

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ASSAM DOWN TOWN UNIVERSITY

SANKAR MADHAB PATH, GANDHINAGAR, PANIKHAITI
781026
adtu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Assam down town University (AdtU) is a unique institution which from its inception has charted distinct pathways to academic excellence. The University is open and accessible to all and offers a wide range of subject domains. It covers areas like Pharmacy, Nursing, Paramedical Sciences, Basic Sciences, Engineering and Technology, Business Administration and Humanities and Social Sciences.

AdtU is the only University of the North-Eastern region catering to such diversities of disciplines. There is no other institution of higher education in North East India which has similar diversities in student population. We have students from all the North East states in addition to those from Nepal, Bhutan, Bangladesh, and far off Nigeria. AdtU today is a comprehensive research University with unusually strong public service mission. It has become the most distinguished and prominent institution of higher education in the region.

The University encourages academic exchange and dissemination of knowledge across various disciplines. AdtU is aware that quality improvement is a continual process. Our quality improvement efforts embrace all departments and sections of the University. The teaching, learning, research and outreach activities of the University are in tune to the idea of excellence and quality.

Vision

AdtU strives for excellence in teaching-learning, research and outreach programmes where technology synergizes creativity for sustainably nurturing an academic and professional leadership that successfully reaches out in a spirit of openness, inclusiveness and service to the society.

Mission

1. To cater to the diverse academic and professional needs of the people of the region, nation and even for those from other nations / countries.
2. To establish itself as a centre of excellence in academic and research programmes and to develop a centre for excellent knowledge repository and knowledge dissemination.
3. To produce creative and able work force as per the changing requirement of different sectors of the economy.
4. To emphasize on research and development to tackle local and regional issues.
5. To emphasize scientific studies for harnessing the potentialities of the regional and local resources.
6. To contribute towards economic development of the nation through capacity building of human resources at different levels.
7. To promote entrepreneurship development through innovation and incubation.
8. To emphasize networking with other academic and research institutions of repute for human resource development.

Assam down town University's strategic plan and deployment document is in place. While preparing the strategic plan, care has been taken to optimally align the component with the vision and mission of the

institution. Specific measurable, achievable and realistic objectives were set with a time frame to enable effective monitoring and control.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Qualified and committed faculty having varied experience in the field of Academics and/or Industry.
- Reputed and experienced faculty heading almost all the departments.
- One of the few Universities in the North Eastern region offering diverse programmes like Engineering, Pharmaceutical, Management, Paramedical, Nursing, Biological Sciences etc.
- Environment friendly sprawling campus within 10 minutes from city limits, yet away from hustle and bustle of the city, providing a serene atmosphere conducive for academic pursuit.
- Good infrastructure (well planned buildings, spacious classrooms, seminar halls, auditorium, canteen, good academic ambience, well equipped laboratories, hostels, football field, swimming pool etc).
- The University is having excellent research atmosphere extended to all areas involved in sustainability focussed research utilizing the rich resources of the region.
- Large number of students from other states of the country.
- Foreign students from several countries.
- Good placement record.

Institutional Weakness

- As a private University it has to depend mainly on fees from students.
- There is scope for upgradation of library facility.
- There is also scope for increasing mid level faculty strength.

Institutional Opportunity

- There is enough scope for addition of more programmes in diverse fields with larger potential for employment.
- There is sufficient campus area for further development.
- The University has enough opportunities for research studies to address local problem like flood, land erosion and health.
- The University has enough opportunities for education on health, bioprospecting etc.
- Overall admission intake at UG & PG is growing.

Institutional Challenge

- Competition from other NE institutes and Universities of the region.
- Retention of faculty members under competition from other Universities.
- Resource mobilization to augment facilities.
- Challenge to convince public funding agencies for research grants as ours is a private University.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Keeping in mind the norms and regulations of various statutory bodies like UGC, AICTE, PCI, INC, Academic Council etc., the Assam down town University has developed curricula with well-defined learning objectives, programme outcomes, programme specific outcomes, and course outcomes while addressing the local, regional, national, and global issues related to health sciences and technological aspects concerning agriculture, engineering and management. These curricula focus on the modern techniques, sustainability and the environment.

Programme curricula of Assam down town University are broadly categorized into Learning, Research and Social perspectives. The learning perspective emphasizes on basic concepts and focuses on the advanced and innovative aspects of relevant subjects. Besides regular theory classes, practical, assignments, group discussions, project work and industry oriented viva-voce are part of the curricula. The students are encouraged to improve their thinking abilities through creativity tests.

The research perspective focuses on research work pertaining to issues relevant to the North Eastern region of India such as health issues, the study of flora and fauna, economic and tourism development, flood-related and land erosion issues.

The social perspective is prepared in accordance with the University's vision and mission. A number of programmes have been undertaken to contribute towards adult education, healthcare, education, hospitality and tourism sectors of the region.

The course curriculum of Assam down town University is dynamic and is evolving with the changing needs of the industry and society at large. During the last five years, 42% of the total courses have been newly introduced, 58% of the programmes were revised and 83% of the courses were having focus on Employability/Entrepreneurship/Skill Development.

Teaching-learning and Evaluation

Assam down town University furnishes an environment conducive to the intermingling of students from diverse geographical regions and provides them ample support to cater to their varied learning needs. There has been a constant increase in the average percentage of students from other states and countries during the last five years.

The University conducts several assessments at the micro level to monitor the growth of a student through a properly designed mentoring system. The faculty members use ICT facility for effective teaching. The mentoring system offers tutorials, remedial classes and courses to support the slow learners whereas, guidance is provided to the advanced learners to engage in scholarly activities. A student centric learning environment provides appropriate pedagogy for participative and experiential learning. Student-faculty ratio is optimally maintained.

The University ensures recruitment of qualified and experienced faculty through appropriate manpower planning. Most of the faculty members have also received recognition in different fields at state, national and international levels.

The declaration of results is strictly as per the Academic calendar of the University. The University gives serious efforts to address student grievances which is evident from the fact that from 2016 -2018, the number of grievances has reduced to almost half. The university follows CBCS system and carries out progressive evaluation through In-semester examinations, assignments, group discussions and seminar presentations.

Student registration is automated and result processing is under process of automation through EMS. Programme outcomes are assessed to identify gaps to propose an action plan for further integration in the strategic planning. Teaching learning processes are continually improved based on examination results and student feedback.

Research, Innovations and Extension

The University research policy provides the overall framework within which research activities are carried out. The University Research Council (URC) is the supreme body which looks after the research activity. The Faculty Research Committees (FRC) look after the PhD research programmes and reports to the URC. A full time Research Director has been appointed for the promotion of research activities in the University.

Assam down town University has received SIRO recognition from DST and three extramural funded research projects are ongoing. For promotion of research, Assam down town University has provisions of seed grants.

The curriculum of a particular programme focuses on the students' research based on issues relevant to North Eastern Region, eg: the curriculum of Engineering and Technology focuses on flood related problems of the region while pharmaceutical sciences and biological sciences focuses on the study of diverse flora and fauna including bioprospecting.

The University has established an Innovation and Creativity cell to motivate and nurture young minds. In conformity with the Start-up India initiative, Assam down town University's Startup policy established a framework for guidance and support to help develop scalable business models.

The University also established an Entrepreneurship Development Cell in consultation with the Indian Institute of Entrepreneurship to provide hand holding and encouragement to the budding entrepreneurs.

Assam down town University's extension activity includes adoption of villages, organization of blood donation camps and health awareness programmes etc. In addition to this the Department of Humanities and Social Sciences organizes programmes to sensitize the society on issues like safety of women, human rights etc., by conducting street plays, poster presentation, lectures etc.

Infrastructure and Learning Resources

Assam down town University has been steadily building its infrastructure and facilities with a vision for holistic development of its students and faculties. The University boasts of ten unique labs/clusters, a multi-disciplinary library, 42 classrooms with ICT facilities, sports facilities such as gym, swimming pool etc., recreational facilities such as TV, cafeteria etc., facilities for performing arts and mental health development such as Yoga, Art of Living classes etc. This facilities helps to create a conducive physical and academic ambience for teachers and students for teaching-learning and research process.

The University has facilities for basketball, badminton, volley ball, football, swimming and indoor games such as table tennis, carom etc. Workshops for Performing Arts including folk music, yoga and Art of Living classes are conducted regularly. The University celebrates University Week, Foundation Day, Teacher's Day, Womens' Day, Yoga Day etc. and has a well-equipped auditorium to conduct cultural activities.

The library established in 2010 is partially automated and provides computerized Catalogue Search Services through LMS and access to J-Gate.

Assam down town University has a robust IT infrastructure with high end core switches and servers. Each department has computational facility with access to a 100 Mbps from Railtel, 10Mbps from Vodafone leased lines, internet connection and Wi-fi.

Assam down town University has established systems and procedures for maintenance of its infrastructure and facilities. A reasonable percentage of the budget expenditure is devoted to the upkeep of campus infrastructure.

Student Support and Progression

The University provides a well established student support system for financial assistance, successful completion of academic programmes, capability enhancement and development, alumni engagement etc. The University has provision for student scholarships for economically weaker, meritorious and extraordinary achievers. Students are also provided assistance for availing various government scholarships.

The University has a sturdy system for providing support to students in skill development, career counselling, grooming, competitive exams, personality development and entrepreneurship.

A Cell for International Students (CIS) is in place to take care of the international student community and to provide them with adequate support during their studies.

The institution has a transparent mechanism for timely redressal of student grievances and for prevention of sexual harassment and ragging.

The University encourages progression of students in higher education and the grooming of students to increase their employability. Initiatives are also taken by the University to motivate student to start their own ventures.

The University encourages participation of students in various academic, administrative, sports and cultural activities of the University.

Assam down town University regularly engages its alumni informing them of various needs and requirements of current students.

Governance, Leadership and Management

The University has competent leaders at all levels to provide effective governance and leadership in tune with the vision and mission. The institution with a well defined organisational structure and hierarchy supports participative management for effective decision making. As part of participative management, Assam down town University introduced Quality Circles in all departments and sections of the University.

A strategic plan is in place which is aligned with the University's Vision, Mission and is deployed across the University.

Assam down town University's structure helps sustain the institutional capacity and effectiveness encompassing most of the stakeholders in boards/cells/bodies/committees at various levels. The effectiveness of these bodies is evident through the minutes of meetings and implementation of their resolutions.

Assam down town University has well defined and effective welfare measures for teaching and non-teaching staff. It provides adequate support to the faculty members for participating in conferences/workshops. Professional Development Programmes for teaching and non-teaching staff are also organised at Assam down town University.

The institution has a well structured Performance Appraisal System for teaching and non-teaching staff.

The University conducts regular internal and external financial audits. Resource mobilisation is through fee deposits, consultancy, canteen sales, sponsorships etc.

Assam down town University has a well established functional IQAC which looks after accreditation process and other functions. It created Quality Circles for involving entire fraternity for continual development of the University. As an outcome of continuous efforts toward quality improvement, Assam down town University was ranked the 10th best private university as published in the India Today magazine edition 26/06/17.

Institutional Values and Best Practices

The University practices complete transparency in its programme and policies in all matters. Syllabi approved by the Academic Council and ratified by the Board of Management are available in the University website. Students are handed information brochures related to admission and management of the University. All critical functions are meticulously planned and the outcome is shared through proper channels.

As the University is gender sensitive, it has a well-structured security system with 24x7 CCTV surveillance and a staff comprising of male and female security guards. It has a women's cell to ensure social security of the female students and employees. Anti-ragging Committee, Disciplinary Committee, Grievance Redressal Cell etc. have been formed to mitigate any untoward incident. It provides gender equity promotions, counselling, common room facilities etc.

Cautious as it is regarding its environmental footprint, it has designed systems for effective waste management. Eco-friendly initiatives like rainwater harvesting, energy conservation and use of renewable energy, public transport, bicycles and permanent idols for Puja have been taken. Steps such as reducing paper use, tree plantation, banning plastics, water purification, use of kitchen gardens and dry leaves for manure etc. have been taken to realize the dream of carbon neutrality. It celebrates World Environment Day each year where activities such as plantation, seminar and lectures on eco-friendly approaches and sustainable use of energy etc. are conducted to spread awareness and take ownership.

The University has got a unique practice of giving a cash award of Rs. 1 Lakh to a High school teacher of Assam annually. The University also annually felicitates a inhouse faculty member with a Best Teacher award.

Conclusion:

Assam down town University, a private University, has already made notable contribution to the society by imparting and creating knowledge. It has also contributed to the society through its out-reach efforts streamlined through Unnat Bharat Abhiyan. Further it has promoted diversity in the disciplines to be pursued as well as in the student population. The University has also continuously honed its quality efforts. The University has thus acquired enough potential to emerge as a University of excellence in near future.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the University	
Name	ASSAM DOWN TOWN UNIVERSITY
Address	SANKAR MADHAB PATH, GANDHINAGAR, PANIKHAITI
City	GUWAHATI
State	Assam
Pin	781026
Website	adtu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	ANJAN THAKUR	0361-7110714	9706281294	0361-711071 1	directorqualityproc ess@adtu.in
Vice Chancellor	N. N. DUTTA CH ANCELLOR	0361-2331003	9706011569	0361-233182 4	jd@downtowngrou p.org

Nature of University	
Nature of University	State Private University

Type of University	
Type of University	Unitary

Establishment Details	
Establishment Date of the University	29-04-2010
Status Prior to Establishment, If applicable	Affiliated College
Establishment Date	08-02-2008

Recognition Details		
Date of Recognition as a University by UGC or Any Other National Agency :		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

University with Potential for Excellence	
Is the University Recognised as a University with Potential for Excellence (UPE) by the UGC?	No

Location, Area and Activity of Campus							
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.	Programmes Offered	Date of Establishment	Date of Recognition by UGC/MHRD
Main campus	SANKAR MADHAB PATH, GANDHINAGAR, PANIKHATI	Rural	50	58209.5	DIPLOMA, UG, PG, PHD		

2.2 ACADEMIC INFORMATION

Furnish the Details of Colleges of University

Type Of Colleges	Numbers
Constituent Colleges	0
Affiliated Colleges	0
Colleges Under 2(f)	0
Colleges Under 2(f) and 12B	0
NAAC Accredited Colleges	0
Colleges with Potential for Excellence(UGC)	0
Autonomous Colleges	0
Colleges with Postgraduate Departments	0
Colleges with Research Departments	0
University Recognized Research Institutes/Centers	0

Is the University Offering any Programmes Recognised by any Statutory Regulatory Authority (SRA)	: Yes								
<table border="1"> <thead> <tr> <th>SRA program</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>INC</td> <td>101976_2156_7_1536579597.pdf</td> </tr> <tr> <td>PCI</td> <td>101976_2156_6_1536213878.pdf</td> </tr> <tr> <td>AICTE</td> <td>101976_2156_1_1536580315.pdf</td> </tr> </tbody> </table>	SRA program	Document	INC	101976_2156_7_1536579597.pdf	PCI	101976_2156_6_1536213878.pdf	AICTE	101976_2156_1_1536580315.pdf	
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Details Of Teaching & Non-Teaching Staff Of University

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned	21				33				139			
Recruited	12	4	0	16	12	7	0	19	76	63	0	139
Yet to Recruit	5				14				0			
On Contract	0	0	0	0	0	0	0	0	0	0	0	0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned				230
Recruited	167	46	0	213
Yet to Recruit				17
On Contract	0	0	0	0

Technical Staff				
	Male	Female	Others	Total
Sanctioned				50
Recruited	5	31	0	36
Yet to Recruit				14
On Contract	0	0	0	0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	13	4	0	12	6	0	11	6	0	52
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	2	1	0	0	4	2	60	52	0	121

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	3	0	8

Distinguished Academicians Appointed As

	Male	Female	Others	Total
Emeritus Professor	0	0	0	0
Adjunct Professor	0	0	0	0
Visiting Professor	0	0	0	0

Chairs Instituted by the University

Sl.No	Name of the Department	Name of the Chair	Name of the Sponsor Organisation/Agency
1	Engineering Technology	Dr. A.P.J Abdul Kalam	Down town Charity Trust

Provide the Following Details of Students Enrolled in the University During the Current Academic Year

Programme		From the State Where University is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	1	0	0	0	1
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	329	116	0	13	458
	Female	125	155	0	2	282
	Others	0	0	0	0	0
PG	Male	66	26	0	0	92
	Female	57	57	0	0	114
	Others	0	0	0	0	0

Does the University offer any Integrated Programmes?	No
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Details of UGC Human Resource Development Centre, If applicable

Year of Establishment	01-01-1970
Number of UGC Orientation Programmes	0
Number of UGC Refresher Course	0
Number of University's own Programmes	0
Total Number of Programmes Conducted (last five years)	0

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Engineering And Technology	View Document
Hospitality And Tourism Management	View Document
Humanities And Social Science	View Document
Management	View Document
Nursing	View Document
Paramedical Sciences	View Document
Pharmaceutical Science	View Document
Sciences	View Document

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3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	37	36	35	29
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of departments offering academic programmes

Response: 8

File Description	Document
Institutional Data in Prescribed Format	View Document

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2532	2218	1865	1490	1168
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
402	507	352	248	219
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4655	3818	1547	1811	1597
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of revaluation applications year-wise during the last 5 years

2017-18	2016-17	2015-16	2014-15	2013-14
20	147	120	69	65

3.3 Teachers

Number of courses in all programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1291	1201	1165	1139	897
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
174	131	113	107	91
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
193	169	144	122	116
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3.4 Institution

Number of eligible applications received for admissions to all the programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1587	1292	1297	1006	843
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
413	349	317	299	229
File Description		Document		
Institutional Data in Prescribed Format		View Document		

Total number of classrooms and seminar halls

Response: 173

Total number of computers in the campus for academic purpose

Response: 263

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4409.81	3135.64	2687.82	3014.00	1892.74

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the University

Response:

Abiding by the norms/regulations of various statutory bodies like UGC, AICTE, PCI, INC, Academic Council, the Assam down town University (AdtU) has adopted the curricula of programmes keeping in mind the local, regional, national, global service and developmental needs.

The curricula of the programmes offered by AdtU, such as, Physiotherapy, Medical Laboratory Technology, Nursing, Microbiology, Management, Dialysis Technology, Engineering & Technology, Biotechnology, Pharmaceutical Sciences include well defined learning objectives, program outcomes, programme specific outcomes and course outcomes.

The referred outcomes address the local, regional, national and global issues related to health sciences and technological aspects related to Agriculture, Engineering and Management. These curricula also focus on the modern techniques, sustainability, and environment of global relevance.

Based on the above mentioned learning objectives and programme specific outcomes, credit for a course is set. Programme curricula of AdtU are broadly categorized into the following perspectives:

1. Learning Perspective:

With initial emphasis on the basic concepts, the curricula of each programme are set to focus on the advanced and innovative aspects of the relevant subjects. Beside regular theory classes, the curricula include various activities, such as, assignments, group discussions, practical, hands on practice, and project works. The industry oriented viva-voce has been introduced very recently to enhance the ability of the learner. The learners are groomed by assessing their progressive development. In addition to this, the Creativity and Innovative forum organizes a creativity test and also seeks innovative ideas for encouraging learners to improve thinking abilities.

2. Research perspective:

The North East India is a dynamic geographical region and also includes the mighty Brahmaputra. It is also declared as a hotspot for biodiversity, therefore, laying thrust area for exploration of natural resources. The respective curriculum of a particular programme focuses on the students' researches based on the issues relevant to North East India. For example, the curriculum of Engineering and Technology focuses on the flood related issues. The Pharmaceutical Sciences and Biological Sciences focus on the study of diverse flora and fauna including bio-prospecting. Paramedical Sciences and Nursing deals with the health issues relevant to the area. Management, Hospitality and Tourism deals with the economic development and tourism development in the areas. Humanities and Social Sciences carries out studies on the social issues

of the society.

3. Societal perspective:

The curricula of the programmes are prepared in a way to reflect the University's vision and mission and are oriented towards the development of skilled professionals in order to serve the society. Nurses from the University are well received in the health care profession in the country and abroad. Keeping that in mind, the University has undertaken education programmes for nurses to meet the exhorted demand. The northeast region has lots of tourism potential and accordingly the University has started programmes on hospitality and tourism. The distance education department of the University has provided economic and affordable education programmes for socio-economically disadvantaged groups.

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 80.49

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 33

1.1.2.2 Number of all programs offered by the institution during the last five years

Response: 41

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years	View Document

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 83.14

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1192	1079	1057	834	624

File Description	Document
Average percentage of courses having focus on employability/ entrepreneurship	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years	
Response: 39.89	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 515	
1.2.1.2 Number of courses offered by the institution across all programs during the last five years	
Response: 1291	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented	
Response: 58.54	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 24	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Many of the academic curricula of various programmes address elements of Gender, Environment Sustainability and Human Values or Professional Ethics.

List of courses that integrate cross cutting issues relevant to Gender

1. Social Sciences for Social Workers
2. Fields of Social Work
3. Social Planning and Policy
4. Tribal Community Development

List of courses that integrate cross cutting issues relevant to Environment and Sustainability

1. Environmental Engineering I & II
2. Environmental Science
3. Environment & Ecology
4. Environmental Biochemistry
5. Environmental Microbiology
6. Environmental Biotechnology

List of courses that integrate cross cutting issues relevant to Human Values and Professional Ethics

1. Professional Employability Development Program I & II
2. Advance Nursing Practice
3. Human Resource Management
4. Legal and Ethical Issues in Tourism
5. Ethics law and Business
6. Corporate Grooming and Ettiquette
7. Principles of Physiotherapy

File Description	Document
Any additional information	View Document

1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 5

File Description	Document
List of value added courses	View Document

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

Response: 38.35

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1319	827	706	355	475

1.3.4 Percentage of students undertaking field projects / internships

Response: 23.78

1.3.4.1 Number of students undertaking field projects or internships

Response: 602

File Description	Document
List of programs and number of students undertaking field projects / internships	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise

A. Any 4 of above

B. Any 3 of above

C. Any 2 of above

D. Any 1 of above

Response: C. Any 2 of above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: D. Feedback collected



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 15.07

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
369	309	313	231	170

File Description

Document

List of students (other states and countries)

[View Document](#)

2.1.2 Demand Ratio(Average of last five years)

Response: 1.13

2.1.2.1 Number of seats available year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1327	1180	1065	932	777

File Description

Document

Demand Ratio (Average of Last five years)

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 72.9

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
301	282	227	210	158

File Description	Document
Average percentage of seats filled against seats reserved	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The University assesses the learning level of the students by organizing class tests, symposia, oral tests. At micro level the University monitors the academic growth of a student by a mentoring system. Besides the mentoring mechanism, each of the academic departments of the University conducts progressive assessment and identifies advanced and slow learners. The departments conduct tutorial and remedial classes for the slow learners. The University offers foundation courses on personality development and communication skill development for the students wherever necessary. Further, the mentors counsel such students by conducting personal interviews to identify the cause of academic shortcomings. Students in need of psychological attention, are referred to the counselors and appropriate health professionals. The advanced learners are engaged time to time for various research activities under the supervision of the faculty members of the departments. They are encouraged to carry out research works as well as to publish their findings in research journals. From the forthcoming session, arrangements for a language lab has been made for the students who are weak in communicative skills in English.

2.2.2 Student - Full time teacher ratio

Response: 14.55

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

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

For experiential Learning

- Seminars, field works, project works and practical classes are included in the curricula of almost all programmes. Apart from these, case studies, group discussion on some selected topics of each of the courses are arranged. These courses are credit based and one has to pass them for successful completion of the programme.

For Participative Learning

- The class delivery is made interactive using ICT facility, Teachers initiate participative learning by group discussions, question and answer sessions.
- Students are assigned seminar topics for presentation to the class.
- Tutorials are also conducted for participative learning where students can get their doubts cleared.
- Each student has to appear in viva voce tests for assessment of their learning.

For Problem Solving

- Assignments as well as creative group activities are given to encourage self-learning and problem solving.

The students are assigned case studies or project works to help develop their problem solving capacity.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 174

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 16.88

2.3.3.1 Number of mentors

Response: 150

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 82.46

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 22.74

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
52	32	24	22	16

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.33

2.4.3.1 Total experience of full-time teachers

Response: 1972

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 12.18

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	2	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 11.74

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	27	21	16	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years

Response: 68.2

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	73	91	70	56

File Description	Document
List of programs and date of last semester and date of declaration of result	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years**Response:** 2.5**2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
61	120	69	65	0

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years**Response:** 33.26**2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	50	51	28	32

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system**Response:**

Initially, the University evaluation was based on marks system. However, of late, the University has gradually adopted a grading system phase wise and now the students are assessed based on SGPA and CGPA.

As a part of IT integration, the University has already taken steps like issuing online admit cards. The issuance of online grade cards is in the offing .

The University has also introduced CBCS system, wherein students get scope to select certain courses of their choice beyond their discipline and faculty.

The students are continuously assessed through home assignment, tutorials and two In-semester examinations.

2.5.5 Status of automation of Examination division along with approved Examination Manual

A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: C. Only student registration and result processing

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	View Document
Annual reports of examination including the present status of automation	View Document

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 on website and communicated to teachers and students

Response:

The objectives and outcomes of each of the courses are in the respective syllabi of all academic programmes.

Syllabus is prepared by the BoS for each of the programme comprised of all faculty members and subject experts and copy of the syllabus is distributed to each teacher and student.

The syllabi of the University clearly states the objectives of the various courses and what the students are expected to learn. Courses are usually split into various units or modules. At the end of each syllabus the list of textbooks and reference books are provided. The course structure and detailed syllabi for all the programmes are uploaded in the University website. The campus is fully wi-fi enabled and students can have access to not only the syllabi but also to reading materials available in the website.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The objectives and outcomes of each of the courses are in the respective syllabi of all academic programmes.

Syllabus is prepared by the BoS for each of the programme comprised of all faculty members and subject experts and copy of the syllabus is distributed is given to each teacher and student.

The syllabi of the University clearly state the objectives of the various courses and what the students are expected to learn. Courses are usually split into various units or modules. At the end of each syllabus the list of textbooks and reference books are provided. The course structure and detailed syllabi for all the programmes are uploaded in the University website. The campus is fully wi-fi enabled and students can have access to not only the syllabi but also to reading materials available in the website.

The University is however preparing to make an attempt to get such information of attainment as it is new and the first batch graduated in the year 2013.

2.6.3 Average pass percentage of Students

Response: 57.91

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 377

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 651

File Description	Document
List of programs and number of students passed and appeared in the final year examination	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process**

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: Yes

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 1.2

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

File Description	Document
List of teachers receiving grant and details of grant received	View Document
Any additional information	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teachers and their international fellowship details	View Document

3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates, other research fellows in the university enrolled during the last five years

Response: 3

3.1.4.1 The Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
List of research fellows and their fellowship details	View Document

3.1.5 University has the following facilities

- 1. Central Instrumentation Centre**
- 2. Animal House/Green House / Museum**
- 3. Central Fabrication facility**
- 4. Media laboratory/Business Lab/Studios**
- 5. Research/Statistical Databases**

Any four facilities exist

Three of the facilities exist

Two of the facilities exist

One of the facilities exist

Response: Any four facilities exist

File Description	Document
List of facilities provided by the university and their year of establishment	View Document
Link to videos and photographs geotagged	View Document

3.1.6 Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognition by government agency

Response: 100

3.1.6.1 The Number of departments with UGC-SAP, CAS, DST-FIST ,DBT,ICSSR and other similar recognition by government agency

Response: 8

File Description	Document
List of departments and award details	View Document
e-version of departmental recognition award letters	View Document

3.2 Resource Mobilization for Research

3.2.1 Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 1

3.2.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.2.2 Grants for research projects sponsored by the government sources during the last five years

Response: 106.79

3.2.2.1 Total Grants for research projects sponsored by the government sources year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
37.97	68.82	0	0	0

File Description	Document
e-copies of the grant award letters for research projects sponsored by government	View Document

3.2.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.11

3.2.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

3.2.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 174

File Description	Document
Supporting document from Funding Agency	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

The University has an Innovation and Creativity Cell to nurture and motivate young minds towards innovation and to convert their innovative ideas into reality. The cell organizes lectures, workshops and motivational sessions to encourage creative thinking in students.

The Creativity Cell also organizes a Creativity Test to encourage creative thinking among the students.

The University has an Entrepreneurship Development Cell (EDC) to infuse the concept of entrepreneurship

among the students and to motivate them to take up entrepreneurial ventures. The EDC, AdtU was formed in consultation with Indian Institute of Entrepreneurship (IIE), Guwahati, and an MoU was signed between the University and the IIE for entrepreneurship development.

EDC, AdtU has also signed a Letter of Cooperation (LOC) with CII-BYST under EGM of Govt. of Assam for encouraging and hand-holding of budding entrepreneurs from AdtU. A number of workshops and seminars are being conducted by EDC, AdtU in collaboration with CII-BYST for entrepreneurship development.

Further EDC, organizes a course on “Entrepreneurship Development” in UG programmes of the Faculty of Engineering & Technology. The University also invites experts to deliver talks on entrepreneurship development and related activities.

3.3.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the last five years

Response: 35

3.3.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	12	6	5	6

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 3

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	2	0	0

File Description	Document
List of innovation and award details	View Document

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 4

3.3.4.1 Total number of start-ups incubated on campus year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	3	0	1

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	View Document

3.4 Research Publications and Awards

3.4.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

3.4.3 Number of Patents published/awarded during the last five years

Response: 1

3.4.3.1 Total number of Patents published/awarded year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
List of patents and year it was awarded	View Document

3.4.4 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0.34

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 14

3.4.4.2 Number of teachers recognized as guides during the last five years

Response: 41

File Description**Document**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)

URL to the research page on HEI web site

[View Document](#)**3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.68

3.4.5.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	10	27	20	15

File Description**Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)**3.4.6 Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years****Response:** 0.26

3.4.6.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	1	7	4	3

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Response:

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response:

3.5 Consultancy

3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual

Response: Yes

File Description	Document
Soft copy of the Consultancy Policy	View Document
URL of the consultancy policy document	View Document

3.5.2 Revenue generated from consultancy during the last five years

Response: 9.12

3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.90	3.30	2.40	1.52	0

File Description	Document
List of consultants and revenue generated by them	View Document

3.5.3 Revenue generated from corporate training by the institution during the last five years

Response: 13.8

3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five

years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	6.9	6.9	0	0

File Description	Document
List of teacher consultants and revenue generated by them	View Document

3.6 Extension Activities

3.6.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

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 Humanities and Social Science always initiates such activities in and outside the campus. Students often stage street plays to highlight social issues to create awareness among the masses. Since this University is a part of a super specialty hospital, down town Hospital with a strong base of allied health and paramedical programmes, a number of health camps on various aspects are arranged frequently in the peripheral villages. The faculty of all departments actively participate along with the team of Physicians/ Doctors of AdtU. The University has adopted five villages in the neighbourhood. The faculty and students participate in different activities like donation of cloths, books, toys to poor children, Swachh Bharat Abhiyan, blood donation camp, health awareness programmes etc. The University regularly conducts adult literacy program for illiterate people specially from the localities in the neighborhood of the University.

3.6.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 14

3.6.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	2	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.6.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 19

3.6.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	4	6	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 23.09

3.6.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
218	175	509	972	75

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 1

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	0	0	0

File Description

Number of Collaborative activities for research, faculty etc

Document

[View Document](#)

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

Response: 227

3.7.2.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	59	42	29	46

File Description

Details of linkages with institutions/industries for internship

Document

[View Document](#)

3.7.3 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 13

3.7.3.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	6	1	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

Response:

There are adequate number of classrooms, laboratories and computing equipments for teaching learning processes conforming to UGC/AICTE/INC/PCI norms. Teachers are given facilities for teaching and research. They have access to the central library, laboratories as well as other infrastructure facilities 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. Some of the classrooms are equipped with digital facilities for teaching. The teachers are provided with adequate sitting accommodation, computers with uninterrupted power supply, internet connectivity, wi-fi facility and access to e-resources for their learning. Research laboratories are equipped with sophisticated instruments which are made available to the faculty to conduct research and consultancy in identified thrust areas.

All of the departments have dedicated office rooms, head of the department's rooms, faculty rooms and common rooms. Some of the departments of the University have separate rest rooms for female students and staff. The University is planning to extend such facilities for all departments.

The University has separate common rooms for boys and girls. Adequate infrastructural facilities like lifts, ramps, wheel chairs, toilets etc., are made available to the differently-abled persons.

There are provisions for accommodation of differently abled persons in the ground floor of the hostels.

The University hostels are located within the campus. Recreational room facility with magazines, newspapers, T.V. TT, carom etc. are provided to the boarders. Over and above a on-campus gymnasium, swimming pool, yoga room, basket ball court, badminton court, football field and a cafeteria enriched with unparalleled scenic beauty are available. 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.

Assam down town University has processing Laboratories for researchers and scholars housed in ten (10) unique Labs/Clusters. The IT Cell provides support for functional operations of these facilities. AdtU has Ethernet with 1000 Mbps speed for laptops and desktop machines, and a double band remote system of IEEE 802.11b/g/n is available for access by faculty and students.

Current equipment incorporates elite Intel Multicore stages. Our facilities incorporate Linux and Windows frameworks with 10 and 100 mbps of Internet availability. For design and graphics preparation the University has high end computing facilities with GPU.

Within a short period of time, the University is expecting to have computer laboratory facilities for Computational Biology and Geo-Informatics.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The University has sports facilities such as basket ball court, badminton court, volley ball court, football field, and some indoor games facilities. It also has a happiness club, angling club etc. in which students can be enrolled..The University encourages its students for the development of the Performing Arts including folk music by conducting workshops regularly in the campus. An Amphitheatre for all sorts of cultural activities is under construction. Yoga classes are held from time to time for physical and mental development of the students. Art of Living classes are arranged for the students in the campus. The table below shows the sports and cultural facilities available in the University.

Facilities	Number	Size	Year of establishment	User Rate(5*)
Football Field	01	7000 SqM	2018	4*
Gymnasium	01	242.25 SqM	2017	4*
Volley Ball Court	02	891 SqM	2017	4*
Basket Ball Court	01	961 SqM	2014	4*
Badminton Court	02	216.7 SqM	2010	4*
Table Tennis Room	05	142.7 SqM	2014	4*
Yoga Room	01	157.4 SqM	2016	4*
Swimming Pool	01	650 SqM	2018	-
Amphitheatre	01	2656 SqM	2018	-
Angling Pond	04	8378 SqM	2015	4*

The University celebrates University week, Foundation Day, Teacher's Day, Yoga Day and other such functions. The University has a well equipped auditorium to conduct cultural activities and sports.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 24.86

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 43

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 41.01

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five

years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1492.29	1219.63	1528.47	1520.87	472.83

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The H.N. Dutta Baruah Central Library is a repository of information on different disciplines such as engineering, management, nursing, pharmacy, hospitality, paramedical and allied health. The library started its collection and development of print and non-print media from the year 2010 and has now collected more than 20,000 books and 400 CD/DVDs. It has its own website and adopted some new emerging tools like Web 2.0 tools, Q R Code and CCTV etc. Here, users can search and browse their particular documents through Subjects, Author, Title, and Publishers and ISBN etc. The search facility is available online though its access is restricted twithin the University campus through internet. It provides an excellent photostat facility. Books are classified subject wise and arranged according to the Dewey Decimal classification (DDC – 23 rd Ed.) scheme. The library is open from 9 a.m. to 5 p.m. on all days except holidays. In the library there are 3 English and 2 Assamese newspapers and 08 journals. The library has one online database namely *J-Gate*. It has a circulation section, reference section, E-library section and apart from these there is a common reading hall with a capacity of 120 persons. It offers ILL facility to users on the basis of requests and demands can be made in person, over phone or via email.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

Response:

The process of collection of rare books has been initiated by the library committee of Assam down town University. As a part of the action plan for selection of rare books and manuscript, the library committee of the University has been collecting recommendation from Academician of reputed and various departments of the university. The recommended list of books along with the proposed budget will be placed before the Academic Council for approval. The approved list of books and the budgetary requirements will be placed before the Purchase Committee for approval.

4.2.3 Does the institution have the following

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership

4.e-books

5.Databases

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 8.61

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
8.88	4.40	19.12	3.36	7.28

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.36

4.2.6.1 Number of teachers and students using library per day over last one year

Response: 145

4.2.7 E-content is developed by teachers :

1. For e-PG-Pathshala
2. For CEC (Under Graduate)
3. For SWAYAM
4. For other MOOCs platform
5. For NPTEL/NMEICT/any other Government Initiatives
6. For Institutional LMS

Any 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: Any 2 of the above

File Description	Document
Details of e-content developed by teachers for e-PG-Pathshala, CEC (UG)	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi**

Response:

Every department has its devoted equipment and Computing Labs with an aggregate number of 265 processing machines and related hardware and software. All monitors have LED screens.

Sl No	Name of the LAB/Cluster	No's of Machine	Year of Establishment	Monitor By	Technical Details
1	Basic Computer Lab	30	2010	ECE	2 GB RAM, Dual Core Intel Pentium Processor with 320 GB SATA
2	Library Centre	10	2010	IT Cell	2 GB RAM, Dual Core Intel Pentium Processor with 320 GB SATA
3	Language Lab	20	2010	Pharmacy	2 GB RAM, Dual Core Intel Pentium Processor with 320 GB SATA

4	Programming Lab	30	2012	CSE	4GB RAM, Dual Core Intel i3 Processor with 1TB SATA
5	Linux Lab	30	2014	CSE	4 GB RAM, Dual Core Intel i3 Processor with 1 TB SATA
6	TIC Lab	20	2014	CSE	8GB RAM,Quad Core Intel Processor with 1TB SATA
7	Civil Engineering Lab	20	2016	CE	2 GB RAM, Dual Core Intel Pentium Processor with 320 GB SATA
8	Cloud Development Lab	30	2016	CSE	4 GB RAM, Intel 5th Generation Processor with 500 GB SATA
9	Graphic & Design Lab	30	2017	CSE	4 GB RAM, Intel 5th Generation Processor with 500 GB SATA

The University has 363 wired and 50 Wi-fi Nodes. It has top of the line centre exchanging and steering capacities.

Year	No's of PC	No's of Wi-fi Nodes	Bandwidth Available(in mbps)	Ethernet Connection(in mbps)
2012	175	10	2	1000
2013	179	10	12	1000
2014	263	10	12	1000
2015	269	12	110	1000
2016	303	50	110	1000
2017	363	50	110	1000

The University encourages the use of open source software. With the growth of users, IT services and increasing internet bandwidth demand, it has scaled up the switching capabilities and implemented latest managed wired and Wi-fi access. It has very high-end core switches and servers. It has implemented private cloud to provide high quality services to end users. The University is committed to providing state of the art IT infrastructure and services.

4.3.2 Student - Computer ratio

Response: 9.63

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

?1 GBPS

500 MBPS - 1 GBPS

50 MBPS-250 MBPS

250 MBPS-500 MBPS

Response: 50 MBPS-250 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 28.87

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1105.91	1141.49	731.05	793.16	555.73

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The University Campus Development Committee is responsible for the maintenance and optimum

utilization of physical, academic and support facilities. The University has an officer for the purpose of proper maintenance of the buildings, classrooms, and laboratories. The officer is assisted by Estate Supervisors and technical support staff such as Civil Supervisors, Electrical Supervisors, Carpenters, Fabricators, Plumbers etc. who look after electrical and telecommunication matters, building maintenance, water supply, housekeeping, computer laboratories and garden maintenance.

Some of the campus development initiatives undertaken to improve the physical ambience of the University are as follows-

- Painting of buildings at regular intervals
- Renovation and Repairing of internal roads
- Trees and perennial/ornamental plants plantation
- Renovation and expansion in the departments
- Maintenance of Parking Areas at various locations within campus
- Maintenance of Sports Infrastructures on campus

Physical ambience of the campus is always maintained by ensuring proper cleanliness, drainages, landscaping and providing adequate lights. The University has a well equipped section for plumbing, welding and carpentry. Adequate budget allocation is provided for maintenance of the University infrastructure. As per requirement, the University outsources the maintenance of laboratory instruments, physical facilities etc. to selected third parties with annual maintenance contract.

The maintenance of the campus infrastructure is categorized as-

- Preventative, General Maintenance
- Equipment Maintenance
- Electrical & Lighting Maintenance

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 5.48

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
72	76	183	50	93

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 5.21

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
176	222	63	48	29

5.1.3 Number of capability enhancement and development schemes –

1. Guidance for competitive examinations
2. Career Counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and Meditation**8. Personal Counselling****7 or more of the above****Any 6 of the above****Any 5 of the above****Any 4 of the above****Response:** Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**Response:** 0.14

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	3	5	2

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The institution has an active international students cell to cater to the requirements of foreign students**Response:**

Assam down town University has a Cell for International Students (CIS). This cell provides information about the University and its various programmes among prospective international students. The cell

provides necessary support to the international students from pre-admission till the completion of their respective programmes. At present, there are students from four countries namely Bangladesh, Nepal, Bhutan and Nigeria studying in various programmes offered by the University and CIS takes care of the academic and personal needs of these students.

Apart from that, CIS of the University provides following services to the international students-

- Providing required documents for registration at Foreign Registration Office (FRO)
- Assisting students in completing the legal formalities like police verification and resolving visa and passport issues
- Carrying out document verification as required by respective embassies
- Counselling students for appropriate programmes and courses
- Organizing induction programmes for international students
- Creating multicultural ambience on the campus
- Providing necessary support to make their stay in India pleasant

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 28.35

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
94	90	132	109	42

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 32.84

5.2.2.1 Number of outgoing students progressing to higher education

Response: 132

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	1	2

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/ Civil Services/State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	1	2

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years

Response: 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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

Ant-ragging Squad: The role of Anti-ragging Squad (ARS) is to maintain a vigil against ragging.

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

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

Sports Committee: The sports committee organizes sports events at the intra-university, inter-university and national levels.

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 in the hostel and requests for additional facilities are also looked after by this 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 the AdtU alumni and keeps updating them about the different needs and requirements of current students.

5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year**Response:** 10.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	11	10	9

File Description**Document**

Number of sports and cultural activities / competitions organised per year

[View Document](#)**5.4 Alumni Engagement****5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

The alumni association of Assam down town University was formed recently and the first meeting of the alumni association was held on 14/06/2018 in the University campus. 83 Alumni of the University participated in the alumni meet. There was an interactive session of the alumni with the existing students for exchange of views. The Alumni enlightened the students regarding possible areas of career development based upon their experiences.. The cultural event was also organised wherein alumni and the existing students actively participated.

File Description**Document**

Any additional information

[View Document](#)

Link for Additional Information

[View Document](#)**5.4.2 Alumni contribution during the last five years (INR in Lakhs)****? 100 Lakhs****50 Lakhs -100 Lakhs****20 Lakhs -50 Lakhs**

5 Lakhs -20 Lakhs

Response: <5 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the University

Response:

Vision

AdtU strives for excellence in teaching-learning, research and outreach programmes where technology synergizes creativity for sustainably nurturing an academic and professional leadership that successfully reaches out in a spirit of openness, inclusiveness and service to the society.

Mission

1. To cater to the diverse academic and professional needs of the people of the region, nation and even for those from other nations / countries.
2. To establish itself as a centre of excellence in academic and research programmes and to develop a centre for excellent knowledge repository and knowledge dissemination.
3. To produce creative and able work force as per the changing requirement of different sectors of the economy.
4. To emphasize on research and development to tackle local and regional issues.
5. To emphasize scientific studies for harnessing the potentialities of the regional and local resources.
6. To contribute towards economic development of the nation through capacity building of human resources at different levels.
7. To promote entrepreneurship development through innovation and incubation.
8. To emphasize networking with other academic and research institutions of repute for human resource development.

In conformity with the vision and mission, the following statutory bodies with active participation of teacher's representatives are in place.

1. Governing Body
2. Board of Management
3. Academic Council
4. Finance Committee

These bodies develop plans and policies and also review the progress of their implementations. While preparing policy the following aspects are considered

- Changing requirements of knowledge and skills for employability at regional, national and global levels
- Preparation of syllabi in line with the model syllabi prescribed by statutory regulatory bodies like AICTE, PCI, INC etc.
- Internationalization of curriculum
- Adoption of latest education technologies such as learning management systems

- Development of proper teaching and research ambience.
- Enabling horizontal and vertical mobility of students by modularizing the curriculum
- Strengthening international collaborations and linkages
- Analyzing strengths, weaknesses, opportunities and challenges.

The University adopts both top down and bottom up approach for effective functioning. However, the decisions are to be approved by appropriate statutory bodies/committees of the University.

The following functional units/ committees are in place, besides the statutory bodies for effective functioning:

1. Faculty Advisory Committee
2. Departmental Advisory Committee
3. Board of Studies
4. University Research Council
5. Faculty Research Council
6. IQAC
7. External project review committee
8. Internal Project review committee
9. Examination Committee
10. Student affair & Student Committee
11. Faculty Level Students' Affair Committee
12. Placement Committee
13. Faculty Level Placement Committee
14. Steering Committee (Quality Circles)
15. Quality Circles
16. Anti ragging Cell
17. Purchase Committee
18. Internal Compliance Committee
19. Legal Compliance Committee
20. Disciplinary Action Committee
21. Grievance Redrassal Committee
22. Campus Development & Management Committee

The accountability is ensured through regular academic audits, performance evaluations of faculty and feedbacks obtained from various stakeholders.

6.1.2 The institution practices decentralization and participative management

Response:

The academic council is the principal academic body of the University which coordinates and exercises general supervision over the academic policies of the University. The University has a democratic pattern of decision making i.e., it includes the faculties as members in various academic, administrative and statutory bodies/committees. All members thus have an equal opportunity to put forth their suggestions and vote for a decision. Many academic and administrative matters are periodically discussed and resolved at

the departmental level. The departmental committees report to the faculty level committees and finally place it in the apex body for approval. The University encourages participation of all its stakeholders in decision making for its betterment.

Participative Management at AdtU:

As a part of participative management Assam down town University introduced Quality Circle 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 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 and headed by the Chancellor/ Vice Chancellor. the Managing Trustee, Additional Registrar, Deputy Registrar (Academic) and Finance & Accounts Officer are members of the Steering Committee. Department of Quality & Process coordinates the 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 circle.

As on date 20 (twenty) no. of Quality Circles are 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 of employees from different levels of the department who meet regularly to discuss ways of improvement of quality and resolve problems of their work area/ suggest measures to management for improvement. With Quality Circles, employees are made to participate in the group of their strength to be able to make sound decision. (Refer (1) Memo no.: AdtU/DQP/2017/003 and Date: 26/08/2017, (2) Memo no.: AdtU/DQP/2017/004 and Date: 08/09/2017 and (3) Memo no.: AdtU/DQP/2017/006 and Date: 08/11/2017). Participative system of Management is also encouraged through representation of faculty and staff in various committees and councils

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategic Plan

While formulating the strategic plan and deployment document, care has been taken to optimally align the component with the vision and mission of the institution. Besides, the stakeholders have been involved to build a spirit of ownership. Specific, measurable, achievable and realistic objectives were set with a time frame, to enable effective monitoring and control.

Strategic Planning Structure and Process of AdtU

The structure of strategic planning effort involves two types of groups

At the Centre, it involves the Internal Quality Assurance Cell with 17 members under the chairmanship of Honorable Vice-Chancellor with heads of important academic and administrative units and a few distinguished educationists and representatives of local management and stakeholders. The composition of IQAC is as follows.

Vice Chancellor/Pro VC	Chairperson
Dean I/c of Sciences	Member & Joint Secretary
Dean Faculty of Pharmaceutical Science	Member
Dean Faculty of Engineering & Technology	Member
Dean Faculty of Commerce, Management, Humanities & Social Science	Member
Dean I/c Faculty of Nursing	Member
Dean Paramedical Science	Member
Dean of Studies	Member from Management
Additional Registrar Senior Administrative officer	Member
Dy. Registrar Academic	Member
Dr. Anil Goswami, Educationist	Nominee from Local Society
Mr. Priyanku Bhagawati	Nominee from Alumni
Mr. Anil Thakur, Dept. of MBA	Nominee from Students
Dy. Registrar Administration	Nominee from Employer
Mr. Dipankar Dutta	Nominee Industrialist
Dy. Manager HR	Nominee Stakeholder
Director Quality & Process	Member Secretary

The responsibility of the IQAC cell is to develop the strategic plan. Ideas and inputs from different

faculties are collected under the leadership of Dean of Studies, and forwarded to IQAC for review. All ideas and inputs are processed by IQAC. A draft outline is made available to the University community for comment and feedback, and accordingly the plan is finalized.

Strategic Initiative:

The University initiatives are directed towards the main priorities of the strategic plan. The highest priority of the strategic plan is faculty excellence. This is AdtU's principal pathway for achieving its long term aspirations. Faculty excellence means excellence in both scholarship and teaching. Teaching excellence is a critical component of faculty excellence.

Faculty excellence priority is timely, given the challenge and opportunity of renewing the faculty ranks because of attrition. Faculty excellence means excellence in both teaching and research.

AdtU's strategic initiatives are collaborative efforts involving faculty, Deans, VC (leadership), Trust as well as students and staff where appropriate.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the University including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The University is governed by the Governing Body (GB) of the University under the assistance of Academic Council (AC) and Board of Management (BOM). The Finance committee directly report to the GB of the University. The Academic Council looks into the Academic matters and BOM into the entire management of the University. These bodies develop plans and policies and also review the progress of their implementations. The Board of Examination and Board of studies are two more important bodies which look into the smooth academic functioning of the University. The university adopts both top down and bottom up approach for effective functioning. However, the decisions are to be approved by appropriate university's statutory bodies.

The following functional units/ committees are in place, besides the statutory bodies for effective functioning are:

1. Faculty Advisory Committee
2. Departmental Advisory Committee
3. Board of Studies
4. University Research Council

5. Faculty Research Council
6. IQAC
7. External project review committee
8. Internal Project review committee
9. Examination committee
10. Student affair & student committee
11. Faculty Level students' affair committee
12. Placement Committee
13. Faculty Level placement committee
14. Steering Committee (Quality Circles)
15. Quality Circles
16. Anti ragging cell
17. Purchase Committee
18. Internal compliance Committee
19. Legal Compliance Committee
20. Disciplinary action committee
21. Grievance Redrassal Committee
22. Campus development & management Committee

The accountability is ensured through regular academic audits, performance evaluations of faculty and feedbacks obtained from various stakeholders.

The University has a well established administrative setup which is headed by the Vice Chancellor who is assisted by the Registrar, Controller of Examination and Dean of Studies. The entire programmes are grouped into six faculties under regular mode which are headed by Deans of the respective faculties.

The University follow UGC regulation in case of the recruitment of the faculty members and have a proper promotional policy.

File Description	Document
Link for Additional Information	View Document
Link to Organogram of the University webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The University has a Governing Body, Board of Management, an Academic Council and various Board of Studies as per ordinance. The various Board of Studies and Academic Council look after the Academics of the University. The Board of Management takes decisions on administrative and management issues. The decision taken by the Board of Management is then sent to the Governing Body for approval. Besides, there are various other committees which look into day to day administrative and academic issues. The University Research Council controls the Ph.D Research and Project Research of the University. The Examination Committee controls all the examinations conducted by the University. This committee organizes scheduled meetings at regular intervals. The minutes of an earlier meeting of a Board/Council is placed in the next meeting for approval with action taken reports on all the resolutions taken. The Board of Management in the meeting held on 20-12-2017 adopted a resolution (Resolution no: R/BoM-40/05 dated 20-12-2017) to form a steering committee for implementation of Quality Circle in the University.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

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. The University has EPFO scheme for its employees. Under this, the employee gets the following benefits.

- 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)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

Response: 5.05

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	14	10	2

File Description

Document

Details of teachers provided with financial support to attend conferences, workshops etc during the last five years

[View Document](#)

6.3.3 Average number of professional development / administrative training programs organized by the University for teaching and non teaching staff during the last five years

Response: 2.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	7	0	6	0

File Description

Document

Details of professional development / administrative training programs organized by the University for teaching and non teaching staff

[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 31.99

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	12	47	64	35

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

There is a performance appraisal policy and procedure in place to apprise the faculty and staff of the University. The performance appraisal is done on the basis of the following parameters.

1. Every staff and faculty member submits a self appraisal form on an yearly basis
2. Student feedback on the performance of teachers is regularly collected in ERP at the end of the semester.
3. Yearly appraisal is done as per the Remuneration Policy of the University
4. A confidential report from the Dean of Faculty/HoD./ reporting manager/ supervisor is taken for consideration

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and External audit

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 a 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 audits the accounts regularly at the expiry of every month; software system auditors also do their job monthly. Corrective measures are immediately taken on monthly basis on the objections/ observations raised by the internal auditor and software system audit.

As stated above accounts of our institution are audited regularly and so far there have not been any major audit observations or objections.

The external auditors do their audit work for final preparation of the Annual Report and filing of statutory Returns on yearly basis.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 42.46

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
19.91	2.55	0	0	20.00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Assam down town University has a team of officials and trustee members (down town charity trust) which ensure efficient utilization of the revenue generated by the University.

- 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.
- Deposits / receivables received from students and from other sources are made as per schedules, so that every expense is incurred as per the 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.

- Except in certain special cases, no non budgeted expenditure is incurred.
- A monthly revenue receipt is prepared along with details of all incomes and expenses.
- The surplus generated at the end of the month is invested with Banks and other financial institutes keeping in mind 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.
- A statement of receivables / payables is prepared at the end of the month and accordingly effective efforts are taken by the financial team, to meet the obligations on time.

The main source of resource mobilization by the University is the fees collected from the students. However, a small amount of the revenue is generated from the sales proceeds of the University canteens. In addition, the University gets certain amount of government grants from student's sponsorship, for infrastructure development and donations from individuals and organizations.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC has been set up recently. The composition of IQAC is as follows.

Vice Chancellor/Pro VC	Chairperson
Dean I/c of Sciences	Member & Joint Secretary
Dean Faculty of Pharmaceutical Science	Member
Dean Faculty of Engineering & Technology	Member
Dean Faculty of Commerce, Management, Humanities & Social Science	Member
Dean I/c Faculty of Nursing	Member
Dean Paramedical Science	Member
Dean of Studies	Member from Management
Additional Registrar Senior Administrative officer	Member
Dy. Registrar Academic	Member

Dr. Anil Goswami, Educationist	Nominee from Local Society
Mr. Priyanku Bhagawati	Nominee from Alumni
Mr. Anil Thakur, Dept. of MBA	Nominee from Students
Dy. Registrar Administration	Nominee from Employer
Mr. Dipankar Dutta	Nominee Industrialist
Dy. Manager HR	Nominee Stakeholder
Director Quality & Process	Member Secretary

Example No. 1

Formation of Quality Circles: Based on the advice of the IQAC, the University agreed to form QCs for variety of activities in the University. Twenty QCs were formed covering different departments and cross functional areas. To monitor these QCs, a steering committee was constituted and approved by the BoM.

Example No. 2

The University conducted academic audit on several occasions in the past. In later part of 2017, subsequent to the formation of IQAC, the academic and administrative audit in January 2018 was initiated by the IQAC.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**Response:**

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are presented below.

Example I

Programme of Physiotherapy and MLT has been offering courses like MPT in Musculoskeletal & sports and Neurological & Psychosomatic disorders and the department of MLT was offering only general courses without any specialization. Through application of different Quality circle tools like brainstorming, cause & effect analysis, Pareto analysis, PDCA; the quality circles of these two departments arrived at the idea of opening of the following additional specialized courses.

SL. No.	Programme	Proposed Course
1	Physiotherapy	MPT in Pediatrics MPT in Cardiopulmonary
2	MLT	MMLT in Pathology

MMLT in Microbiology & Immunology

The feature of these proposals is that, there will be no additional expenditure for running of these courses (as adequate resources like qualified faculties and required physical infrastructures are available). The proposals were presented to Board of Studies followed by Academic Council which were subsequently approved.

Example II

Quality circles were involved in solving the day to day problems in their respective work areas which is evident from the following example. In MLT department due to shortage of staining rack the faculty could not demonstrate to the students the process of diagnosis through use of staining rack in the practical class. Purchase of the staining rack demands additional expenditure. There were some ESR stands which were discarded. These ESR stands were cleaned by using detergent and water and the rust and paint were removed. Subsequently these ESR stands were placed horizontally on the slide staining sink to be used for staining. Through the process of recycle and reuse the requirement of slide staining rack was hence fulfilled without any additional expenditure.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

1. Corrective measures were taken to rectify the deficiencies pointed out by previous academic audits with regard to equipment and laboratories etc.
2. The University Grant Commission inspection pointed out certain deficiencies for which corrective measures were taken by the University.
3. The Pharmacy Council of India inspected the Department of Pharmacy and corrective measures were taken by the University on the basis of the suggestions made. The availability of the facilities are periodically checked and validated by scheduled and surprise inspections arranged by PCI from time to time.
4. Considerable addition to the stock of Central library books and couple of laboratory articles have been done in accordance to the norms laid down by the PCI regulation and as suggested by the inspectors during their visit to the department.
5. All India Council for Technical Education inspections were done and the deficiencies were corrected by the University.
6. Nursing Council of India inspections were carried out and the deficiencies pointed out by them were taken care of by the University.

The University has shown incremental improvements in the last five years in the following areas.

- Development of Infrastructure
- Introduction of new academic programmes
- Student enrolment
- Implementation of Quality Circle covering all departments of the University
- Conduction of National as well as International Academic Seminars
- Research activities

As a result of the incremental improvements in the above mentioned areas, the University became the 10th best private University as published in the India Today magazine edition dated 26/6/17.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 10

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	1	1	1	1

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as

a) Safety and Security

b) Counselling

c) Common Room

Response:

Safety and Social Security:

- The University has a well structured security system comprising of male and female security guards
- Separate hostels for boys and girls.
- A Women's Cell which looks after the safety and social security of the female students and employees at the work place.
- Various committees such as anti raging committee, disciplinary committee, grievance redressal cell to mitigate any untoward issues.
- Separate canteen for boys and girls.
- 24x7 CCTV surveillance throughout the campus.

Counseling:

- Counseling by mentors for both male and female students
- Counseling by psychologist at the campus as well as at Down town hospital.
- Counseling by the training and development cell.

Common Room:

- The University provides separate common rooms for the boys and girls in each of the academic blocks.

7.1.3 Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 14.02

7.1.3.1 Annual power requirement met by renewable energy sources (in KWH)

Response: 108000

7.1.3.2 Total annual power requirement (in KWH)

Response: 770287

File Description	Document
Details of power requirement of the university met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 30

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 80880

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 269600.45

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:**Solid Waste Management**

Green, blue and red bins are provided in most places for solid waste collection. The green bin is for disposing of kitchen refuse, leftover food and other wet waste; the blue bin is meant for keeping dry wastes like papers, cardboards, soap covers etc.; and the red bin is for keeping hazardous wastes like batteries; fused bulbs, sanitary napkins etc. Wheel-barrows and trolleys are used for collecting wastes from various places within the campus and disposed properly.

Liquid Waste

The source of waste liquid in the university is mainly from the laboratories, lavatories and kitchens of the canteens and hostel mess. Collection is the first step in waste water treatment process. Collection systems are put in place to ensure that all the wastewater is collected and directed to a central point. There is also a disposal pit using underground drainage systems. The transportation of wastewater is done under hygienic conditions. The pipes or tracks are leak proof.

The laboratory waste is generally disposed via wash down drains with excess water so that the chemicals are diluted and then transported to the main drain of outlet. Also there are adequate drainage facilities inside the campus to transfer and dispose off the liquid waste.

E-waste Management

The electronic wastes of AdtU are managed by the e-waste management Rule, GSR 338 (E) of Ministry of Environment, Forest and Climate change, Govt. of India dated 10th June 2015. To manage this waste most responsibly and in compliance, all computer related wastes and excess laboratory equipments are evaluated for re-use, recycling or proper disposal options. Additionally, AdtU has relationship with many NGO's/non-profit groups that may have a need for equipment that is no longer being used by AdtU.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

The University is blessed 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 five buildings with water harvesting facility. 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 and routine watering of the garden area. In a different type of harvesting, spring water flowing down the slopes of the Amchang Hill, bordering the 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 to

enable easy and quick collection of water. At the same time bigger storage facilities are under consideration at these sites.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Eco-Friendly practices of the university include the following:

- **Energy Conservation**
 1. The design of the buildings is made in a way to utilize natural light and air.
 2. The entire area of the cafeteria is designed in a way that it is well lighted and ventilated.
 3. Most of the conventional electrical bulbs are replaced by the low energy consumption LED bulbs.
 4. A culture of awareness is created to switch off lights and other electrical appliances after use.
- **Use of Renewable Energy:** The University implemented the project on renewable energy with a capacity of 200kwp grid connected solar PV power plant in the campus.
- **Water Harvesting:** Two water harvesting plants are in operation.
- **Efforts of Carbon Neutrality:** As a part of its effort for carbon neutrality the following steps are taken
 1. Plantation of trees in the campus
 2. Using dry leaves for preparation of manure
 3. Creation of kitchen gardens in the campus
 4. No plastic zone
 5. 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

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.1

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
95.46	72.50	64.97	41.48	41.87

File Description

Document

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	4	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 42

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	7	7	7	7

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12	
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	
Response: Yes	
File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document
7.1.13 Display of core values in the institution and on its website	
Response: Yes	
File Description	Document
Provide URL of website that displays core values	View Document
7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 50	
7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony	

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	10	9	7

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

To create and sustain awareness regarding social values and to commemorate the contributions of the nation builders among the university community, Assam down town University celebrates national festivals such as Republic day, Independence day, Gandhi Jayanti with unparalleled enthusiasm. India is a land of cultural, ethnic and religious diversity and numerous religious festivals. Assam down town University being a hub for diverse group of students, staff and faculties from across the demography of India and neighbouring countries, celebrates numerous cultural festivals. To name a few, the University celebrates festivals like Holi, Dipawali, Christmas, Saraswati puja, Maha Siv Ratri, Laxmi puja, Biswakarma puja, and Bihu in its premises every year.

The University celebrates the birth anniversary of Great personalities of the nation who had contributed towards the upliftment of the nation at various levels. The University aims to impart ideologies of the great Indian personalities and thereby emphasise on igniting and inspiring the young minds. The Assam down town University in its premises celebrates Gandhi Jayanti on 2nd of October every year. The university Celebrates the birth anniversary of Pandit Sarvepalli Radhakrishnan on 5th of September every year as Teachers day which also happens to be the foundation day of the University. Children's day is celebrated on 14th of November to mark the birth anniversary of Pandit Jawaharlal Nehru. On the 23rd of January, the University celebrates Netaji Divas to commemorate the birth anniversary of Netaji Subhash Chandra Bose. The birth anniversary of Sardar Vallabhbhai Patel is celebrated as Rashtriya Ekta Divas to pay homage to Sardar Vallabhbhai Patel who was instrumental in keeping India united.

In addition to the national heroes, the university also celebrates the birth and death anniversary of the great Assamese personalities for their exceptional contribution to the state as well as to the nation. Rabha Divas is celebrated on 20th of June to commemorate the birth anniversary of kalaguru Bishnu Prasad Rabha. The University celebrates the death Anniversary of Rupkonwar Jyoti Prasad Agarwala as Silpi Divas. Assam Ratna Bhupen Hazarika's birth anniversary is celebrated on 8th of September.

The Assam down town University family celebrates all the festivals with an aim of promoting social harmony, cultural diversity, unity and prosperity in the society.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

AdtU believes in complete transparency in its programmes and policies.

- In the financial matters the transparency is reflected by the fact that the annual budget of the university is prepared by the Accounts Department of the university which is discussed and passed by the Finance Committee which is in turn ratified by the Governing Body of the university.
- The academic transparency is reflected in the fact that all syllabi of the university are prepared and passed by their respective Board of Studies and their syllabi are approved by the Academic Council and finally ratified by Board of Management. Thereafter the syllabi are uploaded in the university website.
- In the matter of administration, the university has a network of various systems. The entire administration is headed by the Vice Chancellor and executed by the registrar and his administrative staff. The highest decision making authority of the university is the Governing Body followed by Board of Management and different departmental management committees. At the time of admission, all the students are given university brochure which contains all the information relating to the admission and management of the university.
- All other auxiliary activities such as canteen transport systems, upliftment of the campus, student employment etc are managed by various committees.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Industry Oriented Viva Voce

The Context

Industry oriented viva voce provide a scope of experiencing the challenges of the real world to be faced after the completion of a programme. It is also likely to improve the performance of students in interviews for jobs. Therefore, industry oriented viva voce has been introduced in each programme..

The Objectives: Thereby gain

To enhance the employability of the students.

The Practice

Introduced Industry Oriented Viva Voce in some of the semesters every programme in which external experts from industry are invited in addition to faculty personnel from placement cell of the University.

Obstacles faced / Problems encountered

Difficult to arrange for experts from the industry as they are required in large numbers for all the programs.

Evidence of Success

The system of Industry Oriented Viva Voce was introduced in the curricula very recently. Already there is a hint of success as given by the reports of industrial personnel.

Resources Required

- Experts from industries and other academic organizations who are experts in conducting interview for jobs.
- Separate budget allocation for such kind of Industry Oriented Viva Voce.
- Additional learning resources.
- Administrative and academic reforms to facilitate change

2. Community Services

The Context

Realizing the institutional social responsibility, the University from the very beginning has been engaged in social and community services on a regular basis. Off late, it has also been selected as a participating institute in Unnat Bharat Abhiyan under MHRD. Already, the University has adopted five village for social service under this programme.

The Objective

To help the people affected by various natural and other calamities.

The Practices

- Organise Health clinic/ Camps, Eye and ENT Camps where qualified doctors and faculty members of Paramedical Science of the University render medical help to the needy and also provide necessary medicine free of cost.
- The Faculty of Nursing organizes awareness campaigns in various aspects such as Hand Washing, AIDS, diabetes, hypertension etc.
- The University conducts Functional Literacy Programme, TEACH Programme to the school students of rural areas and illiterate workers of the University and nearby communities.
- Under the Swach Bharat Abhiyan, the University organizes cleanliness drives.

Obstacles faced / Problems encountered

To convince the people to come to the medical camps organized by the University even though the service is free.

Evidence of Success

The participants are found to be benefited by the health camps and the literacy drive.

Resources Required

- Doctors and nurses of the University

Budget for the purpose of travel and purchasing medicines.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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.

Two cases of contribution of Quality circles are presented below.

Case I

Department of Physiotherapy and MLT were established in the year 2010. Since then Physiotherapy department has been offering courses like MPT in Musculoskeletal & sports and Neurological & Psychosomatic disorders and the department of MLT has been offering only general courses without any specialization. The Quality circle of both the departments carried out a SWOT analysis and assessed the potential resources of the department.

Subsequently through application of different Quality circle tools like brainstorming, cause and effect analysis, Pareto analysis, PDCA; the quality circles of these two departments arrived at the idea of opening of the following additional specialize courses of study

SL NO	DEPARTMENT	PROPOSED COURSES
1	Physiotherapy	i. MPT in Pediatrics ii. MPT in Cardiopulmonary
2	MLT	MMLT in Pathology & Immunology MMLT in Microbiology

The special feature of these proposals is that, while there will be no additional expenditure for running of those courses (as there exist adequate resources like qualified faculties and physical infrastructures), the additional revenue of the university will be increased by 22 Lakhs (Rupees Twenty Two Lakhs) per annum. The proposals were presented to Board of Studies followed by Academic Council which were subsequently approved.

Case II

Quality circles are involved in solving the day to day problems in their respective work areas which is evident from the following example:

In MLT department due to shortage of staining rack the faculty could not demonstrate to the students the process of diagnosis through use of staining rack in the practical class. Purchase of the staining rack demands additional expenditure. The quality circle discussed the problem and arrived at the solution which does not require any additional expenditure. There were some ESR stands which were discarded. These ESR stands were cleaned by using detergent and water and the rust and paint were removed. Subsequently these ESR stands were placed horizontally on the slide staining sink to be used for staining. Through the process of recycle and reuse the requirement of slide staining rack is fulfilled without any additional expenditure.

Moreover the Quality circle of Cross functional area identified waste in and around the campus and

initiated the process of disposal of waste which would make available additional space for productive use over and above generation of additional revenue.

The cases presented above are indicative of the contribution of Quality circles for improvement of quality and is not exhaustive. While the problems within the area of expertise and authority are solved by the Quality circles themselves, for other problems/issues solution of which require outside assistance/expertise are referred to the steering committee.

Encouraged by the positive contribution of quality circle, the management of AdtU is embarking upon implementation of ISO 9001: 2015 quality management system which is the prima Dona in the field of academics in the north eastern region. The process of design and implementation started and workshops on Top Management exposition, documentation etc. conducted. The first stage external audit is already completed.

- These Quality circles would contribute for sustaining the system and procedure to be created as a result of implementation of ISO 9001: 2015 quality management system besides continual improvement of process. We are aware that organizational development is a notion of process.

5. CONCLUSION

Additional Information :

The University has been actively engaged in imparting quality education. It takes steps for the benefit and upliftment of the society. The University annually donates books, clothes and toys to the needy children.

To maintain the quality of the food commodities, the University prepares most of the food items within the campus. A kitchen garden and garden for various plants are available within the campus. The University conducts "Teach Programme" to enrich the knowledge of the fourth grade employees of the University as well as house wives and illiterate people of the neighboring areas. It maintains a good relationship with the nearby society and helps them by providing preliminary medical facility in the campus. The nearby place of the University has developed after the establishment of the University.

Concluding Remarks :

Assam down town University, a private University, has already made notable contribution to the society by imparting and creating knowledge. It has also contributed to the society through its out-reach efforts streamlined through Unnat Bharat Abhiyan. Further it has promoted diversity in the disciplines to be pursued as well as in the student population. The University has also continuously honed its quality efforts. The University has thus acquired enough potential to emerge as a University of excellence in near future.