Yearly Status Report - 2018-2019

Part A	

Data of the Institution	
1. Name of the Institution	**ASSAM DOWN TOWN UNIVERSITY**
Name of the head of the Institution	**N. N. DUTTA CHANCELLOR**
Designation	**Vice Chancellor**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0361-2331003**
Mobile no.	**9706011569**
Registered Email	**jd@downtowngroup.org**
Alternate Email	**registrar@adtu.in**
Address	**GANDHI NAGAR, PANIKHAITI,**
City/Town	**GUWAHATI**
State/UT	**Assam**
Pincode	**781026**

2. Institutional Status

University	**Private**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Mr. Anjan Thakur**
Phone no/Alternate Phone no.	**03617110711**
Mobile no.	**9706281294**
Registered Email	**directorqualityprocess@adtu.in**
Alternate Email	**registrar@adtu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://adtu.in/aqar.html

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://adtu.in/aqar.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.23**	**2019**	**04-Mar-2019**	**03-Mar-2024**

6. Date of Establishment of IQAC	**30-Jul-2018**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Quality Convention	**04-Apr-2019** **1**	**150**
Quality Convention - Panel Discussion	**29-May-2019** **1**	**17**

1st Management Review Meeting on Implementation of ISO 9001:2015 QMS	19-Sep-2018 1	13
Internal Audit Workshop and Internal Audit Examination	08-Aug-2018 3	29
Quality Management System Certification Audit	19-Dec-2018 3	239
[View File](#)		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Assam down town University	SIRO	Department of Scientific and Industrial Research,Ministry of Science & Technology	2018 1096	0
Assam down town University	ISO 9001:2015 QMS Certification	SGS, UK	2019 1096	0
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1st Management review meeting for design and implementation of Quality Management System was conducted for assessment of progress.

The System was designed as per requirement of ISO 9001:2015 Quality system standard and certified by SGS international.	
Policy documents relating to performance appraisal, purchase procedure, consultancy, admission, startup and recruitment were prepared/ streamlined and approved by statutory bodies.	
AdtU model of teaching learning and research prepared and approved by statutory bodies.	
Strategic plan and deployment document prepared and approved by statutory bodies.	

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To Design Implement of Quality Management System	ISO 9001:2015 QMS was designed and implemented which is certified by SGS International
Documentation of different policies and procedures	Policies and procedures pertaining to Purchase, Performance appraisal, consultancy, recruitment etc was prepared and approved by Statutory Body
To design of AdtU model of teaching Learning & Research	AdtU model of teaching learning & research was designed and approved for implementation
Ensure adoption of UGC regulation dated 18th July' 2018 with respect to Assessment Criteria & methodology for promotion of teaching under CAS	The resolution placed before the Statutory Body and approved by the Statutory Body
To prepare guidelines for submission of application for promotion under CAS	Guidelines prepared and approved by Statutory Body
Digital Examination processing module	IT department prepared Digital Examination processing module in terms of I) Computer based exam for sessional examination. II) Digital Question Bank generation. III) Digital generation of END semester question paper with help of soft A 1.
Preparation of Quality Manual	Quality Manual incorporating Quality objectives was prepared and approved by Vice Chancellor
Preparation of Departmental Operating Procedure incorporating primary process of Academic departments	Departmental Operating Procedure incorporating primary process & procedure was prepared and approved
Assessment of Training needs and Competency Mapping	Competency Mapping and assessment of training needs carried out and

	documented.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Board of Management	**07-Mar-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**18-Feb-2019**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**28-Feb-2019**

17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management Information System (MIS) under ERP with the following components is already in place: 1. System for Admission covering online application submission and admission counselling. 2. Student Academic Activities and Mentoring System. 3. Digital Application Payment Module. 4. Library Information System and eJournal. 5. Digital Content Repository and Academic Scheduling System. 6. Digital Grievance Redress System. 7. Digital Question Repository and Examination Processing System. 8. Placement Application and Processing Module. 9. Alumni Network Platform. Note: Deployment of a fully integrated ERP system is underway.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision

MSc	MLT	Medical laboratory Technology	01/08/2018
MBA	MBA	Management	23/07/2019
BBA	BBA	Management	23/07/2019
BA	BSO	Sociology	24/06/2019
BTech	BCE	Civil Engineering	12/12/2018
BTech	BME	Mechanical Engineering	12/12/2018
BTech	BCS	Computer Science & Engineering	12/12/2018
BSc	BOP	Optometry	29/04/2019
MSc Nursing	MNU	Nursing	17/06/2019
BPharm	BPS	Pharmaceutical Science	17/06/2019

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
MSc	Botany	04/09/2018	Plant Pathology(MBY 303)	04/09/2018
MSc	Zoology	04/09/2018	MZY 3Endrocrinology and Reproductive Biology (MZY 302)02	04/09/2018
MSc	Chemistry	04/09/2018	Bioorganic Chemistry(MCH302) MBY 401	04/09/2018
MSc	Mathematics	04/09/2018	ContinuumMechanics and Hydrodynamics (MMA301);Dynamical Systems and Fractal Geometry (MMA002);Special Theory of Relativity (MMA303);Fuzzy Sets and Systems/ Probability Theory (MMA304);Partial Differential Equations (MMA305);Operation	04/09/2018

			Research (MMA401	
MSc	Biotechnology	04/09/2018	Journal Club (MBT 105)	04/09/2018
MSW	Master of Social Work	29/04/2019	Alternative English; Family and Child Welfare; IT and Software Training Skill	29/04/2019
MBA	Master of Management	29/04/2019	Intellectual Property Rights	29/04/2019
		[View File]()		

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Chemistry	04/09/2018
MSc	Mathematics	04/09/2018
MSc	Botany	04/09/2018
MSc	Zoology	04/09/2018
	[View File]()	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the University level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	Information Technology BCS001	29/04/2019
BTech	Software Testing and Python Programming BCS002	29/04/2019
MBA	IPR	29/04/2019
MSc	Botany	01/08/2018
MSc	Zoology	01/08/2018
MSc	Chemistry	01/08/2018
MSc	Mathematics	01/08/2018
MPT	Physiotherapy (Pediatrics)	01/08/2018
MPT	Physiotherapy (Cardio-respiratory)	01/08/2018
MSc	MLT (Hematology and Blood Transfusion)	01/08/2018
MSc	MLT (Microbiology and Immunology)	01/08/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication Skill	06/08/2018	60
Biology for Engineers	24/04/2019	148
Life Science	24/04/2019	120
Energy Science and Engineering	24/04/2019	120
Humanities I	24/04/2019	148
Environmental Science	01/08/2018	1003
Public Health and Hygine	01/08/2018	64
Professional Employability	06/08/2018	192
Personality Development	06/08/2018	2470
English Language and Communicative Skills	06/08/2018	154
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Project work as a part of course curriculum	60
BHM	Project work as a part of course curriculum	18
MSW	Project work as a part of course curriculum	33
BSW	Project work as a part of course curriculum	15
BA	Project work as a part of course curriculum , PSY	23
BTech	Project work as a part of course curriculum	140
BTech	Project work as a part of course curriculum	36
BTech	Project work as a part of course curriculum	18
BSc	Project work as a part of course curriculum	36
BBA	Project work as a part of course curriculum	27
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No

Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback and analysis mechanism is in place relating to students feedback on efficacy of teaching learning technology adopted by faculty. After analysis of the feedback by IT division the same is reported to the HR department. The HR department takes suitable measures in consultation with the competent authority. The student feedback is useful to make need based chances for improvement of teaching learning technology. Students feedback system enable to understand his/her strength and weakness thereby take appropriate action for improvement. Moreover there are various types of functional committees to perform specific roles. These committees sit as per pre-determined schedule to deliberate on issues relating to Admission, Examination, Grievance, Disciplinary Action, Research etc where the representatives from Academic and Administrative sections participate and provide feedback on various issues. These committees take measures to resolve the issues raised. Similarly Students Satisfaction Survey is periodically conducted and after analysis of feedback by IT division the same is reported to the competent authority for appropriate actions. Feedbacks from employer are usually taken by the placement cell and there feedbacks are helpful for the institution for up gradation/modification of existing facilities as well as creation of additional facilities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BTech	Computer Science and Engineering	60	72	20
BTech	Mechanical Engineering	60	72	7
BTech	Civil engineering	120	150	120
BBA	Bachelor of Business Administration	60	701	35
MBA	Master of Business Administration	60	536	56
BHM	Bachelor of Hotel Management	30	297	27
BSW	Bachelor in Social Work	15	203	5
MSW	Master in Social Work	30	207	26
MSc	M.Sc Nursing	15	35	15

BSc	B.Sc Biotechnology	45	137	30

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2923	494	221	221	221

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
221	221	11	53	53	4

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The University is committed towards all-round development of diverse base of its students in their academic, personal and social life. The University also looks into their development in the field of leadership in the changing world. To fulfil the above objective, the University has devised student mentoring system where each of the students is assigned a Mentor (a faculty member). The senior students are gradually inducted into the mentoring process under the overall supervision of the faculty mentors. The mentors keep in touch with the students through regular meetings to fulfil the following activities: 1. To create a congenial atmosphere so that the students feel at home, being away from home. 2. Monitor, guide, counsel and motivate the students in academic matters such as choice of electives, SWAYAM courses, projects, summer trainings in conformity with their aptitude. 3. Guide the students in career planning and professional development. 4. Look after the academic performance of the students and take required measures to support if required. 5. Take measures to support the students in affairs relating to the problems faced by them in the student life cycle. 6. Contact parents/guardians if situation demands.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3417	221	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
203	221	0	66	51

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
2018	Dr. Saikat Sen	Professor	Dr. APJ Abdul Kalam Awartd for young scientists, Marina Lab, Chennai
2018	Dr. Saikat Sen	Professor	Best Faculty Award in the science technology awards, EET CRS, Bangalore
2019	Dr. Saikat Sen	Professor	Sushruta Best young scientist, Bose Science society, Tamilnadu
2018	Dr. Abhijit Dutta (PT)	Associate Professor	Academic Excellence Award by Haryana Chartered Association of Physiotherapists at PHYSIOHARCON
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	BBA	Bachelor of Business Administration	14/12/2018	28/12/2018
MBA	MBA	Master of Business Administration	14/12/2018	28/12/2018
MSc	MBT	Master of Science In Biotechnology	14/12/2018	28/12/2018
MSc	MBY	Master of Science In Botany	02/06/2019	24/06/2019
MSc	MCH	Master of Science In Chemistry	02/06/2019	24/06/2019
MPT	MPT	Master in Physiotherapy	14/12/2018	28/12/2018
MSW	MSW	Master of Social Work	14/12/2018	28/12/2019
MPharm	MPH	Master in Pharmacy	02/06/2019	24/06/2019
MSc Nursing	MNU	Master of	02/06/2019	24/06/2019

| MSc | MMB | Master of Science In Microbiology | 02/06/2019 | 24/06/2019 |

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
1025	4165	24.6

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://adtu.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MNU	MSc	NURSING	14	14	100
MPT	MPT	PHYSIOTHERAPY	2	2	100
MSW	MSW	SOCIAL WORK	9	9	100
MPH	MPharm	PHARMACY	8	8	100
BBT	BSc	BIOTECHNOLOGY	32	23	72
BOP	BSc	Bachelor of Optometry	49	45	92
BSW	BSW	Bachelor of Social Work	5	4	80
MEC	MSc	Master of Emergency & Critical Care	11	10	91
MFN	MSc	Master of Science In Food Nutrition & Dietetics	5	5	100
MBA	MBA	Master of Business Administration	89	59	66

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

https://bit.ly/2vzi0Lu

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	Dr. Gitartha Kaushik	National Post Doctoral Fellowship	01/08/2019	SERB-DST
		View File		

3.1.2 – Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the year

Name of Research fellowship	Duration of the fellowship	Funding Agency
SRF	1095	DBT
Post Doctoral fellow	243	SERB-DST
JRF	730	DBT
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Projects sponsored by the University	182	AdtU	0.4	0.4
Projects sponsored by the University	365	AdtU	0.4	0.4
Major Projects	1095	DBT	68.82	20.43
Major Projects	730	ASTEC, DST GOVT. OF ASSAM	4.04	3.3
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3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Conference on Translational Drug Discovery: Current Trends and Future Interventions	Faculty of Science in association with Society of Biological Chemist (India), North East Chapter, Jorhat and Tea Improvement Consortium, Toklai, Jorhat	10/11/2018
Transforming Nursing	Faculty of Nursing	06/04/2019

Future: Challenges Innovation and Management		
Instrument Assisted Soft Tissue Mobilization	Faculty of Paramedical Science in collaboration with Down Town Hospital and All Assam Physiotherapy Association	24/05/2019
Understanding Self and Emotion	Faculty of CMHSS	21/05/2019
Pharmacon	Faculty of Pharmaceutical Science	29/03/2019
Music and Medical Science	Faculty of Engineering and Technology	04/06/2019
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
dtVL	down town Venture Labs	Assam down town University	Zerund Manuf acturing Pvt.Ltd.	Building Material (AAC Block)	21/11/2018
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Pharmaceutical Science	2
Management	2
Humanities and Social Science	2
Science (Biotechnology)	1
Science (Mathematics)	2
Science (Chemistry)	1
Engineering and Technology	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PHARMACEUTICAL SCIENCE	2	0.08
National	NURSING	0	0
National	CMHSS	1	0
National	ENGINEERING TECHNOLOGY	0	0

National	SCIENCE	6	2.29
International	PHARMACEUTICAL SCIENCE	10	0.16
International	NURSING	5	3.63
International	CMHSS	1	0
International	ENGINEERING TECHNOLOGY	23	0.8
International	SCIENCE	13	0.5
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PARAMEDICAL SCIENCE	1
PHARMACEUTICAL SCIENCE	14
MANAGEMENT	52
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3.4.4 – Patents published/awarded/applied during the year

Patent Details	Patent status	Patent Number	Date of Award
SYSTEM AND METHOD FOR DOUBLE SPOT FRICTION STIR WELDING DOUBLE SPOT ZIGZAG FRICTION STIR WELDING	Filed	201831045232	30/11/2018
[View File](#)			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Evaluation of anthelmintic activity of MeynaspinosaRoxb – A folk medicinal plant of North East India	Saikat Sen, J Ara, Raja Chakraborty, P Kalita	Journal of Traditional and Folk Practices	2018	0	Assam Down Town University, Guwahati, India	0
Fabrication and in-vitro evaluation of liposomal	Ananta Choudhury, SumanSaha, Amit Roy, Sanjib Bahadur	Research Journal of Pharmacy and Technology. 11(1),	2018	0	Assam Down Town University, Guwahati, India	0

quercetin and its optimization.	(2018)	61-64.				
Design and Synthesis of Some Novel Oxadiazole Derivatives and Evaluation of In Vivo Anti Inflammatory Activity Followed by Molecular Docking against Cox-II Enzyme.	Asish Bhaumik, M Chinna Eswaraiah and Raja C hakraborty (2018).	Asish Bhaumik, M Chinna Eswaraiah and Raja C hakraborty (2018).	2018	0	Assam Down Town Unive rsity, Guwahati, India	0
Novel 2, 5 - Disubsti tuted 1, 3, 4 - Oxadiazole derivative s act as potential anticancer agent against human liver cancer cell line hepG2 and hepatocell ular carcinoma in rat model.	Asish Bhaumik, M Chinna Eswaraiah and Raja C hakraborty	The Pharma Innovation Journal. 7(11), 454-463	2018	0	Assam Down Town Unive rsity, Guwahati, India	0
Synthesis, Spectral and Molecular Characteri zation of Some Novel 2, 5-Disub stituted-1 , 3, 4-Oxa diazole De rivatives and	Asish Bhaumik, M Chinna Eswaraiah and Raja C hakraborty (2018).	Internatio nal Journal of Pharmaceut ical Sciences and Drug Research. 10(6), 433-441.	2018	0	Assam Down Town Unive rsity, Guwahati, India	0

Evaluation of in vivo Anti tumour Activity against HT 29 Cell Line.							
Circulatory heavy metals (cadmium, lead, mercury, and chromium)inversely correlate with plasma GST activity and GSH level in COPD patients and impair NOX4/Nrf2/GCLC/GST signaling pathway in cultured monocytes	Kabita Gogoi, Prasenjit Manna, Tapan Dey, Jatin Kalita, Bala Gopalan Unni, Dibyajyoti Ozah, Pranab Kumar Baruah	xicology in vitro	2019	0	Assam Down Town University, Guwahati, India	2
Established and In-trial GPCR Families in Clinical Trials: A Review for Target Selection	Surovi Saikia, Manobjyoti Bordoloi, Rajeev Sarmah	Current Drug Targets	2019	0	Assam Down Town University, Guwahati, India	3
Real Time and Low Cost Smart Home Automation System Using Internet of Things Environment	Deepjyoti Choudhury	International Journal of Computer Science and Engineering	2019	1	Assam Down Town University, Guwahati, India	1
Natural Starch in Biomedical	Raja Chakraborty, PratapKalita	Current Drug Discovery	2019	1	Assam Down Town University, rsity,	1

Title of the Paper	Name of Author	Title of journal	Year of publication	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
and Food Industry: Perception and Overview	, Saikat Sen	Technologies			Guwahati, India
Historical Development, Preparation, Characterization, and Pharmacokinetics of Nanoparticles: A Review	Pratap Kalita, PK Roy, Raja Chakraborty, Saikat Sen, AB Ahmed, CM Devi	Asian Journal of Pharmaceutics	2018	1	Assam Down Town University, Guwahati, India

(Note: last column value "0" appears at far right in the "Historical Development" row)

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Evaluation of anthelmintic activity of MeynaspinosaRoxb – A folk medicinal plant of North East India	Saikat Sen, J Ara, Raja Chakraborty, P Kalita	Journal of Traditional and Folk Practices	2018	0	0	Assam Down Town University, Guwahati, India
Fabrication and in-vitro evaluation of liposomal quercetin and its optimization.	Ananta Choudhury, SumanSaha, Amit Roy, Sanjib Bahadur (2018)	Research Journal of Pharmacy and Technology. 11(1), 61-64.	2018	0	0	Assam Down Town University, Guwahati, India
Design and Synthesis of Some Novel Oxadiazole Derivatives and Evaluation of In Vivo Anti Inflammatory Activity	Asish Bhaumik, M Chinna Eswaraiah and Raja Chakraborty (2018).	Asish Bhaumik, M Chinna Eswaraiah and Raja Chakraborty (2018).	2018	0	0	Assam Down Town University, Guwahati, India

Followed by Molecular Docking against Cox-II Enzyme.						
Novel 2, 5 - Disubsti tuted 1, 3, 4 - Oxadiazole derivative s act as potential anticancer agent against human liver cancer cell line hepG2 and hepatocell ular carcinoma in rat model.	Asish Bhaumik, M Chinna Eswaraiah and Raja C hakraborty	The Pharma Innovation Journal. 7(11), 454-463	2018	0	0	Assam Down Town Unive rsity, Guwahati, India
Synthesis, Spectral and Molecular Characteri zation of Some Novel 2, 5-Disub stituted-1 , 3, 4-Oxa diazole De rivatives and Evaluation of in vivo Anti tumour Activity against HT 29 Cell Line.	Asish Bhaumik, M Chinna Eswaraiah and Raja C hakraborty (2018).	Internatio nal Journal of Pharmaceut ical Sciences and Drug Research. 10(6), 433-441.	2018	0	0	Assam Down Town Unive rsity, Guwahati, India
Circulator y heavy metals (cadmium, lead, mercury, and chromi um)inverse	Kabita Gogoi, Prasenjit Manna, Tapan Dey, Jatin Kalita, Bala	Toxicology in vitro	2019	0	2	Assam Down Town Unive rsity, Guwahati, India

ly correlate with plasma GST activity and GSH level in COPD patients and impair NOX4/Nrf2/ GCLC/GST signaling pathway in cultured monocytes	Gopalan Unni, Dibyajyoti Ozah, Pranab Kumar Baruah					
Established and In-trial GPCR Families in Clinical Trials: A Review for Target Selection	Surovi Saikia, Manobjyoti Bordoloi, Rajeev Sarmah	Current Drug Targets	2019	0	3	Assam Down Town University, Guwahati, India
Real Time and Low Cost Smart Home Automation System Using Internet of Things Environment	Deepjyoti Choudhury	International Journal of Computer Science and Engineering	2019	1	1	Assam Down Town University, Guwahati, India
Natural Starch in Biomedical and Food Industry: Perception and Overview	Raja Chakraborty, PratapKalita, Saikat Sen	Current Drug Discovery Technologies	2019	1	1	Assam Down Town University, Guwahati, India
Historical Development, Preparation, Characterization, and Pharmacokinetics of Nanoparticles: A Review	Pratap Kalita, PK Roy, Raja Chakraborty, Saikat Sen, AB Ahmed, CM Devi	Asian Journal of Pharmaceutics	2018	1	0	Assam Down Town University, Guwahati, India

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	13	114	23	0
Presented papers	22	48	2	0
Resource persons	3	7	9	0

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Faculty of Nursing	National Skill Qualification Framework (NSQF)	Rashtriya Madhyamik Shiksha Abhijan (RMSA)	34074000

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dr. KPC Life Sciences Pvt Ltd, Science Department	BT - Star 2019	Dr. KPC Life Sciences Pvt Ltd	84960	36

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Republic Day Celebration on 26th January 2019	NCC aspirants	4	20
Establishment of NCC Girls Unit on July 2019	60 ASSAM GIRLS BATALLION	4	19
Flood Relief Camp and medical Camp for "Flood Victims" on 27th July 2019	NSS Unit	15	20

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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
World Environment Day 05/06/2019	Assam down town University	Plantation	50	300
UBA-HANDS ON TRAINING 18/07/2018	Assam down town University	FOOD PRESERVATION	3	0
International Social Work Day	Assam down town University in association with Seneh Organisation	Interaction with INMATES	5	43
Motivational Programme	Assam down town University	Motivational Session for Unsuccessful Student in HSLC	10	40
Health Camp	Assam down town University in association with Down Town Hospital	Health Check up	8	5
Aids Awareness Campaign	Assam down town University	Aids Awareness	2	30
Swachh Bharat	Assam down town University	Swachh Bharat	40	250
World Suicide Prevention Day-10/09/2018	Assam down town University	Awareness-Live Street Play	7	40
World Mental Health Day-10/10/2018	Assam down town University	Screening Programme-Stress and Well being	3	34
Medical Camp-15/02/2019	Assam down town University in association with CRPF	Dietetics and Nutrition Boot	5	42
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
DESIGN AND FABRICATION OF A	2	ASTEC, DST, GOVT OF ASSAM	730

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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Academic fieldwork of students	HLL Lifecare Limited	10/01/2019	10/04/2019	15
Internship	Academic fieldwork of students	Pragjyotish Eye Care and Research Centre Pvt Ltd	21/01/2019	21/04/2019	6
Internship	Academic fieldwork of students	Director of Health Services, Govt of Assam	20/06/2019	20/09/2019	20
Internship	Academic fieldwork of students	Central Referral Hospital - SMIMS	10/01/2019	10/04/2019	22
Internship	Academic fieldwork of students	Gauhati Eye Hospital	22/02/2019	25/05/2019	5

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3.7.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Assam Association of North America, USA	02/04/2018	Research	2
Rotary Club Guwahati	18/12/2018	To promote Friendship and Contribute Toward Development of Society	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1075	1062.83

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
PRAN-Soul of the University	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	25	123712	25	123712	50	247424
Text Books	21072	0	627	259993	21699	259993
Reference Books	1102	0	0	0	1102	0
e-Journals	6000	278775	0	0	6000	278775
CD & Video	521	0	0	0	521	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Jagdish Borah	Labour Welfare	PRAN-ILMS	01/09/2018

Sangita Josh	MARKETING OF HEALTHCARE PRODUCTS AND SERVICES	PRAN-ILMS	01/09/2018
Dr Bhola Chourasia	EVENT MANAGEMENT	PRAN-ILMS	01/09/2018
Dr. Ananya Bhattacharjee	BUSINESS COMMUNICATION	PRAN-ILMS	01/09/2018
Dr. Manjusha Deka Saikia	CONCEPT OF HUMAN DEVELOPMENT AND PSYCHOLOGY	PRAN-ILMS	01/09/2018
Dr. Samannoy Baruah	INTERNATIONAL MARKETING	PRAN-ILMS	01/09/2018
Dr. SEEMA SHARMA	FIN-II- SECURITY ANALYSIS	PRAN-ILMS	01/09/2018
Dr. Sudhanshu Verma	PRINCIPLES OF MANAGEMENT	PRAN-ILMS	01/09/2018
Dr. Suparna Dhar	CULTURE AND SOCIAL CHANGE	PRAN-ILMS	01/09/2018
Dr. Syed Sajidul Islam	TOURISM MARKETING	PRAN-ILMS	01/09/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	263	8	2	8	2	46	54	100	0
Added	50	2	0	0	0	6	6	10	0
Total	313	10	2	8	2	52	60	110	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

110 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
AdtU-ERP Platform	https://adtu.in/academic/note_repository_status.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1092.8	1073.47	45.5	42.28

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

> **Assam down town University created physical, academic and support facilities such as laboratory, library, sports complex, IT infrastructure, class room, guest house, auditorium, conference room for use of the University community. The facilities are properly maintained for use. The maintenance cost is borne from the repair and maintenance budget of the University. Some of the facilities like auditorium, laboratory etc. can be used by agencies/ organisation as per requirement on chargeable basis. The facilities available in the sports complex like swimming pool, yoga center and gymnasium can be availed on payment.**

https://bit.ly/3ctmRyh

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Financial Support from down town Charity Trust**	**88**	**12702000**
Financial Support from Other Sources			
a) National	**Scholarship from Autonomous Council Karbi/Deuri/Mizoram**	**78**	**5400000**
b)International	**0**	**0**	**0**
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Campus Communication Skills	**01/03/2019**	**192**	**Dr. Sheila Rajugopal, Skape Training and Consultancy Private Limited**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	**GPAT**	**11**	**11**	**5**	**5**
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1185	1185	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Icici Prudential	37	21	Allsec Technologies Limited	29	10

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	9	Bachelor of TEDM	Emergency and Critical Care	Assam down towm University	MSc ECC
2018	12	B. Pharm	Pharmaceutical Science	Rajib Gandhi Health Science University, Dibrugarh University, RIPANS	M. Pharm
2018	2	BSc Nursing	Nursing	Assam down towm University	MSc Nursing

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
International Women's Day	University	500
Celebration of 150th Birth Anniversary of Mahatma Gandhi	University	500
9Th Foundation Day Celebration	University	3000
Independence Day	University	2000

celebrations		
Attitude 2019	University	3000
Varsity Week Competition	University	421
Inter School Quiz Competition	School	450
Rashtriya Ekta Diwas	Faculty	500
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

At every Faculty of Studies, there exist Faculty Level Student Affair Committees composed of representatives of students and faculty members. These committees meet every month to deliberate on issues relating to the problems of the students. The Faculty Level Student Affair Committees forward proposals/ recommendations to the University Admission and Student Affair Committee (UASAC) for approval and execution. The UASAC evaluate these proposals and take the appropriate measures. Anti-Ragging committee, Institution Innovation Council and Internal Quality Assurance Cell also have student representation as members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

376

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Assam down town University follows the concept of selective decentralization. Decision making power is delegated to some units within the institution. While semester end examinations are conducted by the office of the Controller of Examination, the Faculty of studies are empowered to conduct the in semester

examinations as per the Academic Calendar. Besides all practical examinations are conducted at the faculty level. The concept of participative management is widely practised in the university. The Academic Council is the apex academic body of the University which coordinates and exercises the general supervision over the academic activities of the University. There is representation from the Faculty of Studies as well as Administrative Department in the Academic Council. Many academic matters are periodically discussed and resolved at the departmental level. The departmental committees report to the faculty level committees and finally to the apex body for approval. For example the Board of Studies take certain decisions relating to academic matters and finally places it to Academic Council for approval. Besides, there is an Academic Coordination Committee composed of representatives of all the Faculty of Studies to discuss and arrive at solutions relating to the ongoing issues and problems on weekly basis. As a part of participative management Assam down town University introduced Quality Circles covering all the departments and sections of the University. For the purpose of implementation, a package for implementation namely Quality Circle from "Introduction to Integration" was designed, and implemented. The implementation process is composed of Capacity building, Creation of an Organisation structure for implementation and monitoring. As a part of capacity building, top management exposition was done to enlighten the top and senior officers on the basic concept, philosophy and benefits of Quality Circle. (Refer Memo no.: AdtU/DQP/2017/002 and Date: 25/05/2017). For effective participation, a Steering Committee is formed headed by the Chancellor/ Vice Chancellor. The Managing Trustee, Additional Registrar, Deputy Registrar (Academic) and Finance and Accounts Officer are the members of the Steering Committee. Department of Quality Process coordinates its activities. (Memo no.: AdtU/DQP/2017/009 and Date: 02/12/2017). The Steering Committee is responsible for monitoring and reviewing the functioning of Quality Circles with the assistance of the coordinating body. Functional heads are accountable for the healthy functioning of quality circles. As on date 20 (twenty) numbers of Quality Circles have been formed, which are vibrant. These Quality Circles are working as a formal means for consultative participation, where employees can take part in decision making. These circles are formed with employees from different levels of the department who meet regularly to discuss ways of improvement of quality and resolve problems of their work area and suggest measures to the Management for improvement.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission cycle at ADTU formally starts on the first Monday of April. Application for admission to different programme of both UG and PG is entertained till 30th July. In case of nursing however the last date is 30th of September. Applications received within the specified period for a specific programme of study is considered on the basis of eligibility criteria laid down and availability of seat. In case of international students, the last date is 30th September, although applicants are

		encouraged to apply as early as possible.
	Human Resource Management	The University has laid down procedures for professional development activities such as publications, participation in national and international Seminar and Conferences by faculties. Organizing Orientation and Induction programme as per guidelines of statutory bodies are strictly followed. While faculties are encouraged for PhD, there is also provision of incentive for paper publication. Grievances from staff as well as students are given utmost priority and measures are taken for speedy redressal of grievances. Welfare measures for employees are in place and there is provision for interest free loans. The promotion policy as set by the UGC is implemented in letter and spirit.
	Library, ICT and Physical Infrastructure / Instrumentation	The HNDB Central Library of AdtU have a dedicated Library Management System (LMS) namely PRAN – (The soul of University) and is currently using its version 2.0. Through this LMS the book records, user records are maintained properly. The LMS is also integrated with the transaction e-journal. The Faculty of Engineering Technology maintains its own e-journal. Assam down town University has more than 400 computers for the students. There are more than 50 numbers of information and communication technology enabled class rooms. Class notes are also maintained through a dedicated digital repository system.
	Research and Development	The research and development activities of the University are looked after by the research cell headed by Dean of research. It encourages the faculty members to develop project proposals and submit them to different funding agencies to attract extramural funds. Provisions for incentive is made for publications in UGC approved high impact factor journals. Intramural Seed money grant is also provided to encourage research activities among the faculties. Progress as well as fund utilization of both external and internal projects are closely monitored by committees under research cell. In addition to that participation in seminar and conferences are also sponsored by the University.

Teaching and Learning	For the improvement of teaching learning and research environment as a part of strategic intent of Assam down town University, the IQAC, AdtU designed "AdtU model of teaching learning and research". Faculty excellence is given the highest priority which is the principal pathway of AdtU for achieving the long term aspiration. Hiring of highly qualified and experienced faculty and on the job training for capacity building of faculties with respect to latest teaching learning technology are some of the measures adopted by AdtU. This strategic intent is also reflected in the trend of recruitment of faculties.
Curriculum Development	While developing the curriculum AdtU strictly adheres to the norms and regulations of various statutory bodies like UGC, AICTE, PCI, INC etc. Moreover in designing the curriculum local, regional, national and global needs are taken into account. Choice based credit courses are introduced in almost all the programmes. Students are provided counseling to opt for suitable courses based upon aptitude and career goal. There is periodic up gradation curriculum based upon the needs of the changing industrial/social scenario. Content of the syllabi are reviewed by board of studies talking into account the input from external experts.
Examination and Evaluation	AdtU conducts examination and declare results strictly as per its Academic Calendar. Progressive internal assessment, timely declaration of result and transparency are the special features of the examination process. As mandated by academic regulation, external examiners for dissertations (PhD/PG/M.Tech) are appointed. ERP is recently introduced in the examination system. The teachers upload questions for the courses they teach, in the ERP. ERP generates question papers for the in semester and semester end examinations. These question papers generated by the ERP are moderated b y a team of moderators appointed by COE for maintaining quality.
Industry Interaction / Collaboration	Industry academia interaction is made inbuilt into the curriculum. Workshop and Seminars are conducted where resource persons drawn from industry and academia participate. Awareness

programme like 'Industry 4' is organized for students to create proper mindset of students to face the forth coming challenges. Deliberations with local industries as well as industry internship are emphasized. For meaningful interaction and collaboration with industries, Centre for Innovation Incubation and Entrepreneurship, Intellectual property right cell are in place and functioning. Policy for startup is in place and under operation. Process for establishment of centre of excellence under 'Industry 4' is initiated.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Regarding use of e-Governance with respect to physical infrastructure, AdtU use ArcGIS software (Aeronautical Reconnaissance Coverage Geographic Information System). However, for design of building and allocation of accommodation etc AutoCAD is used. In case of Academic Planning and Monitoring a dedicated Education Resource Planning (ERP) is used. Through this module all Academic activities are monitored centrally.
Administration	As a security measure 24×7 CCTV surveillance is ensured throughout the entire campus premises. To monitor the daily attendance of all the members of AdtU, biometric attendance system is used. Student, alumni feedback are maintained through a dedicated web portal. Official correspondences are carried out through electronic system minimizing the use of paper.
Finance and Accounts	Assam down town University advocates cashless transactions. University maintains dedicated ERP (Tally 9.0) for all financial activities. The student fees are also collected through online transaction instead of collecting manually. The vendor payments are also done by RTGS/NEFT mode. Within a short period of time AdtU will implement a payroll system shortly.
Student Admission and Support	For Admission, AdtU is having a dedicated website which is transparent covering all relevant details about the University. Students can interact with the counselor through web portal, whatsapp, e-mail for any query

	concerning admission. All data regarding admission are well maintained through a dedicated module. The student can avail fee transfer through the same portal. All short listed students get a dedicated student login credentials for any kind of support and grievances.
Examination	Based on the AGILE Software Development Model and with the help of Artificial Intelligence, IT Cell has already implemented Digital Examination Processing Module in terms of ? Computer Based Examination for Sessional Examination ? Digital Questions Bank Generation through uploading. ? Digital Generation of End Semester Questions paper with the help of Soft AI ? Examination Marks Entry Examination Tabulation and Grade sheet Generation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Bichitra Bikash	ICTE-SHC	ICTE-SHC	23667
2018	Manami Borthakur	Single Processing Integrated Networks (SPIN)	Single Processing Integrated Networks (SPIN)	15917
2018	Dr. Jyotchna Gogoi	Workshop on Foldscope	DBT, New Delhi	15238
2018	Dr. Arup J D Sarma	AISHE, Shillong	MHRD, New Delhi	2090
2018	Monica Bora	UGC-DEB	UGC-DEB	14363
2018	Nipam Ghrita Koushik	EAT Training Module	Ministry of Information Technology	26343
2018	Dr. Pallab Kalita	Recent Discoveries in Medicinal and Aromatic Plants Research and its sustainable Development in North East India	ADP College, Nagoan (DST)	4000
2018	Nayana Adhikari	Interaction Programme	UGC	8700
2019	Partha Pratim	BTMO-2019	National	15830

	Kalita		Seminar. IISC-Bengalore	
2019	Dr. Yamin Hassan	Training Prog.	UGC	26455

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6.3.2 – Number of professional development / administrative training programmes organized by the University for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Personality Development	Personality Development	14/04/2019	14/04/2019	4	3
2019	Communication Skills Man Power Management	Communication Skills Man Power Management	07/05/2019	21/05/2019	4	3
2019	-	Work Place Etiquette	07/01/2019	11/01/2019	0	11
2019	-	Work Place Behavior	30/05/2019	31/05/2019	0	16
2018	Internal Audit Workshop	Internal Audit Workshop	08/08/2018	10/08/2018	17	12

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Data Analytics using R Programming , EICT Academy, IITGuwahati	2	08/01/2019	12/01/2019	5
Faculty Development Programme for Student Induction	1	17/06/2019	19/06/2019	3

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

221	221	143	143

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Interest free loans Incentives for publication of papers	Interest free loans	Scholarships

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Assam Down Town University appointed the firm M/s Apurba Banerjee Co. as the statutory auditor as well as internal auditor to conduct internal and external financial audit regularly. The said firm regularly audits the accounts of the University. The Finance Accounts Officer along with Purchase Officer of the university review the state of Accounts and the variance thereof, on monthly basis. Besides this, the University has also appointed a computer management software professional group to conduct and monitor our software system and also to do system audit. The Internal auditors audit the accounts regularly at the interval of six months software system auditors also do their job monthly. Corrective measures are immediately taken on the objections/ observations raised by the internal auditor and software system audit. As stated above accounts of our institution is audited regularly and so far no major audit observations or objections have been detected. The external auditors do their audit work for final preparation of Annual Report filing of statutory Returns on yearly basis.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Indian Oil Corporation Ltd	500000	For Musical Event - Guwahati Unplugged

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6.4.3 – Total corpus fund generated

675642315

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO , Committee of external experts constituted by Vice Chancellor	Yes	IQAC
Administrative	Yes	ISO , Committee of external experts constituted by Vice Chancellor	Yes	IQAC

6.5.2 – What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? (if

applicable)

Not Applicable

6.5.3 – Activities and support from the Parent – Teacher Association (at least three)

1. There is occasional interaction among the Parents and Faculty through email and Phone on matters related to progress of the students by the mentors. 2.The parent teachers interaction becomes fruitful to resolve the disciplinary issues of the students through counseling..

6.5.4 – Development programmes for support staff (at least three)

1. The University regularly deputes officers and concerned persons to attend training on Distance Education/AICTE/MHRD portal. 2. Employees of the University are deputed to attend workshop on Gender sensitization 3. Employees are encouraged to undergo higher studies and various seminars/confers/workshops etc. with TA/DA. 4. Illiterate employees of the university are encouraged to attend adult literacy programmes.

6.5.5 – Post Accreditation initiative(s) (mention at least three)

1.Assessment of attainment of quality objectives 2.Periodic internal audit 3. Surveillance audit

6.5.6 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.7 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Quality Convention	04/04/2019	04/04/2019	04/04/2019	150
2019	Quality Convention – Panel Discussion	29/05/2019	29/05/2019	29/05/2019	17
2019	Quality Convention – Panel Discussion	19/09/2019	19/09/2019	19/09/2019	13
2018	Internal Audit Workshop and Internal Audit Examination	08/08/2018	08/08/2018	10/08/2018	29
2019	Quality Management System Certi fication Audit	19/12/2019	19/12/2019	21/12/2019	239
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sensitization Workshop on Substance Abuse Prevention	02/03/2019	02/03/2019	53	30
Lecture on Pursuit of Well Being: Some Indian Insights	21/05/2019	21/05/2019	125	125
Understanding Self and Emotions in the Indian Tradition	22/05/2019	22/05/2019	70	70

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Assam down town University implemented the project on renewable energy with a capacity of 200 KWP grid connected solar PV power plant in the campus. More than 16 of the power requirement of the Institution is met from the solar power plant. Besides eco-friendly practice of the University includes i. The design of the buildings is made in a way to utilize natural light and air. ii. The entire area of the cafeteria is designed in a way that it is well lighted and ventilated. iii. Most of the conventional electrical bulbs are replaced by the low energy consumption LED bulbs. iv. A culture of awareness is created to switch off lights and other electrical appliances after use. As a part of its effort for Carbon Neutrality the following steps are taken. i. Plantation of trees in the campus ii. Using dry leaves for preparation of manure iii. Creation of kitchen gardens in the campus iv. No plastic zone v. With the objective of achieving the goal of paperless office attempt are made to reduce the use of paper • Hazardous Waste Management: The laboratories follow proper method of 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 the low energy consumption environment in the campus. • Water Purification Plant: Water that is supplied to the hostels and the Academic Blocks building are drawn from a nearby pond which undergoes purification prior to use. • Use of Public Transport: The University has its own transport facility for transporting students and staff. • World environment day celebration: The University celebrates World environment day on 5th of June of every year. Activities carried out during the event include tree plantation, seminar and lectures on eco-friendly approaches and sustainable use of energy, discussion on global warming and its impact etc. • Eco friendly approach of using permanent idols for puja.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1

Ramp/Rails	Yes		1
Rest Rooms	Yes		1
Physical facilities	Yes		1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	28/05/2019	1	Motivational session for Unsuccessful Students in HSLC Exam 2019 for further studies	2	60

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Guideline of Code of Ethics to check malpractices and plagiarism in Research	03/01/2018	Handbook for code of conduct is in place for all stakeholders which includes faculty, staff, consultants, vendors, students. AdtU strictly follows the promotion of "Academic integrity and prevention of plagiarism in higher educational institution regulation 2018". Plagiarism check is done through UGC approved software prior to accepting the thesis for evaluation. The University's code of practice for Research Ethics provides the framework within which the ethical review process operates. Package of practices are incorporated in university's code of practice for necessary ethics which provides the required guidelines.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Transforming Nursing Future: Challenges, Innovation and Management	04/06/2019	04/06/2019	404
Nursing: The Balance of Mind, Body and Spirit	11/05/2019	11/05/2019	307
Lecture on Pursuit of Well Being: Some Indian Insights	21/05/2019	21/05/2019	125
International Mother Language Day	21/02/2019	21/02/2019	95
National Science Day Celebration	28/02/2019	28/02/2019	105
International Women Day Celebration	08/03/2019	08/03/2019	151
International Social Work Day	19/03/2019	19/03/2019	48
Time Past And Time Present: Treasures of Human Knowledge at the Asiatic Society Kolkatta	25/03/2019	25/03/2019	14
AdtU Pharmacon	29/03/2019	30/03/2019	507
Varsity Week	05/03/2019	09/03/2019	1421

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tobacco free campus
Paperless office
Plastic free campus
Plantation
Rearing of exotic breeds
Pisciculture
Waste recycling and waste decomposition
Organic Farming Rain Water Harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. AdtU emphasizes optimum use of available resources for increased productivity. For the purpose the University has introduced "Policy for paperless office". Most of the official communications are made through e-mail, whatsapp etc. thereby reducing the use of paper to a large extent. As a supportive measure we have implemented "Pran, the University Soul" the customized University Learning Management System which gives a 360 degree

overview of the working of the university, beginning from admission to Student life cycle learning support assessment and alumni data base. B. Rain water harvesting is done within the campus as an effective measure for conservation of water resource. The objectives of the two best practices thereby gained: i. Increase Operating and Monitoring efficiency. ii. Enhance Competitiveness iii. Eliminate paper and format where feasible and sensible. iv. Connecting all student, staff, admin, alumni within a single format. v. Reduced use of paper. vi. Effective measures of Communication. vii. Reduced waste of water. The Practice: i. Academic Monitoring on Regular basis ii. Circulation of Message through Message desk. iii. Student Progression Monitoring. iv. Evaluation Tabulation. v. Availability of pure drinking water at nominal cost. Obstacles Faced: i. Inadequate knowledge of IT Skill of some faculty. Evidence of Success: i. Results Publication within 14 days. ii. Easier Grievance Redressal Service Resource Required: i. Offline Server integration to make system faster B. Energy Conservation Context: In order to cope up with the energy crisis which is common in the present day world and make available green energy, at relatively lower cost. Objectives: To develop self-sufficiency in green energy requirement for the university. The Practice: As on date 200 KWP Solar energy plant already been set up in the university supplying 30 amount of energy requirement through renewable energy. Obstacles Faced: The constraints with respect to the required resources are removed through financial support from Govt. in terms of 70 percent (of total cost) subsidy as per MNRE Regulations. Evidence of Success: The solar plant is in operation since 2018.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://adtu.in

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Assam down town University is established to cater to the diverse academic and professional needs of the people of the region and nation, and make it a center for excellence in quality academic and research programmes. In conformity with the vision to strive for excellence, our distinctive area is quality improvement. AdtU is aware that quality improvement is a continual process. Our quality improvement efforts embrace all departments and sections of the University. Our teaching, learning, research and outreach activities are also in tune to the idea of excellence and quality. The quality policy statement given below indicates our commitment towards excellence which states "We, at Assam downtown University, strive for excellence in teaching-learning, research and outreach programmes and vow to remain accountable in our core and support functions through implementation of quality management system. We are committed to provide quality learning experience to our students. We are also committed towards attaining sustainability of quality management system and its continual improvement so as to enhance stakeholder's satisfaction." Moreover as in recent years Quality Circle is widely accepted as an effective process of creating a quality culture in the organisation by providing opportunities to employees for exposing their creative potential and developing team spirit with a sense of work commitment AdtU has established Quality Circle covering all the departments and cross functional areas which created a participative work culture in the institution. As on date, 20 (twenty) vibrant Quality circles are operating in the University which are contributing significantly to the improvement of quality, reduction of cost, reduction of waste over and above preparation of plan of action for future.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The Universitys on going developmental activities are as per the Strategic Plan and Deployment document. Some of the objectives expected to be achieved during the year ahead are • Execution of hiring plan with emphasis on recruitment of rising stars, promising new PhD in the context of creating a base for long term development. • Create a compelling situation for self development/ motivation of the faculty to enhance their qualification/ enrolling for PhD. • Provision of incentive for publication of research paper by faculties. • Strengthen the administration and support for research, track success and solicit suggestion for improvement. • Encourage consultancy and research to integrate teaching and research. • To increase the number of funded project. • Improvement of library infrastructure for education and research. • Introduction of CBCS courses covering all the faculties of the university. • To start post graduate course in Radiology. • To execute the performance appraisal and feedback system from more stakeholders for ensuring proper monitoring and control. • To upgrade the laboratories keeping in view the increasing requirement. • To complete the ongoing work of open air theatre, swimming pool, football field, basketball court, volley ball court. • Enhance outreach activities in conjunction with Unnat Bharat Abhiyan. • Introduction of ERP in examination process in phases, to include.