

Tezpur University

Academic and Administrative Audit Report

25-31 August 2010

Audit Committee

External Members:

1. Professor D. T. Khating, Vice Chancellor, Jharkhand Central University
2. Professor B. P. Sinha, Indian Statistical Institute, Kolkata
3. Professor N. Jayaram, Tata Institute of Social Science, Mumbai
4. Professor S. Mazumdar, Indian Institute of Management, Shillong
5. Professor S. Bhattacharyya, Jadavpur University, Kolkata
6. Dr. R. C. Boruah, Scientist G, NEIST, Jorhat

Internal Members:

1. Professor M. M. Sarma, Dept. of English and Foreign Languages
2. Professor B. K. Konwar, Dept. of Molecular Biology & Biotechnology
3. Professor C. L. Mahanta, Dept. of Food Processing Technology
4. Professor N. S. Islam, Dept. of Chemical Sc.
5. Professor M. K. Sarma, Dept. of Business Administration
6. Dr. B. Saharia, Controller of Examinations
7. Professor D. K. Saikia, Dept. of Computer Sc. & Engineering - Coordinator

Academic Audit

The audit was conducted school wise by subcommittees constituted for the purpose. The subcommittees visited the departments, the laboratories and other facilities and interacted with faculty members and students. The audit looked into the following parameters: human resource, teaching learning processes, physical facilities, research and consultancy activities, extension activities, achievements of faculty and students, quality assurance, extracurricular activities, student placements and healthy practices.

As a whole the faculty quality is satisfactory, but there is a need for enhancing diversity in specialization. The number of optional/elective courses may be increased in order to provide students with more options. The faculty should try to publish more frequently in national and international journals of repute, get more externally funded projects and take up more collaborative research. There is a need for increasing the number of books and journals in the central library.

While the Committee has prepared detailed reports on each of the individual departments, some of the suggestions made by the Committee are noted below:

School of Engineering

1. Faculty: student ratio should be improved in the SoE departments other than FPT in view of the requirement for student projects and laboratory works.
2. Efforts may be made to increase the percentage of female students.
3. Courses on Engineering Economics, and Entrepreneurship may be introduced.
4. Acoustics of the classrooms should be improved.
5. The School may initiate special drive for attracting students with higher scores/ranks in the all India tests.
6. The laboratories should be better equipped in view of the increasing intake in various programmes.
7. The number of text books in the library should be increased.
8. Eminent personalities from industry may be invited to deliver talks and get acquainted with the teaching and research environment of the departments. By this process research collaboration as well as students placement can be strengthened.
9. The floor of the auditorium (in the Lecture Hall Complex) between the dais and the first row should be perfectly horizontal.
10. The number of text books in the departmental library may be increased by stocking the books purchased by M. Tech. students with GATE scholarship from their contingency grant.

Mechanical Engineering:

1. On the whole, there is scope for faculty improvement in qualification and research output.
2. M. Tech. programme may be started as this will help in enhancing the research activities in the Department.
3. Number of electives offered should be increased.
4. Thrust areas of the dept. need to be consolidated.
5. The dept. should try to look for external industrial and academic collaborations.

Civil Engineering:

1. Faculty strength should be increased to 8 by next year.
2. Technical staff positions should be increased.
3. Starting of M. Tech programme will help in enhancing research activities.
4. Laboratories should be set-up without delay.

Computer Science & Engineering:

1. The course content of B. Tech. (CSE) and M. Tech. (IT) should have minimum overlap with more advanced courses in M. Tech.
2. More advanced elective courses may be introduced depending on the current thrust areas.
3. The faculty members should try to publish more papers in Tier I international journals.

Electronics & Communication Engineering:

1. The number of elective courses that students can actually offer is inadequate and this point needs to be looked into.
2. It appears that students would like teachers to be more responsive to their needs while imparting the curricular content of some courses.

Food Processing Technology:

1. Books on Indian food processing may be made available in the library.
2. Within the curriculum, the students may be encouraged to carry out project work in industry/institute outside.

School of Science & Technology

1. All the departments in the school of Science & technology must make effort to achieve optimality in Faculty: Student ratio.
2. There is scope for improvement in the number of publications and patents.
3. More text and reference books should be procured for the library.
4. Inter disciplinary seminar presentations should also include Ph.D. scholars.

Physics:

1. The following topics may be included as elective/optional papers in the curriculum:
 - (a) Classical mechanics
 - (b) Basic electronics
 - (c) Astrophysics
2. For practical courses manuals should be provided to each student.
3. Heavy equipment should be installed in the ground floor. Properly trained personnel should be in charge of operating the sophisticated instruments.
4. Measures should be taken to keep all the equipment in functional condition.
5. Thrust areas may also include Astrophysics.
6. Concerted efforts may be made to generate patents.
7. Adequate space for research students should be made available.
8. Faculty mentorship for students for various national/regional (such as NET-JRF, GATE, SET, IAS, ACS etc.) tests/ examinations should be strengthened.
9. The department has potential for excellence and hence it should strive to gain national recognition by projecting its research activities in the proper forum.

MBBT:

1. More experiments should be included in practical classes.
2. All the faculty members should have their own research projects and increase their research output.

Mathematical Science:

1. The number of lecture hall is inadequate.
2. Seminar hall needed.
3. Should organize national symposium/seminar regularly.
4. Students should be provided regular coaching for NET and other competitive national examinations.
5. More guest faculties may be made available.
6. Department should explore the possibility of improving the infrastructure through FIST, SAP, etc.

Chemical Sciences:

1. The curriculum should be made compatible with NET syllabus.
2. The existing laboratory space is inadequate, and more space should be provided.

School of Energy, Environment and Natural Resources

1. More text and reference books may be made available in the library.
2. School level seminar and interactions may be organized on a regular basis, wherein Ph D and M Sc, M. Tech. students may participate.

Energy:

1. Efforts should be made to achieve optimal faculty: student ratio.
2. The department should offer more elective courses.
3. There is scope for bringing in more flexibility in the curriculum structure.
4. Effective measures may be adopted for making the equipment functional.
5. Thrust areas may include hydro-power.
6. Concerted efforts may be made to have patents.

Environment:

1. Equipment like water distillation plant, rain gauge, vernier calipers, digital Nitrogen analyzer, Microscope, GIS facility etc may be made available for lab and field practical.
2. Efforts may be made for eco-tours, educational tours to dams under construction, national institutes etc for students.
3. Students may be encouraged to participate in environment impact assessment hearings.

School of Management Science

Department of Business Administration:

1. Acoustics of the class rooms needs to be improved.
2. More books and journals may be procured.
3. The Dept. should obtain license for HBR online publications for cases and teaching materials.
4. The faculty should try to publish more in high quality journals.
5. Consultancy needs to be further strengthened.

School of Humanities and Social Sciences

1. The number of lecture halls should be increased. However, sharing of facilities and rationalization of the use of class rooms in the school should be considered.
2. The departments should make provision for more elective courses.
3. There is scope for more publications in high quality journals.

English and Foreign Languages:

1. The language lab facility should be improved.
2. Student placement record should be maintained.

Cultural Studies:

1. Department should focus more on research work and develop itself as a resource centre.
2. The archive and the museum should be strengthened.
3. The number of thrust areas should be narrowed down.
4. Collaborative works should be strengthened.

Sociology:

1. The curriculum is due for major revision.
2. Alumni database should be maintained and updated regularly.
3. The department should explore the possibility of non compulsory internship.

Mass Communication and Journalism:

1. Provision could be made for more interaction of the students with media persons and professionals.
2. Steps should be initiated to organize and energize an alumni association to act as a catalyst for better placement of students.

Hindi:

1. The Department is advised to use the language laboratory of the Department of English and Foreign Languages. The capacity of the existing lab could be enhanced and improved.
2. Departmental library is not recommended. The Department could gradually build up a corpus of books on the subject of focus over a period of time
3. The Assistant Professor is advised to complete her doctoral studies expeditiously.

Administrative Audit

The administrative audit took into account various aspects of organization & governance, financial processes & resources, central physical resources and human resources of the university. It appears that all the administrative activities are very transparent. The employees have a sense of ownership for their organization which is a strength of the university. The university consciously follows the Govt. of India's directives on inclusiveness in admissions, recruitment, and promotion. The university has a good record of utilization of fund. Recruitment and promotional processes and policies are transparent.

The university strictly adheres to an academic calendar announced at the beginning of the year. Entrance exam centers for selection of candidates for admission to various programmes of studies are spread all over the country. The implementation of continuous evaluation process and the process of grading is transparent. Sports facilities for the students are adequate. The curriculum structure in the various programmes is flexible and syllabi are revised and updated periodically keeping in mind the latest developments in the fields and societal needs.

Some of the best practices followed are:

1. Providing the opportunity to the students of the UG colleges to interact with the faculty and access to the resources in the university through Internship programme is.
2. The introduction of E-governance at various activities is very much encouraging.
3. Various programmes undertaken for equal opportunity for all and maintenance of gender equality.

Summary of Suggestions:

While the Committee has prepared a detailed report some of the suggestions for consideration of the university are noted below.

1. The university should review and update its ordinances pertaining to centres of studies, fees structure for students etc.
2. Overall plan budgeting for every financial year should be made in consultation with the Deans of different schools and also the constituent academic departments. The process of allocation from the total grant to the different schools down to the constituent academic departments should be transparent. Tentative allocation can also be made at the beginning of every financial year.
3. Number of books as well as journals (including on-line) is not adequate. Efforts should be made increase the number of books to at least 100,000 in the next few years.
4. Measures should be taken to increase the internet bandwidth to at least 1 Gbps under the National Knowledge Commission programme of the Govt. of India.

5. For hostels services of food and nutrition experts may be utilized.
6. Sufficient supply of LPG cylinders may be ensured to cater to the needs of all the university employees.
7. Drainage system should be improved.
8. The problem of transport to and from the city should be properly addressed.
9. While appreciating the practice of providing health insurance facility to the students the committee suggested that the same provision may be extended to the employee as well.
10. The university should consider utilizing green architecture while constructing new building.
11. Rainwater harvesting may be undertaken.

Members, Academic and Administrative Audit Committee, 2010, Tezpur University

Department wise Detailed Reports

School of Engineering

Department: Civil Engineering

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	5 Faculty, with 1 AP and rest Asst. Professor. 2 Ph.D.'s Two are about to complete their Ph.D. work. Considering the percentage of Ph.D. degree holders the number of research papers seems to be alright. Students are happy with the teaching. However, there is no Technical staff as yet which is a matter of great concern.
		Students Profile	Students profile is alright with a male to female ratio of 4.5:1, which is very encouraging.
		Faculty: Students Ratio	1: 6 at present with only two batches of 33 students. This is supposed to go down to 1:12 with an intake of about 40 students in the next two years. This will be further worsened if they start the M.Tech. programme. Further, with labs, electives and dissertation supervision in the fourth Semester, the existing strength of faculty will not be adequate. It is recommended that the Dept. must have a strength of 8 faculty members by next year.
2	Teaching-Learning Processes	Programmes	B. Tech. is running. M. Tech. may be started which will help in enhancing research activities in the Department.
		Curriculum	On the whole it is OK. Recent curricula of BESU, IIT Kharagpur and IIT Kanpur may be consulted for continuous up-gradation. Paper on Engineering Economics, and Entrepreneurship may be incorporated, as suggested in case of Mechanical Engineering.
		Flexibility in Curriculum Structure	Adequate flexibility is observed.
		Curriculum Updation	Major updates should be done on a regular basis once in five years.
		Delivery of Contents	CE 205 Surveying practical be arranged at the earliest.
		Motivating Creativity & Innovation	Since it is a new Department in the formation stage, this question is a premature one.
		Use of Teaching Aids	--
		Grading	OK

		Implementation of Continuous Evaluation Process	OK (through class tests, assignments etc.)
3	Physical Facilities	Lecture Halls	They are in borrowed space
		Teaching Aids	--
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	--
		Seminar Hall	--
		Dept. Library	--
		For Faculty	OK
		Drinking Water, Toilet etc.	Adequate
4	Research & Consultancy Activities	Publications: Number & Quality	Number is OK.
		Thrust Areas	Thrust areas of the Dept. are yet to be consolidated.
		Patents	Nil
		Conference/Workshops etc. Organized	Nil
		Collaborations	Some collaboration is being tried, which is a good sign. Some in-house collaboration with cells like the Centre for Disaster Management is recommended for more meaningful interaction with the society. Also, formal collaboration with industry that can offer job opportunities, may be initiated.
		Industry Interaction	Interaction is not observed, however, it is recommended that people from industry may be invited to deliver talks and should be acquainted with the teaching and research environment of the Department and by this process research collaboration as well as students placement will be strengthened.
		Consultancy	Should be started to set up liaison with the industry and others.
5	Extension Activity		Should be started, especially in the field of earthquake-resistant construction.

6	Achievements	Faculty	--
		Students	--
7	Quality Assurance	Student Feedback	Taken into consideration
		Peer Evaluation	Not really done
		Stakeholders relationship	Not explored as yet
		Any Other	
8	Extra-curricular Activities		Adequate
9	Student Placement		Continuous and aggressive steps may be taken by inviting people from industry throughout the year.
10	Healthy Practices		Students' feedback may be taken seriously and discussed in Faculty meeting for self improvement of the faculty and curriculum updation.

Department: Computer Science and Engineering

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Position filled: 17 (sanctioned 23) Ph. D. Holders: 9+1 (another submitted Ph.D. thesis and six others are working) Technical Staff: 6 with 1 Ph.D. and 2 MCAs. Quality of the teachers seems to be good. They are all active researchers. Students are happy with teaching.
		Students Profile	Students profile is alright with a male to female ratio of 3:1. All India AIEEE ranking of intake (starts with 17628) is encouraging. Drive for attracting higher ranking students is recommended.
		Faculty: Students Ratio	1: 23 at present. This should be improved in view of the unfilled seats. They have future plan for starting M.Tech. in CSE which will bring this ratio to 1:30. At least the ratio should be 1:13 keeping in mind the lab works, supervision of student projects and research works. The Departments needs at least a total of 40 faculty. Likewise the strength of Technical staff and support staff should be 9 and 6 respectively.
2	Teaching-Learning Processes	Programmes	B. Tech. (started in 2006), M. C. A. (since 1994), M. Tech in IT (from 1997) and Ph. D. The University has approved the Integrated M.Tech. programme in CSE which is yet to be offered.
		Curriculum	Curriculum is periodically revised. Last revision of MCA and M.Tech. courses was in 2007. Suggestion received from Infosys to introduce a paper on Enterprise Application to be taken into account. Periodic revision of the curricula and syllabi at an interval of 3 to 4 years is recommended. The course content of B. Tech. (CSE) and M. Tech. (IT) should have minimum overlap with more advanced courses in M. Tech.
		Flexibility in Curriculum Structure	Adequate flexibility is observed. More advanced elective courses may be

			introduced depending on the current thrust areas.
		Curriculum Updation	As mentioned above
		Delivery of Contents	Good
		Motivating Creativity & Innovation	Found to be thriving as apparent from a large number of M. Tech Dissertations, 12 Ph. D Theses, large number of publications, patents and seven software packages developed for the University.
		Use of Teaching Aids	Adequate
		Grading	OK
		Implementation of Continuous Evaluation Process	OK (through class tests, assignments and marks on attendance)
3	Physical Facilities	Lecture Halls	Adequate but more furnisher is needed. Acoustics in class rooms should be improved.
		Teaching Aids	OK
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	Laboratory space is adequate, however, more equipments in each lab may be installed in view of the increasing number of students.
		Seminar Hall	Furnished, but seating arrangement should be more comfortable. The floor of the auditorium in the Lecture Hall Complex between the dais and the first row should be perfectly horizontal.
		Dept. Library	Books are there. However, more text books may be procured through the return of books by M. Tech. students purchased from their contingency grant.
		For Faculty	OK
		Drinking Water, Toilet etc.	Adequate
4	Research & Consultancy Activities	Publications: Number & Quality	Number and quality are reasonably good. Recommended that the faculty members should try further to publish more papers in Tier I international journals.
		Thrust Areas	Data mining, mobile computing, network security, robotics, web service and bio-informatics.
		Patents	Two
		Conference/Workshops etc. Organized	Seven. Also they have been organizing training

			programmes for DOE ACC O and a levels since 1998. About 60-80 persons per year are trained.
		Collaborations	NE SAC, Shillong; Centre for Soft Computing , ISI, Kolkata, Sun University programme (no more active). There is individual collaboration with University of Colorado, USA which may be formalized.
		Industry Interaction	Satisfactory
		Consultancy	Is to be strengthened
		Externally Funded Projects	Total number of projects is fourteen including the UGC/DST funded ones. The total worth of the projects is 253.82 Lakhs which is encouraging.
5	Extension Activity		O and A level training programme is encouraging. Online teaching material for a virtual class room environment for engineering colleges under Central Universities of NE has been undertaken, which is appreciated. This Department has significant contribution to other wings of the University in terms of teaching, computer centre and networking management, computerization of administrative and academic departments. This is commendable.
6	Achievements	Faculty	The KS Krishnan Memorial Award from IETE in 2009 has been won by one of the faculty members, foreign visits on research assignments have been made. These are praiseworthy.
		Students	--
7	Quality Assurance	Student Feedback	Taken into consideration
		Peer Evaluation	Not known
		Stakeholders relationship	Not explored as yet
		Any Other	
8	Extra-curricular Activities		Adequate
9	Student Placement		On Campus placement is unsatisfactory and needs immediate improvement. However, off Campus placement is reportedly encouraging. Suggestions for

			improving the situation have been verbally communicated to the authority.
10	Healthy Practices		Students' feedback are taken seriously and discussed in Faculty meeting for self improvement of the faculty and curriculum updation.

Department: Electronics and Communication Engineering

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	14 faculty (5 Ph.D.s and 3 to submit Ph.D. thesis shortly) and 4 technical staff. Break up of faculty: Prof: 2; Assoc. Prof: 3 and the rest Asstt. Prof.
		Students Profile	Students profile is alright with a male to female ratio of 3.5:1, which is good. Drive for attracting higher ranking students is recommended.
		Faculty: Students Ratio	1: 22 . This should be improved in view of supervision of B.Tech. and M.Tech. Projects and lab works.
2	Teaching-Learning Processes	Programmes	B. Tech. (started in 2006), M. Tech. in EDT (since 1997) and M. Tech. in Bio-electronics (since 2004) are running smoothly.
		Curriculum	On the whole it is OK. Last major revision of M. Tech curricula was done in 2008. Some minor revisions were, however, included recently.
		Flexibility in Curriculum Structure	Adequate flexibility is observed. However, the students reported that the effective offer for elective courses is inadequate and needs to be looked into.
		Curriculum Updation	Major updates should be done on a regular basis once in three to four years.
		Delivery of Contents	Some students reported that the teaching of Electromagnetic theory and Microwave (including the lab) needs to be improved. Teachers should be more responsive to the students' needs.
		Motivating Creativity & Innovation	Found to be encouraging with three patents (one filed), and three books, two book chapters and number of papers, although there is scope for improvement.
		Use of Teaching Aids	Adequate
		Grading	OK
		Implementation of Continuous Evaluation Process	OK (through class tests, assignments and marks on attendance)
3	Physical Facilities	Lecture Halls	Space is Adequate but acoustics should be improved in the classrooms
		Teaching Aids	OK
		Laboratories: Space/ Equipment/Arrange-	Laboratory space is adequate. However, more equipment in each lab may be

		ment & Operation/Utilization	installed.
		Seminar Hall	Not furnished, acoustics should be taken care of.
		Dept. Library	Very few books in the Departmental Library
		For Faculty	OK
		Drinking Water, Toilet etc.	Adequate but periodic maintenance be taken up on a priority basis.
4	Research & Consultancy Activities	Publications: Number & Quality	Number is OK. Recommended that more efforts should be given on publishing high quality international journals.
		Thrust Areas	Sensor devices, optical networks, bio-electronics, signal and image processing.
		Patents	2 registered and 1 filed, which is good.
		Conference/Workshops etc. Organized	Two, which seems to be inadequate.
		Collaborations	Good and encouraging
		Industry Interaction	Observed and found to be positive.
		Consultancy	Should be started.
		Externally Funded projects	Received a total of Rs1.05 crore from UGC/AICTE/DST etc. on 8 projects out of which 6 are continuing.
5	Extension Activity		Should be started
6	Achievements	Faculty	--
		Students	Reported that one M. Tech. girl student was selected by MHRD to meet the Nobel laureates in Germany in 2008.
7	Quality Assurance	Student Feedback	Taken into consideration
		Peer Evaluation	Not really done
		Stakeholders relationship	Not explored as yet
		Any Other	
8	Extra-curricular Activities		Adequate
9	Student Placement		Encouraging placement figures for M.Tech. in particular. However, in-campus placement should be increased in a pro-active manner.
10	Healthy Practices		Students' feedback are taken seriously and discussed with Faculty for self improvement of the faculty and curriculum updation.

Department: Mechanical Engineering

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	9+1(from CSE) Faculty, with 2 Associate Professors and the rest being Asst. Professors. The faculty consists of 2 Ph.D. holders. Considering the percentage of Ph.D. degree holders, the number of research papers seems to be adequate. On the whole, there is scope for faculty improvement in qualification and research output. Students are happy with the teaching. Technical and administrative staff appears to be adequate (11+2 in number)
		Students Profile	Students profile is alright with a male to female ratio of 15:1 (which is a bit on the lower side). All India AIEEE ranking of intake (starts with 19649) is encouraging. Drive for attracting higher ranking students is recommended.
		Faculty: Students Ratio	1: 18.22. This should be improved in view of supervision of students' projects and lab works.
2	Teaching-Learning Processes	Programmes	B. Tech. is running. M. Tech. may be started which will help in enhancing the research activities in the Department.
		Curriculum	On the whole it is OK. Recent curricula of IITs like IIT Kharagpur and IIT Kanpur may be consulted for continuous up-gradation. Paper on Engineering Economics, and Entrepreneurship may be incorporated.
		Flexibility in Curriculum Structure	Adequate flexibility is observed. However, the students reported that the elective courses have become compulsory by default as sufficient number of elective courses could not be offered due to shortage of faculty. Number of electives should be increased. Students expressed their desire to have the option of taking up two more elective courses namely, Automobile Engineering and Thermal Engineering.
		Curriculum Updation	It is due now. Major updates should be done on a regular basis once in five years.
		Delivery of Contents	OK

		Motivating Creativity & Innovation	Found to be Ok, but could be improved through introduction of the Masters programme.
		Use of Teaching Aids	Adequate
		Grading	OK
		Implementation of Continuous Evaluation Process	OK (through class tests, assignments and marks on attendance)
3	Physical Facilities	Lecture Halls	Adequate
		Teaching Aids	OK
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	Laboratory space is adequate. However, more equipment in each lab may be installed for maximum utilization of space
		Seminar Hall	Not furnished, acoustics should be improved in the classrooms.
		Dept. Library	Not started although space is allocated
		For Faculty	OK
		Drinking Water, Toilet etc.	Adequate
4	Research & Consultancy Activities	Publications: Number & Quality	Number is OK.
		Thrust Areas	Faculty members are engaged in research in diverse areas. Thrust areas of the Dept. are yet to be consolidated.
		Patents	Nil
		Conference/Workshops etc. Organized	Nil
		Collaborations	Only internal collaboration is going on. The dept. should try to look for external industrial and academic collaborations.
		Industry Interaction	Interaction is not observed. However, it is recommended that people from industry may be invited to deliver talks and should be made acquainted with the teaching and research environment of the Department and by this process research collaboration as well as students placement will be strengthened.
		Consultancy	Should be started.
5	Extension Activity		Should be started

6	Achievements	Faculty	--
		Students	--
7	Quality Assurance	Student Feedback	Taken into consideration
		Peer Evaluation	Not really done
		Stakeholders relationship	Not explored as yet
		Any Other	
8	Extra-curricular Activities		Adequate
9	Student Placement		Efforts are being made for placement in industry which is yet to produce any tangible results. However, continuous and aggressive steps may be taken by inviting people from industry throughout the year.
10	Healthy Practices		Students' feedback are taken seriously and discussed in faculty meeting for self improvement of the faculty and curriculum updation.

Department: Food Processing Technology

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Faculty quality is good. Diversity in specialization is also there.
		Students Profile	Overall student profile is good.
		Faculty: Students Ratio	Adequate.
2	Teaching-Learning Processes	Programmes	Three programmes are running smoothly.
		Curriculum	The curriculum in general is well balanced. The department should offer more optional courses.
		Flexibility in Curriculum Structure	Flexibility in curriculum structure in the form of optional paper is already there.
		Curriculum Up-dating	Curriculum updating is done very regularly.
		Delivery of Contents	Delivery of course contents is good.
		Motivating Creativity & Innovation	Motivating Creativity & Innovation is practiced through home assignments, tutorials, industry visits and seminars.
		Use of Teaching Aids	Use of multimedia in classroom teaching is in practice.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practiced.
3	Physical Facilities	Lecture Halls	Adequate.
		Teaching Aids	Available.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	Adequate. Adequate equipments are there in functional condition. Utilization is also good.
		Seminar Hall	Existing.
		Dept. Library	Not existing, but online journals are available. More text and reference books should be made available.
		For Faculty	Each faculty has well equipped office.
		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Satisfactory, but there is scope for improvement.
		Thrust Areas	The thrust areas are of contemporary interest.
		Patents	Existing.

		Conference/Workshops etc. Organized	Should organize regional/national seminars.
		Collaborations	Existing.
		Industry Interaction	Existing.
		Consultancy	Existing.
5	Extension Activity		Outreach activities are being practiced.
6	Achievements	Faculty	Nothing at this moment, but there is prospect.
		Students	Satisfactory, but there is scope for improvement.
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Regularly exercised.
		Stakeholders relationship	Good.
		Any Other	Books on Indian food processing may be made available in the library. Within the curriculum, the students may be encouraged to carry out project work in industry/institute outside.
8	Extra-curricular Activities		The students are encouraged to participate in extracurricular activities as far as practicable.
9	Student Placement		Placement of students is satisfactory.
10	Healthy Practices		Student mentoring for better performance.

School of Science & Technology

Department: Physics

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Faculty quality is in general very good. However, it is felt that diversity in specialization can be improved. Specialization in astrophysics is desirable.
		Students Profile	Overall student profile is good.
		Faculty: Students Ratio	Very good.
2	Teaching-Learning Processes	Programmes	Four programmes are running smoothly.
		Curriculum	The curriculum is good. However, the following topics may be included as elective/optional papers in the curriculum: (d) Classical mechanics (e) Basic electronics (f) Astrophysics
		Flexibility in Curriculum Structure	Flexibility in curriculum structure in the form of optional paper is already there.
		Curriculum Updation	During the next curriculum updating the suggestions made above may be considered.
		Delivery of Contents	Delivery of theoretical course contents is fine, but for practical courses manuals should be provided to each student.
		Motivating Creativity & Innovation	Through introduction of project work, this is already well taken care of. Creativity and innovation can be further augmented through active participation in national seminars and symposia.
		Use of Teaching Aids	Use of multimedia in classroom teaching is recommended.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practiced.
3	Physical Facilities	Lecture Halls	Good and adequate.
		Teaching Aids	Available.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	Space is adequate. Heavy equipments should be installed in the ground floor. Properly trained personnel should be in charge of operating the sophisticated instruments. Measures should be taken to keep all the equipments in functional condition.
		Seminar Hall	Adequate and good.
		Dept. Library	Non-existent, but online journals are

			available.
		For Faculty	Adequate.
		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Efforts may be made to increase number of publications.
		Thrust Areas	Thrust areas may also include mini and micro hydro projects.
		Patents	Concerted efforts may be made to generate patents.
		Conference/Workshops etc. Organized	Organized adequately.
		Collaborations	Foreign collaborations are there.
		Industry Interaction	Not existing currently.
		Consultancy	Not existing currently.
5	Extension Activity		Outreach activities are being practiced.
6	Achievements	Faculty	The faculties have made notable achievements in research.
		Students	The student achievements are visible through their national and international academic pursuit.
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	There is scope for improvement.
		Stakeholders relationship	There is scope for improvement.
		Any Other	Adequate space for research students should be made available.
8	Extra-curricular Activities		The students should be encouraged to participate in extracurricular activities as far as practicable.
9	Student Placement		More emphasis should be given to placement of students.
10	Healthy Practices		Faculty mentorship for students for various national/regional (such as NET-JRF, GATE, SET, etc.) tests should be strengthened.

* The department has potential for excellence and hence it should strive to gain national recognition by projecting its research activities in proper forum.

Department: MBBT

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Faculty quality is good. Diversity is well balanced but there should be more faculties in animal biotechnology, industrial biotechnology and bio-informatics.
		Students Profile	Overall student profile is very good.
		Faculty: Students Ratio	Satisfactory, but should be improved in view of the teaching load.
2	Teaching-Learning Processes	Programmes	Three programmes are running smoothly.
		Curriculum	The curriculum in general is well balanced and up to date. However, courses (such as plant and animal cell and tissue culture) are vast, which may be divided into two semesters. More experiments should be included in practical classes.
		Flexibility in Curriculum Structure	Flexibility in curriculum structure in the form of optional paper is already there.
		Curriculum Updation	Curriculum updating is done very regularly.
		Delivery of Contents	Delivery of course contents is satisfactory.
		Motivating Creativity & Innovation	Motivating Creativity & Innovation is well practiced.
		Use of Teaching Aids	Use of multimedia in classroom teaching is in practice.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practiced.
3	Physical Facilities	Lecture Halls	Good and adequate.
		Teaching Aids	Available.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	For M.Sc. practical classes one more laboratory space should be provided. Adequate equipments are there in operating condition.
		Seminar Hall	Adequate and good.
		Dept. Library	Existing and useful. In addition, online journals are available.
		For Faculty	Each faculty has well equipped office.

		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Satisfactory, and there is scope for improvement.
		Thrust Areas	The thrust areas are of contemporary interest.
		Patents	There is scope for improvement.
		Conference/Workshops etc. Organized	Organized regularly.
		Collaborations	Foreign collaborations are there.
		Industry Interaction	Existing.
		Consultancy	Not existing currently.
5	Extension Activity		Outreach activities are being practiced.
6	Achievements	Faculty	The faculties have made satisfactory achievements.
		Students	The students have made notable achievements in their national and international academic pursuit.
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Regularly exercised.
		Stakeholders relationship	Good.
		Any Other	All the faculty members should have their own research projects and increase their research output.
8	Extra-curricular Activities		The students are encouraged to participate in extracurricular activities as far as practicable.
9	Student Placement		Placement of students is satisfactory.
10	Healthy Practices		Overall cleanliness of the laboratory, coaching for NET exam, full coverage of course.

* The department is holding 8th position nationally and first in the East and North-Eastern region among all the DBT sponsored teaching departments.

Department: Mathematical Sciences

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Faculty quality is good. There should be more faculties in view of the teaching load including B.Tech. courses.
		Students Profile	Overall student profile is very good. Student intake is less than its capacity. Adequate measures may be taken to improve this.
		Faculty: Students Ratio	Inadequate considering the total teaching load.
2	Teaching-Learning Processes	Programmes	Four programmes are running smoothly.
		Curriculum	The curriculum in general is well balanced and up to date. The students may be made aware of the entire course.
		Flexibility in Curriculum Structure	Flexibility in curriculum structure in the form of optional paper is already there.
		Curriculum Updation	Curriculum updating is done very regularly.
		Delivery of Contents	Delivery of course contents is satisfactory.
		Motivating Creativity & Innovation	Motivating Creativity & Innovation is less visible, probably due to heavy teaching load.
		Use of Teaching Aids	Use of multimedia in classroom teaching is in practice.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practiced.
3	Physical Facilities	Lecture Halls	Inadequate.
		Teaching Aids	Available.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	More laboratories should be provided. Adequate equipments are there in operating condition.
		Seminar Hall	Needed.
		Dept. Library	Not existing, but online journals are available. More text and reference books should be made available.
		For Faculty	Each faculty has well equipped office.
		Drinking Water, Toilet etc.	Good.

4	Research & Consultancy Activities	Publications: Number & Quality	Satisfactory, but there is scope for improvement.
		Thrust Areas	The thrust areas are of contemporary interest.
		Patents	Nil.
		Conference/Workshops etc. Organized	Should organize national symposium/seminar regularly.
		Collaborations	No collaboration is existing.
		Industry Interaction	Not existing.
		Consultancy	Not existing.
5	Extension Activity		Outreach activities are being practiced.
6	Achievements	Faculty	Satisfactory.
		Students	Satisfactory, but the students should be provided regular coaching for NET and other competitive national examinations.
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Regularly exercised.
		Stakeholders relationship	Good.
		Any Other	More guest faculties may be made available. In spite of the heavy teaching load, the faculties should have individual projects and work hard to improve their research output. They should also explore to improve the infrastructure through FIST, SAP, etc.
8	Extra-curricular Activities		The students may be encouraged to participate in extracurricular activities as far as practicable.
9	Student Placement		Placement of students is satisfactory.
10	Healthy Practices		Student mentoring is in practice.

Department: Chemical Sciences

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human	Faculty: Quality/	Faculty quality is good. Diversity in

	Resource	Diversity of Specialization	specialization is also there.
		Students Profile	Overall student profile is very good.
		Faculty: Students Ratio	Adequate.
2	Teaching-Learning Processes	Programmes	Four programmes are running smoothly.
		Curriculum	The curriculum in general is well balanced. However it should be made compatible with NET syllabus.
		Flexibility in Curriculum Structure	Flexibility in curriculum structure in the form of optional paper is already there.
		Curriculum Updation	Curriculum updating is done very regularly.
		Delivery of Contents	Delivery of course contents is good.
		Motivating Creativity & Innovation	Motivating Creativity & Innovation is practiced through home assignments, tutorials and seminars.
		Use of Teaching Aids	Use of multimedia in classroom teaching is in practice.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practiced.
3	Physical Facilities	Lecture Halls	Adequate.
		Teaching Aids	Available.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	The existing laboratory space is inadequate, and more space should be provided. Adequate equipments are there.
		Seminar Hall	Existing.
		Dept. Library	Not existing, but online journals are available. More text and reference books should be made available.
		For Faculty	Each faculty has well equipped office.
		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Praise-worthy, but still there is scope for improvement.
		Thrust Areas	The thrust areas are of contemporary interest.
		Patents	Good.
		Conference/Workshops etc. Organized	Organized regularly.

		Collaborations	Existing.
		Industry Interaction	Existing.
		Consultancy	Not existing.
5	Extension Activity		Outreach activities are being practiced.
6	Achievements	Faculty	Commendable.
		Students	Satisfactory, but there is scope for improvement.
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Regularly exercised.
		Stakeholders relationship	Good.
		Any Other	Timely NET coaching,
8	Extra-curricular Activities		The students are encouraged to participate in extracurricular activities as far as practicable.
9	Student Placement		Placement of students is satisfactory.
10	Healthy Practices		Green chemistry is practiced.

- For the School of Science & Technology:
Inter disciplinary seminar presentations should also include Ph.D. scholars.
Faculty members are encouraged to take up interdisciplinary research projects.

**School of Energy, Environment and Natural
Resources**

Department: Energy

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Faculty quality is adequate. Diversity in specialization is there, but may be enhanced.
		Students Profile	Student profile is satisfactory. Effort may be made to attract more students.
		Faculty: Students Ratio	The ratio is not optimum, efforts may be made for adequacy.
2	Teaching-Learning Processes	Programmes	Two programmes are running.
		Curriculum	Curriculum is good, but the department may offer more optional courses.
		Flexibility in Curriculum Structure	The present flexibility in curriculum structure is good, but there is scope for improvement.
		Curriculum Up-dating	Curriculum up-dating is done regularly.
		Delivery of Contents	Delivery of course contents is good.
		Motivating, Creativity & Innovation	Motivating, Creativity & Innovation is practiced through industry visits, seminars, model development and project works.
		Use of Teaching Aids	Use of modern teaching aids.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practiced having class tests, mid term and end term examinations, seminars and assignments.
3	Physical Facilities	Lecture Halls	Adequate.
		Teaching Aids	Available.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	Adequate, there is scope for better utilization. Adequate equipments, but a few are out of order for a long duration. Effective measures may be adopted for making the equipment functional.
		Seminar Hall	Existing.
		Dept. Library	Not existing, but online journals are available. More text books may be made available in the library.
		For Faculty	Each faculty has well equipped office.
		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Satisfactory, but there is scope for improvement.
		Thrust Areas	Thrust areas may include hydro-power.

		Patents	Concerted effort may be made to have patents.
		Conference/Workshops etc. Organized	Sufficient
		Collaborations	Existing.
		Industry Interaction	Existing.
		Consultancy	Existing.
5	Extension Activity		Outreach activities are practiced almost at a regular basis.
6	Achievements	Faculty	Satisfactory, but there is a scope for improvement.
		Students	Satisfactory
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Regularly exercised.
		Stakeholders relationship	Efforts may be made to improve.
		Any Other	More emphasis may be given on NET/SET and other state and national level tests/examinations.
8	Extra-curricular Activities		The students are encouraged to participate in extracurricular activities.
			School level seminar and interactions may be organized at a regular basis, wherein Ph D and M Tech students may participate.
9	Student Placement		Placement of students in general is satisfactory, efforts may be made on a regular basis for campus interview.
10	Healthy Practices		Student mentoring may be made effective.

Department: Environmental Science

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/Diversity of Specialization	Adequate/more diversity in specialization may be brought in.
		Students Profile	Satisfactory.
		Faculty: Students Ratio	The ratio is near optimum, effort may be made to improve.
2	Teaching-Learning Processes	Programmes	Two programmes are running.
		Curriculum	Curriculum is adequate.
		Flexibility in Curriculum Structure	The flexibility in curriculum structure is satisfactory.
		Curriculum Up-dating	Curriculum up-dating is almost regular.
		Delivery of Contents	Good.
		Motivating, Creativity & Innovation	Motivation, Creativity & Innovation need due consideration for the betterment.
		Use of Teaching Aids	Use of modern teaching aids.
		Grading	Grading is transparent and timely.
		Implementation of Continuous Evaluation Process	It is well practised having class tests, mid term and end term examinations, seminars and assignments.
3	Physical Facilities	Lecture Halls	Adequate.
		Teaching Aids	Available.
		Laboratories: Space/	Adequate.
		Equipment/Arrangement & Operation/Utilization	Equipment like water distillation plant, rain gauge, vernier calipers, digital Nitrogen analyzer, Microscope, GIS facility etc may be made available for lab and field practical.
		Seminar Hall	Existing.
		Dept. Library	More reference and text books may be made available in the library.
		For Faculty	Adequate
		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Though the number is not sufficient, the quality of a few publications having impact factor above 25 is commendable.
		Thrust Areas	Thrust areas are adequate.
		Patents	Effort may be made to have some patents.
		Conference/Workshops etc. Organized	Sufficient

		Collaborations	Existing.
		Industry Interaction	May initiate interactions.
		Consultancy	May initiate
5	Extension Activity		Outreach activities are practiced almost at a regular basis.
6	Achievements	Faculty	May strive for national recognition.
		Students	Satisfactory, but there is scope to improve.
7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Exercised but frequency may be more.
		Stakeholders relationship	Efforts may be made to improve.
		Any Other	1. Efforts may be made for eco-tours, educational tours to dams under construction, national institutes etc for students. 2. Students may be encouraged to participate in environment impact assessment hearings.
8	Extra-curricular Activities		The students are encouraged to participate in extracurricular activities.
			School level seminar and interactions may be organized on a regular basis, wherein Ph D and M Sc students may participate. Students may be encouraged to interact with the public on environmental issues.
9	Student Placement		Placement of students is satisfactory. More students may be encouraged to participate in national level entrance tests/ examinations.
10	Healthy Practices		Good, however student mentoring may be taken up.

School of Management Science

Department: Business Administration

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Position filled: 13 (P2, Associate Prof 5, Asst. Prof 6; sanctioned 20) Ph. D. Holders: 9 Technical Staff: 1, Support Staff 2 Quality of the teachers is good. They are all active researchers. Students are happy with teaching.
		Students Profile	Students profile is alright with a male to female ratio of nearly 1:1. Students are admitted on the basis of CAT and MAT scores at present but planning to take students only through CAT.
		Faculty: Students Ratio	1: 15. This seems to be all right.
2	Teaching-Learning Processes	Programmes	M.B.A. (started in 1995), PGDTM(2002) and Ph. D. with 8 full time and 16 part time scholars.
		Curriculum	Curriculum is periodically revised. Last revision was made in 2008. The inclusion of courses on foreign languages (Chinese and French) is a positive, futuristic step.
		Flexibility in Curriculum Structure	Balanced specialization has been observed, adapting to the market demand and students' choice.
		Curriculum Updation	As mentioned above
		Delivery of Contents	Good.
		Motivating Creativity & Innovation	Good as apparent from publications in national and international journals, conference proceedings, books and book chapters and Ph.D. supervision.
		Use of Teaching Aids	Adequate
		Grading	OK
		Implementation of Continuous Evaluation Process	OK (through class tests, assignments and marks on attendance)
3	Physical Facilities	Lecture Halls	Adequate and soon will move to a new building with more space. Acoustics of the classrooms needs to be looked into.
		Teaching Aids	OK. M.B.A. students get education kit comprising books for core papers.
		Laboratories: Space/ Equipment/Arrange-	Laboratory space is adequate.

		ment & Operation/Utilization	
		Seminar Hall	Soon moving to a new building with adequate space.
		Dept. Library	More books and journals may be procured. Books are there. The Dept. should obtain license for HBR online publications for cases and teaching materials.
		For Faculty	OK
		Drinking Water, Toilet etc.	Adequate
4	Research & Consultancy Activities	Publications: Number & Quality	Number and quality are reasonably good. Recommended that the faculty members should try further to publish more papers in high quality journals.
		Thrust Areas	Entrepreneurship Development; Tourism; Micro Finance and Financial inclusion; Education
		Patents	
		Conference/Workshops etc. Organized	The Dept. organized 12 seminars/conferences/workshops in the last five years. Every year they conduct at least one MDP. They also conduct SAMPARK, an industry-academia interface.
		Collaborations	The Dept. is benchmarking itself with the leading business schools in terms of curriculum development and programme delivery. However, research collaboration may be encouraged.
		Industry Interaction	Satisfactory. However, it may be strengthened.
		Consultancy	Teachers are engaged in consultancy which, however, needs to be further strengthened.
		Externally Funded Projects	Total number of ongoing projects is five. The total worth of the projects is Rs.14.98 lakhs.
5	Extension Activity		The Centre for Disaster Management has been organizing a number of training/awareness programmes.
6	Achievements	Faculty	The Business India ranking of the dept has improved from B+ in 2008 to A in 2009 which is impressive.
		Students	
7	Quality	Student Feedback	Taken into consideration

	Assurance	Peer Evaluation	Not known
		Stakeholders relationship	Not explored as yet
		Any Other	Feedback from alumni and from supervisors of summer internship are considered for improving the overall academic quality.
8	Extra-curricular Activities		Adequate
9	Student Placement		On Campus placement is very much satisfactory for the M.B.A. students but needs to be improved for PGDTM students.
10	Healthy Practices		Students' feedback is taken seriously. Ethics and social responsibility has been incorporated into every course of the M.B.A., programme. The Departmental website is regularly updated. The Dept. has a good interactive alumni network. The students have formed a forum for managerial excellence (FORMEX) which is commendable.s

School of Humanities & Social Sciences

Department: English and Foreign Languages

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Well qualified with varied specialization backgrounds.
		Students Profile	Female 4 : Male 1 in Master's programme Female 1 : Male 0.7 in PhD
		Faculty: Students Ratio	Full time: 1 : 10.4 Including part-time: 1 : 25.8 Favourable for effective teaching Provision should be made for additional staff to strengthen the teaching/research programmes. This is particularly important for the Chinese and French courses, which appear to be very useful. Steps should be initiated to fill the vacancy of the Chinese language faculty
2	Teaching-Learning Processes	Programmes	MA and PhD in English Certificate in Chinese Basic French
		Curriculum	Well-developed with current topics included. However, in the interest of students, the NET framework may be kept in mind while revising the curriculum.
		Flexibility in Curriculum Structure	May be made more flexible focusing on specific clusters like literature, linguistics, and language training. Provision could be made for more optional papers (keeping mind the specialization of the teachers)
		Curriculum Updation	Updated in 2008; next revision is due in 2011. Could consider holding a curriculum development workshop as part of the curriculum revision exercise.
		Delivery of Contents	Effective. It is suggested that the lecture outlines and supplementary readings may be posted on D-Space/Intranet and made available to students.
		Motivating Creativity & Innovation	There are no specific details. Interaction with faculty reveals some of them to be very enthusiastic
		Use of Teaching Aids	Yes. But there is scope for enhancing the electronic teaching aids.
		Grading	Adhere to University regulations

		Implementation of Continuous Evaluation Process	Practice University prescribed procedures like relative grading. The process is transparent.
3	Physical Facilities	Lecture Halls	Inadequate; some halls are not conducive for effective teaching because of heat and poor acoustics
		Teaching Aids	The large lecture halls could be mounted with LCD; and two mobile LCD projectors could be used in smaller classrooms
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	The language laboratory is adequate in terms of space and equipment. But steps could be taken to improve the facility so that the laboratory can be used by the Hindi department (for its proposed academic activities) and by other departments if they chose to use it.
		Seminar Hall	There is no separate seminar hall.
		Dept. Library	The Department has a library containing gifted books. Suggestion 1: Close the departmental library and develop the Central Library as the main resource. Suggestion 2: Strengthen the existing collection by adding classics and commentaries in literature and on theory and methods in linguistics and language teaching.
		For Faculty	The toilet facilities are limited and they are used by a large number of students and faculty. Suggestion: Considering the increased number of students, increase the toilet facilities and provide a separate toilet for faculty.
		Drinking Water, Toilet etc.	The maintenance of Aqua Guard (water filters) should be monitored. On toilets, see above.
4	Research & Consultancy Activities	Publications: Number & Quality	There is scope for improvement in the number and quality of publications. Efforts should be made to publish more and in reputed journals.
		Thrust Areas	Under SAP: travel writing; life writing;

			and language neighbourhood
		Patents	Not applicable
		Conference/Workshops etc. Organized	Eight in last five years.
		Collaborations	
		Industry Interaction	Not applicable
		Consultancy	No significant consultation undertaken; there is little scope for this
5	Extension Activity		Helping English teachers in schools to improve teaching skills
6	Achievements	Faculty	Nothing noteworthy
		Students	Nothing noteworthy
7	Quality Assurance	Student Feedback	As per University regulations, student feedback is reviewed in faculty meeting and addressed in the prospective year's teaching work
		Peer Evaluation	Does not exist
		Stakeholders relationship	Does not exist
		Any Other	None
8	Extra-curricular Activities		Faculty members actively participate in administrative and other activities of the University
9	Student Placement		It is claimed that no student passing out of the Department is unemployed. But in the absence of data on the alumni, it is difficult to ascertain the employability of the graduates. It is suggested that Department organise and energise the alumni association to act as the catalyst for placements.
10	Healthy Practices		Student feedback is taken seriously. Positively oriented to change and constructive criticisms
11			The webpage of the Department needs to be updated periodically.

Department: Cultural Studies

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Well qualified senior staff and enthusiastic junior staff. Faculty represent diverse specialization background. All but three faculty members are doctorates, and two are likely to submit their theses soon.
		Students Profile	Female 5 : Male 1 in Master's programme Female 4 : Male 1 in PhD
		Faculty: Students Ratio	Full time: 1 : 5.5 The ratio is by default, rather than by design. But this should be viewed as a limitation of the Department; it is in a way a rare opportunity that should be capitalised. Given the location of the Department in the 'cultural capital' of Assam and the special qualification and training that the faculty have, it should focus more on research work and develop itself as a resource centre for the study of culture in the region.
2	Teaching-Learning Processes	Programmes	MA and PhD in Cultural Studies
		Curriculum	Painstaking developed in the recent past. However, there is scope for clearing the confusion between 'cultural studies' and the 'study of culture'. In the interest of students, the NET framework may also be kept in mind while revising the curriculum.
		Flexibility in Curriculum Structure	Provision could be made for more optional papers (keeping in mind the specialization of the teachers)
		Curriculum Updation	Updated in 2010. Could consider holding a curriculum development workshop as part of the next curriculum revision exercise.
		Delivery of Contents	Effective. It is suggested that the lecture outlines and supplementary readings may be posted on D-Space/Intranet and made available to students.
		Motivating Creativity & Innovation	There are no specific details. Interaction with faculty reveals some of them to be very enthusiastic and branch out to establish link with other institutions,

			including those from abroad.
		Use of Teaching Aids	Yes. But there is scope for enhancing the electronic teaching aids.
		Grading	Adhere to University regulations
		Implementation of Continuous Evaluation Process	University prescribed procedures like relative grading are followed. The process is transparent.
3	Physical Facilities	Lecture Halls	Inadequate; some halls are not conducive for effective teaching because of heat and poor acoustics
		Teaching Aids	The large lecture halls could be mounted with LCD; and two mobile LCD projectors could be used in smaller classrooms
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	<p>The Department has an archive and a museum. Both these need to be strengthened.</p> <p>For effective storage and retrieval, the valuable records in the archives must be digitised. This task may be taken up as a project by itself. The archives also need to be updated periodically.</p> <p>The museum needs to acquire more exhibits, so that it can be developed into a cultural museum in the region.</p> <p>The museum needs extra space and proper furnishing (in terms of air-conditioning, lights, etc.).</p> <p>To prevent fire hazards from destroyed the invaluable records and artefacts in the archives and the museum respectively, fire extinguishers need to be installed and the faculty and staff trained in their use.</p> <p>Some of the rare artefacts could be insured against theft and damage.</p>
		Seminar Hall	There is no separate seminar hall.
		Dept. Library	<p>The Department has a library containing gifted books.</p> <p>The collection of books on the subject in the main library needs to be strengthened.</p>
		For Faculty	<p>The toilet facilities are limited and they are used by a large number of students and faculty.</p> <p>Suggestion: Considering the increased number of students, increase the toilet facilities and provide a separate toilet for faculty.</p>

		Drinking Water, Toilet etc.	The maintenance of Aqua Guard (water filters) should be monitored. On toilets, see above.
4	Research & Consultancy Activities	Publications: Number & Quality	It is heartening to note the publication record of the younger faculty. There is scope for improvement in the number and quality of publications. Efforts should be made to publish more and in reputed journals.
		Thrust Areas	The Department has listed eight thrust areas. This is ambitious, but unrealistic. To sustain teaching and research of the Department, the faculty need to narrow down the number of thrust areas.
		Patents	Not applicable
		Conference/Workshops etc. Organized	Eight in last five years
		Collaborations	There is a lot of scope for collaborative work. The faculty who have established contact with institutions in Canada and Estonia could explore the possibility of long-term teaching/research collaboration. The Department could explore the possibility of a MoU with The University of British Columbia, Vancouver, as that Department of Anthropology has developed one of the best Museums of Anthropology in the world. The Department could also explore the possibility of establishing inter-institutional collaboration with similar departments in other universities in India.
		Industry Interaction	Not applicable
		Consultancy	No significant consultation undertaken; there is little scope for this
5	Extension Activity		Extending help in University-level cultural activities.
6	Achievements	Faculty	Nothing noteworthy
		Students	Nothing noteworthy
7	Quality Assurance	Student Feedback	As per University regulations, student feedback is reviewed in faculty meeting and addressed in the prospective year's teaching work
		Peer Evaluation	Does not exist

		Stakeholders relationship	Does not exist
		Any Other	None
8	Extra-curricular Activities		Faculty members actively participate in administrative and other activities of the University
9	Student Placement		There is no data on the alumni and hence it is difficult to ascertain the employability of the graduates. It is suggested that Department organise and energise the alumni association to act as the catalyst for placements.
10	Healthy Practices		Student feedback is taken seriously. Positively oriented to change and constructive criticisms
11	Study tour		The Department could incorporate 'study tour' as a component of the programme. The purpose of such tour is to acquaint the students with similar work done elsewhere in the country. This will also enlarge the intellectual horizon of the students.

Department: Sociology

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Three faculty members have doctorate, one is about to submit her thesis, and one is registered for PhD. The newly joined teacher is advised to register for PhD at the earliest.
		Students Profile	Female 4 : Male 1
		Faculty: Students Ratio	Full time: 1 : 7.5 Favourable for effective teaching.
2	Teaching-Learning Processes	Programmes	MA and PhD in Sociology
		Curriculum	The curriculum is due for major revision. While revising the curriculum, the NET framework may also be kept in mind.
		Flexibility in Curriculum Structure	Provision could be made for more optional papers (keeping mind the specialization of the teachers)
		Curriculum Updation	Due.
		Delivery of Contents	Effective. It is suggested that the lecture outlines and supplementary readings may be posted on D-Space/Intranet and made available to students.
		Motivating Creativity & Innovation	There are no specific details. Interaction with faculty reveals some of them to be very enthusiastic.
		Use of Teaching Aids	Yes. But there is scope for enhancing the electronic teaching aids.
		Grading	Adhere to University regulations
		Implementation of Continuous Evaluation Process	Practice University prescribed procedures like relative grading. The process is transparent.
3	Physical Facilities	Lecture Halls	Inadequate; some halls are not conducive for effective teaching because of heat and poor acoustics
		Teaching Aids	The large lecture halls could be mounted with LCD; and two mobile LCD projectors could be used in smaller classrooms
		Laboratories: Space/Equipment/Arrangement &	The computer lab need to be expanded and the space used optimally.

		Operation/Utilization	
		Seminar Hall	There is no separate seminar hall.
		Dept. Library	Suggestion 1: Close the departmental library and develop the Central Library as the main resource. Suggestion 2: Strengthen the existing collection by adding original works of sociologists and commentaries.
		For Faculty	The toilet facilities are limited and they are used by a large number of students and faculty. Suggestion: Considering the increased number of students, increase the toilet facilities and provide a separate toilet for faculty.
		Drinking Water, Toilet etc.	The maintenance of Aqua Guard (water filters) should be monitored. On toilets, see above.
4	Research & Consultancy Activities	Publications: Number & Quality	There is scope for improvement in the number and quality of publications. Efforts should be made to publish more and in reputed journals.
		Thrust Areas	The Department is preparing for application for SAP with 'Social Movements and Identity Politics in North East India' as the thrust area.
		Patents	Not applicable
		Conference/Workshops etc. Organized	3 in the last five years.
		Collaborations	
		Industry Interaction	Not applicable
		Consultancy	No significant consultation undertaken. The informal arrangements with NGOs need to be documented.
5	Extension Activity		Nothing as of now. But the Department proposes to adopt a village.
6	Achievements	Faculty	One faculty member was awarded Charles Wallace Visiting Fellowship in 2008.
		Students	One student received the Best Project Report award in NHRC winter internship in 2008.
7	Quality Assurance	Student Feedback	As per University regulations, student feedback is reviewed in faculty meeting

			and addressed in the prospective year's teaching work
		Peer Evaluation	Does not exist
		Stakeholders relationship	Does not exist
		Any Other	None
8	Extra-curricular Activities		Faculty members actively participate in administrative and other activities of the University
9	Student Placement		In the absence of data on the alumni, it is difficult to ascertain the employability of the graduates. It is suggested that Department organise and energise the alumni association to act as the catalyst for placements.
			The Department could explore the possibility of non-compulsory internship for students.
10	Healthy Practices		Student feedback is taken seriously. Positively oriented to change and constructive criticisms.

Department: Mass Communication and Journalism

Sl. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	Only two faculty members have doctorate. Four faculty members are about to submit their theses and four are registered. The quality of the faculty is expected to improve in due course. However, it is felt that diversity in specialization can be improved. The University could consider inviting a senior scholar as Visiting Professor to guide the Department on road to academic excellence.
		Students Profile	Overall student profile is good.
		Faculty: Students Ratio	Faculty 1 : Students 6.1. This could be improved.
2	Teaching- Learning Processes	Programmes	MA and Ph D in Mass Communication and Journalism and one PG diploma in Mobile and Multimedia Communication.
		Curriculum	The curriculum is satisfactory.
		Flexibility in Curriculum Structure	Flexibility in curriculum structure in the form of optional paper is there.
		Curriculum Updating	Curriculum updated periodically as required by the University.
		Delivery of Contents	Delivery of theoretical course contents is fine, but field studies may be given more emphasis. The Department could explore the possibility of organizing some technical workshop sessions on specific topics. Provision could be made for interaction of the students with the media persons and professionals in the field.
		Motivating Creativity & Innovation	Through introduction of project documentary, radio programmes, etc. the Department is trying to inculcate creativity and innovation.
		Use of Teaching Aids	Use of adequate teaching aids.
		Grading	University prescribed procedures like relating grading is practiced. The process is transparent.
		Implementation of Continuous Evaluation Process	It is well practiced.
3	Physical Facilities	Lecture Halls	Good and adequate.
		Teaching Aids	Available.
		Laboratories: Space/	Space is adequate.

		Equipment/Arrangement & Operation/Utilization	Adequate. Optimum utilization.
		Seminar Hall	Adequate.
		Dept. Library	Non-existent, but online journals are available. The collection in the University library on the subject is extremely meagre. One cannot run a postgraduate programme with only 400 and odd books and 15 journals. More books must be acquired and journals subscribed to.
		For Faculty	Adequate.
		Drinking Water, Toilet etc.	Good.
4	Research & Consultancy Activities	Publications: Number & Quality	Efforts may be made to increase the number of publications in reputed international and national journals. A large number of papers are presented in seminars/conferences appear to remain unpublished. Efforts could be made to turn some of them into publications. Senior colleagues could mentor the younger ones in the process. The Department could also organize a workshop on academic writing skills for the benefit of younger faculty, research scholars and students.
		Thrust Areas	Thrust areas are of contemporary nature.
		Patents	Not applicable
		Conference/Workshops etc. Organized	Organized to showcase the activities of the Department.
		Collaborations	Collaborations with national and international organizations need to be encouraged.
		Industry Interaction	Not existing currently.
		Consultancy	Not existing currently.
5	Extension Activity		Outreach activities are being practiced. Students from Mass Communication and Journalism departments in other universities and institutes could be invited to provide opportunity for greater interaction.
6	Achievements	Faculty	More focused activity is needed..
		Students	The student achievements are visible through their placement at national and regional organizations/institutes.

7	Quality Assurance	Student Feedback	Regularly exercised.
		Peer Evaluation	Non existent; could consider implementing it.
		Stakeholders relationship	Non-existent; could consider implementing it.
		Any Other	None
8	Extra-curricular Activities		The students should be encouraged to participate in extracurricular activities as far as practicable.
9	Student Placement		Good (about 90%). The Department could initiate steps to organize and energize an alumni association to act as a catalyst for better placement of students.
10	Healthy Practices		1.Faculty mentorship for students for various national/regional (such as NET-JRF, GATE, SET, etc.) tests should be strengthened.
11	Adminis-trative facilitation	<ol style="list-style-type: none"> 1. Considering the uniqueness of the Department, to realize its innovative capacity, the University should consider giving it greater academic flexibility. 2. It is understood that a sum of Rs. 5,000 is collected from each student per semester for consumables. But the supply of consumables match the amount collected. This is a serious matter that needs to be addressed by the University. 3. It is understood that a sum of Rs. 1,500 is collected from each student for the publication of student placement brochure. But the placement brochure for the department students has not been published. This tantamount to breach of trust. The money collected from students should be returned to them or the money should be made available to the Department to bring out the brochure. 	

Department: Hindi

I. No.	Parameter	Sub Parameter	Observations & Suggestions
1	Human Resource	Faculty: Quality/ Diversity of Specialization	For a new Department started in January 2010, the faculty strength is satisfactory. Two faculty members have doctorate and the Assistant Professor is advised to complete her doctoral studies expeditiously.
		Students Profile	There are no regular students; there are 15 in-house clerical staff who are being trained in the use of functional Hindi.
		Faculty: Students Ratio	Not applicable
2	Teaching-Learning Processes	Programmes	No regular teaching programme; there is a proposal to start a Diploma programme in translation
		Curriculum	Draft curriculum for the Diploma programme has been prepared.
		Flexibility in Curriculum Structure	Not applicable at the moment.
		Curriculum Updating	Not applicable at the moment.
		Delivery of Contents	Not applicable at the moment.
		Motivating Creativity & Innovation	Not applicable at the moment.
		Use of Teaching Aids	It is at the rudimentary stage.
		Grading	Not applicable at the moment.
		Implementation of Continuous Evaluation Process	Not applicable at the moment.
3	Physical Facilities	Lecture Halls	Adequate
		Teaching Aids	It is at the rudimentary stage.
		Laboratories: Space/ Equipment/Arrangement & Operation/Utilization	The Department is advised to use the language laboratory of the Department of English and Foreign Languages. The capacity of the existing lab could be enhanced and improved.
		Seminar Hall	Can share the facility available in the School
		Dept. Library	Not in existence; not recommended. The Department could gradually build up a corpus of books on the subject of focus over a period.
		For Faculty	Adequate
		Drinking Water, Toilet etc.	Nothing special to write about
4	Research &	Publications: Number	The publication record of the two senior

	Consultancy Activities	& Quality	faculty members appears adequate in number. However, we cannot comment on the quality of the publications.
		Thrust Areas	Functional Hindi; translation
		Patents	Not applicable.
		Conference/Workshops etc. Organized	Not applicable at the moment.
		Collaborations	Not applicable at the moment.
		Industry Interaction	Not applicable at the moment..
		Consultancy	Not applicable at the moment..
5	Extension Activity		Nil as of now.
6	Achievements	Faculty	Not applicable at the moment.
		Students	Not applicable at the moment.
7	Quality Assurance	Student Feedback	Not applicable at the moment.
		Peer Evaluation	Not applicable at the moment..
		Stakeholders relationship	Not applicable at the moment.
		Any Other	None
8	Extra-curricular Activities		Not applicable at the moment.
9	Student Placement		Not applicable at the moment.
10	Healthy Practices		Not applicable at the moment.

Detailed Administrative Audit Report

a. Organization & Governance:

Sl. No.	Parameter	Observations & Suggestions
1.	Planning & Monitoring	The university follows the classical model of planning with a continuous monitoring system, as manifested through setting up IQAC and an audit committee like AAAC. It is in conformity with the directives of the MHRD and UGC.
2.	Recruitment Process	Well structured and transparent. Despite several attempts, many of the reserved positions for ST, in particular, have not been filled. The university may use the UGC database in this regard.
3.	Promotional Policy	Standard promotional policies like ACP for non-teaching category and CAS for teaching category are being practiced.
4.	Leadership	The officers and the staff seem to be very much motivated and dedicated to their work, which reflects the quality of leadership.
5.	Motivational Initiatives	The university has instituted the system of awarding the workers based on their contribution in their respective fields of work. Moreover, it appears that the common workers have a sense of ownership for their organization, which is a great strength of the university.
6.	Transparency	It appears that all administrative actions are very much transparent. Current information about the university appears at the website, and special efforts are being made to comply with RTI act.
7.	Decentralization, Delegation, and Participation of Faculty	Decisions are mostly taken in a democratic manner (through committees) and faculty members are actively involved in all such committees. Statutory committees like BOM, AC, RC, EC, SB, BOS, Library Committee, etc. along with Selection and promotional committees are all represented by faculty members and administrative personnel.
8.	Grievance Redressal	There exists standard mechanism for addressing such grievance redressal. Success of this mechanism is reflected through a very low number of outstanding court cases. Nevertheless, the university may look into resolving long pending cases regarding ACP, etc.
9.	Policy of Inclusion	It is observed that the University is consciously following Government of India's directives on inclusiveness in Admission, Recruitment and Promotion by observing the reservation policies and quotas of various categories (SC, ST, OBC, PWD).
10.	Best Practices	The introduction of E-governance at various

		<p>activities (like on-line leave application and sanction, checking monthly salary, PF and income tax of individuals, display of current information about the institute through website) are very much encouraging.</p> <p>Various programmes run by the Equal Opportunity & Career Counseling Cell are very healthy for the society as a whole and are deeply appreciated. The concepts of Gender Equality and Gender Budgeting followed by this cell are commendable.</p>
11.	Any Other	<p>The university should review and update its ordinances. For example, inclusion of centers of studies in the ordinances, notification of the modified fees structure for the students, mentioning the revised pay scales of the employees, mentioning provision of vice-chancellor's residence, mentioning the license fee instead of rent for the residence of the Pro-vice-chancellor, etc.</p>

b. Financial Processes & Resources:

Sl. No.	Parameter	Observations & Suggestions
1.	Budgetary Process	<p>Pro-active budgeting system is functional in the university. By virtue of this, the university has always been able to spend the full amount allocated for the planned development activities. However, overall plan budgeting for every financial year must be made in consultation with the Deans of different schools and also the constituent academic departments.</p>
2.	Utilization	<p>The university has a good record of submitting the utilization certificates to the different funding agencies well in time.</p>
3.	Allocation to Departments	<p>It was not clear how the total sanctioned amount for plan activities was distributed to the different departments. The committee feels that this process of allocation from the total grant to the different schools down to the constituent academic departments should be transparent. Tentative allocation can also be made at the beginning of every financial year.</p>
4.	Auditing	<p>Auditing is carried out on a regular basis, and it appears that there are not many visible objections received from the auditor.</p>
5.	Purchase Procedures	<p>There is a central purchase committee to look after the purchases. Also, there are purchase committees at the school level.</p>

6.	Best Practices	Utilization of the money in an effective manner
7.	Any Other	Allocation of funds to each individual academic department should be made known as early as possible in a financial year.

c. Central Physical Resources:

Sl. No.	Parameter	Observations & Suggestions
1.	Library, its resources & Utilization	Number of books as well as journals (including on-line) is low enough and must be increased to the level of around 100,000 books and all major journals in the respective disciplines. However, this would probably need more space for the library with the introduction of RF ID tag on each book for security measure. This goal may be achieved in a period of 2-3 years.
2.	ICT infrastructure	Internet speed is very much inadequate and immediate measures may be taken to increase it to 1 Gbps under the National Knowledge Commission programme of the Govt. of India.
3.	Residential Facilities for Students: Space/Capacity/Food/Hygiene/Environment	Hostel space is adequate at the moment. Also, new hostel buildings are under construction to accommodate more than 3,000 students (about 2000+ boys and 1000+ girls) keeping in mind the future growth of the university in the next 5 years or so. The hostel appeared to be clean. Kitchen and dining space were also clean enough. However, in view of the concerns raised by several students, the committee feels that the university may employ some food and nutrition experts, along with the faculty members and student representatives, for a collective decision on optimizing the quality and cost of the food at the hostels, without compromising the hygienic issue at all.
4.	Residential Facilities for Employees: Space/Capacity/Hygiene/Environment	Residential quarters are spacious and well designed. Some employees ask for LPG supply to the residents. Drainage system is, however, yet to be developed. Water supply appears to be sufficient now. Also, the second deep tube well along with the water treatment plant is coming up pretty soon. However, it would have been economical if there were arrangements for isolating the supply sources of well-treated drinking water from the ordinary water used for other domestic purposes.
5.	Transport	Transport to and from the city is a perennial

		problem and should be settled with the state Govt. authorities.
6.	Sports Facilities	The university has developed provisions for both outdoor and indoor sports for the students as well as the families of the resident faculty members and staff. Facilities at the Gym are wonderful. The proposed swimming pool along with the indoor stadium is very much welcome. Facilities for Night sports are commendable.
7.	Recreational Facilities	The university has a vibrant Women's club which takes part in the corporate development of the university and in maintaining social harmony. There is a movie club where movies are shown at the weekends. Some sort of Cultural activities of the students (e.g., music, drama) might be encouraged. Female employees demand for a common room facility for the ladies inside the campus.
8.	Medical Facility	Seems to be alright at the moment. New facilities with 10 beds are coming soon which will definitely improve the living condition of the students as well as the resident workers. In future, the university proposes to extend this medical facility to the local people as well which appears to be a noble gesture. Every student is under a compulsory medical insurance scheme with the payment of only Rs. 169 per semester with a coverage of Rs. 50,000, which is a unique feature of this university. A similar scheme for medical insurance for employees of the university may also be considered.
9.	Canteen	Appears to be ok. However, some employees want a subsidized canteen facility with good quality food.
10.	Power Backup	The university has two 500 KVA generators for emergency power supply which helps keeping up the normal activities of the university even in case of power failure. However, the committee also recommends that the university should explore the possibility of using solar panel for supplying power during day time only (without using any storage batteries).
11.	Bank	Employees ask for a full fledged branch (not an extension center) of SBI and UBI. This may be considered by the university authority.
12.	Post Office	OK
13.	Shopping Complex	OK

14.	Campus School/ Day Care	OK
15.	Sanitary Services	Inadequate at the moment, may be improved with the complete drainage system. University authority is discussing with the local authority for the matter of waste disposal.
16.	Any Other	University should consider utilizing green architecture for its future campus development programmes. Rain water harvesting should also be implemented.

d. Human Resources:

Sl. No.	Parameter	Observations & Suggestions
1	Faculty: Student Ratio	Average figure for this ratio is 1:12. It seems to be ok. But for individual departments like those in school of engineering, this figure is pretty low at the moment and needs to be increased as recommended elsewhere in our report.
2	Faculty :Technical Staff Ratio	1 : 0.46. Seems to be ok.
3	Faculty: Support Staff Ratio	1: 0.9
4	Career Development Schemes & Implementation	The ACP (for non-teachers) and CAS (for teachers) appear to be ok.
5	Training of Employees	Refresher courses for teachers are arranged as per UGC requirement. However, some employees want to have in-house training programmes for computer literacy.
6	Best Practices	The system of providing Rs. 1,00,000/- to young faculty members as a start up fund, is commendable.