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)*   2014-15

1. Details of the Institution

1.1 Name of the Institution   Tezpur University

1.2 Address Line 1   Nappam

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 Chaudhuri

Tel. No. with STD Code: 03712-267003

Mobile:

09954449454

Name of the IQAC Co-ordinator:

Prof. Utpal Sharma

Mobile:

09435182047

IQAC e-mail address:

iqac@tezu.ernet.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASUNGN10116

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/AQAR/AQAR2014_15.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	1st Cycle	B+	-	2005	5
2	2nd Cycle	B	2.76	2011	5
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   16/08/2005

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

    i.   AQAR 2010-11 submitted to NAAC on 28/07/2011
   ii.   AQAR 2011-12 submitted to NAAC on 14/12/2012
  iii.   AQAR 2012-13 submitted to NAAC on 18/11/2013
  iv.   AQAR 2013-14 submitted to NAAC on 25/06/2015

1.9 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 [ ]

1.10 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [√] Engineering [√] Health Science [ ] Management [√]

Others (Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)* [NA]

1.12 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

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 2 |

Non-Teaching Staff Students | | Alumni | | Others | 2 |

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. | 1 | International | | National | | State | | Institution Level | 1 |

(ii) Themes | Professional Qualities in Education |

2.14 Significant Activities and contributions made by IQAC

1. Revision of the format for application for promotion of faculty members under CAS.

2. Evaluation of applications for promotion under CAS by faculty members.

3. Initiated the development of software for submitting suggestions to the University by stake-holders.

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
1. Standardize the students' feedback handling procedure.	1. The existing Students' Feedback system has been revised by a committee constituted for this purpose. The feedback form as well as the procedure of obtaining the feedback has been improved and standardised. Steps for online feedback have been initiated.
2. Start 2-3 week in-house orientation course for newly	2. Preliminary preparations for in-house Orientations programme for faculty members

appointed teachers	have been undertaken. The first such programme will be conducted during 2015-16.
3. Conduct short quality related programmes.	3. Conducted an Induction cum Orientation Programme on Professional Qualities in Education during 20-21 April 2015.
4. Explore means of ensuring quality of research.	4. To encourage publishing research articles in good quality journals, Departments prepare lists of journals in which faculty members may publish their research articles.
5. Enhance standardization of academic and administrative procedures wherever possible.	5. Standard forms are proposed to be used for different steps of academic procedures.
6. Streamline the PBAS.	6. The annual PBA information of faculty members are tabulated at the IQAC so that statistics can be drawn. A detailed form for API computation for CAS has been developed.
7. Start an online suggestion-making system for stake-holders, that would facilitate making and tracking suggestions made by stake-holders.	7. A software is being developed for stake-holders to put suggestions of all types to the University for improvements. The system will facilitate routing of the suggestions to concerned officers and authorities, and also to keep track of the suggestions.

Academic Calendar of the year attached as 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

1. 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	-	-	-
PG	29	02	-	-
UG	09	01	-	-
PG Diploma	04	-	-	-
Advanced Diploma	01	-	-	01
Diploma	-	-	-	-
Certificate	03	-	-	02
Others	-	-	-	-
Total	63	03	-	03

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	All
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☑   Employers ☐   Students ☑
    (On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

> Some new programmes have been introduced, such as, PhD in Education, MA in Education, Integrated M Com., B.Voc Program in Food Processing, etc.
>
> New electives have been introduced.
>
> Syllabi of some courses and programmes have been revised. Revisions are to align with global trends of research and employment, regional requirements, syllabi of other

Universities, NET, GATE, JEST, etc.. Some revisions are in order to adjust the emphasis between theory and practice components.

The revision incorporates feed back from stake holders- industry academic, society, alumni besides the opinion of expert.

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

Commerce

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
222	119	47	56	-

2.2 No. of permanent faculty with Ph.D.

178

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
12	5	5	14	1	9	-	-	18	28

2.4 No. of Guest and Visiting faculty and Temporary faculty

25   2   28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	71	86	7
Presented papers	86	91	5
Resource Persons	4	52	9

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

153

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	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc Chemistry	19	42	100	0	0	100
M.A/M.Sc Math	59	17.8	62.5	37.5	0	94.9
M.Sc. Physics	33	6.66	100	0	0	90.9
M.Sc. Nano Science	15	0	100	0	0	93.33
M.Sc. MBBT	27	7.40	100	0	0	100
M.Sc. Env Sc.	26	15.3	100	0	0	100
MA Cultural Studies	27	7.40	96.30	3.70	0	100
MA in English	50	0	51.02	48.98	0	98
M.A. in MCJ	34	2.94	97.06	2.94	0	100
M.A. in Sociology	35	0	84.85	15.15	0	100
M.A. in Lingust. & Lang. Tech	19	0	73.68	26.32	0	100
M.A. in Hindi	20	0	75	25	0	100
MBA	48	0	83.33	16.67	0	100
MCA	59	10.17	100	0	0	100
M.Tech in FET	17	29.41	100	0	0	100
M.Tech in Energy	27	46.15	100	0	0	96.29
M.Tech in Bio. Electronics	14	28.57	100	0	0	100
M.Tech in ELDT	21	57.89	100	0	0	100
M.Tech in I.T	25	40	100	0	0	100
M.Tech in Poly. Science	9	66.66	100	0	0	100
M.Tech in Mechanical	8	37.5	100	0	0	100
M.Tech in FET (Integrated)	14	35.71	100	0	0	100
M.Sc in Physics (Integrated)	4	25	100	0	0	100
M.Sc in Chemistry (Integrated)	7	0	100	0	0	100
M.Sc in Maths (Integrated)	9	0	100	0	0	77.77
M.Sc in	13	15.38	100	0	0	100

Bioscience & Bioinformatics (Integrated)					
B.Tech in CSE	59	13.55	94.74	5.26	0	96.61
B.Tech in ECE	55	16.36	100	0	0	92.72
B.Tech in ME	60	14.28	96.43	3.57	0	93.33
B.Tech in FET	16	14.28	100	0	0	100
B.Tech in Civil Engineering	44	13.15	94.74	5.26	0	86.36
B.Sc Biosc & Biosciences (Integrated)	1	0	100	0	0	100
B.Sc Physics (Integrated)	4	0	50	50	0	100
B.Sc Chemistry (Integrated)	1	0	100	0	0	100
B.Sc Maths (Integrated)	1	0	100	0	0	100
BA in English (Integrated)	5	0	40	60	0	100
PGDTM	8	0	75	25	0	100
Adv. Diploma Healthcare	13	46.15	100	0	0	100
PGD Hindi Translation	1	0	100	0	0	100
Certificate in Air Ticketing & Comp. Res.	39	0	78.38	21.62	0	94.87
Certificate in Chinese	12	10	90	10	0	83.33
Certificate in Tech. Writing	11	0	100	0	0	72.72

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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	8
UGC – Faculty Improvement Programme	11
HRD programmes	0

Orientation programmes	10
Faculty exchange programme	0
Staff training conducted by the university	13
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	47
Others	24

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	179	7	0	-
Technical Staff	80	8	1	2

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	**24**	**128**	**29**	**75**
Outlay in Rs. Lakhs	**931.02**	**4505.40**	**937.71**	**3875.87**

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**1**	**5**	**3**	**5**
Outlay in Rs. Lakhs	**1.10**	**5.15**	**2.40**	**6.37**

3.4   Details on research publications

	International	National	Others
Peer Review Journals	529	54	0
Non-Peer Review Journals	2	7	3
e-Journals	4	1	0
Conference proceedings	64	58	8

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received	
Major projects	2011-2015 2009-2014 2014-2019 2011-2014 2013-2015 2014-2017 2014-2016	DietY UGC (SAP-I) UGC SAP (DRS-II) DIT DeitY MHRD CoE UGC	30.015L 71.00 L 77.00 L 225.58 L 72.84 L 250 L 6.00 L	30.015L 71.00 L 225.58 L 150.0L	**Dept of Computer Sc. & Engineering**
					ECE
	2 3 3 2 1 3 3 3	UGC-UKIERI DST-UKRC DST ASTEC APN UGC Indo-EU ASTEC	15.72 L 198 L 28.54 L 1.75 L 4.30 L 12.95 L 44.79 L 1.25 L	7.86 L 135.06L 18.3 L 1.22 L 3.4 L 8.44 L 44.79L 0.80 L	**Dept. of Energy**
	2015-17 2014 -17 2014-17 2014-17 2014- 15	DST, MoST, GoI AICTE SERB, DST DBT MSME	21.55978 L 16.50 L 19.70 L 64.70 L 8.0 L		**Dept. of Food Engg. & Tech.**
	2012-15 2012-15 2013-16 2013-16	UGC SERB - DST SERB - DST SERB - DST	14.90 L 18.45 L 18.40 L 24.3 L	11.51 L 14.65 L 11.00 L 20.75 L	**Dept. of Mech. Engg.**
	2011-14 2011-16 Jul -Dec 15	ICPR UGC UNICEF	5.0 L 41.00L 29.478L		**Dept. of Cultural Studies**
	2015-19 2013-15 2013-15	UGC (SAP DRSII) DietY DietY	98 L 27 L 39.13 L	NIL Yes Yes	**Dept. of EFL**
	2013-14 2014-15 2013-15 2013-15 2014-15	UNICEF ICMR ICSSR UGC ICSSR	5.89 L 12.75 L 15.00 L 10.69 L 5.5 L	5.89 L 12.75 L 12.75 L 10.00 L 4.67 L	**Dept. of Sociology**
	18 Months	ICSSR	5 L		**Dept. of Business Admin**
	2-3 Years	CSIR, DRDO, DIT, DBT, DST, DRL,	607.9 L	607.9 L	**Dept. of Chemical**

		UGC, BSR, DST-UKIERI			**Sc.**
	3 & 2	DAE, DST-SERB, GBPIHED, BRNS(2 Years)	89.12 L	89.12 L	**Dept. of Env. Sc.**
	2013-14 2014-15	UGC	13.75 L	13.75L	**Dept. of Maths**
					Dept. of MBBT
	2011-2015 2013-2016 2013-2016 2014-2017 2012-2015 2013-2016 2013-2016 2014-2017 2013-2016 2013-2016 2012-2015 2012-2015 2013-2016 2013-2016 2014-2016 2013-2016 2014-2017	UGC-DAE-CSR-Indore DAE-BRNS SAMEER DAE-BRNS DAE-BRNS UGC UGC IUAC UGC-DAE DBT DST-SERB DAE- BRNS UGC DST DST, New Delhi. DST-SERB MoES, New Delhi	7.5 L 24.7 L 55.3 L 32.377 L 24.532 L 9.658L 13.978 L 6.5 L 7.67L 122.25 L 12.48L 16.31 L 10.508 L 13.20 L 9.16 L 27.24 L 10.68 L	218.23 L 3.93L 10.20L 32.377 L 24.532 L 9.658 L 13.978 L 6.5 L 7.67 L 122.25 L 12.48 L 16.31 L 10.508 L 13.20 L 9.16 L 27.24 L 10.68 L	**Dept. of Physics**
Minor Projects	2014 – 16	MSME	5.50 L		**Dept. of Food Engg. & Tech**
	2013-14	UGC	1.0L		**Dept. of Cultural Studies**
	2013-14	UGC	1.35L	1.35L	**Dept. of Sociology**
	1 Year	IITTM	1 L		**Dept. of Business Admin**
Interdisciplinary Projects					
Industry sponsored					
Projects sponsored by the University/ College	1	Tezpur University	1.48 L	1.48 L	**Dept. of Energy**
Students research projects *(other than compulsory by the University)*	2014-2015	Tezpur University	0.55 L	0.55 L	**Dept. of Mech. Engg**
Any other(Specify)	2014-2015	MSME, New Delhi	6.25 L	Nil	**Dept. of Mech. Engg**
Total					

3.7 No. of books published   i) With ISBN No. | 16 | Chapters in Edited Books | 69 |

ii) Without ISBN No. | 8 |

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{5}$ CAS $\boxed{0}$ DST-FIST $\boxed{1}$

DPE $\boxed{0}$ DBT Scheme/funds $\boxed{0}$

3.9 For colleges   Autonomy $\boxed{}$ CPE $\boxed{}$ DBT Star Scheme $\boxed{}$

INSPIRE $\boxed{}$ CE $\boxed{}$ Any Other (specify) $\boxed{}$

3.10 Revenue generated through consultancy $\boxed{10, 86,181/\text{-}}$

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	7	14	2	2	
Sponsoring agencies	APN, DST-UKRC, MAKAIS, ICSSR	ICSSR NERC, Oil India Ltd., Rotary International, UGC, IUCAA, DST, UGC-UKERI, T.U, AICTE-NEQIP, ICSSR, UGC-SAP, Sahitya Academy, ICAI, UGC-SAP,NBHMR, TU, AICTE-NEQIP, MoFPI and NABARD, UNICEF, ICSSR	RuTAG-NE (IIT Guwahati), UGC-SAP	NEQIP, UGC-SAP	

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{96}$

3.13 No. of collaborations   International   National   Any other

3.14 No. of linkages created during this year   17

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	1
International	Applied	0
	Granted	2
Commercialised	Applied	0
	Granted	0

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
27	6	20	0	1	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides   145
and students registered under them   529

3.19 No. of Ph.D. awarded by faculty from the Institution   56

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

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other   153

3.21 No. of students Participated in NSS events:

University level   750   State level   0

National level   0   International level   0

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	
NCC		NSS	10	Any other	

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

(i) Developmental Activities on Amolapam Village
   a) Cloths were distributed to 180 needy children of Amolapam Village before the onset of winter.

   b) With an objective of encouraging the unemployed youths of the villages to start their own entrepreneurs/business, a workshop on "Skill Development on Fabrication of Aluminium Building Material" was organized through the Centre for Innovation, Incubation and Entrepreneurship. Intellectual assistance/support is being extended to the youths in this regard.

   c) A two-week course on "Basics of Communicative English" was conducted during April 30 – May 12, 2015 for the 10th passed youths of Amolapam village and nearby villages.

(ii) Distribution of relief material : Relief materials were distributed in January 2015 to the victims of violence accommodated in relief camps near Biswanath Chariali in the Sonitpur district of Assam.

(iii) Adoption of Jawani Village : The University has adopted another village –Jawoni, about 15 km away from the University campus, where our Department of Energy is taking up a project. Under this project, energy from locally available Biomass resources will be generated and utilized for electrification, cooking, irrigation, Agro-industry, etc. Two (02) Plants - Anaerobic Digestion Plant & Gasification Plant are in the process of installation for generating and distributing the Energy through pipelines.

(iv) A Project on Developing Child Friendly Panchayat was conducted in three Gaon Panchayats of Balipara Block by the Equal Opportunity Cell, CID in collaboration with UNICEF.

(vi) A talk on "Promotion of Girl Child Education" was delivered at Panchmail Girls' High School on the occasion of International Women's Day 2015. It was also declared that the intending students would be supported with library facility and a Scholarship would be given to the female topper(s) of the School at the HSLC Examination. A drinking water facility was handed over to the School on the occasion.

(vii) Five Medical Camps on Maternal And Child Health were organized at village Ahatguri, Bhalukjaroni (Napaam G.P.), Singitolli A, Singitolli B (Singitolli G.P.) Samdhora A and Bihiagaon (Samdhora G.P.) by the Equal Opportunity Cell, CID in collaboration with UNICEF.

viii) An Orientation Programme on Innovative Teaching was organized at eight Primary Schools of Napaam, Singitolli and Samdhora Gaon Panchayat by the Equal Opportunity Cell, CID in collaboration with UNICEF.

ix) A Vocational Training Programme on Refrigerator Repair and Mobile Repair was organized for the unemployment youths of neighbourhood villages by the Equal Opportunity Cell, CID in collaboration with UNICEF.

x) Capacity Building Programmes for Anganwadi Centers Workers on Hygiene and Sanitation were organized by the Equal Opportunity Cell, CID in collaboration with UNICEF.

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	-	-	261.92
Class rooms	115	40	-	155
Laboratories	112	09	-	121
Seminar Halls	14	07	-	21
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Faculty room, Research Scholars room, Meeting room, Store room etc.)	485	153	-	638

4.2 Computerization of administration and library

Administration
The new inclusion of Software Packages for Administration along with the existing one are Online TUEE Portal 2015, Online Recruitment Portal, Cheque Processing System, PhD Student Information System, Admission Form Processing System and Anti Sexual Harassment Complaint Registration System.

Library
The library has fully computerized with the help of Libsys software which is an integrated multi-user library management system that supports all in-house operations of the Library. The University library has web-OPAC. The library subscribed 648 titles of current journals (print167, online 481).

Through the UGC-Infonet Consortia of INFLIBNET it has access to 9081 (including 525 on perpetual basis) e-journals and 17 databases. The Library also gets online access of 926 e-journals through DelCon Consortium. The library also holds more than 1961 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	52948	14,11,77,217	2949	28,97,069	55897	14,40,74,286
Reference Books	7000	-	50	-	7050	-
e-Books	450	-	-	-	-	-
Journals	149	36,95,000	18	11,43,000	167	48,38,000
e-Journals	502	49,27,000	-	-	481	56,81,000
Digital Database	17	-	2	2,79,000	17+2	2,79,000

CD & Video	1961	-	-	-	-	-	
Others (specify)	-	-	-	-	-	-	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	1000	17 (CSE-9, ECE-1, ME-1, FET-1, Civil-1, ENE-1, MS-1, EFL-1, BA-1)	1Gb+2 Mb	1 (Lib.)	2 (SoE & Acad –II)	23(HC, TUEE, IQAC, Fin., Admin., VC Secretriat CoE, Eng. Cell, T&P Cell, Lib., GH, IPR_Cell, SC&ST Cell, DBTNC, BIF, EDC, EOC, Dean_SoE, Dean_Sc, Dean_HSS, Dean_MGT, Dean_SW, Dean_R&D	17+3 (Centres)	
Added	25	0	0	0	0	1 (Int. Off.)	3 (Com, SW, Edu)	
Total	1025	17	1Gb+2 Mb	1	2	24	23	

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

The campus is fully networked using 1 Gigabit Fiber Backbone with Core Switch at the Computer Centre. All the Faculty/ Staff/ Student have access to the Internet and its allied services. There have been numerous events held at regular intervals from time to time like FDP, Workshops, Seminars, Refresher Courses, and online Courses.

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	1624	529	90

(b) No. of students outside the state

540

(c) No. of international students

03

Men
No	%
1917	58.09

Women
No	%
1383	41.91

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1534	363	224	819	22	3087	1612	383	240	911	22	3300
125 (SSS)						132(SSS)					

Demand ratio 1 : 16.8   Dropout % : 13.47

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

> (i) A three-week coaching programme for preparing the students appearing at the CSIR-UGC NET examination 2014 was held during September - November 2014.
>
> (ii) Pre-placement grooming sessions were conducted during September – October 2014 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.

360

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	51	SET/SLET	41	GATE	90	CAT	2
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	6

5.6 Details of student counselling and career guidance

> (i) A pre-placement grooming programme was organized by the Training & Placement Cell on 6th Sept 14
> (ii) A workshop on leadership quality development for the members of the Students' Council was organized by the Training & Placement Cell on October 9th & 10th, 2014.
> (iii) A Training Programme on Communicative Skills for engineering students was organized by Training & Placement Cell on October 10 & 11, 2014.
> (iv) A Personality Development & Communicative Skills improvement programme was conducted by the Training & Placement Cell on 25th & 26th October 2014.
> (v) An Aptitude Refresher Programme for engineering students was organized through the Focus Academy for career enhancement on 25th November 2014.
> (vi) A soft skills development programme with focus on resume writing and interview facing techniques was organized by the Training & Placement Cell on 27th & 28th Feb. 2015 for all final year students.

No. of students benefitted   480

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
41	299	164	3

5.8 Details of gender sensitization programmes

> (i) Gender sensitization programme was included in the Two-Day Orientation Programme for new students held in August 2015.
> (ii) Conducted by Equal Opportunity Cell
>   a. Community Orientation on Girl Child Education at Napaam, Singitolli and Samdhara GPs (as a part of an action research project supported by UNICEF).
>   b. Community Orientation on Maternal and Reproductive Health; Health of Adolescent Girl and Child Marriage at Napaam, Singitolli and Samdhara GPs (as a part of an action research project supported by UNICEF).
>   c. Community Orientation on Social Development through Community Women Empowerment at Napaam, Singitolli and Samdhara GPs (as a part of an action research project supported by UNICEF).
>   d. Sensitization on Gender and Mental Health as a part of Indian Council of Medical Research (ICMR) Sponsored project on Gender and Mental

| | | | | | Health: A Study of Mental Health among Women of Assam. |

5.9 Students Activities

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

State/ University level [23]   National level [15]   International level [0]

No. of students participated in cultural events

State/ University level [48]   National level [45]   International level [7]

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

Sports : State/ University level [2]   National level [0]   International level [0]

Cultural: State/ University level [5]   National level [16]   International level [1]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	37	3,38,000.00
Financial support from government	808	1,56,56,714.00
Financial support from other sources	3	1,56,000.00
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [ ]   National level [2]   International level [ ]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students   [2(NSS)]

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

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 over the departments, the central computer centres, library, etc. are available.

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 applications for admission are submitted online. The overall process is time-bound and transparent.

6.4 Welfare schemes for

Teaching	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		
Administrative	Yes	Team		

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. Students who miss some evaluation component of a course within a semester on admissible grounds are awarded an 'I' grade and allowed to complete the missed evaluation before the start of the next semester and the I grade is converted to a normal grade.

3. 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.

4. 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

Trainings from time to time,
Medical support,
Cooperative society,
Socio-cultural association.

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.

4. Animal parts left after laboratory experiments are disposed off in scientific ways.

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.

> Online submission of applications for teaching positions.

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
3. Standardize the students' feedback handling procedure.	4. The existing Students' Feedback system has been revised by a committee constituted for this purpose. The feedback form as well as the procedure of obtaining the feedback has been improved and standardised. Steps for online feedback have been initiated.
4. Start 2-3 week in-house orientation course for newly appointed teachers	5. Preliminary preparations for in-house Orientations programme for faculty members have been undertaken. The first such programme will be conducted during 2015-16.
6. Conduct short quality related programmes.	5. Conducted an Induction cum Orientation Programme on Professional Qualities in Education during 20-21 April 2015.
6. Explore means of ensuring quality of research.	6. To encourage publishing research articles in good quality journals, Departments prepare lists of journals in which faculty members may publish their research articles.
7. Enhance standardization of academic and administrative procedures wherever possible.	7. Standard forms are proposed to be used for different steps of academic procedures.
8. Streamline the PBAS.	8. The annual PBA information of faculty members are tabulated at the IQAC so that statistics can be drawn. A detailed form for API computation for CAS has been developed.
9. Start an online suggestion-making system for stake-holders, that would facilitate making and tracking suggestions made by stake-holders.	8. A software is being developed for stake-holders to put suggestions of all types to the University for improvements. The system will facilitate routing of the suggestions to concerned officers and authorities, and also to keep track of the suggestions.

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

> 1. Academic Probation Committee
>
> 2. Use of video-conferencing

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

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)

> Strengths-
> - Well qualified faculty.
> - Good infrastructure.
> - Good students.
> - Unitary structure of the University.
> - Timely conduct of academic activities.
> - CBCS
> - Sound provisions for extra-curricular engagement.
>
> Weaknesses
> - Inadequate faculty in some disciplines.
> - Incomplete standardisation of operational procedures.
> - Inadequate discipline among a small fraction of students.
>
> Opportunities
> - Good financial support from the Government.
> - Willingness of funding agencies to support academic and research programmes.
> - Guardians' enthusiasm to admit wards in this University.
> - Strong trust of many employers, in the 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.
- Inadequate presence of industry in the region for fruitful industry-academia engagement.
- Poor air and railway connectivity.

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 ____Utpal Sharma, Director_____   *Name _____*

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, 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

TEZPUR UNIVERSITY : NAPAAM : TEZPUR 784028

ACADEMIC CALENDAR 2014

AUTUMN SEMESTER, 2014

Dates (Days)	Event(s)
July 23 (Wed) – 25 (Fri)	Examinations for conversion of 'I' grade of the last semester end examinations
July 30 (Wed) -31 (Thu)	Course registration and counseling for newly admitted students
	Admission to classes and hostels/course registration for Autumn Semester 2014 for continuing students of all programmes **without late fine**
August 01 (Fri)	Autumn semester classes start
August 04 (Mon)	Last date of submission of grades after conversion of 'I' grade of the last semester end examinations
August 06 (Wed)	Admission to classes and hostels/course registration for Autumn Semester 2014 for continuing students of all programmes **with late fine**
August 14(Thu)	Last date for withdrawal of courses
August 27 (Wed)	Tithi of Shrimanta Shankardeva [*]
October 2 (Thu)	Gandhi Jayanti Celebration [*]
October 2 (Thu) – 6 (Mon)	Durga Puja and Id-ul-zuha recess
October 10 (Fri)	Research Committee meeting – II
October 17 (Fri) – 18 (Sat)	TechXetra-2014
November 5(Wed)	Dr. Bhupen Hazarika's death anniversary [*]
November 07 (Fri)	Last date for submission of the panel of experts to be invited for evaluation of project and project viva
November 10 (Mon)	Academic Council Meeting-II
November 11 (Tue)	Last date for submission of the list of students (if any) going for out campus long project in the Spring Semester 2015
November 11(Tue)–14(Fri)	i) Students' feed back form for course / course instructor ii) (ii) Advance enrollment to the Spring Semester 2015 for students going for out campus long project
December 01 (Mon)–9 (Tue)	Autumn Semester End Examinations
December 18 (Thu)	Last date for submission of grades by the departments to the Controller of Examinations
December 31 (Wed)	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.
[*] These days will be observed / celebrated through academic discussions and / or cultural events.

TEZPUR UNIVERSITY: NAPAAM: TEZPUR 784 028

ACADEMIC CALENDAR 2015

(SPRING SEMESTER, 2015)

Dates (Days)	Event(s)
January 01 (Thu) –15(Thu)	Winter recess for students / faculty
January 16 (Fri)	Spring Semester begins Course registration and admission (including hostel) for Spring Semester 2015 for continuing students of all programmes
January 19 (Mon)	Spring Semester classes start.
January 20 (Tue)	Last date of submission of grades after conversion of 'I' grade of the last semester end examinations ("I"grade exams of the last semester end examination may be held on any dates before this last date based on mutual consent of the student and the faculty)
January 21 (Wed)	Tezpur University Foundation Day. Students will attend the foundation day activities as academic activities.
February 14 (Sat)	Test I to be completed.
March 5(Thu) – March 7 (Sat)	Students' Annual Meet (Classes shall remain suspended)
March 5 (Thu) – March 16 (Mon)	Constitution of Students' Council: notification, nomination, withdrawal of nomination, students election and charge handover
March 14 (Sat)	Test II to be completed
March 30 (Mon)	Research Committee meeting-I
April 8 (Wed) – April 11 (Sat)	Period of Mid-term examination (Major I)
April 13 (Mon) – April 17(Fri)	Mid Term Recess only for students**
April 20 (Mon)	Test III (Assignment type)
April 20 (Mon)	Last date for withdrawal of courses
April 22 (Wed)	Last date for submission of the panel of experts to be invited for evaluation of project and project – viva.
April 29 (Wed)	Last date for submission of the list of students (if any) going for out campus long project in the Autumn Semester 2015
May 06 (Wed) – 08(Fri)	Advance enrolment to the Autumn Semester 2015 for students going for out campus long project.
May 09 (Sat)	Test IV to be completed
May 13 (Wed)	Academic Council Meeting-I
May 13 (Wed) – 15 (Fri)	Students' feedback form for course / course instructor
May 16 (Sat)	Practical examinations to be completed in the Department, if applicable
May 18 (Mon)- 22 (Fri)	Registration of CBCT course for continuing students
May 21 (Thu) – 27 (Wed)	Spring Semester End Examinations
May 28 (Thu) – July 26 (Sun)	Summer recess for students
May 29 (Fri) – 31 (Sun)	TUEE entrance examinations
June 5 (Fri)	Last date for submission of grades by the Departments to the Controller of Examinations
June 15 (Mon)	Last date for the declaration of results of the Spring Semester End Examinations of outgoing students.
June 22 (Mon)– July 21(Tue)#	Summer recess for faculty
June 30 (Tue)	Declaration of result of Spring Semester Examination of the continuing students

Holiday dates in TU between Jan to June 2015 (Jan: 4, 14, 26; Mar: 6; April: 2, 3, 15; May: 4)

Students' Feedback

In the year 2014-15 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 – Academic Probation Committee**

2. **Objectives of the Practice**

   To help students who face difficulties in academics and either obtain low CGPA or fail to complete a programme in the normal stipulated duration.

3. **The Context**

   For every academic programme the minimum and maximum number of required semesters are specified. The maximum number of credits that a student can register for in a semester is 25. Normally students are expected to complete the programme spending the minimum number of semesters, and also to obtain a "good" CGPA. Some students face difficulties in maintaining a good CGPA, or fail to complete the programme in the minimum number of semesters.

4. **The Practice**

   A student whose non-final CGPA is less than 4.5 or who has not completed the programme after the minimum number of semesters is put under "Academic Probation". Each Department has an Academic Probation Committee (APC) to consider the individual cases of each such student in the Department. The APC advises each student on which courses to register in which (additional) semesters so as to complete the programme as early as possible and with a good CGPA.

5. **Evidence of Success**

   Students who fail to progress well in academics often also are not careful enough so as to improve their performance and complete their programme early. With appropriate counselling by the APC, such students are able to improve their performance and complete their programmes.

6. **Problems Encountered and Resources Required**

   Some students' academic involvement is very poor and they do not show adequate improvement in academic progress. Also, since most courses are

offered by the Departments in alternative semesters, a student may have to wait a semester to register and clear some backlog courses.

7.   **Notes**

(Optional)

B.

1.   **Title of the Practice – Use of video-conferencing.**

2.   **Objectives of the Practice**

To make certain interactions with faculties or officials in the University by persons outside possible without physical meetings.

3.   **The Context**

There are many situations where a person stationed at other places have to travel to the University for official interactions such as interviews, delivering lectures, etc. Part-time PhD students also must present their progress made in a semester in a Departmental seminar. At times the physical travel by the external person to the University is not feasible, and the important interaction stands at risk.

4.   **The Practice**

When it is seen that a person stationed outside has to interact with persons in the University for an important official purpose, but is not in a position to come to the University, the interaction is executed throught video-conferencing. Such interactions may be an interview with a selection committee, an expert lecture, or a meeting of a committee. The video-conferencing is conducted either through a low cost PC-based system (such as Skype) or through a dedicated video-conferencing room with high quality equipment.

5.   **Evidence of Success**

Previously when an important participant of an interaction was not in a position to physically come for the interaction in the University, the interaction had to be dropped. After adoption of video-conferencing, several important interactions have taken place in this mode.

6.   **Problems Encountered and Resources Required**

1. High quality video-conferencing set-up is not abundant in the University.

2. The required quality of internet connection for video-conferencing is sometimes not available.

7. Notes

Reliable and adequate internet connectivity is required for more use of video-conferencing.