management. Also planned to add more courses such as International Hospitality, Airlines, Aviation, cruise, Travel and Hotel Management. The MoU with ITDC is certainly provide the quality manpower that will support the region s growing tourism industry.
9. **Dr. Bhubaneswar Borooah Cancer Institute (Dr. BBCI) :** Assam down town University signed an MoU with Dr. Bhubaneswar Borooah Cancer Institute (an Autonomous Body funded by the Department of Atomic

Energy, Govt. of India, the North Eastern Council, Govt. of India and the Govt. of Assam). The MoU with Dr. BBCI is a major milestone for Assam down town University to formulate projects in the area of cancer research having multi disciplines and to share infrastructural facilities available at Dr. BBCI. The MoU can be mutually supporting for the common cause of advancement of research projects for the benefit of the people of the country and the North East region in general.

10. **Institute of Advanced Study in Science & Technology, Assam** : Assam down town University signed an MoU with Institute of Advanced Study in Science and Technology (An Autonomous Institute Under Department of Science & Technology, Govt. of India) very recently. The main objective of this MoU is to create a framework for collaborations, sharing of ideas, joint research work between students and faculties, and to facilitate creation/ development of new experimental and research/ training facilities through mutual cooperation and exchange of experts between the two institutions

Table 3.1 Department of Training and Development has collaborations with Institutes and Organizations

Sl. No.	Name of Department	Collaboration Agency/Institute/Centre /MoUs/Agreements	Period of Collaboration	Nature of Collaboration Research/Academic/ Training/Practice/Placement Etc.  (Indicators only)
1	Training and Placement	Aspire	2014-2016	Training and Practice
2		Board of Practical training, Kolkata	Jan-15- till date	Apprenticeship
3		Piramal Foundation	June 2014-till date	Placement Training
4		Madura Fashion and Lifestyle(Aditya Birla)	Sept 2014-till date	Campus partner
5		Karuna Trust	May 2014-till date	Internship/placement
6		Fruition hotels	May 2014-till date	Internship/placement
7		Tandooriwala	July 2014	Placement/internship

These collaborations helped the University in the development of its research, academic and extension activities.

### 3.7.2 **Mention specific examples of how these linkages promote.**

#### **Curriculum development**

The linkages establish through collaboration have helped the university in framing its curricula development, research and extension activities in various ways.

#### **Internship**

Students in some departments avail the opportunities to join various industries for their internship/summer trainings. Students are also placed in various institutions for field work and practice components under the collaborative linkage. Various institutes where the students are sent for training or internship are as follows:

1. Downtown hospital Guwahati, Assam.
2. International hospital Guwahati, Assam.
3. Arya hospital Guwahati , Assam
4. Guwahati neurology research center, Guwahati
5. Dispur polyclinic Guwahati, Assam
6. Dr. B. Barooah cancer institute, Guwahati
7. Guwahati medical college & hospital, Guwahati.
8. Calcutta medical research institute
9. Rabindranath Tagore International institute of cardiac sciences, Kolkata.
10. Tata medical center Kolkata
11. N.J. wadia maternity hospital , Mumbai
12. Fortis hospital, Mumbai
13. International hospital, Guwahati
14. Arya hospital Guwahati
15. Board of Practical Training, Kolkata
16. Sankara Nethralaya, Guwahati
17. Divyachaksu Eye Clinic, Guwahati.

#### **NGO s**

1. Assam state rural livelihood mission (ASRLM), Guwahati
2. Society for social transformation and environmental protection (SSTEP)
3. Ayushmaan , Guwahati
4. Centre for development initiatives, Guwahati

5. Destination, Guwahati.
6. Committee on socio-economic development of health, Assam
7. Rashtriya Gramin Bikash Nidhi, Guwahati
8. Just be friendly society, Guwahati
9. Vaani, deaf children foundation, Guwahati
10. Snehalaya, Guwahati .

### **On-the-job training:**

In department of nursing the student nurses have a compulsory on job training to do in various hospitals. Students of social work have a compulsory field work with various collaborative NGO s.

### **Students & Faculty exchange and development**

The faculty members act as resource persons and also as participants in various programmes which results in continuous professional development. This also enables to share experiences with research scholars and among the faculty members. The faculty development also takes place through updating the knowledge from the visits to other research & development institutions. Faculties and students from various departments visit to the following institute for training/ research purposes:

1. Jorhat CSIR-NEIST`, Jorhat ( Assam)
2. IIT Guwahati, Guwahati
3. Tezpur university
4. Guwahati biotech park, Guwahati
5. Assam agriculture university
6. Ashadeep ( A mutual mental health society), Guwahati
7. National institute of public corporation and child development (NIPCCD),  
Guwahati

### **Research & Publications**

Our research scholars have access to library and laboratory resources of the collaborating organizations. Research scholars get the chance to exchange ideas with the scholars of the collaborating organizations and publish papers jointly. And also conduct joint research projects.



## **Consultancy**

Department of Civil Engineering provides practical and project guidance in collaboration with AMICE.

## **Extension**

The university has established collaboration with various NGOs such as Rotary club and others from time to time for various extension activities.

**3.7.3 Has the university signed any MoUs with institutions of national/international importance/other universities/ industries/corporate houses etc.? If yes, how have they enhanced the research and development activities of the university?**

Yes, the university has signed MoUs with national/international importance/other universities/ industries/corporate houses as stated in question number 3.7.1

**3.7.4 Have the university-industry interactions resulted in the establishment /creation of highly specialized laboratories / facilities?**

Not yet. Attempts are under progress

# **4 CRITERION: PHYSICAL FACILITIES**

#### 4.1.1 **How does the university plan and ensure adequate availability of physical infrastructure and ensure its optimal utilization?**

The norms of UGC and various statutory councils for infrastructural facilities are the basis for planning and ensuring physical infrastructures of this university. Since its inception till date the university has introduced 60 programs referred in 1.3.1. The University has developed infrastructural facilities keeping in mind the requirements of all academic programmes to facilitate efficient execution of teaching learning processes. These facilities include buildings, equipments, hardware and software, ICT infrastructure, library books and research journals.

The university plans the execution of its academic, extra and co-curricular activities in such a way so that its infrastructural facilities are utilized optimally. The departments coordinate in designing the schedules for the activities which help in achieving the optimum utilization of the university infrastructure. In addition to this, the common facilities like seminar halls, auditoriums, play grounds, central library, central laboratories, guest houses etc are shared. The distance education wing of the University offers variety of programs by utilizing the existing infrastructure of the university as and when required.

#### 4.1.2 **Does the university have a policy for the creation and enhancement of infrastructure in order to promote a good teaching-learning environment? If yes, mention a few recent initiatives.**

Yes, the University is extending its infrastructure facility as per its master plan. When a new academic program is proposed or major revisions are made to the existing programs, necessary infrastructure and resources are created.

Some of the recent initiatives implemented by the University to promote good teaching-learning environment are:

##### **Some of the recent initiatives are:**

1. Building of massive size of 20,000 sq. ft / floor (G + 5) to accommodate departments under Allied Health Sciences.
2. Block B academic building is extended with one more floor having 35,000 sq. ft. area to accommodate more classes and faculty seating accommodation.
3. SC girls hostel of 156 student capacity having 3800 sq. ft (G+6).

4. ST girls hostel of 120 student capacity having 3500 sq. ft is initiated.
5. Extension of engineering workshop.
6. Pedestrian bridge for easy movement of the students.
7. Extension of boys hostel II (G+6).
8. Additional University Guest room and staff quarter.
9. New Central Library, Gym, Swimming pool, Multi Purpose hall (2 nos.)
10. ICT enabled classrooms with smart boards and internet connections.
11. CCTV surveillance.
12. Language Laboratory and Computer Laboratory.
13. Football field.

**4.1.3 How does the university create a conducive physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services?**

Most of the teachers have been given facilities for adequate research ambience. They have the access to the departmental laboratory as well as common infrastructure facility provided by the University.

A conducive physical ambience is being created for faculties to plan and implement teaching-learning processes as well as to conduct research. For this, faculties are provided with adequate sitting accommodation, computers with uninterrupted power supply, internet connectivity and access to e-resources. Research laboratories are equipped with sophisticated instruments which are made available to the faculty to conduct research and consultancy in identified thrust areas. For example, Mechanical Engineering, Pharmacy, ECE are equipped with the important instruments as shown in Table 4.1 .

Table 4.1 List of Important Instruments in Various Departments

Sl. No.	Department	Name of equipment
1	Mechanical Engineering	Universal Vibration Apparatus
		Vertical-Horizontal Condenser
		Spring Testing Machine
		2-stroke petrol engine coupled to dc generator
		Slip Gauge Set
2	Civil Engineering	Total Station
		Triaxial
		UTM
		Tilting Flume
3	Pharmacy	UV- Visible Spectrophotometer
		Refrigerated Centrifuge
		Auto analyzer/clinical biochemistry analyzer
		HPLC
		Tablet dissolution Tester
		Tray Dryer
		Cadmach 16 station Tablet punching machine
4	ECE	Klystron based Microwave test bench
		Sensor training laboratory with seven modules
		Voltage regulation of 3-phase alternator by synchronous impedance method & also with direct loading
5	Central Instrumentation Facility	Orbital shaking Incubator, Electric Biological Incubator, UV-Vis Spectrophotometer, Gel imaging system, Thermal cycler with Computer system (PCR), Agarose gel electrophoresis system, UV-translluminator, Microplate reader, Clinical analyzer, Cooling micro centrifuge, double distilled water unit, deep freezer (-20°C), Autoclave, Magnetic stirrer, Ultrasonic Bath etc.

**4.1.4 Has the university provided all departments with facilities like office room, common room and separate rest rooms for women students and staff?**

All of the departments have dedicated office room, head of the departments room and faculty rooms/ common room. Some of the departments of the University do have separate rest room for women student & staff. The University is planning to have such facilities for all departments. However for all students the University does have separate common room for boys and girls.

#### 4.1.5 How does the university ensure that the infrastructure facilities are disabled-friendly?

All buildings of the University have been designed to create a barrier free environment so that differently-abled persons can move within the campus without any help. Adequate infrastructural facilities like lifts, ramps, wheel chairs, toilets etc., are made available to the differently-abled persons. Differently-abled persons are provided accommodation on the ground floor in the hostels. Special assistance is provided to differently-abled persons in the libraries to search for books, journals or any other material in the libraries. In laboratories also, the disabled students are provided with facilities that enable them to do the work comfortably.

#### 4.1.6 How does the university cater to the requirements of residential students? Give details of

- **Capacity of the hostels and occupancy (to be given separately for men and women)**
- **Recreational facilities in hostel/s like gymnasium, yoga centre, etc.**
- **Broadband connectivity / wi-fi facility in hostels.**

The University has three girls hostel and two boys hostel at present. The University has planned to have two more hostels, one for boys and one for girls.

**The capacity of the hostels and their occupancy are as below:**

Table 4.2 The capacity of hostels and their occupancy

Sl. No.	Particulars	Capacity	Occupancy
1	Girls Hostel I (Main Building)	250	100%
2	Girls Hostel II (Red Building)	190	100%
3	Girls Hostel III (SC)	156	100%
4	Girls Hostel IV (Proposed)	120	-
5	Boys Hostel I	162	100%
6	Boys Hostel II	130	100%
7	Boys Hostel III (Proposed)	120	-

**Recreational facilities in hostel/s like gymnasium, yoga centre, etc.**

The University hostels are located within the campus. Recreational facilities like reading rooms with magazines and newspapers, T.V. room etc. are provided to the boarders. Over and above, in-campus gymnasium (initiated), swimming pool (initiated), in-campus yoga room, basket ball & badminton court, football field and a cafeteria enriched with unparalleled scenic beauty.

In addition to the recreational facilities the hostels include well furnished rooms with wi-fi connectivity, cots, tables, chairs and cupboards; 24 x 7 security service; safe drinking water, hygienic food and spacious dining hall with proper water supply. For hostel boarders a photocopy centre cum mini studio, a stationary store, and an ATM are also available within the campus.

**Broadband connectivity / Wi-Fi facility in hostels:**

The university has a Wi-Fi enabled campus, which also includes hostels.

**4.1.7 Does the university offer medical facilities for its students and teaching and non-teaching staff living on campus?**

The university provides health care facilities to the students and staff through a well equipped health clinic in the campus where qualified doctors and health care professionals render their services. In addition to this students and staff have the opportunity to access the medical facilities provided by the down town hospital which happens to be another sister unit managed by the same trust. All the departments have been provided with First Aid Box.

**4.1.8 What special facilities are available on campus to promote students interest in sports and cultural events/activities?**

The University has sporting facilities like Basket ball Court, Badminton Court, Volley Ball Court, Football field, Cricket field and some indoor games facilities. The University has happiness club, angling club etc in which students can also be enrolled. Cultural facilities like workshop on Dance, Music, etc. are arranged in our campus. Yoga classes are held regularly for our students and time to time Art of Living classes are also arranged for the students in our campus. The University celebrate University week, Foundation Day, Teacher s Day, Yoga Day and other various functions. The University has well equipped auditorium; to conduct cultural activities The University

has a fully fledged sports department. The University has faculty in charges for sports and different cultural activities.



## 4.2 Library as a Learning Resource

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of the committee. What significant initiatives have been taken by the committee to render the library student/user friendly?

Yes, the library has an Advisory Committee and the Committee's main aim is to help in the establishment of a bridge among the Library and the academic fraternity and the management of the University. The Committee consists of:

1. Pro-Vice Chancellor	Chairperson
2. Dean of Studies	Member
3. HoD (Civil Engineering)	Member
4. HoD (Mechanical Engineering)	Member
5. HoD (CSE)	Member
6. Academic Coordinator (ECE)	Member
7. Principal (Pharmacy)	Member
8. HoD (Management)	Member
9. Principal (dtCoAHS)	Member
10. Director (dtSoAHS)	Member
11. Principal (Nursing)	Member
12. The Finance Officer (AdtU)	Member
13. The Librarian	Ex Officio Secretary

A significant initiative of the committee is the library policy which provides a layout of procedures for the procurement of new books, journals, and periodicals depending on the curricular requirement of various programmes. The committee also supervises the number of books to be issued to students and faculty, the working hours of the libraries during regular teaching period, extension of working hours during examination period and during vacation etc.

The significant initiatives taken by LAC include:

1. Formulation of procedures to transform libraries into happening places and to make functions of the library user friendly
2. Automation of library administration and services
3. Providing open access to all students and faculty

4. Facilitating search for resources through Online Public Access Catalogue (OPAC)
5. Access to web resources and reprographic facilities
6. Display of new arrivals
7. Subscription to digital data bases in respective disciplines

4.2.2 **Provide details of the following:**

- Total area of the library (in Sq. Mts.) : 978.750 square mts.
- Total seating capacity : 114
- Working hours (on working days, on holidays, before examination, during examination, during vacation)
- On working days : 9AM 8 PM
- On Sundays : Closed
- Before Examination : 9 AM 8 PM
- During Examination : 9 AM 8 PM
- During Vacation : 10 AM 4 PM
- Layout of the library ( lounge area for browsing and relaxed reading)  
: Available
- IT zone for accessing e-resources : Available Separate 10 computers are connected through LAN for accessing e-resources.
- Clear and prominent display of floor plan; adequate sign boards; fire alarm; access to differently-abled users and mode of access to collection
- Clear and prominent display of floor plan : Not Available
- Fire Alarm : Not Available
- Access to differently abled : No
- Mode of access to collection : A personal visit to the library

4.2.3 **Give details of the library holdings:**

1. Print (books, back volumes and theses)
2. Average number of books added during the last three years
3. Non Print (Microfiche, AV)
4. Electronic (e-books, e-journals)
5. Special collections (e.g. text books, reference books, standards, patents)

6. Book Banks
7. Question Banks

Table 4.3 Details of Library Holdings

Sl. No.	Details	Nos.
	Print	
	Books	20,004
	Back volumes	4,048
	Theses	2
	Average number of books added during the last three years	4,007
	Non Print (Microfiche, AV)	Nil
	Electronic (e-books, e-journals)	-
	Special collections (e.g. text books, reference books, standards, patents)	86
	Textbook and reference	20,004
	Standards	Nil
	Patents	Nil
	Book Banks	Nil
	Question Banks	1

#### 4.2.4 What tools does the library deploy to provide access to the collection?

1. OPAC : The University is planning to install OPAC shortly
2. Electronic Resource Management package for e-journals: J-gate plus
3. Federated searching tools to search articles in multiple databases: No
4. Library Website: No
5. In-house/remote access to e-publications: No

#### 4.2.5 To what extent is ICT deployed in the library? Give details with regard to

1. Library automation : It is on the Process
2. Total number of computers for general access : 10
3. Total numbers of printers for general access : 01
4. Internet band width speed : 100 mbps
5. Institutional Repository : No
6. Content management system for e-learning : No
7. Participation in resource sharing networks/consortia (like INFLIBNET): The library participates in resource sharing networks through J-gate

**4.2.6 Provide details (per month) with regard to**

1. Average number of walk-ins : 5,000
2. Average number of books issued/returned : 1,000
3. Ratio of library books to students enrolled : 5:1
4. Average number of books added during the last four years : 4,635
5. Average number of login to OPAC : Not available
6. Average number of login to e-resources : Not available
7. Average number of e-resources downloaded/printed : Not available
8. Number of IT (Information Technology) literacy trainings organized : Nil

**4.2.7 Give details of specialized services provided by the library with regard to**

1. Manuscripts : Not Available
2. Reference : Available
3. Reprography/Scanning : Available
4. Inter-library Loan Service : Not Available
5. Information Deployment and Notification : Available
6. OPACS : Not Available
7. Internet Access : Available
8. Downloads : Available
9. Printouts : Available
10. Reading list/ Bibliography compilation: The library regularly displays new arrivals on library notice board. Information about new arrivals is also communicated through e-mails.
11. In-house/remote access to e-resources: The remote access to e-resources is made available for faculty members and students through J-GATE.
12. User Orientation: The students are introduced to available library and resources during the induction programs. Orientation classes are held to faculty and students to acquaint them in using electronic resources such as digital databases, Open Educational Resources etc.
13. Assistance in searching Databases: The librarian along with the staff assist visitors in database searches.

14. INFLIBNET/IUC facilities: The University is planning to have these facilities shortly

**4.2.8 Provide details of the annual library budget and the amount spent for purchasing new books and journals.**

Table 4.4 Detail of Annual Library Budget and Amount spent for last four years

Name of the Library Resource	Budgeted for Library (Rs. in Lakh)				Amount spent for purchasing new books and journals (Rs. in Lakh)			
	2012-13	2013-14	2014-15	2015-16	2012-13	2013-14	2014-15	2015-16
Books	8.00	8.50	10.00	20.00	7.42	7.62	8.28	19.02
Journals	0.15	0.15	0.15	0.15	0.12	0.06	0.09	0.10
E-resources	0.25	1.50	3.00	3.50	0.25	1.65	2.89	2.40
Total	8.40	10.15	13.15	23.65	7.79	9.33	11.26	21.52

**4.2.9 What initiatives has the university taken to make the library a happening place on campus?**

In order to make the library a happening place, the University ensures that the users get what they look for in the library. It puts effort in making available many titles on a subject for the readers to choose from, multiple copies of books, online learning resources, open and easy access to both physical as well as electronic resources. The University ensures that the library is resource rich with latest books, high impact journals, internet etc.

The library provides E-library facility to the users for easy access to resources and information at any moment. There is a separate computer room with sufficient number of computers connected to the internet. It has a comfortable provision for reading newspapers, magazines and publications on competitive examinations etc.

The library has well-furnished, separate spacious reading rooms for students and faculties for relaxed and peaceful reading.

**4.2.10 What are the strategies used by the library to collect feedback from its users? How is the feedback analyzed and used for the improvement of the library services?**

The library has an appropriate suggestion box which is easily visible to the visitors. The visitors give their feedback and suggestion in the pre designed format and submit in the suggestion box. The visitors are encouraged to provide their feedbacks.

The LAC analyzes the library functions accounting the feedbacks given by the visitors. Based on the results of the analyses, the committee takes necessary action for the improvement of the library.

**4.2.11 List the efforts made towards the infrastructural development of the library in the last four years.**

The University is planning to have a modernized new Central Library. At present, the library is augmented with all necessary infrastructural facilities to keep pace with the changing needs of the academic community.

The expenditure on library resources has increased from:

1. Books Rs. 7.79 Lac in 2012-13 to Rs. 19.02 Lac in 2015-16.(144%)
2. e-Resources Rs. 0.25 Lac in 2012-13 to Rs. 2.40 Lac in 2015-16 (86%)

## 4.3 IT Infrastructure

### 4.3.1 Does the university have a comprehensive IT policy with regard to

IT Service Management

Information Security

Network Security

Risk Management

Software Asset Management

Open Source Resources

Green Computing

#### **IT Service Management**

- IT Service management of the University is performed by qualified employees in assistance from CISCO and Vodafone.
- Campuswide networking through optical fiber and Layer 2 switches are managed by CISCO and Vodafone.
- The whole campus including academic blocks and Hostels are Wi-Fi enabled and centrally managed by CISCO and Vodafone.

#### **Information Security**

Guiding principles provided in the policy encompasses information security aspects like confidentiality, integrity and availability. The policy states the University's responsibilities along with norms for acceptable use of ICT infrastructure. It has a dedicated section on data security consisting of formally stated security responsibilities of the users.

#### **Network Security**

The policy implicitly considers network security as part of its approach towards information security. The sections on use of physical infrastructure and responsibilities of technical staff elaborate a framework for the same.

#### **Risk Management**

ICT policy acknowledges the possibility of various threats toward its ICT infrastructure. There is a section in the policy on disaster recovery to safeguard the infrastructure from possible risks and to contain possible damages at acceptable levels. It supports disaster preparedness along with continual improvement. It also considers information system audit of University's ICT infrastructure as a detective and corrective measures for risk management.

### **Software Asset Management**

Software assets (both licensed as well free wares) of the university are managed by the Central Technical Support either directly or through the Faculty Departments.

### **Open Source Resources**

The University strongly advises all departments and centers to use Open Source Software's for academic and research purposes. Following open source softwares installed and actively used are GridSim, NS2, Eucalyptus, Cloud Framework, Weka tools, Open Stack, Python, CodeBlocks DevC.

### **Green Computing**

University uses E-mail as the primary communication medium. All academic and administrative information are done through Email thereby reducing paper printing. All academic related workflow are done through the intranet enabled web portal. Most of the administrative circular and notifications are stored in the cloud. All computers are equipped with LCD Monitors.

#### **4.3.2 Give details of the university's computing facilities i.e., hardware and software.**

##### **Number of systems with individual configurations**

2000 PCs spread across the campus are available for academic and research activities. Systems are based on i5/i3/dual core CPUs with Memory 8GB / 4GB / 2GB RAM respectively.

##### **Computer-Student ratio**

Computer Student ratio - 1:3 (All faculty and students also own their personal laptops, connected to the university network through LAN or Wi-Fi)

##### **Dedicated computing facilities**



All the Faculty departments and Research Laboratories have dedicated computing facility in addition to Central Computing Facility with more than 40 computers.

#### **LAN facility**

All computers in the campus are connected in LAN and campus wide networking is done through optical fiber cable with Layer 2 Switch and UTM

Railtel Internet Bandwidth of 100 Mbps through optical fibers

Vodafone Internet Bandwidth: 10 Mbps through optical fibers

Entire campus is Wi-Fi enabled and all staff and students have network connectivity with individual authentication

- Number of nodes/ computers with internet facility : 352 Nos.

#### **Any other (please specify)**

Microsoft License:

- WinPro 10 SNG OLP NL Legal GGS-Elic : 20 Nos.
- Office Std 2016 SNGL OLP NL Acdmc-Elic : 20 Nos.
- Network Security : UTM Quckheal Terminator 500
- End Point Security Antivirus (Seqrite) : 120 Nos.

#### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The IT infrastructure as per the academic and research requirements requested by every department. The strategy of the institute is to provide state of the art facilities and develop capability in students and staff to efficiently handle the software and hardware available.

Many open source softwares are encouraged for example GridSim, NS2, Eucalyptus, Cloud Framework, Weka tools, Open Stack etc. are available in the open source technology laboratory and are being actively used.

Institution has planned and developed a structured cabling for internet access and also supplemented with adequate number of Wi-Fi access point across the campus academic, administrative buildings, laboratories hostels, guest house, etc. ensures continuous up gradation of bandwidth and also connected to 1 Gbps with NKN.

- Services like VPN are regularly used for downloading e-learning materials.
- Regular routine administrative communications are made through E-mail.
- University promotes Google Apps for Education and Google forms are used online to collect feedback from students and alumni.
- All faculty and students are provided with individual domain login Id and passwords.

**4.3.4 Give details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.**

- The university has high speed network access to NPTEL Study Centre with 8TB of recorded video lectures for courses in Engineering, Science and humanities streams uploaded and shared through LAN and Wi-Fi throughout the day. NPTEL Study Centre facilitates the students to learn from subject experts and to take-up online certification exams conducted by NPTEL Office at regular intervals.
- E-Content developed by faculty of the departments (LMS)

**4.3.5 What are the new technologies deployed by the university in enhancing student learning and evaluation during the last four years and how do they meet new / future challenges?**

1. Students and faculty provided with Wi-Fi connectivity across the campus ensures availability of E-learning resources.
2. Departments also provide teaching materials through intranet servers for the subjects offered.
3. Registration for courses, exams, attendances etc. are done through internet with individual user id s provided to students.
4. Deployed dedicated software for academic and examination system with following modules.
  - EASY (Exam Administration System)
  - AIMS (Attendance Information Monitoring System)
  - SIS (Student s Information System)
  - FIS (Faculty s Information System)

- OCRS (Online Course Registration system)
    - ✓ SSMS (Student SMS)
    - ✓ Touch SIS (Touch Student s Information System)
    - ✓ PACO (Parents Corner)
5. The University also encourages students to undergo online MOOC courses offered by leading universities around the world and awards credits to students who have successfully completed the online courses.
  6. Multimedia resource with central library provides access to CD/DVDs, Audio Cassettes, VCDs, Video cassettes etc for the users.
  7. Student response system and interactive board are also added as technologies for learning and evaluation.

#### 4.3.6 **What are the IT facilities available to individual teachers for effective teaching and quality research?**

1. All the faculty members are given access to computing facilities and in addition they have personal Laptops.
2. b) All the learning resources (online journals and library resources) are made available to individual Faculty.
3. c) Wi-Fi and LAN connection is provided to all faculties.

#### 4.3.7 **Give details of ICT-enabled classrooms/learning spaces available within the university? How are they utilized for enhancing the quality of teaching and learning?**

University has Project classrooms for different purposes like NPTEL, Seminar presentation, project presentation etc. to improve the quality of teaching and learning with the following facilities.

All departments have smart class rooms

- Dedicated computers with Intranet and Internet connectivity
- Projector and Screen for projection and display
- Speakers for proper sound
- Collar mike for teacher

- Video Conference system facility
- Interactive board facility

**4.3.8 How are the faculty assisted in preparing computer- aided teaching-learning materials? What are the facilities available in the university for such initiatives?**

1. Training, guidance and support exercises are conducted for faculty members for preparing computer aided teaching learning materials through Faculty Development programmes organized by Centre for Learning Technologies.
2. All faculty members have access to computers. Many of them are given Desktops/Laptops depending on their cadre. They prepare power point presentation and learning materials.
3. The campus is well supported with internet connectivity through 24x7 Wi-Fi availability.
4. Blogs are added by a few faculty members so that students can interact with the subject teacher and also with class mates for clarifying doubts and for sharing their understanding of the subjects.
5. Faculty members are provided with computing facility with internet connection.
6. Media centre with high configuration workstation is available for content preparation.
7. Multi media centre available in the library enables faculty in preparing computer aided teaching-learning materials.

**4.3.9 How are the computers and their accessories maintained?**

1. The Central Maintenance support is responsible for the maintenance of computers and other accessories.
2. A Register maintenance monitoring system and Complaint Register form enables the users to lodge complaints / required services in the process.
3. There is a complaint/maintenance administrative system, in which a System Administrator along with skilled technical personnel is assigned to attend and take care of the need based accessories to rectify the complaints through stores.

**4.3.10 Does the university avail of the National Knowledge Network connectivity? If so, what are the services availed of?**

No. Service availed include accessing and downloading of e-learning materials using Virtual Private Network (VPN) Broad band.

**4.3.11 Does the university avail of web resources such as Wikipedia, dictionary and other education enhancing resources? What are its policies in this regard?**

1. Yes, a proper network and connectivity is provided to Staff and Students to have full use of web resources. It is open to individual faculty to use these resources effectively as per their requirement which they do in the course of their work.
2. Education enhancing resources are continuously updated for example through online Journals, eBooks, and developing in-house content material through multimedia facilities.
3. The Class committee meetings, department review meetings, academic council meetings, etc. bring to shape the policy with respect to enhance education resources. Further board of Management proactive policy to create new facilities.

**4.3.12 Provide details on the provision made in the annual budget for the update, deployment and maintenance of computers in the university.**

Every department submits the budget proposal for purchase / up-gradation of hardware and software during the month of March/ April and processed centrally.

Table 4.5 Annual budget and amount spent for the update, deployment and maintenance of computers for the year 2016-2017

Name of Item	Budget (in Rs.)	Amount Spent (in Rs.)
Computers and high end network stations	8,10,000	705,529
Printers	1,50,000	1,33,350
Wi-Fi access points and LAN	-----	2,13,443
Network access, Switches/Routers	2,00,000	1,91,540
UPS	1,20,000	92,730
Software subscription and consumables	500,000	302,000
Maintenance	75,000	56,015

**4.3.13 What plans have been envisioned for the gradual transfer of teaching and learning from closed university information network to open environment?**

1. The introduction of Choice Based Credit System has paved way for a student friendly learning environment, with sufficient flexibility in the teaching-learning process
2. Individual faculty members use open source materials wherever appropriate
3. Currently we are making online resources available for the subjects taught in intranet servers on 24x7 basis and accessed throughout the campus
4. Students are encouraged to study online courses offered by leading universities around the world for self study electives and Honors courses
5. NPTEL courses are offered in open environment and MIT-OCW is encouraged
6. Self learning facilities are encouraged and self study course is in the curriculum
7. The above initiatives enable gradually to open environment as campus wide Wi-Fi network is in place
8. Implant training
9. Community based service project
10. Industrial projects

## 4.4 Maintenance of Campus Facilities

4.4.1 **Does the university have an estate office / designated officer for overseeing the maintenance of buildings, class-rooms and laboratories? If yes, mention a few campus specific initiatives undertaken to improve the physical ambience.**

The University has an officer for the purpose of proper maintenance of the buildings, classrooms, and laboratories. The officer is assisted by five Estate Supervisors and technical support staff such as civil engineers, electrical engineers, carpenters, masons, electricians etc. who looks into electrical/telecommunications, water supply, housekeeping, computer laboratories and University gardens maintenance.

Some of the campus specific initiatives undertaken to improve the physical ambience are as follows:

- Painting of entire buildings is undertaken.
- Internal roads are renovated.
- Gardens are maintained at regular basis which includes tree plantation for improving the ambience.
- Renovation and expansion in the department of Pharmacy.
- Renovation and expansion of the cafeteria.
- Renovation and expansion of the parking area for faculty and students.

Physical ambience of the campus is always maintained by ensuring proper cleanliness, drainages, landscaping and providing adequate lights.

4.4.2 **How are the infrastructure facilities, services and equipments maintained? Give details.**

The University has a well equipped workshop for plumbing, welding and carpentry. A proper budget allocation is provided for maintenance of the University. If required for certain laboratory instruments, lifts etc., the University outsources the maintenance to appropriate third party with annual maintenance contract.

In this connection Assam Down Town University has an internal team of officials and executives from various Departments including Managing Trustee which monitors

effective use of every infrastructure facilities available in the Campus, like library, sports complex, computer, classrooms & other facilities.

The maintenance of our campus infrastructure is categorized as:

- Preventative, General Maintenance
- Equipment Maintenance
- Mechanical Maintenance
- Plumbing
- Electrical & Lighting Maintenance
- Carpentry
- Painting
- Vehicles

Table 4.6 The annual budget for maintenance (last 4 years)

Years	Budget (Rupees in Lac)	Expanses (Rupees in Lac)
2012-13	13.00	12.92
2013-14	70.00	70.60
2014-15	25.00	24.12
2015-16	30.00	26.55
2016-17	56.00	-



# **5 CRITERION:STUDENTS SUPPORT AND PROGRESSION**

## 5.1 Student Mentoring and Support

### 5.1.1 Does the university have a system for student support and mentoring? If yes, what are its structural and functional characteristics?

Yes, the University has a system for student support and mentoring. The system includes Students Welfare Cell, International students Welfare Cell, Training and Placement Cell, Alumni Association, Sports and Cultural cell.

**Students Welfare Cell (SWC):** The Students Welfare Cell of the university is responsible for the coordination of welfare activities of the students. The cell looks into the overall academic, physical and mental development with cooperation of the mentors and counselor of the respective departments and university. The cells also support the students in their co-curricular and extra-curricular activities.

**International Students Welfare Cell (ISWC):** The cell extends necessary support to the international students in all aspects during their study period.

**Training and Placement Cell:** This cell undertakes activities for nurturing students so that they can be placed to pursue their carrier nationally and internationally. It also coordinates the in-campus / off campus interviews and conduct job fair.

**Alumni Association:** The alumni association facilitates interactions of the alumni with the current students and coordinates the activities of the alumni associations. The alumni cell maintains the data of all alumni.

**Sports and Cultural cell:** This cell is responsible for conduction of all sports and cultural events of the university. The cell also supports and encourages participation of students and faculty members in sports & cultural activities. The university also has a provision for training, allowance and other incentives for participation in such events conducted at regional, national and international level.

In addition, the university has Anti-Ragging Committee, Committee for Prevention of Sexual-Harassment, Hostel Committee, Counseling Cell, In-campus clinic and student mentoring system for student support.

**5.1.2 Apart from classroom interaction, what are the provisions available for academic mentoring?**

In addition to the classroom interaction, academic mentoring is provided through the following avenues under the guidance of faculty members:

- Minor and major projects
- Internship in hospitals and various other organizations (In addition to guidance from industry professionals, every student is guided by a faculty member to complete their internship)
- Field work
- Guest lectures by professionals from various fields
- Seminars and presentations by students;
- Participation in Tech-fests, quiz competitions and other off campus programmes;
- Participation in seminars and workshops;
- Remedial and bridge courses;
- Educational tours and industry visits.

**5.1.3 Does the University have any personal enhancement and development schemes such as career counseling, soft skill development, career-path identification, and orientation to well-being for its students? Give details of such schemes.**

Yes, the University has personality enhancement and development activities for its students under the initiative of the Training & Placement Cell. This cell conducts regular career counseling, soft skill development, career-path identification, and orientation programmes for students.

**5.1.4 Does the University provide assistance to students for obtaining educational loans from banks and other financial institutions?**

Yes, the University helps the students in obtaining educational loans from banks and other financial institutions by providing necessary documents like admission certificate, bonafide certificate, fee structure, progress reports of the students and other documents required for the purpose. Students who wish to apply for educational loans submit an application to the university with a request for necessary documents. The

university has a tie-up with IDBI, Guwahati for facilitating educational loan to the students.

**5.1.5 Does the University publish its updated prospectus and handbook annually? If yes, what are the main issues/activities/information included/provided to students through these documents? Is there a provision for online access?**

Yes, the University publishes its updated prospectus every year. The prospectus includes necessary information on all academic programmes, eligibility, fees, registration etc., for the students seeking admission in the university. It also includes information regarding the vision, mission, objectives of the university, rules and regulations with respects to discipline, cleanliness, library, attendance, conduct, dismissal, hostel etc. The prospectus is available on the website of the university.

**5.1.6 Specify the type and number of University scholarships/freeships given to the students during the last four years. Was financial aid given to them on time? Give details (in a tabular form) for the following categories: UG/PG/M.Phil/Ph.D./ Diploma/others (please specify).**

The scholarships/freeships given to the students during the last four years is illustrated in the table below:

Table 5.1 University scholarships/freeships to the students during the last four years

Level	2013-14		2014-15		2015-16		2016-17	
	No. of Students	Amount Rs. in lakhs	No. of Students	Amount Rs. in lakhs	No. of Students	Amount Rs. in lakhs	No. of Students	Amount Rs. in lakhs
UG	30	1.64	NIL		39	7.18	1147	316.23
PG								
PhD.								
Total	30	1.64				7.18		316.23

**Adequate student welfare measures (Scholarships, freeships, insurance, etc) are provided by the institutions.**

Table 5.2 Table showing free ship and scholarship for the last four years

Sl. No.	Name of the Department/Faculty	Year	Number of scholarship given	Total amount in RS.
1	Engineering	2011	36	2,77,750
		2012	83	14,19,250
		2013	134	18,39,000
		2014	98	12,78,500
		2015	700	11200250
2	Pharmacy	2012	19	1,43,500
		2013	51	4,84,000
		2014	13	2,73,000
		2015	198	41,72,500
3	Management	2011	16	1,32,000
		2012	23	2,85,000
		2013	31	2,67,750
		2014	40	5,81,250
		2015	213	31,14,250
4	Nursing	2011	19	1,01,875
		2012	9	71,625
		2013	37	3,31,500
		2014	62	14,08,000
		2015	155	36,91,000
5	Allied Health Sciences	2011	8	37,125
		2012	55	4,62,500
		2013	125	15,38,000
		2014	236	24,61,250
		2015	913	9567,750
Total			3274	318,54,500

**5.1.7 What percentage of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)?**

Deserving/meritorious students who are admitted to the grant-in-aid units of The University receive financial assistance or scholarships from central and state governments. These scholarships are given in various categories such as wards of teachers, wards of freedom fighters, wards of service sector personnel and meritorious students, for their achievements in the board examinations at the 10th and the 12th standard classes.

#### **5.1.8 Does the University have an International Student Cell to attract foreign students and cater to their needs?**

Yes, Assam down town University has a Cell for International Student (CIS). Strategically this cell spreads awareness and provides information about the university and its various programmes among prospective students at international level. The cell also provides necessary support to the international students from pre-admission till completion of their programme. CIS participates in International Educational Fairs/Meets to attract foreign students. International students from 04 countries namely Bangladesh, Nepal, Bhutan and Nigeria are studying in various programmes offered by the University and CIS takes care of the academic and personal needs of all these 152 students.

In order to cater to the residential requirements of its international students, the University has kept one floor in one of the girl s hostel specifically dedicated for them which can accommodate 50 students. The hostel has all the facilities to cater to the requirements of international students. However, the international boy students are accommodated in common boy s hostels.

The CIS of the University provides following services to the international students:

- a. Counseling for selecting appropriate programmes and courses.
- b. Providing required documents for registration at Foreign Registration Office (FRO) after completion of the admission process.
- c. Assisting students in completing the legal formalities like police verification and in resolving Visa and Passport issues.
- d. Carrying out document verification as required by respective embassies.
- e. Organizing induction programmes for international students.
- f. Arranging for counseling and mentoring for the needy students.
- g. Creating multicultural ambiance on the campus.
- h. Providing for other support services to make stay in India pleasant and fruitful.

Besides these CIS also provides assistance to international students and scholars with regard to formal orientation of the campus, advice and counsel for educational, social, and personal problems and dissemination of important and timely information.

**5.1.9 Does the University provide assistance to students for obtaining educational loans from banks and other financial institutions?**

Yes. The details are already explained at Point 5.1.4

**5.1.10 What types of support services are available for**

- Overseas students
- Physically challenged / differently-abled students
- Students participating in various competitions/conferences in India and abroad
- SC/ST, OBC and economically weaker sections
- Health centre, health insurance etc.
- Skill development (spoken English, Computer Literacy, etc.)
- Performance enhancement for slow learners
- Exposure of students to other institutions of higher learning/corporate/business houses, etc.

**Publication of student magazines**

The University extends all possible supports to the student community belonging to the above categories. The support services provided to the various categories of students by the University are as follows.

**Overseas students**

**International students welfare cell provides necessary support for overseas students in**

- Admission process
- accommodation
- Opening new bank account
- Health care
- Providing opportunities for understanding the Indian culture by participating in local socio-cultural activities such as celebration of Bihu, Diwali, all kinds of Pujas, World environmental day, Science day, Traditional day and other celebrations etc.
- Encouraging the overseas students to display their traditions and culture in various events of the University.

- The entire University family puts extra effort in making the overseas students feel at home .
- Soft skill and communication programmes are conducted for the students from non - English speaking countries to improve their communication.

#### **Physically challenged /differently-abled students**

- Presently, Physically challenged or differently abled students have not taken admission in the University. However, the University is open for admission for all such students and wishes to extend all possible support to them.

#### **SC/ST/ OBC and economically weaker sections**

- The University follows admission and reservation policy as per the Govt. rules and regulations.
- Below Poverty Line (BPL) students are enrolled free of cost against the reserved seats.
- Fee concessions are given to students based on their merit.
- Students belonging to economically weaker sections are allowed to pay their fees in installments.
- Remedial coaching is arranged for the needy students.

#### **Students participating in various competitions/conferences in India and abroad**

- Students participating in various national/state level competitions/conferences are given financial assistance.
- Sports kits, uniforms and sports materials are provided.
- Dietician is available to offer free advice regarding dietary requirements.
- Special leaves are sanctioned to the students.
- Financial assistance is made available for drapery, props and other requisites for the students participating in cultural competitions.

#### **Health centre, health insurance etc.**

- Requisite health service is provided to the students through the University health clinic.
- OPD facility is available in the campus.
- Physiotherapy OPD is accessible.



- The University has its own ambulance.
- In addition to above, clinical psychologist is engaged for regular counseling of the students.
- First aid boxes are made available in all the departments and laboratories.

#### **Skill development (spoken English, Computer Literacy, etc.)**

- Regular sessions are organized for skill development and for the enhancement of communication skills.
- Language lab has been established.
- Students are encouraged to learn basic computer applications.
- Different competitions are arranged to develop the professional skills of the students.

#### **Performance enhancement for slow learners**

Remedial measure is taken by the university for the slow learners through tutorial classes.

#### **Exposure of students to other institutions of higher learning/corporates/business houses, etc.**

- The students are allowed to visit industries, museums, research organizations.
- Internship/Project work in the companies, research laboratories and NGO
- Visit to other institutes, herbal gardens, de-addiction & rehabilitation centers, research labs, forensic science laboratory, pharmacies, IT parks, law firms etc. are arranged by respective Institutes.
- Educational tours are arranged
- Postgraduate students are sent to research institutes of national repute industries and financial institutions for their project work.

#### **Publication of student magazines**

**5.1.11 Does the university provide guidance and/or conduct coaching classes for students appearing for Civil Services, Defense Services, NET/SET and any other competitive examinations? If yes, what is the outcome?**

The University has a plan of initiating NET/SET/GATE coaching.

**5.1.12 Mention the policies of the University for enhancing student participation in sports and extracurricular activities through strategies / schemes such as**

- **Additional academic support and academic flexibility in examinations**
- **Special dietary requirements, sports uniform and materials**
- **Any other (please specify)**

**Additional academic support and academic flexibility in examinations**

- Leave of absence is granted to facilitate students' participation in sports and cultural competitions as well as NSS activities.
- Students who participate in cultural and sports activities, additional in-semester examinations are arranged. Extra lectures and laboratory sessions are conducted for those students to ensure that they do not suffer academically.

**Special dietary requirements, sports uniform and materials**

- The University provides funds for refreshments to the participants in the tournaments.
- Sports equipment is provided for regular practice.
- Sports uniforms are provided for players representing the University in tournaments.

**Any other (please specify)**

**5.1.13 Does the University have an institutionalized mechanism for students placement? What are the services provided to help students identify job opportunities, prepare themselves for interview, and develop entrepreneurship skills?**

Yes, the University has a Training and Placement Cell (T&PC) which coordinates the training and placement activities of the University. The activities of the T&PC are:

- To identify job opportunities according to students aptitude, knowledge and skills.
- To moderate the expectations and ambitions of the students by arranging counseling for the students about choosing the organization and job.
- To train the students for aptitude tests, subject tests and interviews.

- To help the students in preparing their resumes and portfolios
- To select appropriate industries and organizations and invite them to hold campus interviews at the campus
- To coordinate schedules for off-campus interviews
- To maintain the database of potential employers
- To organize Industry-University partnership meets
- To establish Linkages with Industry and organizations

In addition, the University invites experts from industries to give special lectures on employment.

**5.1.14 Give the number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years).**

Table 5.3 Placement Data

Year	2012	2013	2014	2015
Total Students Graduated	939	1267	1287	1456
Placement %	29.5	21.9	21.5	19.0
Other than campus recruitment %	23.9	17.8	17.5	15.4
Self Employment %	2.1	1.6	1.6	1.4

**5.1.15 Does the University have a registered Alumni Association? If yes, what are its activities and contributions to the development of The University**

AdtUhas started the process of the registration of an alumni association. Alumni association will focus on growth of the University in terms of university's image building, students' job placement, mentoring and counseling for different jobs etc.

**5.1.16 Does the University have a student grievance redressal cell? Give details of the nature of grievances reported. How were they redressed?**

Yes, the University has a grievance redressal mechanism in place. The primary objective of this is to redress the grievances (academic or non-academic) of students. The University has formed committees comprising of senior faculty members. There are mainly five committees that have been formulated:

- Grievance redressal committee
- Women Grievances redressal cell
- Disciplinary Committee
- Anti Ragging Committee
- Anti Ragging Squad

The University in order to support the student s grievances, mentor are appointed from among the faculty members who place the student s problems to the appropriate committee. The mentors interact with their allotted students frequently and help them to sort their problems. In some cases, mentors also interact with parents in order to appraise progresses/problems of their wards. Till now, no sensitive complaint has been received by the committee.

**5.1.17 Does the University promote a gender-sensitive environment by (i) conducting gender related programmes (ii) establishing cell and mechanism to deal with issues related to sexual harassment? Give details.**

University does promote gender sensitive environment. As per **The Protection of Women Against Sexual Harassment at Work Place Bill, 2010**, the University has constituted a committee to look into sexual harassment of women at work place. This committee redresses any such complaint or incidental thereto. The University is proactive in developing a conducive atmosphere where the status of women is respected and they are treated with dignity.

**Composition of the Committee is as below:**

Dean of Studies (Chair person)

Resident Trustee (Member Secretary)

Ex-Vice Chancellor (Member)

Principal I/C SMCON (Member)

HR Manager (Member)

The committee also includes lady external members and other invited members.

**Objectives of the Committee:**

- Prevent discrimination and sexual harassment against women, by promoting gender amity among employees.

- Deal with the cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the top management.

So far, there is no incidence related to sexual harassment within the campus. The committee takes keen interest in promoting a gender sensitive environment.

**5.1.18 Is there an anti-ragging committee? How many instances, if any, have been reported during the last four years and what action has been taken in these cases**

Yes, the University has an Anti-Ragging Committee. It is proactive to prevent any ragging incidents in the campus. Ragging is banned in the University campus. No cases of ragging have been reported during the last four years.

The university has adopted the UGC regulations on curbing the menace of ragging in higher educational institutions, 2009.

**5.1.19 How does the University elicit the cooperation of all its stakeholders to ensure the overall development of its students?**

The University builds a healthy relationship with all its stake-holders namely- faculty, alumni, industry, society at large to ensure the overall development of its students.

Students are nominated on various committees such as magazine committees, cultural committees, sports committees etc. Students are taken as volunteers for organizing sports, cultural and knowledge events. University involves students in its social responsibility activities such as Swach Bharat Abhiyan, AIDS Awareness activities, Cloth donation for flood victims etc., adoption of villages etc. This participatory approach provides them an opportunity to develop leadership skills.

The University has established linkages with industry. These linkages enable industry professionals to participate in placement, student internships and project programmes. Further, professionals from the industry are the invited members of the Board of Studies of various departments which provide incredible support in curriculum

developments. This has resulted in enhancing the quality of the curriculum and the employability skills of the students.

**5.1.20 How does the University ensure the participation of women students in intra- and inter-institutional sports competitions and cultural activities? Provide details of sports and cultural activities where such efforts were made.**

The University provides facilities and equal opportunities to women students for intra and inter institutional sports competitions and cultural activities. The University motivates women students to participate freely in events like sports, music, dance, drama, debates, arts, street plays and yoga classes etc. It invites distinguished women in the field of sports, dance, drama, music etc. to address and motivate women students. The campus counselor participates in developing confidence among women students to get involved in sports and cultural activities. The University felicitates the winners and significant contributors on University Foundation Day.

## 5.2 Student Progression

5.2.1 What is the student strength of the University for the current academic year? Analyse the Programme-wise data and provide the trends for the last four years.

Table 5.4 Cumulative enrolment of the students for current academic year: 2015-16

Level								Total	
UG		PG		PhD		Other		Male	Female
Male	Female	Male	Female	Male	Female	Male	Female		
500	505	96	90	10	04	236	235	842	834

Table 5.5 Student progression

Student Progression	% of students	
UG to PG	30	
PG to M. Phil.	0	
PG to Ph.D.	0	
Ph.D. to Post-Doctoral	0	
Employed	Campus selection	19
	Other than Campus Recruitment	15.4
	Self employed (health sciences)	1.4

**5.2.2 What is the programme-wise completion rate during the time span stipulated by the University?**

Table 5.6 Programme wise Completion Rate

Percentage of students completing the programme in minimum time					
Faculty	Programme	2013	2014	2015	2016
Engineering	Diploma		-	-	-
	UG		67.86	42.00	39.50
	PG		50.00	-	33.33
Management	Diploma	-	-	-	-
	UG	100	87.50	50.00	54.00
	PG	68.00	89.50	64.50	47.60
Pharmacy	Diploma	-	77.70	81.03	44.10
	UG	-	90.32	82.22	65.22
	PG	-	-	-	-
Para- medical	Diploma	-	-	-	-
	UG	77.50	89.80	82.70	91.40
	PG	-	92.00	60.00	66.70
Allied-Health	Diploma	-	-	-	-
	UG	-	-	100	80.00
	PG	-	80.95	76.00	97.10
Nursing	Diploma	-	-	-	-
	UG	-	-	-	-
	PG	-	100	100	100

**5.2.3 What is the number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.?**



Table 5.7 Students Qualified in Other Examinations

Year	UGCCSIR-NET		SET		CAT		GATE / GPAT		Central/State and other Civil Services	
	Appeared	Qualified	Appeared	Qualified	Appeared	Qualified	Appeared	Qualified	Appeared	Qualified
2012-13	02	01								
2013-14							03	03		
2014-15							10	03		
2015-16							05	03		
Total	02	01					18	19		

5.2.4 Provide category-wise details regarding the number of Ph.D./ D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years.

Table 5.8 Details of PhD Thesis

PhD Thesis	2013-14	2014-15	2015-16	2016-17	Total
Submitted	0	0	2	4	6
Accepted	0	0	2	-	2
Resubmitted	0	0	0	-	-
Rejected	0	0	0	-	-

## 5.3 Student Participation and Activities

5.3.1 **List the range of sports, cultural and extracurricular activities available to students. Furnish the programme calendar and provide details of students participation.**

The list of sports, cultural and extracurricular activities are as below:

1. Sports include Athletics, Volleyball, Football, Cricket, Chess, Carom, Badminton, Table tennis etc.
2. Cultural activities include Singing, Dancing, and One Act Play etc.
3. Extra Curricular activities include Debate, Quiz, Extempore Speech, Creativity Test, Drawing and others.

Usually these events are schedule in the month of January or in Oct-Nov. Some of these events are also scheduled as and when required. The University encourages all of its students to participate in these events.

5.3.2 **Give details of the achievements of students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.**

Students of the University participate in various extracurricular, co curricular and cultural activities at State and National levels. Details of the participation of the students in such activities are given in the following tables.

Table 5.9 Participation of students in cultural activities

Year	University level	State level	Zonal level	National level	International level
2012-13	20	-----		10	-----
2013-14	35	40		25	-----
2014-15	52	50		37	-----
2015-16	70	55		42	-----
Total	177	145		114	-----

Table 5.10 Participation of students in sporting activities

Year	University level	State level	Zonal level	National level	International level
2012-13	-----	-----		-----	-----
2013-14	-----	-----		-----	-----
2014-15	-----	-----		-----	-----
2015-16	3	-----		-----	-----
2016-17	6	1		-----	-----
Total	9	1		-----	-----

However, in the field of sports, the students of the University participate at various levels but yet they have to show their talents outside the University.

**5.3.3 Does the University conduct special drives / campaigns for students to promote heritage consciousness?**

To promote heritage consciousness among the students the University organizes various activities on the occasion of various national and state level events such as Bihu, Indipendance day, world tourism day, literacy day etc. sometime students are taken by university buses to various historical sites located within the state such as Kamakhya temple, Majuli river island, Shivasagar etc. in addition the University celebrated the important events of Indian history.

**5.3.4 How does the University involve and encourage its students to publish materials like catalogues, wall magazines, college magazines, and other material? List the major publications/ materials brought out by the students during the last four academic sessions.**

To encourage the students in literary activities the University grants financial assistance to publish University magazine and departmental wall magazines. Both students and faculty of the University contribute literary works to such magazines. The University organizes competition among the students for writing short stories and essay and poems from time to time. The University also organizes debating competition, creativity test, quiz competition etc from time to time.

**5.3.5 Does the University have a Student Council or any other similar body? Give details on its constitution, activities and funding.**

So far the University does not have a Student Council/ Student union. However, every department has a student representative who represents the students of the department in various student related matters.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them. Also provide details of their activities.**

The University encourages participation of students in various academic and administrative bodies. The following bodies have student representation:

***Antiragging Squad:*** The role of Anti-ragging Squad (ARS) is to maintain, vigil, overseeing and patrolling function and shall remain mobile, alert and active at times.

***Women Cell:*** Women Cell works for spreading awareness on gender sensitivity through various activities and also supports students on gender-related issues.

***Cultural Committee:*** This committee is responsible for organizing various cultural events and to celebrate festivals in cross cultural milieu.

***Sports Committee:*** The sports committee organizes sports events at the intra university, interuniversity and national level.

***Hostel Committee:*** The hostel committee looks into the different aspects of hostel life of students residing in the hostels. The maintenance and upkeep of the facilities at the hostel and requests for additional facilities are also to be routed through the hostel committee.

***Alumni Relations Committee:*** The Alumni Relations Committee coordinates the activities of Alumni Association in conjunction with the various schools and their activities and programmes. The committee maintains regular communication with AdtU Alumni informing them about the different needs and requirements of current student where the Alumni play an important role through mentorship.

**6 CRITERION:  
GOVERNANCE,  
LEADERSHIP AND  
MANAGEMENT**

## 6.1 Institutional Vision and Leadership

### 6.1.1 State the vision and the mission of the University.

#### **Vision**

To impart quality education encouraging success and to generate knowledge for development.

#### **Mission**

To maintain Knowledge Repository.

To impart UG and PG education for generating skillful workforce in different domain of studies.

To generate new knowledge through research and also to translate them to population level by industry collaboration.

To produce skillful workforce through capacity building at different levels of studies following the Govt. of India skill development policy.

To contribute economic development through the trained human resource.

To collaborate with National and International organizations/ agencies for advancement of knowledge and for global human development.

The above vision and mission are achieved by the University through developing infrastructural facilities, recruiting faculties as per requirement and promoting various certificate diploma in various UG and PG programmes. The University has also engaged itself for promoting research in UG, PG and PhD. level.

### 6.1.2 Does the mission statement define the institution s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution s tradition and value orientations, its vision for the future, etc.?

Yes, the mission statement of the university defines its distinctive characteristics. This University is established with an aim of providing easy access on academics basically to the North East India and the entire country as a whole. It also enables accommodation to the students from other countries. It evolved methods for

scholarship and excellence, transparency, upholding of national interests, concern for environment, commitment to women empowerment, gender equality, and team work. The University's mission statement reflects the above values as well as needs of the society and its students.

That the mission statement addresses the University's distinctive characteristics is illustrated below.

The University is located at a central place of the entire North East India providing access to higher education for students from both rural and urban areas.

The University offers 60 professional, technical and liberal education programmes. It provides inclusive access to all programmes based on merit, and to all its services and resources.

The quality policy of the University declares 'Student First' as its motto. University is student-oriented with emphasis on inclusivity in planning and implementing all academic and administrative activities and processes.

The University is committed to promote advanced and socially relevant research in thrust areas particularly in the fields of health, pharmaceutical, engineering and social sciences.

The University respects scholarship and excellence, and hence strives to enhance and sustain quality in all its core activities leading to knowledge creation and knowledge dissemination

The University collaborated with reputed universities/ research institutions and also linkages with industry for its academic and research developments.

The state-of-art infrastructure of the University for research, teaching and learning are aimed at developing global competencies in students and contributing to nation development.

Further, the mission statement embodies the University's vision for future, that is:

- To focus on academic quality and administrative process.
- To adapt latest technologies and modern approaches for teaching and learning
- To collaborate with international and national organization for improvement in academics and research.
- To be the most preferred destination for foreign students.

- To undertake research in emerging areas.
- To focus on curricular, co-curricular and extra-curricular activities, and
- To develop a promising teaching learning Hub and a Centre of Excellence with active support from the students, parents, public, the Government and all its other stakeholders.

### 6.1.3 How is the leadership involved

- **in ensuring the organization s management system development, implementation and continuous improvement?**
- **in interacting with its stakeholders?**
- **in reinforcing a culture of excellence?**
- **in identifying organizational needs and striving to fulfill them?**

The university management includes leaders with immense experience and knowledge. His Excellency The Governor of Assam is the visitor of the University. The Chancellor and Vice Chancellor lead the university by ensuring quality education at all levels utilizing their experiences of dynamic arena. Over the years, both have contributed significantly to the development of University s management system, and to its implementation and continuous improvement. The heads of the various departments, administrative officers provide necessary leadership in academic and administrative matters.

The leadership of the University proactively interacts with its stakeholders in its pursuit to develop and sustain a culture of excellence. It makes every effort to identify organizational needs so as to keep pace with changes occurring around.

The University has constituted various statutory bodies such as GB, BoM, AC, FC, BoS and various other committees as per the ATDU act and UGC Regulations for involving leaders to maintain its culture of excellence. These authorities hold meetings regularly and whenever necessary. The University follows the norms of the UGC and other Central Councils in its policy decisions. The GB is the apex body of the University which has full autonomy to perform its academic and administrative responsibilities.

The Chancellor, Vice Chancellor, Pro-Vice Chancellor Registrar, Finance Officer, Controller of Examinations, Deans of Faculties and Heads of the departments are the officers of the University. The duties and responsibilities of these officers are clearly



defined. It also constitutes various committees for smooth functioning of the university. The University ensures continuous improvements to the management system through a process of collecting feedback from stakeholders. The feedbacks are discussed and analyzed for implementation of the important suggestions emerging thereof. The University formally or informally holds discussions with stakeholders and involves their leadership in its functioning. Many of the stakeholders are also included as members on various statutory bodies and committees. The leadership utilizes every opportunity in considering the valuable suggestions of the stakeholders while taking decisions.

The leadership of the university emphasizes in culture of excellence in academics and research taking initiatives such as:

setting of well defined processes for smooth administration;

mentoring of new faculty by senior faculty and establishing Faculty Development Cell; involving fast learner students in research works; recognizing achievements of faculty and students; facilitating networking with reputed universities, organizations, and industry; insisting on regular curriculum revisions; identification of graduate outcomes and facilitating outcome based education; checking for extent of plagiarism in research products;

The formal or informal inputs of the students, faculties and other stakeholders are considered for identifying organizational needs. The statutory bodies meets for analyzing and reviewing these inputs and if any input is found significant it assign responsibility to bodies/person for its execution.

**6.1.4 Were any of the top leadership positions of the University vacant for more than a year? If so, state the reasons.**

No top leadership position of the University has been kept vacant for more than a year.

**6.1.5 Does the University ensure that all positions in its various statutory bodies are filled and meetings conducted regularly?**

Yes, the University ensures that all positions in its various statutory bodies are filled and meetings are held as per the Ordinance and as needed. The number of meetings of various authorities held during the last four years is shown in the following table.

Table 6.1 Meetings of various authorities held during the last four years

Sl. No.	Name of the authority	Number of meetings held in the last four years (2013-14 to 2016-17)
01	Governing Body	11
02	Board of Management	19
03	Finance Committee	8
04	Academic Council	11
04	Board of Studies (17 nos)	114
05	Board of Examinations	15
06	University Research Council	14
07	Faculty Research Council (5 nos)	15

**6.1.6 Does the University promote a culture of participative management? If yes, indicate the levels of participative management.**

The University has a democratic pattern of taking decision i.e., it includes the faculties as members in various academic, administrative and statutory bodies. All members thus have equal opportunity to put forth their suggestion and vote for a decision. Many academic and administrative matters are periodically discussed and resolved at departmental level. The lower bodies of the University however, place their activities at the higher bodies meetings of the University. The University encourages participation of all its stakeholders in decision making for its betterment.

**6.1.7 Give details of the academic and administrative leadership provided by the University to its affiliated colleges and the support and encouragement given to them to become autonomous.**

Nil.

**6.1.8 Have any provisions been incorporated / introduced in the University Act and Statutes to provide for conferment of degrees by autonomous colleges?**

It has no affiliated colleges.

**6.1.9 How does the University groom leadership at various levels? Give details.**

Delegation of authority with accountability, mentoring and guiding are the ways in which leadership is groomed and nurtured in faculty, staff and students. The

university operates on the principles of decentralization. The faculty members are encouraged to participate in Leadership Training Programmes or capacity Building Workshops. Teachers are also assigned with academic and administrative responsibility which helps them to develop their management and leadership skills. Leadership programmes are also organized for the students where Management Scholars of National and International Repute are invited to train them.

**6.1.10 Has the University evolved a knowledge management strategy? If yes, give details.**

The University corroborates the knowledge, skills and experiences of all its employees as its capital. This may be tapped for improving the academic and administrative processes for the overall development of the university.

The knowledge generated by students and faculties through their research activities including projects of the curriculum, field visits and/or industrial visits is maintained in library in the form of dissertations, theses, technical reports and/or reading material. The University's knowledge management system enabled fundamental and applied research, development of quality curriculum and its implementation, utilization of expertise to support management decisions and improvements to knowledge creation and dissemination processes.

In order to realize paperless office, the University is developing a document management system and e-connect where the digital copies of office records can be stored and accessed from anywhere.

**6.1.11 How the following values are reflected in the functioning of the University?**

- **contributing to national development**
- **fostering global competencies among students**
- **inculcating a sound value system among students**
- **promoting use of technology**
- **Quest for excellence**

**Contributing to national development**

The University is putting all possible effort for the promotion and development of quality students. The University offers Vocational Training, focuses on Skill Development which helps the students avail a better carrier.

Assam down town University in association with NB Institute for Rural Technology (NBIRT), Assam Center has conducted two residential skill development training programme Suryamitra for solar technicians. The programme is a fully sponsored one sanctioned by Assam Energy Development Agency (AEDA) and funded by Ministry of New and Renewable Energy (MNRE) Govt. of India and was free of cost for all the selected participants. The skill development programmes were conducted to provide solar technical skills to trainees in the field of Solar Power System installation and services.

The University has also taken initiative in encouraging entrepreneurship among the students through a Business Idea Generation Contest- Manthan where incubates are selected and motivated for start ups. Till date 21 business plans have been received, out of which 7 plans were selected and 2 of the business plans are in incubation phase. The incubating start ups are given the following rewards and recognitions by Assam down town Venture Labs in association with Centre for Innovation Incubation and Entrepreneurship, Deutsche Gesellschaft Fur International Zusammenarbeit (GIZ), Young India and Indian Institute of Entrepreneurship:

- Upto 10 lakhs of seed fund to establish the idea into business
- Linkage with venture capital fund and angel investors
- Guidance of Mentors from industry as well as from academics
- Provision of Office space in Assam down town Venture Labs with furniture & fixtures, networking & IT facilities etc.
- Feature in publications

The Entrepreneurship Development Cell in Collaboration with Young India and CII is also delivering lectures in reputed institutes like Gauhati University, Royal Group of Institutions, Assam Institute of Management etc.

Through these activities AdtU has been contributing to the National socio-economic corpus.

### **Fostering global competencies among students**

The University has a diverse student Diaspora across the globe. Students not only from the North Eastern States but also from countries like Bhutan, Bangladesh, Nepal etc have enrolled in the University. The regular revision of curricula to meet the National and Global needs have been taken into consideration to make the students competitive in the global level. The University arranges Lectures by foreign experts and scholars. The Students are also sent to educational foreign tours in Institutes like Asian Institute of Technology, Thailand. This helps the students to compete in the global market.

The students of AdtU have also been placed in International Countries like Nepal. There are also instances of the outgoing students of the University pursuing their higher studies in foreign countries like Australia. Thus AdtU has been continuously fostering global competencies among its students both in an Academic perspective as well as in the competitive International Job Market.

### **Inculcating a sound value system among students**

The University conducts awareness programmes to inculcate moral and ethical values among the students. The students are involved in organizing community social programmes and conducting literary and athletic activities that reinforce the value orientation of the students. The University organizes Cleanliness Drive - Swachh Bharat Abhiyan , Blood Donation Camps, Health Awareness Rallies, Cloth Donation Camps, Relief for Victims of Flood & Natural Disasters etc where the students actively take part and it helps to build a value-system within them.

The University is also planning to incorporate the course of Art of Living in the curriculum of various programmes. The matter was proposed by the Dean of Studies in the 20<sup>th</sup> Academic Council Meeting of the University and it was widely accepted by the members in the meeting. Since in higher education, most often the curriculum concentrate on core subject knowledge and less emphasis on moral and spiritual values, hence AdtU has initiated to introduce this course as a part of the curriculum as it would empower the students not only with subject knowledge but also with moral and spiritual knowledge.

### **Promoting use of technology**

The University has introduced technological advancements like Highly IT enabled class rooms with LCD Projectors and sound systems, Smart Classrooms, Seamless Wi-Fi connectivity across campus, Subscription to famous online journals and Computer Labs. An Axis Bank ATM facility is also available inside the campus. CCTV Cameras have been installed at Strategic places to keep a close vigil on the movement in the campus.

### **Quest for excellence**

The quest for excellence is reflected in the quality of teaching and research work contributions by the faculty members. In AdtU, there is a practice of organizing Seminars every Saturday where each faculty gives a presentation on their area of interest and the presentation is chaired by expert of the respective fields. This helps in knowledge enrichment of the faculty members as a whole and acts as a holistic approach towards achieving excellence.

## 6.2 Strategy Development and Deployment

### 6.2.1 Does the University have a perspective plan for development? If yes, what aspects are considered in the development of policies and strategies?

Yes, the University has a perspective plan for its development. The statutory bodies of the university plans which are accordingly implemented by the University. The bodies also review the progress of its implementation. While preparing the plan, the following aspects were considered.

- Changing requirements of knowledge and skills for employability at national and global levels
- Internationalization of curriculum
- Availability of latest education technologies such as learning management systems
- Developing teaching and research nexus
- Enabling horizontal and vertical mobility of students by modularizing the curriculum
- Strengthening international collaborations and linkages
- Present strengths, weaknesses, opportunities and challenges.

### 6.2.2 Describe the University s internal organization structure and decision making processes and their effectiveness.

The University has a well-defined governance structure and administrative setup clearly defining roles, duties and responsibilities of various functionaries. The University complies with the UGC Regulations 2010 and other Regulatory Councils. Various positions of officers are created on functional basis.

The Vice Chancellor is the principal academic and administrative head of the University. He is assisted in the discharge of his duties by other officers of the University. The Deans are the academic heads of the faculties and are assisted by the Chairpersons of the Boards of Studies. The University has Registrar, Controller of Examinations and Finance officer who are assisted by Assistant Registrars and other subordinate staff. All academic proposals are initiated at the constituent unit level. Proposals are discussed in the Boards of Studies and Faculty of each discipline and

approved by the Academic Council. The major decisions on administrative and financial matters and overall functioning of the University are taken by the Board of Management. Normally, the decisions are taken by the authorities and bodies of the University such as Board of Management, Academic Council, Finance Committee, Board of Examinations and Boards of Studies and are implemented by the officers such as Vice Chancellor, Registrar, Finance Officer, Controller of Examinations, Deans of the Faculties, Heads of the constituent units and other subordinate officers of the University.

**6.2.3 Does the University have a formal policy to ensure quality? How is it designed, driven, deployed and reviewed?**

Yes, the University has a formal policy to ensure quality in all respects. The agencies for maintain quality in different areas of the University are IQAC, Examination Committee, Hostel Committee, Disciplinary committee, Grievances redressal cell, Prevention of Sexual Harassment Committee and Laboratory inspection Committee.

**6.2.4 Does the University encourage its academic departments to function independently and autonomously and how does it ensure accountability?**

Yes, the University encourages its academic departments to function independently in terms of day to day academic activities, simultaneously ensuring accountability. For major academic as well as financial decisions, the department proposes the matter to academic council and finance committee respectively for its approval. The departments are allowed to prepare their budget for each year. Hence, all departments enjoy autonomy to plan and implement academic functions.

The departments can design curricula, propose new academic programmes and revise the existing programmes to keep pace with changes occurring at national and global levels with respect to standards and employability requirements. The BoM ratify the proposals after incorporating suggestions by respective Board of Studies and Faculty as well as the Academic Council.

The departments have freedom to evaluate the students through appropriate formal and summative assessments for internal assessments to the extent of 40% for each course in a programme. The accountability is ensured through regular academic



audits, performance evaluations of faculty and feedbacks obtained from various stakeholders.

**6.2.5 During the last four years, have there been any instances of court cases filed by and against the institute? What were the critical issues and verdicts of the court on these issues.**

No, there were no court cases filed by or against the University during the last four years.

**6.2.6 How does the University ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship**

To ensure the prompt resolution of any grievance/complaints the members of the concerned agency get engaged to resolve the issues. The students, parents, faculty or non-teaching staff of the University can submit any grievance/complaint to appropriate authority either in written, telephonic or email form.

Depending on the nature of the grievance, it is forwarded to the appropriate committee. The committee meets on receipt of the complaint and tries to resolve it. In case the complainant is not satisfied with the decision, he /she may appeal to the appropriate higher authority at the University. If required the concerned committee invites the parents of the students involved in any disputes. The final decision on any grievance rests with the Chancellor/Vice Chancellor.

**6.2.7 Does the University have a mechanism for analyzing student feedback on institutional performance? If yes, what was the institutional response?**

Yes, the University has mechanism to collect and analyze student feedback on its performance. At the end of the every academic year, the feedback from its students on curriculum development, teaching-learning process, infrastructural facilities and learning resources through exit questionnaires are obtained. The feedback so obtained is analyzed and the outcome is placed before the appropriate authorities or the faculty concerned as the case may be.

This exercise of obtaining feedback from the students helped the University to:

- develop and update its curriculum,

- improve the teaching-learning process
- improve infrastructural facilities and
- improve learning resources.

**6.2.8 Does the University conduct performance audit of the various departments?**

Yes, the University conducts performance audits of its departments. The tools used for academic audits include the AQARs, annual reports, self-assessment of faculty, progress reports of the Ph.D students, continuous monitoring of teaching and evaluation, attendance records of students, actual examination results, feedbacks, placement records, etc.

The observations are discussed in IQAC meetings, Academic council, Board of Studies and Faculties, faculty meetings, meetings of the various committees, based on which appropriate follow up actions are taken.

**6.2.9 What mechanisms have been evolved by the University to identify the developmental need of its affiliated institutions?**

The University is established under Section 22 of UGC Act. 1956, hence not applicable.

**6.2.10 Does the University have a vibrant College Development Council (CDC)/ Board of College and University Development (BCUD)? If yes, detail its structure, functions and achievements**

Being a Unitary University, there is no provision for College Development Council (CDC) or Board of College and University development (BCUD).

## **6.3 Faculty Empowerment Strategies**

### **6.3.1 What efforts have been made to enhance the professional development of teaching and non-teaching staff?**

The University is always working to enhance the competency of its faculty and non-teaching staff. To enhance the professional development of teaching staff, the university encourages the staff to attend and conduct orientation programmes, refresher courses, workshops, in-service training programmes, seminars, conferences, and symposia. The following efforts have been made to enhance the professional development:

- The University has established a Faculty Development Cell headed by its Honourable Vice Chancellor. The committee include the senior faculty members and outside expert. The cell works in the direction to enhance knowledge and academic performances/skill as may be required/ expected from them.
- Non-Ph.D. teachers are encouraged to enroll into Ph.D. programme in the University providing fee waiver and other facilities.
- The university constantly motivates faculty to apply for extramural grants for research.
- The university provides travel grant for attending any conference/seminar.
- University time to time organizing conference/ guest lectures by the eminent personalities which benefits its faculties.
- University allows faculties to attend special training programme.

### **6.3.2 What is the outcome of the review of various appraisal methods used by the University? List the important decisions.**

Before the IQAC was in established in 21-12-2015 the performance of the faculty, quality of syllabus etc were assessed by the HR department of the University obtaining feedbacks from the students. However, since the establishment of the IQAC the entire appraisal process has been taken over by it. Outcome of the appraisal is communicated to the faculties for taking appropriate measures.

**6.3.3 What are the welfare schemes available for teaching and non- teaching staff? What percentage of staff have benefitted from these schemes in the last four years? Give details**

Employee welfare includes monitoring of working conditions, creation of industrial harmony through infrastructure for health, industrial relations and insurance against disease, accident and unemployment for the workers and their families. Welfare schemes available for the university employee are:

**Employee Provident Fund Organization:** Employee Provident Fund (EPF), Employee Pension Scheme (EPS), and Employees Deposit Linked Insurance Scheme (EDLIS). In Assam down town University EPF is provided to all the staff (Teaching/ Non Teaching) whoever is earning INR. 15000 or less per month (amended on 01/09/2014). Following are the benefits of EPF:

- Provident Fund Benefits (under Employees Provident Fund Scheme, 1952)
- Pension Benefits (under Employees' Pension Scheme, 1995)
- Death Benefits (under Employees Deposit Linked Insurance Scheme, 1976)

The University follows the calculation of EPF as per Employees Provident Fund Scheme, 1952.

- **Employees State Insurance Corporation**

Employees' State Insurance is a self-financing social security and health insurance scheme for Indian workers. In Assam down town University all the staff (Teaching/ Non Teaching) earning ₹15000 or less per month as wages, AdtU contributes 4.75 percent and employee contributes 1.75 percent, total share 6.5 percent. This fund is managed by the ESI Corporation (ESIC) according to rules and regulations stipulated there in the ESI Act 1948, which oversees the provision of medical and cash benefits to the employees and their family through its large network of branch offices, dispensaries and hospitals throughout India. Following are the benefits of ESIC:

- a. Medical Benefit
- b. Sickness Benefit
- c. Maternity Benefit
- d. Disablement Benefit
- e. Dependants' Benefit

**f. Other Benefits**

- i. Teachers, students & employees who are staying in the City Centre, avail the bus facilities provided by the University. Bus is exclusively earmarked for the teachers.
- ii. Accommodation is provided to most of the staff and few faculty members.
- iii. An area has been earmarked separately in the University Cafeteria especially for the faculties.
- iv. Various assistant programs are arranged like external counseling service so that employees can get counseling on various matters.
- v. Harassment Policy is properly maintained to protect employee from harassments of any kind. Guidelines are provided for proper action and also for protecting the aggrieved employee

**6.3.4 What are the measures taken by the University for attracting and retaining eminent faculty?**

The University attracts and retains faculty by providing scholastic ambiance for their academic growth. The measures are listed as below:

- In case of deserving faculty, the University offers high pay at the start.
- The faculty is provided state of the art infrastructural facilities.
- Full autonomy to plan and execute academic and research activities and also to develop collaborations with national and international universities and institutions.
- The young faculty is regularly provided opportunities to update their knowledge in latest developments by deputing them to attend training programs and conferences
- Faculties are encouraged to interact with academicians and undertake consultancy assignments.

**6.3.5 Has the University conducted a gender audit during the last four years? If yes, mention a few salient findings.**

Yes the University has conducted a gender audit by its Human Resource Department. The finding of the audit is as below:

Table 6.2 Result of gender audit for the year 2016-17

The result of the gender audit for the year 2016-17					
Sl. No	Criteria		Gender		
			No of Male	No. of Female	Male : Female
	Faculty	Professor	15	05	3:1
		Associate Professor	09	05	1.8:1
		Assistant Professor	87	76	1.14: 1
		Lecturer	0	07	0:7
	Teaching Asstt.	Teaching Assistants	05	0	5:0
		Lab. Technicians	05	01	5:1
		Clinical Assistants	13	31	1:2.3
	Principals/Directors/HoD		12	03	4:1
	Non Teaching Staff		152	43	3.5:1
	Students	Diploma	236	235	1:1
		UG	500	505	1:1
		PG	96	90	1:1
		PhD	10	04	2.5:1
	Total		1758	1501	1:1

**6.3.6 Does the University conduct any gender sensitization programmes for its faculty**

Yes, the University conducts gender sensitization programmes in the context of preventing of sexual harassment at work place, ragging, violation to women rights, problems related to adolescence.

**6.3.7 What is the impact of the University s Academic Staff College Programmes in enhancing the competencies of the University faculty.**

The university has yet to establish Academic Staff College.

## 6.4 Financial Management & Resource Mobilization

### 6.4.1 What is the institutional mechanism available to monitor the effective and efficient use of financial resources?

Assam Down Town University has a team of officials and 5 trustee members (down town charity trust) which monitors efficient use of the revenue earnings and their proper utilization.

- a. All receipts / grant etc. are entered into a highly sophisticated in-built software system. The University has a Cash Deposit Machine (CDM) for depositing cash.
- b. Deposits / receivables received from students and from other sources are made as per schedules, so that every expense incurred is done as per budget. The University prepares quarterly budget and after completion of every quarter variance analysis is done, which helps the University to prepare the budget for the next quarter.
- c. No non budgeted expenditure is done except in certain special cases, after taken proper approval from top management and proper verification.
- d. A monthly revenue receipt is prepared along with details of all expenses.
- e. The surplus generated at the end of the month is invested with Banks and other financial institutes taking care of the rate of interest, quick liquidity, flexibility etc. for a short period of time (say for 46 days) and also which is automatically renewed along with the interest thereof, so that maximum return can be availed.
- f. As per guideline, every Friday a financial or Fund mobilization meeting is held where discussion related to fund management mobilization takes place. This financial / fund mobilization committee consists of officials, Board of Trustees, professionals and other marketing personnel.
- g. Lastly a statement of receivables / payable is prepared at the end of the month and accordingly effective efforts are taken by the financial team, to clear the debts.
- h. Monthly MIS & OMS is prepared and placed before the Board for further advice.

#### 6.4.2 Does the University have a mechanism for internal and external audit?

**Give details.**

- a. The University has appointed two different accounts and computer management professional groups to conduct internal and external audit. Beside this the institute has also appointed software professional to monitor our software system and also to do system audit.
- b. Internal auditors use to do their audit works after every successive month, similarly system audit is done every quarterly.
- c. Reports avail from them are rectified / corrected immediately.
- d. At last external auditors do their job for final preparation of Balance Sheet & filling of Returns.

#### 6.4.3 Are the institutions accounts audited regularly? Have there been any major audit objections, if so how are they addressed.

As stated above our institutions accounts are audited regularly, periodically & yearly. Till to date there is now any major audit observations or objections. We are enclosing herewith our audited Balance Sheet for the last 4 years.

#### 6.4.4 Provide the audited income and expenditure statement of academic and administrative activities of the last four years.

University s Audited Balance Sheet for the last 4 years is shown in Table 6.3.

Table 6.3 Audited Income and Expenditure Statement

Year	Income (Rs.)	Expenditure (Rs.)	Remarks
2013-14	282,275,890	222,098,622	
2014-15	429,005,682	326,687,060	
2015-16	421,205,852	325,449,710	
2016-17 (Up-to 31.12.16)	411,091,355	263,366,075	Un-audited figures

#### 6.4.5 Narrate the efforts taken by the University for Resource Mobilization

The main source of resource mobilization by the University is the fees collected from the students. However, a small amount of the revenue is incurred from the sales proceeds of the University canteens, rental from the University assets etc. In addition, the University also gets certain amount of government grants from student s



sponsorship, for infrastructure development and donations from individuals and organizations. The University is constantly trying to enhance revenue earning from all the above sources.

**6.4.6 Is there provision for the University to create a corpus fund? Yes, give details.**

Yes, the University has recently created a corpus fund, the interest from which may be utilized by the University.

## **6.5 Internal Quality Assurance System**

**6.5.1 Does the University conduct an academic audit of its departments? If yes, give details.**

Yes the University conduct academic audit of its departments every year usually in the month of August-September.

**6.5.2 Based on the recommendations of the academic audit, what specific measures have been taken by the University to improve teaching, learning and evaluation.**

The recommendations of the academic audit reports are followed for strengthening teaching, learning and evaluation processes. The deficiencies in infrastructure, laboratory, library and other facilities as pointed out by the audit team are met with. The fund for removing deficiencies is distributed on the basis of priority.

**6.5.3 Is there a central body within the University to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome.**

The Academic Council of the University keeps constant vigil on teaching and learning process of the University. The Board of Studies of each subject is the grassroots level body for preparing and operating the academic programmes. At the top level the Board of Management and Governing Body are kept informed about the teaching learning progress of the University.

Besides these bodies, the university has constituted a Faculty Development Cell and IQAC which continuously review the teaching learning processes.

The faculty development cell basically looks after the matters of development and enrichment of teaching and learning process for the faculty. Under this provision, all new faculty are oriented with duties and responsibilities.

**6.5.4 How has IQAC contributed to institutionalizing quality assurance strategies and processes**

The IQAC of this university is very recently established in 2015 and it is following the NAAC guidelines for institutionalizing quality assurance strategies and processes.

**6.5.5 How many decisions of the IQAC have been placed before the statutory authorities of the University for implementation.**

Decisions of IQAC are in active examination for implementation.

**6.5.6 Does the IQAC have external members on its committees? If so, mention any significant contribution made by such members**

Yes, the IQAC does has external members.

**6.5.7 Has the IQAC conducted any study on the incremental academic growth of students from disadvantaged sections of society**

Not Yet.

**6.5.8 What policies are in place for the periodic review of administrative and academic departments, subject areas, research centers, etc.**

The IQAC of the University follows both NAAC and UGC guidelines for determining the periodic review of administrative and academic departments, subject areas, research centers etc.

# **7 CRITERION: INNOVATIONS AND BEST PRACTICES**

## 7.1 Environment Consciousness

### 7.1.1 Does the university conduct a Green audit of its campus?

According to the established environment policy of the university, it carries out a Green audit of its campus. By doing so, it takes into account the bigger aspects of the environment which includes management of water and energy, solid and e-waste and other hazardous materials. An extension of the initiative includes the optimal use of electricity and other forms of energy and a minimal use of plastic bags in the campus and keeping the campus pollution free.

### 7.1.2 What are the initiatives taken by the University to make the campus eco-friendly?

- Energy conservation
- Use of renewable energy
- Water Harvesting
- Check Dam Construction
- Effort for carbon neutrality
- Plantation
- Hazardous waste management
- e-waste management
- Any other (please specify)

Some of the salient steps taken by the university to make it eco-friendly are mentioned below.

#### **Energy Conservation**

The University has considered conservation of energy as one of its highest priorities. This is primarily the electrical energy. For that, maximum utilization of the daylight is made use of with efficient design of buildings. At the same time the use of fans and other cooling devices are optimized by constructing the buildings for optimizing the natural ventilation. The entire area of cafeteria is designed in such a way that it is well lighted and ventilated despite it is devoid of any electrical lights or fans. The conventional electrical bulbs are replaced by the low energy consumption LED bulbs. On the part of the employees and the students, a culture of awareness is created to

switch off lights and other electrical appliances when not required. This awareness can be seen within the class room and in the halls of the University in the forms of writings and teachers actively encouraging the students and the fellow staff to adhere to the policy. At the same time, the buildings where the provision of air conditioning is available, a practice to use this facility is encouraged such that the energy consumption is minimum.

### **Use of Renewable Energy**

The University has so far identified the sources of renewable energy and has been pro-actively engaging itself to convert some of the conventional sources to renewable ones. These include a provision to use solar energy in places such as the campus streets. The new buildings are coming up with solar photo voltaic panels for harvesting solar energy. As per planning, these panels shall be able to generate 100 KW of electricity which will drastically cut down the usage of power from power grid in both the instructional and administrative buildings during day time. At the same time a committee has been formed to see the feasibilities of the use of bio-gas as an alternate source of energy for a part of in house consumption.

### **Water Harvesting**

The University is blessed with the fact that it is situated in a place where the rainfall is in abundance during the monsoon. This has helped to develop the concept of water harvesting into a reality. Currently, the university has two water harvesting projects. The existing roof tops of the buildings are used as areas to receive the showers of rainfall and these are carried down in PVC pipes to concrete tanks for the purpose of storage. This water is then used on campus through water pipe networks. This includes the day to day cleaning of the lavatory and the wash rooms of some of the buildings. The tanks are designed in such a way that the ground water is recharged from time to time. In a different type of harvesting, spring water flowing down the slopes of the Amsang Hill, bordering university campus, is stored in a tank and used in the university Girls hostels. For a more ambitious effort to use this water during the days of shortage of water in the winter, the ongoing construction of the new buildings of the university has put efforts to store rainwater in bigger tanks for longer days. For that, rooftops of these buildings are designed with the provision of inclined steel trusses for

this purpose of easy and quick collection of water. At the same time bigger storage facilities are under consideration at these sites.

### **Efforts of Carbon Neutrality**

The university ensures that the carbon footprint is minimal with the smooth running of its daily activities. For the purpose, it has actively put efforts to conserve and plant trees inside the campus. The use of low energy consumption bulbs and other electrical and electronic equipment is a part of this policy. It makes it mandatory that dry leaves and other staff are not burnt within the campus instead they are being used as manure. Small kitchen gardens are grown inside the campus and efforts are made to keep the campus pollution free. For this, rule is enforced to the vehicle owners to have a mandatory pollution free certificate of their vehicles to be in the campus. From time to time, the university staff, faculties and the students come together under various awareness generation activities in this regard. They are encouraged to use electronic mails in an effort to minimize the use of paper and thus reduce significant carbon footprints. The use of plastic is strictly discouraged inside the campus and as far as possible the users and inhabitants of the campus are constantly reminded of this. Another way, students and teachers are encouraged to use university buses for commuting to and from the city for keeping the campus free as possible from air pollution. Nearly 50% of students and a large chunk of faculty members avail this service.

### **Plantation**

The university has actively participated in plantation activities in the campus and this has resulted in the green belt in its approach road to the main building. Within the buildings, plants and flowers are grown and maintained for an overall green environment. The habit of plantation is encouraged among all the people and for the awareness generation, various activities are carried out. This includes the celebration of Earth day, World Environment day and Bon Mohoutsav and participation in social plantation activities outside the campus. This habit is accompanied by a minimal deforestation policy for the extension of the campus buildings. Environmental experts are invited to talk on various environmental issues, such as, man-animal conflicts, ground water scarcity, floods and erosion, etc. from time to time. On many occasions, building sites and road alignments have been shifted or altered to save a tree, a natural

pond or an animal habitat. The university tries its best to expand vertically to preserve as much greenery as possible during its expansion.

### **Hazardous Waste Management**

The department of Pharmacy carries out a systematic protocol in disposal of chemicals and other hazardous wastes.

### **E-waste Management**

There has been a continuous effort to replace and upgrade the obsolete computers and accessories keeping in view of a low energy consumption environment in the campus. During the process, the E-waste or the obsolete hardware are disposed under a protocol followed by the university. Normally these E-waste are disposed to an authorized vendor who manages these as per the guidelines and principles of the E-waste management of the government.

### **Generation of Manure from Bio-Degradable Waste**

The University campus has a made a sketch to generate pit compost with the use of biodegradable waste generated basically from the cafeteria and the hostels. The idea is still in its inception and work is being undertaken to make it a reality.

### **Effluent Treatment and Recycling Plant**

The university has a small scale effluent treatment and recycling plant which is still in an experimental phase and plans to expand it to a bigger project in near future.

### **Water Purification Plant**

Water that is supplied to the hostels and the main building are drawn from a nearby pond which undergoes purification prior to use.



## 7.2 Innovations

7.2.1 **Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the university?**

### **Encouragement towards OS (Open Source) Environment**

The university actively encourages the students to get familiar themselves with the OS license software and promote this as a part of the global initiative of OS usage. Apart from computer science and Engineering, other engineering departments follow this and enhance an atmosphere of shared learning and innovation. The department of Civil Engineering in its curriculum of Adv. Surveying has put the scope of introduction of some OS software usage specially in Remote Sensing and GIS classes so that the students are not restricted by the huge cost of software purchase. The University also encourages the use of Linux platforms on a personal basis to students and has seen the practice gaining popular among some of the students in the campus.

### **Participatory Teaching:**

Students are encouraged to participate in teaching process. As soon as the lecture is over, students are asked to recapitulate the salient features of the subject just taught. This practice creates a friendly learning environment in the class.

### **Assignments:**

After completion of each unit of a course curricular, students are given assignments on the unit taught. This practice helps the student in understanding the content of the unit.

### **Mentoring:**

Student-mentoring is meticulously done in the University. Each mentor keeps contact with the parents and local guardians of the students under his/her mentorship. If a student fails to attend the classes continuously for 3 day, the mentor makes a call/ email to the parents/ local guardians to know the reasons for such absence. Similarly, the parents/ guardians are kept informed about the academic performance of the students.

**Audio- visual aids in teaching:**

Audio- visual aids are used in class teaching for better understanding of the subject. Students also find interest in such method of teaching.

**Remedial measures for slow learners:**

Each teacher identifies the slow learners in his/her class and hold extra classes for such slow learner with a view to upgrading them to the level of other group of students.

**Personality development:**

The University has developed a course on Personality Development Programme for the University students. Students of the University are taught various aspects of personality development by the expert personnel of the Department of Skilled Development.

**Entrepreneurship development training:**

To motivate students to take up entrepreneurial ventures/ business startup after their study, the University imparts entrepreneurship development training. The personnel of the Skilled Development Cell of the University train the students in entrepreneurship.

**Orientation programme:**

For all newly admitted students are given a series of orientation lecture for 2 to 3 days from the date of commencement of classes. In such orientation classes, students are apprised of the opportunity and challenges of the subject they are admitted to, the University and its culture & tradition, etc. Such orientation programme relieves the home sickness of the students and enhances their self confidence.

**Attendance status:**

Each student is kept informed about his/ her attendance status on monthly basis.

**Spiritual education:**

Discourse on **Art of Living** are held from time to time in the University premises where experts talk on and demonstrate various tools for keeping the body & mind healthy, such as, Sudharsan Kriya Yoga, Meditation, Pranayama, etc. Similar

discourses are also organized in the campus by the **Brahmakumaris from Prajapita Brahmakumaris Iswwawariya Vishwa Vidhyalaya.**

**Best Department of the year:**

Every year the University with the help of an expert panel evaluates the teaching Departments in terms of their examination results, publications of the faculty, students performance in curricular, co-curricular and extracurricular activities, discipline maintained, etc, and declares a Department as the **Best Department of the year.** The best Department of the year is awarded a certificate in the University Convocation.

**Best Student of the year:**

Every year the University declares a student as the **Best Student of the University** for the year on the basis of his/ her academic performance, community participation, cultural and sporting talents, etc. The best student of the year is awarded a certificate in the Convocation of the University.

**Guest lectures by eminent scholars:**

The University, on a regular basis, invites experts to deliver talks on specific subjects which is attended by students and faculty. The noted scholars who deliver such talks in recent period was Dr. C.N.R Rao, FRS, Bharat Ratna, Prof R.C Deka, former Director AIIMS, New Delhi, Prof. Rajesh C Shah, noted Surgeon and former President, International College of Surgeons, Indian Section, Prof. Aravind Phukan, former Prof., University of Alaska, USA.

**Training for non-teaching staff:**

The university realizes that the non-teaching staff of the University is a vital component of the University management system. They should be skilled and pro-active. With this in view, the University arranges training programmes occasionally for the non-teaching staff in the areas of office management, accounting process, ITC, etc.

**Use of ITC:**

The University extensively uses the information and communication technology for its entire management system. Almost all correspondence within the University communities is done through e-mail. Paper is hardly used in University's inter-departmental communications.

**No Smoking campus:**

The University has achieved a major success in eradicating use of tobacco in any form including smoking within the campus. The entire campus is a no smoking zone.

**Serene and clean campus:**

The campus is so serene and clean that it looks like a hermitage, a comfort zone for several species of avian, flora and fauna, including a few rare ones. The campus offers a heaven of peace and serenity away from the bustle of the city.

**Happiness club:**

Happiness Club- Lighten up!! Be happy, an establishment of Assam down town University, which was inaugurated by honorable Chancellor, Dr N N Dutta in presence of his holiness Truelku Jigme Do-Ngag Tendzin, Bhutan on 1<sup>st</sup> December, 2014. Encouraging happiness through each other is the motto of this club.

## 7.3 Best Practices

### 7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the University.

Certain practices which are considered to be good for overall growth and development of the University are:

- **Free Wifi:** Free wifi facility is available in certain buildings and establishments of the University located within the campus. Very soon the entire campus will come under free wifi system. This has greatly helped the University communities in getting access to internet facility.
- **Ethical committee for Research projects:** The University has an Ethical Committee which includes a few external members. The committee examines the ethical aspects of all research works done in the University, such as, research papers, research projects, PhD projects, etc.
- **Faculty development programme:** The University encourages its faculty for improving their academic career. Faculty members are given leave and financial assistance to attend refresher courses, seminars, conferences. Air fare and registration fees are borne by the University for any faculty attending International Seminar and conference. Every year 3 to 4 faculty members avail of this facility. Concessions in course fees, annual fees are granted to those faculty members who are registered as PhD scholars of the University. The **Director of Research of the University** organizes occasionally Colloquia for the faculties where experts deliver talk on how to prepare a fundable research project to be submitted to sponsors.
- **Weekly Seminars:** On every Saturday, a seminar is organized in the University auditorium. A faculty of a teaching department presents a paper on an aspect of his or her area of research. Such seminars are attended by teachers and students.
- **Students scholarships:** The University waives 100% course fees for students securing position in Board or University examinations. 50% waiver is granted to those who top in a semester examination of the University. In addition fee-waivers of varying degrees are granted to students belonging to very poor family.

- **Community services under Institutional Social Responsibility (ISR):** The University fully realizes its responsibility to the society. Therefore, several initiatives have been taken by the University for the benefit of the society in general and the neighbouring communities in particular.
- **Health clinic:** The University has a well equipped health clinic where members of the University Community and even outsiders can avail of free medical treatment from expert/ specialized doctors. The clinic uses the medical facilities available in the University s academic departments of Allied Health Sciences as a backup.
- **Eye Camp 2016:** Assam down town University in collaboration with The Rotary Club of Guwahati has organized an Eye Camp on 20<sup>th</sup> March 2016 at Swarna Vidyapitch High School, Mayong. Students from Nursing and Medical Laboratory Technology Department of Assam down town University along with the faculties had participated and did the Preliminary Screening at the camp. More than 100 persons from nearby villages attended the Camp
- **Functional Literacy Programme 2015, 2016:** Education is the key to build the social structure and bring sustainable development to the society. Our policy makers have given utmost importance to this sector through national schemes and assistance. Presently many organizations have come across to help the poor illiterate adult worldwide. Keeping such a noble cause behind, Rotary Club of Guwahati in collaboration with Assam down town University conducted Functional Literacy Program from 9<sup>th</sup> May 2015 to September 2015 at Assam down town University, Panikhaiti Campus. The training was given to 34 numbers of 4<sup>th</sup> grade employees of Assam down town University, which was carried out by Social Work Department in association with Food Nutrition and Dietetics, Nursing and Pharmaceutical Science Departments of the University. The target group was provided training on reading and writing skills, awareness on health and hygiene, nutritional food, proper uses of medicine by the mentioned departments accordingly.
- **Hand Washing Day 2016:** Assam down town University has organized an hand washing Camp on 23<sup>rd</sup> April 2016 at Swarna Vidyapitch High School,

Mayong. Students from Nursing Department of Assam down town University along with the faculties had given theory as well as practical training on Hand washing. 400 students of Swarna Vidyapitch High School attended the Camp. The students were very much eager to know about the various process of Hand washing and actively involved and participated in the camp.

- **TEACH Programme 2014:** The first schooling program under TEACH program of RI launched by RC Dispur in collaboration to Assam down town University (AdtU) at Panikhaiti L.P. school building has successfully completed its first batch on 15<sup>th</sup> December, 2014. There were all together 31 students (male-2 + female-29), of which 16 of them have completed successfully and awarded them a certificate of appreciation for completion of pre-primary level education. In a small function shared by secretary RC Dispur attended by Rotarians, Participants, Teachers and Representative from Assam down town University. Most of the participants have expressed their happiness over their gathering knowledge through the kind courtesy of RC Dispur and Assam down town University, for which they profusely thanked each of them. They also expressed their willingness to continue their study if they get the opportunity. The organizers have agreed to continue their study centre for both new and old groups on each Monday and Friday every week. One volunteer from the village helping the organizer was rewarded with a certificate and small token of gift. (T-teacher s support, E- e-learning, A- adult literacy, C-child development, H-happy school)
- **AIDS awareness programme:** A day long **workshop on awareness of AIDS** on 9<sup>th</sup> February, 2013. The workshop was sponsored by Assam State AIDS Control Society (**ASACS**). The noted socialist Dr. Siba prasad Sarma graced the occasion and illustrated effectively on awareness of AIDS. In connection with the event a poster competition amongst students took place where Ms. Meykumla own 2<sup>nd</sup> prize and Mr. Deepjyoti Hazarika own 3<sup>rd</sup> prize.
- **World diabetes day:** World diabetes day was celebrated by an awareness walkathon from forest gate bus stop to Narengi Tiniali where department

wise faculties and students joined with banners and play cards and which was followed by a free blood sugar check up for the above 30 years staff and faculty members on 14<sup>th</sup> November, 2014

- **Swach Bharat Abhiyan:** Assam down town University organized a cleanliness drive on 14<sup>th</sup> Nov., 2014 to spread awareness on cleanliness among the people in general and road side vendors and establishments in particular in three spots--Narengi Tiniali, Bonda market and Panikhaiti rail gate under the banner of **Swach Bharat Abhiyan Mission**. Along with faculties and students some other people also on spots joined the drive making the event a grand success.
- **Health Camp 2015:** A free Health Camp was organized by Assam down town University and DTH at **Garogaon** on 13<sup>th</sup> October 2015, where Blood grouping for children and blood glucose for adults were carried out on the same day. BMLT students, TEDM and FND students of the university participated. Around 322 children and 130 adults of Garogaon area were benefited from this health camp.
- **World Health Day :** Assam down town University observes World Health Day on 7<sup>th</sup> April, 2015, every year to promote health awareness towards the society. The department of Food Nutrition and Dietetics, of Assam down town University takes initiatives to organize health awareness programme in the form of seminar or rally every year successfully and its impact has been seen among the neighboring inhabitants immensely.
- **World Environment Day:** Every year the University observes World Environment Day (5<sup>th</sup> June) with great enthusiasm. Students, teachers, staffs and officials of the University plant seedlings of various species of tree both on campus and on the road sides outside. The University provides refreshment to the participants of the programme
- **PhysioFiesta:** PHYSIOFIESTA is an annual National Festival of physiotherapy students which is organized every year by the department of Physiotherapy, Assam down town University on 7<sup>th</sup> March. Through workshop on physical fitness and seminar the department draws attention towards the importance of the role of physiotherapy in the clinical sector of



health science. Moreover, students and faculties can have access to many tips towards our physical fitness throughout this festival.

- **World Autism Day:** Department of social work, Assam down town University organized World Autism Day on 2<sup>nd</sup> April 2015 to raise awareness about children with autism throughout the state. The event focused on personal efforts for awareness rising and eliminating negative stigma associated with autism. In addition, there were highlights on the struggles of people with autism and the importance of better understanding the disorder.
- **National Science Day:** National Science Day is being celebrated every year on 28 Feb. in Assam down town University where the school children from nearby schools join the programme with great enthusiasm. It is celebrated to spread a message about the significance of scientific applications in the daily life of the people and to display all the activities, efforts and achievements in the field of science for human welfare.