

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2013-14

I. Details of the Institution

1.1 Name of the Institution

Tezpur University

1.2 Address Line 1

Napaam

Address Line 2

Sonitpur

City/Town

Tezpur

State

Assam

Pin Code

784028

Institution e-mail address

admin@tezu.ernet.in

Contact Nos.

03712-267007/8/9

Name of the Head of the Institution:

Prof Mihir Kanti Choudhuri

Tel. No. with STD Code:

03712-267003

Mobile:

09954449454

Name of the IQAC Co-ordinator:

Prof Utpal Sharma

Mobile:

9435182047

IQAC e-mail address:

iqac@tezu.ernet.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/54/RAR/080 dated 08-01-2011

1.5 Website address:

www.tezu.ernet.in

Web-link of the AQAR:

http://www.tezu.ernet.in/IQAC/AQAR2013_14.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle			2005/06	05
2	2 nd Cycle	B	2.76	2011	05
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/08/2005

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- | | | |
|-----------|------------|--------------|
| i. AQAR | 06/07/2010 | (DD/MM/YYYY) |
| ii. AQAR | 28/07/2011 | (DD/MM/YYYY) |
| iii. AQAR | 14/12/2012 | (DD/MM/YYYY) |
| iv. AQAR | 18/11/2013 | (DD/MM/YYYY) |

1.10 Institutional Status

University State ☐ Central ☒ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☒

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☒ Engineering ☒ Health Science ☐ Management ☒

Others (Specify)

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1.12 Name of the Affiliating University (*for the Colleges*)

NA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

12

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

02

2.9 Total No. of members

21

2.10 No. of IQAC meetings held 3 (Three)

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Credit Based Academic Programme

2.14 Significant Activities and contributions made by IQAC

1. Initiated internship for Integrated MSc programme.
2. Initiated research component in UG programmes.
3. Initiated annual stock taking of research activities under Dean R&D.
4. Initiated project fund maintenance in current account so that interest tracking is simple.
5. Initiated tendering of project equipment prior to receipt of funds, so as to expedite the procurement process.
6. Initiated resolving problems related to use and maintenance of sophisticated equipment.
7. Revision of students' feedback forms and their analysis process.
8. Initiated steps to solve menace of stray dogs in the campus.
9. Formulated policy guidelines for deputing faculty to industry.
10. Guardians' expectations communicated to the departments.
11. Initiated steps to bring clarity regarding API format and making certain scores more realistic.
12. Initiated improvement of communication skills of students under Deputy Director (Training and Placement)
13. Initiated and coordinated AAA during 11-13 December 2013.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Initiate steps to include exposure to professional environment in the academic programmes. 2. Initiate steps to include exposure to research practice in the academic programmes. 3. Initiate steps to better prepare students for interviews and career. 4. Improve overall tracking of ongoing research projects. 5. Explore mechanisms for efficient utilisation of project funds. 6. Explore mechanisms for effective utilisation of specialised resources in the University. 7. Strengthen stake-holders' feedback mechanism. 8. Reduce confusions and doubts regarding the API system. 9. External evaluation of the University. 10. Explore means to improve overall quality of campus life. 	<ol style="list-style-type: none"> 1. Initiated internship for Integrated MSc programme. Also, formulated policy guidelines for deputing faculty to industry. 2. Initiated research component in UG programmes. 3. Initiated improvement of communication skills of students under Deputy Director (Training and Placement) 4. Initiated annual stock taking of research activities under Dean R&D and project fund maintenance in current account so that interest tracking is simple. 5. Initiated tendering of project equipment prior to receipt of funds, so as to expedite the procurement process. 6. Initiated resolving problems related to use and maintenance of sophisticated equipment. 7. Revision of students' feedback forms and their analysis process. Also, guardians' expectations were communicated to the departments. 8. Initiated steps to bring clarity regarding API format and making certain scores more realistic. 9. Initiated and coordinated AAA during 11-13 December 2013. 10. Initiated steps to solve menace of stray dogs in the campus.

** The Academic Calendar of the year is in Annexure II.*

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	17	0	0	0
PG	23	01	0	0
UG	6	1	0	0
PG Diploma	3	0	0	0
Advanced Diploma	01	0	0	0
Diploma	0	0	0	0
Certificate	03	0	0	0
Others	06	01	0	0
Total	63	03	0	03
Interdisciplinary	01	0	0	0
Innovative	01	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All programmes of studies
Trimester	-
Annual	-

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☒ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*A n analysis of the feedback is in the Annexure III.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Update of syllabi done to incorporate new concepts, credit adjustments, etc. Carried out as per defined procedure.
Regulations regarding PhD coursework, continuous evaluation, and CBCT courses revised.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, MA in Social Works, Int M.Com, B.Tech in Electrical Engg

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
215	116	47	52	-

2.2 No. of permanent faculty with Ph.D.

170

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	13	01	18	01	10	0	0	12	41

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	62	64	19
Presented	110	69	17
Resource Persons	8	58	29

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Emphasis on continuous evaluation.
2. Emphasis on compulsory inter-disciplinary courses in each programme (CBCT courses)

2.7 Total No. of actual teaching days

during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Stress laid on continuous evaluation during the semester and weight of end-term test reduced.
Instructors can decide the nature of tests conducted during the semester, such as objective type, multiple-choice type, descriptive type, open-book type, etc.
Students are allowed to verify evaluated answer scripts and point out discrepancies, if

any.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

All

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no.of students appeared	Distinction %	I class %	II class %	III Class %	Passed %
M.Sc. in Chemistry	17	17.65	82.35	0.00	---	100.00
M.A./M.Sc. in Math	50	0.00	56.00	28.00	---	84.00
M.Sc. in Physics	34	11.76	82.35	5.88	---	100.00
M.Sc. in NanoScience	19	5.26	94.74	0.00	--	100.00
M.Sc. in MBBT	29	6.90	93.10	0.00	---	100.00
M.Sc. in Env. Sc.	25	8.00	92.00	0.00	---	100.00
M.A.in Cultural Studies	29	3.45	72.41	20.69	---	96.55
M.A. in English	50	0.00	38.00	62.00	---	100.00
M.A. in MCJ	34	0.00	94.12	2.94	---	97.06
M.A. in Sociology	34	0.00	91.18	8.82	---	100.00
MA in Lingust. & Lang. Tech	7	0.00	85.71	14.29	---	100.00
MBA	44	0.00	93.18	6.82	---	100.00
MCA	62	8.06	88.71	0.00	---	96.77
M.Tech FET	17	52.94	41.18	0.00	---	94.12
M.Tech in Energy Tech.	27	18.52	74.07	0.00	---	92.59
M.Tech. in Bio.Elec	20	40.00	60.00	0.00	---	100.00
M.Tech. in ELDT	34	52.94	44.12	0.00	---	97.06
M.Tech. in I.T.	32	78.13	15.63	0.00	---	93.75
M.Tech in Poly.Sci	4	50.00	50.00	0.00	---	100.00
Integrated MSc in Physics	3	0.00	100.00	0.00	---	100.00
Integrated MSc in Chemistry	3	33.33	66.67	0.00	---	100.00
Integrated MSc in Mathematics	4	0.00	100.00	0.00	---	100.00
MSc in Bioscience& Bioinfor	6	16.67	83.33	0.00	----	100.00
B.Tech CSE	39	17.95	69.23	0.00	----	87.18
B.Tech ECE	46	17.39	76.09	6.52	---	100.00
B.Tech ME	56	10.71	85.71	1.79	---	98.21
B.Tech FET	6	16.67	83.33	0.00	---	100.00
B.Tech Civil Engg.	22	9.09	72.73	9.09	---	90.91
B.Sc in Biosciences	1	0.00	100.00	0.00	-----	100.00
BA in English	4	0.00	100.00	0.00	--	100.00
Air Ticketing & comp. Res.	34	0.00	32.35	38.24	---	70.59

Chinese	41	14.63	46.34	12.20	--	73.17
Hindi Translation	8	0.00	75.00	25.00	---	100.00
Tourism Management	8	0.00	50.00	50.00	---	100.00
Mobile & Multimedia comm	3	33.33	66.67	0.00	---	100.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC ensures an effective students' feedback mechanism. It undertakes programmes to improve instructors' quality in terms of course-planning, question paper setting, etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	13
HRD programmes	04
Orientation programmes	06
Faculty exchange programme	03
Staff training conducted by the university	08
Staff training conducted by other institutions	13
Summer / Winter schools, Workshops, etc.	13
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	178	45	36	03
Technical Staff	84	07	05	04

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC has worked with the Dean R&D to ensure tracking of ongoing research projects' progress and fund position.

IQAC has taken initiative to incorporate research component in the under-graduate programmes.

IQAC has taken initiative to better utilisation of specialised research facilities available in the University.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	26	120	54	110
Outlay in Rs. Lakhs	654.20	4365.56	1379.20	4412.15

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	07	03	01
Outlay in Rs. Lakhs	0	10.57	5.47	2.72

3.4 Details on research publications

	International	National	Others
Peer Review Journals	587	73	0
Non-Peer Review Journals	18	26	03
e-Journals	10	08	0
Conference proceedings	87	81	11

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Department of Computer Science & Engineering				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-2014	DIT	5600000/-	
	2011-2014	DST	100000/-	
	2014-2016	UGC-SAP	7700000/-	
	2009-2014	DIT	3768000/-	
	2011-2014	DIT	22500000/-	
	2012-2014	DBT	2636000/-	
	2013-2015	DIT	720000/-	
	2011-2013	DIT	300000/-	
Minor Projects	2013-2015	UGC	600000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Department of Civil Engineering				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	N/A	N/A	N/A	N/A
Minor Projects	9 months	XII plan(faculty development)	Rs.2.72 Lakh	Nil
Interdisciplinary Projects	N/A	N/A	N/A	N/A
Industry sponsored <i>(Consultancy)</i>	April 2013- April 2014	* 13 Different Organizations from Industry (List appended below)	6.15 Lakh	6.15 Lakh
Projects sponsored by the University/ College	N/A	N/A	N/A	N/A
Students research projects <i>(other than compulsory by the University)</i>	Nil	N/A	N/A	N/A
Any other(Specify)	N/A	N/A	N/A	N/A
Total			~Rs.9 Lakh	Nil

** List of Company/Organization*

- | | |
|------------|--|
| <i>S.N</i> | <i>Name of the Company/ Organization</i> |
| <i>1</i> | <i>M/s Designers Planum, Guwahati</i> |
| <i>2</i> | <i>M/s Sanwarmal Khetawat</i> |
| <i>3</i> | <i>Gannon Dunkerley and Co. Ltd</i> |
| <i>4</i> | <i>18 Engg. Regiment, 99 APO</i> |
| <i>5</i> | <i>HSCC(India) Ltd.</i> |

- 6 M/s Dinesh Chandra R Agarwal Infra Con. Pvt. Ltd. AFS
- 7 M/s Varni Builders
- 8 235 Engg Regiment
- 9 Power Grid Co. Ind Ltd
- 10 Keller Ground Engg(I) Ltd.
- 11 ESS Foundation Pvt. Ltd, Ghy
- 12 N.F Railway
- 13 Mittal Infra Project Ltd, Tezpur

Department of Energy				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	ASTEC	1.75 lakhs	1.75 lakhs
	2	ASTEC	1.25 lakhs	1.25 lakhs
	3	DST-SEED	198 lakhs	198 lakhs
	3	DST	28.54 lakhs	28.54 lakhs
	3	UGC-UKIERI (Indo-UK)	15.72 lakhs	15.72 lakhs
	3	DST- (Indo-Finish Project)	34 lakhs	34 lakhs
	3	UGC	9.25 lakhs	9.25 lakhs
	3	DBT-(Indo-EU Project)	45 lakhs	45 lakhs
	3	UGC	12.95 lakhs	12.95 lakhs
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	3		1.98 lakh	1.98lakh
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			346.46 lakhs	346.46 lakhs

Department of Food Engineering & Technology				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned Rs.	Received Rs.
Major projects	2013-Till Date	MOFPI/DRDO/ASTEC/DRL/DST	26993800.00	17440600
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	NA	NA	NA	NA

Projects sponsored by the University/ College	NA	NA	NA	NA
Students research projects (other than compulsory by the University)	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA	24293800.00	17440600

Department of Mechanical Engineering				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (05 numbers)	2012-2015	UGC	14.90 lakhs	11.51 lakh
	2012-2015	SERB – DST	18.45 lakhs	14.65 lakh
	2013-2016	SERB – DST	18.40 lakhs	11.00 lac
	2013-2016	SERB – DST	24.3 lakhs	20.75 lakhs
	2013-2015	DST	33.59 lakhs	33.59 lakhs
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2013-2014	Tezpur University	0.52 lakh	0.52 lakh
Students research projects (other than compulsory by the University)	2014-2015	Tezpur University	0.55 lakh	0.55 lakh
Any other(Specify)	2014-2015	MSME, New Delhi	6.25 lakh	
Total				

Department of Cultural Studies				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2010-13	ICSSR	4.88 Lakhs	
	2011-14	ICPR	5 Lakhs	
	2011-16	UGC	41 Lakhs	
Minor Projects	2013-14	UGC	1 Lakh	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Department of English & Foreign Languages				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5 Years	UGC, DEITY, ICSSR	103.38 lakhs	
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Department of Mass Communication & Journalism				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Two projects of 6 months each	UNICEF	16 Lakhs	16 Lakhs
Minor Projects	i) 1 year ii) 18 months iii) 2 yrs	UNICEF UGC TU	2.7 Lakhs 1.1 Lakh 90,000.00	2.7 Lakhs 1.1 Lakh 90,000.00
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects <i>(other than compulsory by the University)</i>	NIL			
Any other(Specify)	NIL			
Total				

Department of Sociology				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-15	ICSSR	15 lakhs	
	2013-15	ICMR	12.75 lakhs	
	2012-14	UGC	9.29 lakhs	
	2013-14	UNICEF	5.89 lakhs	
Minor Projects	2014-15	ICSSR	5.5 lakhs	
	2012-14	UGC	1.35 lakhs	
	2012-13	ICSSR-NERC	0.59 lakhs	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total		07 Projects	41.74 lakhs	

Department of Business Administration				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	Planning Commission, GOI	26 Lakhs	
	2	Public Enterprise, Govt of Assam	12 Lakhs	
	18 Months	ICSSR	5 Lakhs	
Minor Projects	2	ICSSR	1.4 Lakhs	
	6 months	Public Enterprise, Govt of Assam	0.5 Lakhs	
	6 months	Public Enterprise, Govt of Assam	0.5 Lakhs	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Department of Chemical Sciences				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2-3 yrs	CSIR, DRDO, DIT, DBT, DRL, NRB, DST, UGC, DST-UKIERI	490.33 LAKHS	490.33 LAKHS
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Department of Environmental Sciences				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	MOES, UGC, DST,SERB, IIT(M), DAE	Rs. 158.45 Lacs	Rs. 158.45 Lacs
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2	Tezpur University	Rs. 2.15 Lacs	Rs. 2.15 Lacs
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs. 160.60 Lacs	Rs. 160.60 Lacs

Department of Mathematics				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-2016 2014-2016	UGC UGC	600000/- 600000/-	600000/- 600000/-
Minor Projects	2013-2014	UGC	175000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Department of Physics			
Duration Year (Major Projects)	Name of the Funding Agency	Total grant Sanctioned in lakhs	Received in lakhs by the University
2011-2014	DST (Nano Mission)	218.23	218.23
2011-2014	UGC-DAE-CSR-Indore	3.93	3.93
2011-2014	UGC	10.20	10.20
2013-2016	DAE-BRNS	24.70	24.70
2013-2016	SAMEER	55.30	55.30
2012-2015	DAE-BRNS	24.532	24.532
2013-2016	UGC	9.658	9.658
2013-2016	UGC	13.978	13.978
2011-2014	IUAC	3.63	3.63
2014-2017	IUAC	6.00	6.00
2013-2016	UGC-DAE	7.67	7.67
2013-2016	DBT	122.25	122.25
2012-2015	DST-SERB	12.48	12.48
2012-2015	DAE- BRNS	16.31	16.31
2013-2016	UGC	10.508	10.508
2013-2016	DST	13.20	13.20
2013-2016	DST-SERB	27.24	27.24
2013-2014	UGC	6.00	6.00

TUIPR CELL				
Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2010-17	MHRD		Rs. 1,02,000,00.00
Minor Projects	2010-14	ASTEC		Rs. 40,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. **21** Chapters in Edited Books **65**

ii) Without ISBN No. **06**

3.8 No. of University Departments receiving funds from

UGC-SAP **9** CAS DST-FIST **2**
DPE DBT Scheme/funds **6**

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy **1915229**

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	04	16	05	01	0
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International **14** National **41** Any other **03**

3.14 No. of linkages created during this year **15**

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	6
	Granted	0
International	Applied	0
	Granted	1
Commercialised	Applied	1
	Granted	1

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
23	03	13	4	3	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

137

505

3.19 No. of Ph.D. awarded by faculty from the Institution

247

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

51

SRF

44

Project Fellows

214

Any other

04

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

60

State level

22

National level

2

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

5

State level

5

National level

3

International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text" value="3"/>	NSS	<input type="text"/>	Any other <input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Adoption of Amolapam Village :** A nearby village named Amolapam has been adopted by the University under the name Tezpur University – Amolapam Village Development Initiative. The Initiative was inaugurated on February 24, 2014 by the Vice Chancellor Prof. Mihir K. Chaudhuri in presence of Shri Rajen Borthakur, MLA, Tezpur, Shri Lalit Gogoi, Deputy Commissioner, Sonitpur District, faculty/staff members of TU and people of the village.
- **Shoes and socks distributed among school children:** Shoes with socks (126 pairs) were distributed among the children of Mahatma Gandhi Primary School, Amolapam on the 20th Foundation Day of Tezpur University (January 21, 2014), as it was observed that during the chilly winter some poor students cannot go to school as they cannot afford to buy shoes/socks.
- **Assistance to Uttarakhand flood victims :** The employees of Tezpur University donated one day's salary amounting to Rs. 3.0 lakh to the victims of Uttarakhand floods havoc that occurred in June 2013.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	261.92 Acre			
Class rooms	115 Nos			
Laboratories	112 Nos			
Seminar Halls	14 Nos			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	More then 100	11 Nos	DBT, DST, MOFPI, UGC etc	111 Nos
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,62,71,334/-		

Others (Faculty rooms, Research Scholar's rooms, Meeting room etc)	485 Nos			
--	---------	--	--	--

4.2 Computerization of administration and library

Administration: Several processes of the University Administration are computerised. The important ones are Finance and Accounts, Payroll, Project Fund tracking, Examination System, Employees' leave processing system

Library: The University library has web-OPAC. Through the UGC-Infonet Consortia of INFLIBNET it has access to 502 e-journals and seven databases. The Library also gets online access of 926 e-journals through DelCon Consortium. The library also holds more than 1800 CDs covering different fields of knowledge. Library users can access book database, theses database, journal database, e-journals and other e-resources from any terminal within the University campus.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	47948	1347.50	5000	64,27,217	52948	14,11,77
Reference Books	7000	(Thirteen crore forty seven lakh fifty thousand)	600	1752876	7600	,217
e-Books	400	Complementary	50	-	450	-
Journals	149	36.95	-	-	149	36.95
e-Journals	502	49.27	502	49.27	502	49.27
Digital Database	17	UGC	-	-	17	UGC through UGC
CD & Video	1861	9050	100	Complementary	1961	9050
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

A Microsoft Innovation Centre (MIC) was launched in the School of Engineering of Tezpur University on 2nd September, 2013. The Centre has been set up to make students

familiar with latest technology from Microsoft, and to develop a spirit of innovation.

A training programme on Microsoft Office products was organised which was attended by members of different departments of the University.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

(None)

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1057	1625	505	90

(b) No. of students outside the state

476

(c) No. of international students

04

No	%
----	---

Men	1908	58.22	Women	No	%
				1369	41.78

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1517	363	221	811	22	3059	1709	382	239	927	20	3277

Demand ratio 1:15 Dropout % 11.34

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. A three-week coaching programme for preparing the students appearing at the CSIR-UGC NET examination 2013 was held during October – November 2013.
2. Pre-placement grooming sessions were conducted during September – October 2013 for the final-year students for enhancing their employability for on-campus/off-campus recruitment examinations conducted by Multi National Companies, Government Departments and Public Sector Undertakings.

No. of students beneficiaries

350

5.5 No. of students qualified in these examinations

NET	81	SET/SLET	25	GATE	107	CAT	
IAS/IPS etc	01	State PSC	01	UPSC		Others	

5.6 Details of student counselling and career guidance

1. The Equal Opportunity Cell and the Training & Placement Cell conducted general career counseling sessions in September 2013 for the final-year students.
2. Apart from the above, the students are advised to visit the above Cells for individual career guidance and counseling.

No. of students benefitted

350

5.7 Details of campus placement

On campus

Off Campus

Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
28	226	129	62

5.8 Details of gender sensitization programmes

(None)

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level **14** National level **34** International level **0**

No. of students participated in cultural events

State/ University level **0** National level **17** International level **0**

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level **0** National level **0** International level **0**

Cultural: State/ University level **0** National level **15** International level **0**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	133	Rs 1064000/- @ Rs 8000/- pm.
Financial support from government	99	Rs18202451/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

03

5.13 Major grievances of students (if any) redressed: 0

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To develop human excellence and inculcate leadership through hard work and creativity.

MISSION

To render Tezpur University one of the most preferred destinations of students, faculty and scholars / and employees.

To be in the top 50...

6.2 Does the Institution has a management Information System

No.

Different processes of the University have been computerised using individual software modules.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Inputs from faculty, external experts, alumni, employers, and students are considered in development of curriculum.

The new curriculum proposals are discussed in the Board of Studies of the concerned department, the School Board, and the Academic Council. The inputs and deliberations are recorded.

6.3.2 Teaching and Learning

Engaging qualified faculty, efforts to achieve healthy teacher-student ratio,

sound classroom and infra-structure, regular classes and mandatory attendance of students, continuous evaluation.

6.3.3 Examination and Evaluation

Continuous evaluation with limited weight on end-semester tests, internal evaluation of courses, external examiners in project evaluation, students' access to evaluated test scripts for transparency and reliability, letter grading.

6.3.4 Research and Development

The office of the Dean R & D keeps track of the sponsored research projects and consultancy work undertaken by the faculty members of the University. Administrative processes in the execution of the projects are monitored by the Dean R&D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Central Library of the University has a good collection of books and periodicals. In addition the library subscribes to digital libraries through which the students and teachers get access to a wide range of publications. Most of the resources and information of the library is accessible through the computer-based interface OPAC.

Tezpur University has a sound ICT infrastructure. Most of the works in the administrative sections are done using computers. For use of the students sufficient number of computer terminal spread in the departments, the central computer centres, library, etc.

6.3.6 Human Resource Management

The performance of the teaching and non-teaching staff members are monitored and analysed through the performance appraisal system. For improvement of quality the faculty members undergo orientation/refresher and short term courses. The non-teaching staff members also undergo skill enhancement training from time to time.

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment processes are conducted transparently and

as per laid down procedures. The application process is gradually being computerised.

6.3.8 Industry Interaction / Collaboration

Within the academic programmes, students' internship in industrial houses is facilitated. Special lectures from senior persons from the industry are arranged from time to time.

6.3.9 Admission of Students

The admission process is given wide publicity. For most of the programmes selection of candidates for admission is done through the Tezpur University Entrance Examination (TUEE) which is conducted in centres throughout the country. The process of application for admission is being computerised. The overall process is very time-bound and transparent.

6.4 Welfare schemes for

Teaching	The teachers avail the welfare schemes of the Government of India. For instance, medical support, LTC, children's education, etc.
Non teaching	The non-teaching staff members avail the welfare schemes of the Government of India. For instance, medical support, LTC, children's education, etc.
Students	Health support, group insurance, extra-curricular practice, coaching for some public examinations, placement support, etc.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done ? Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Team	No	
Administrative	Yes		No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☒

No

☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. To implement continuous evaluation in the true spirit, the University has reduced the weight of the semester end examination and introduced five other evaluation components spread over a semester. These five components contributes 70% to the overall assessment and 30% comes from the semester end examination. While the instructors and the departments have the freedom to decide the type of each evaluation component, to maintain standard in the evaluation component, they are conducted according to guidelines provided by the University.
2. To ensure transparency and fairness in evaluations, the students are shown the evaluated answer scripts and are allowed to point out any case that they think are inconsistent.
3. Due care is taken to complete the examinations and evaluations on time.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

1. Alumni Association has provided financial assistance in a few cases of treatment of needy students.
2. Alumni have helped the graduates of the University in finding out jobs and internship placements.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association is not there in the University.

6.13 Development programmes for support staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Creation and maintenance of water bodies (ponds).
2. Plantation of trees in the campus.
3. Providing dustbins at various locations in the campus for residents to dispose domestic wastes.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Students' grade entry at the end of each semester at each department. Earlier, this used to be done at the office of the CoE and it was a tedious process. Now it is done at each department and this has made the process less stressful. It has helped in timely completion of the result preparation process.
2. Online submission of applications for admission. Earlier candidates used to submit application forms physically. From these the information required for the conduct of the TUEE was entered into a database for the conduct of the TUEE, there were chances of human errors in the data-entry process. Also, one could submit incomplete applications too. The new method carries out some automatic checks at the time of online submission of the form. The data in the database is the same as typed by the candidates, without the possibility of data-entry errors.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
<ol style="list-style-type: none">1. Initiate steps to include exposure to professional environment in the academic programmes.2. Initiate steps to include exposure to research practice in the academic programmes.3. Initiate steps to better prepare students for interviews and career.4. Improve overall tracking of ongoing research projects.5. Explore mechanisms for efficient utilisation of project funds.6. Explore mechanisms for effective utilisation of specialised resources in the University.	<ol style="list-style-type: none">1. Initiated internship for Integrated MSc programme. Also, formulated policy guidelines for deputing faculty to industry.2. Initiated research component in UG programmes.3. Initiated improvement of communication skills of students under Deputy Director (Training and Placement)4. Initiated annual stock taking of research activities under Dean R&D and project fund maintenance in current account so that interest tracking is simple.5. Initiated tendering of project equipment prior to receipt of funds, so as to expedite the procurement process.6. Initiated resolving problems related to use and maintenance of sophisticated equipment.7. Revision of students' feedback forms and their analysis process. Also, guardians'

7. Strengthen stake-holders' feedback mechanism.	expectations were communicated to the departments.
8. Reduce confusions and doubts regarding the API system.	8. Initiated steps to bring clarity regarding API format and making certain scores more realistic.
9. External evaluation of the University.	9. Initated and coordinated AAA during 11-13 December 2013.
10. Explore means to improve overall quality of campus life.	10. Initiated steps to solve menace of stray dogs in the campus.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Student deposit fee in the bank using Challans. 2. Online leave application system. (details in prescribed format in Annexure IV)
--

7.4 Contribution to environmental awareness / protection

1. Use of well-planned garbage bins on the campus. 2. Emphasis on plantation and horticulture on the campus.

7.5 Whether environmental audit was conducted?

Yes

No

☐
☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>Strengths-</p> <ul style="list-style-type: none"> - Well qualified faculty. - Good infrastructure. - Good financial support from the Government. - Good students. - CBCS - Sound provisions for extra-curricular engagement. <p>Weaknesses</p> <ul style="list-style-type: none"> - Inadequate faculty in some disciplines. - Incomplete standardisation of operational procedures. - Inadequate discipline among a small fraction of students. <p>Opportunities</p> <ul style="list-style-type: none"> - Willingness of funding agencies to support academic and research programmes. - Guardians' enthusiasm to admit wards in this University.
--

Threats

- Harmful distractions for the students (eg., addiction to social media)
- Weak economic status of some guardians vis-a-vis rising cost of education.
- Competition from other HEIs in the region, particularly in attracting funds.

8. Plans of institution for next year

1. Standardize the students' feedback handling procedure.
2. Start 2-3 week in-house orientation course for newly appointed teachers.
3. Conduct short quality related programmes.
4. Explore means of ensuring quality of research.
5. Enhance standardization of academic and administrative procedures wherever possible.
6. Streamline the PBAS.
7. Start an online suggestion-making system for stake-holders, that would facilitate making and tracking suggestions made by stake-holders.

Name _____

Name Utpal Sharma



Signature of the Coordinator, IQAC

Signature of the Director, IQAC

_____*_*_*____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
TEZPUR UNIVERSITY: NAPAAM: TEZPUR 784 028**

ACADEMIC CALENDAR 2013

SPRING SEMESTER, 2013

Dates (Days)	Event(s)
January 01 (Tue) – 15 (Tue)	Winter recess for students.
January 09 (Wed) – 11 (Fri)	Examinations for conversion of 'T' grade of the last semester end examinations.
January 16 (Wed) – 17 (Thu)	Admission to classes and hostels/course registration for Spring Semester 2013 for continuing students of all programmes without late fine.
January 17 (Thu)	Last date of submission of grades after conversion of 'T' grade of the last semester end examinations.
January 17 (Thu)	Silpi Divas.
January 18 (Fri)	Spring semester classes start.
January 21 (Mon)	Admission to classes and hostels/course registration for Spring Semester 2013 for continuing students of all programmes with late fine.
January 21 (Mon)	Tezpur University Foundation Day.
February 01 (Fri)	Sampark – 2013.
February 21 (Thu)– 23 (Sat)	Students' Annual Meet.
March 28 (Thu)	Research Committee meeting -I.
April 02 (Tue)	Last date for withdrawal of courses.
April 15 (Mon) – 16 (Tue)	Bihu recess for Academic Departments (Academic Departments will remain open on April 27 (Sat) in lieu of April 16(Tue). On April 27 (Sat) the class routine of April 16 will be followed).
April 22 (Mon)	Last date for submission of the panel of experts to be invited for evaluation of project and project-viva.
April 29 (Mon)	Last date for submission of the list of students (if any) going for out campus long project in the Autumn Semester 2013.
May 08 (Wed) – 10 (Fri)	(i) Students' feed back form for course / course instructor. (ii) Advance enrollment to the Autumn Semester 2013 for students going for out campus long project.
May 13 (Mon)	Academic Council Meeting-I
May 16 (Thu) – 23 (Thu)	Spring Semester End Examinations.
June 01 (Sat) – July 31 (Wed)	Summer recess for students.
June 3 (Mon)	Last date for submission of grades by the departments to the Controller of Examinations.
June 14 (Fri)	Declaration of results of the Spring Semester End Examinations.
June 20 (Thu)	Bishnu Rabha Divas.

Academic Calendar

AUTUMN SEMESTER, 2013

Dates (Days)	Event(s)
July 24 (Wed) – 26 (Fri)	Examinations for conversion of 'T' grade of the last semester end examinations.
July 31 (Wed)	Course registration and counselling for newly admitted students.
August 01 (Thu) – 02 (Fri)	Admission to classes and hostels/course registration for Autumn Semester 2013 for continuing students of all programmes without late fine.
August 01 (Thu)	Autumn semester classes start.
August 02 (Fri)	Last date of submission of grades after conversion of 'T' grade of the last semester end examinations.
August 06 (Tue)	Admission to classes and hostels/course registration for Autumn Semester 2013 for continuing students of all programmes with late fine.
August 21 (Wed)	Constitution of Students' Council.
October 03 (Fri)	Research Committee meeting – II.
October 11 (Fri)	Last date for withdrawal of courses.
October 14 (Mon) – 15 (Tue)	Durga Puja recess for Academic Departments (<i>Academic Departments will remain open on Nov 2 (Sat) in lieu of October 15(Tue). On Nov 2 the class routine of Oct 15 (Tue) will be followed.</i>)
October 25 (Fri) – 26 (Sat)*	TechXetra-2013.
November 08 (Fri)	Last date for submission of the panel of experts to be invited for evaluation of project and project viva.
November 11 (Mon)	Academic Council Meeting-II
November 11 (Mon)	Last date for submission of the list of students (if any) going for out campus long project in the Spring Semester 2014.
November 12(Tue)- 15(Fri)	i) Students' feed back form for course / course instructor. ii) Advance enrollment to the Spring Semester 2014 for students going for out campus long project.
December 02 (Mon)-10 (Tue)	Autumn Semester End Examinations.
December 18 (Wed)	Last date for submission of grades by the departments to the Controller of Examinations.
December 31 (Tue)	Declaration of results of the Autumn Semester End Examinations.

Note: In case the date of an event coincides with a holiday/non-working day, the immediate next working day will be considered as the date for the event.

* corrected as per the decision of the 19th meeting of the Academic Council vide resolution no. AC.19/2012/4/20 held 29.11.2012

TEZPUR UNIVERSITY: NAPAAM: TEZPUR 784 028
ACADEMIC CALENDAR 2014 (SPRING SEMESTER, 2014)

Dates (Days)	Event(s)
January 01 (wed) – 15 (wed)	Winter recess for students
January 09 (Thu) – 10 (Fri)	Examinations for conversion of 'T' grade of the last semester end examinations
January 16 (Thu) – 17 (Fri)	Admission to classes and hostels/course registration for Spring Semester 2014 for continuing students of all programmes without late fine
January 17 (Fri)	Last date of submission of grades after conversion of 'T' grade of the last semester end examinations
January 17 (Fri)	Silpi Divas *
January 20 (Mon)	Spring Semester classes start, 12 th Convocation (Tentative)
January 21 (Tue)	Tezpur University Foundation Day
January 22(Wed)	Admission to classes and hostels/course registration for Spring Semester 2014 for continuing students of all programmes with late fine
February 5 (Wed)	Last date for withdrawal of courses
February 06(Thu) – 14(Fri)	Type A Test I
February 20 (Thu)– 23 (Sat)	Students' Annual Meet
March 3 (Mon) – 10(Mon)	Type A Test II
March 14 (Fri)	Constitution of Students' Council
March 17(Mon) – 25 (Tue)	Type B Test I
March 31 (Mon)	Research Committee meeting –I
Apr 1 (Tue) – Apr 08 (Tue)	Type A Test III (Major I)
Apr 10 (Thu) – Apr 18 (Fri)	Type B Test II
April 24 (Thu) –May 02 (Fri)	Type A Test IV
April 14 (Mon) – 16 (Wed)	Bihu recess for Academic Departments (Academic Departments will remain open on April 19(Sat) in lieu of April 14 (Mon) and 26 April in lieu of April 16. On April 19 (Sat)and April 26 (Sat) the class routine of April 14 (Mon) and April 16 will be followed, respectively)
April 22 (Tue)	Last date for submission of the panel of experts to be invited for evaluation of project and project-viva
April 28 (Mon)	Last date for submission of the list of students (if any) going for out campus long project in the Autumn Semester 2014
May 07 (Wed) – 9 (Fri)	(i) Students' feed back form for course / course instructor (ii)Advance enrollment to the Autumn Semester 2014 for students going for out campus long project
May 9 (Fri)	Rabindra Jayanti *
May 12 (Mon)	Academic Council Meeting-I
May 16 (Fri) – 24 (Sat)	Spring Semester End Examinations
June 01 (Sun) – July 31 (Thu)	Summer recess for students
June 2 (Mon)	Last date for submission of grades by the departments to the Controller of Examinations
June 16 (Mon)	Declaration of results of the Spring Semester End Examinations of outgoing students.
June 20 (Fri)	Rabha Divas *
June 25 (Wed)	Declaration of the Spring Semester End Examination of the continuing students

Note: In case the date of an event coincides with a holiday/non-working day, the immediate next working day will be considered as the date for the event

- These days will be observed / celebrated through academic discussions and / or cultural events.

Students' Feedback

In the year 2013-14 students' feedback on the courses were collected by the respective course instructors in a format standardised in the University. The feedback was obtained as anonymous. The respective course instructors analysed the feedback and summarised the positive and negative opinions. These were discussed in the concerned DAC or with the HoD. The negative opinions were translated into course-of-action for improvement.

Best Practices

A.

1. Title of the Practice – Students Fee deposit in Banks using challans

2. Objectives of the Practice

To reduce the difficulties faced by students in depositing fee to the University, to reduce the work-load of University administration in handling fees in the form of cash deposited by the students, to enable online deposition of fees.

3. The Context

Students are required to deposit fees to the University at the beginning of every semester. The amount of fees depends on the programme as well as various optional features. Earlier the fees were deposited in cash to the Finance section of the University, and later the fees were deposited at bank branch where the University has its account. The students are given receipts against their payments. The new fee deposition through challan in banks allows fees to be deposited at any branch of the bank across the country, or online from any computer terminal.

4. The Practice

A student figures out the fee amount s/he has to deposit. S/he goes to a branch, fills in a bank-challan form which has three parts – one for the bank to retain, one to be submitted to the University, and one for the student to retain, and deposits the fee in cash or as cheque/demand draft. The bank gives back the University's and the student's part of the challan. Alternatively, the student fills an online challan and makes online payment of the fee amount, and obtains a printout of the challan that indicates payment completion. The fee gets credited to the University. The student can complete this process at a convenient time and location over an extended period prior to the start of the new semester. During the official re-admission procedure the student submits the University's copy of the challan.

5. Evidence of Success

Earlier the fee payment by the students at the beginning of a semester was an extremely tedious exercise for the students as they had to stand in queues for long period, on the designated one or two days. Now, most of the students

complete the payment during the recess before a semester, from their native places. The provision of online payment has been an added convenience.

6. Problems Encountered and Resources Required

None so far.

7. Notes

(Optional)

B.

1. Title of the Practice – Online leave application and approval.

2. Objectives of the Practice

To make to process of employees' leave application and processing smooth and more information driven. Multiple copies of paper forms are to be avoided, and information about leave credit of respective employee to be extracted easily for the purpose of approval of a leave request. Also, whenever required, consolidated report of employees on leave should be available.

3. The Context

In the earlier manual system, multiple copies of paper forms were required, and leave available leave entitlement for an employee had to be manually determined. Also, consolidated position of employees' leave was

4. The Practice

A student figures out the fee amount s/he has to deposit. S/he goes to a branch, fills in a bank-challan form which has three parts – one for the bank to retain, one to be submitted to the University, and one for the student to retain, and deposits the fee in cash or as cheque/demand draft. The bank gives back the University's and the student's part of the challan. Alternatively, the student fills an online challan and makes online payment of the fee amount, and obtains a printout of the challan that indicates payment completion. The fee gets credited to the University. The student can complete this process at a convenient time and location over an extended period prior to the start of the new semester. During the official re-admission procedure the student submits the University's copy of the challan.

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complete the payment during the recess before a semester, from their native places. The provision of online payment has been an added convenience.

6. Problems Encountered and Resources Required

None so far.

7. Notes

(Optional)