Annual Quality Assurance Report

(AQAR)

2015 -2016

submitted by

Assam Don Bosco University

Guwahati

The Annual Quality Assurance Report
(AQAR)

Part – A

AQAR for the year | **2015-2016**

1. Details of the Institution

1.1 Name of the Institution | **Assam Don Bosco University**

1.2 Address Line 1 | **Airport Road**

Address Line 2 | **Azara**

City/Town | **Guwahati**

State | **Assam**

Pin Code | **781017**

Institution e-mail address | **www.dbuniversity.ac.in**

Contact Nos. | **0361 213 9291**

Name of the Head of the Institution: | **Dr. Stephen Mavely**

Tel. No. with STD Code: | **0361 213 9291**

Mobile: | **9435544994**

Name of the IQAC Co-ordinator: | **Dr. Monmoyuri Baruah**

Mobile: | **943511797**

IQAC e-mail address: | **iqac@dbuniversity.ac.in**

1.3 NAAC Track ID | **ASUNGN11211**

OR

1.4 NAAC Executive Committee No. & Date: | **EC(SC)/04/A&A/52 dated December 10, 2014**

1.5 Website address: | **www.dbuniversity.ac.in**

Web-link of the AQAR: | **http://www.dbuniversity.ac.in/IQAC.php**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B**	**2.20**	**2014**	**5 years**
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: 04/06/2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

This is our first AQAR after Assessment and Accreditation by NAAC on December 10, 2014.

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)   None

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.

None

Autonomy by State/Central Govt. / University

Autonomy by State

University with Potential for Excellence	**No**	UGC-CPE	**No**
DST Star Scheme	**No**	UGC-CE	**No**
UGC-Special Assistance Programme	**No**	DST-FIST	**No**
UGC-Innovative PG programmes	**None**	Any other (*Specify*)	**No**
UGC-COP Programmes	**None**		

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

4 (Administrative) / 2 (Technical)

2.3 No. of students

1

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and Community representatives

1 (Stakeholder) and 1 (Community)

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No.   **14**   Faculty   ✓

Non-Teaching Staff   ✓   Students   ✓   Alumni   ✓   Others   ✓

2.12 Has IQAC received any funding from UGC during the year?   Yes   -   No   -
    If yes, mention the amount

2.13 Seminars and Conferences (only quality related)   **None**

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

Total Nos. [**5**] International [-] National [✔] State [-] Institution Level [✔]

(ii) Themes

> The following were the broad thematic areas that emphasized on enhancing the quality of education through IQAC:
>
> **Better utilization of ICT on Campus**
> - Programmes conducted for students and faculty alike to promote the usage of FOSS and integrate various applications in a dynamic teaching-learning environment
>
> **Interdisciplinary research and development**
> - Conference focussing on initiatives that promote research and developmental activities in the disciplines of Computer Science and Engineering, Electronic and Communication Engineering, Electrical and Electronics Engineering.
>
> **Institution Building**
> - Enhancing Leadership skills, Personal and Professional effectiveness for Faculty members
> - Research Methodology – Enhancing Research Skills for Faculty Members
> - Academic Audit to ensure the activities, resources and roles in critical academic processes are managed in a way that the outcomes meet the specified objectives

2.14 Significant Activities and contributions made by IQAC

> The IQAC aims to facilitate processes and opportunities for all faculty members, administrative and technical staff and students to enhance efficiency in performance and develop skills at all levels, ensuring quality assurance is an integral part of functioning of the University. This academic year the IQAC has focussed attention on increasing personal and professional effectiveness of faculty members, creating opportunities through teaching-learning methodologies for an academic environment which supports the students' engagement with research based learning and audit of critical academic processes to ensure adherence to quality and sustenance of academic rigor.
>
> **Academic Audit**
>
> As an integral part of its quality sustenance strategy, IQAC would audit 1 or 2 critical academic processes in the University annually to ensure that the required objectives of the processes are achieved; establish the standard norm for the process in achieving the required objectives; verify that controls in place are consistent with success factors; establish the competence and capabilities required to deliver the process outputs; establish that competence and capability is being assessed effectively; establish how outputs are measured; Verify the integrity of the results; establish that performance, efficiency and effectiveness is reviewed; establish that improvement in performance, efficiency and effectiveness is pursued. In the current academic year, IQAC would audit the processes of 1) Examination and 2) Audit.
>
> The IQAC set up a committee to collect data significant for understanding the cause of poor performance of the 1ˢᵗ year students in the B.Tech programme of School of

Technology, Assam Don Bosco University and to evaluate the data for suggestion of recommendations to identify and the address the needs of students for improvement in their academic performance.

Mentoring

Don Bosco's Way is a student-centred approach to education for self actualization and social participation. Through it, the student matures into a dynamic agent of social, political and cultural progress. In its endeavour to support and strengthen the student-centred approach in a dynamic teaching-learning environment, IQAC focussed on "Mentoring" as a reciprocal learning relationship which fosters an environment in which Faculty can enable young people to be the best they can be. In its endeavour towards this approach, the IQAC aspires to impress upon all faculty members that becoming a skilled mentor and counsellor is a life-long process that places a premium on self-awareness, on a keen desire for personal growth, a sustained passion for learning, and openness to feedback and the consequent call to adapt and change. Central to this evolution is the core realization that no two people are alike and no two people understand language in the same way – one's understanding will always be linked to one's personal experience of the world. A good educator knows this, and will not try to fit students into a preconceived mould/s but rather help them focus on their emotions, experiences and behavioural patterns to bring about growth and development.

Department Action Plans

As a quality sustenance strategy and for the smooth functioning of all activities, the objective of the IQAC is to build capability through the competence and engagement of all departments and facilitate implementation of strategic initiatives to create a "University with a Difference" aligned to the Vision and Mission of the University. Every department charts a vision, mission and action plan aligned with the University vision and mission. The action plan is a calendar for events and activities to be initiated or executed by the department in the course of one academic year. This plan is either reviewed during the academic year based on priorities or annually. At the end of the academic year, the department reviews the action plan based on weightage and reviews the vision and mission if necessary, in adherence to the direction that the department would like to take towards fulfilment of quality and developing areas of specialization. The objective of these Department Action Plans are to also enable the activities of the IQAC to be more participatory in nature and enable faculty members to take necessary initiatives towards enrichment of the teaching-learning environment for students.

Social Commitment

Assam Don Bosco University is committed to an integral and, personalised education of the young that will mould its students into intellectually competent, morally upright, socially committed, and spiritually inspired citizens at the service of India and the world of today and tomorrow. An integral part of this commitment is to create opportunities of access to primary and secondary education for under privileged children in the area within the vicinity of the University and job oriented training for un employed youth to prepare them for effectively contributing towards required development in their communities. IQAC facilitates the process of social outreach through accessibility to education and job oriented training for unemployed youth through the following programmes:

"Swastayan" or commitment with the following objectives of:

- Addressing the educational needs of the adolescent children in the neighbouring villages by providing tutorial classes for High School students
- Facilitating the holistic development of the adolescents by imparting training on life skills, personality development and career choices
- Engaging in comprehensive community development programmes to radically uplift the capacities of the local communities
.

Currently, there are 100 school children from the neighbouring rural areas who are enrolled in the "Swastayan" Programme

"Swabhalambam" or self help

Through this project the University trains educated (up to 10th standard) unemployed youth in technical job oriented skills for employment opportunities in Electronics & Information Technology hardware, installation and maintenance of power backup systems and computer application training. Till date, 30 young people have been trained and certified in such practical, job oriented technical training.

Research

IQAC is committed to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research in the University. Aligned with the vision and mission of the University, IQAC has a special interest in bringing critical theory, social and scientific research and educational practice to bear on one another in the enrichment of knowledge for faculty, students, staff, educational policymakers and all those passionate about knowledge, learning, educational and social justice. During this academic year, 2 MOUs were signed, research grant was provided to faculty members for pursuit of research and innovations were launched as an outcome of Research and Development.

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. To organize Personal Effectiveness Programmes for Faculty Members	The following programmes were conducted: - Entrepreneurship by the National Entrepreneurship Network, Wadhwani Foundation on 10th-11th July, 2015: to acquire the skills required to promote an entrepreneurial mind set among students, to explore various approaches to entrepreneurship development suitable for different Departments and inculcate engagement with continuous learning. - Interpersonal Skills for developing effective

	working relationships by Mr. Neville Lobo, Management Consultant on 22nd-23rd January, 2016: to identify barriers to communication and how to overcome them, to identify individual communication style and strengths and how to receive and deliver feedback with confidence.
2. To enhance learning through ICT	**For Students** • Quiz & Data Collection using Google Forms • National Level Workshop cum Summer Internship on Web Applications Development, 30 May - 11 June 2016 in collaboration with Zantrik Technologies Pvt. Ltd. and Usense Innovative Solutions Pvt. Ltd. • Quality Enhancement in Engineering Education (QEEE), Course: Microprocessor and Applications • Spoken Tutorial in FOSS such as Linux, Scilab, LaTeX, PHP & MySQL, Java, C/C++, LibreOffice • 12 students participated in NPTEL Online certification courses **For Faculty** • Workshop on IOT, 26-27 May 2016 in collaboration with Development of Advanced Computing (CDAC) Pune and Silchar was attended by 36 participants from eight different institutions including faculty members from the University's School of Technology
3. To analyze teaching-learning-evaluation: It has been observed that many students fail in the courses offered in the first 2 semesters of the undergraduate programme in School of Technology and the failures continue till the final year. Therefore, entire process of lesson plan implementation is to be reviewed to ensure quality of teaching in the first and second semesters of the B.Tech programme	A Committee has been constituted and Report submitted by the Committee is attached – vide **Annexure I**
4. Audit of critical academic processes: IQAC planned to conduct Audit of the following processes: 1. Examination **2.** Admission	• Internal Audit Committees were constituted on 10th July, 2015 for the Action Plan vide **Annexure II** • Report Attached of the Audit Committee for Admission Process vide **Annexure III** • Report Attached of the Audit Committee for Examination Process vide **Annexure IV**
5. Implementation of Choice Based Credit System	Refer **Part B- Criteria 1 – 1.2**

6. Mentoring: Each faculty member is assigned 20 student mentees from his/her respective Department. The faculty mentor meets each student mentee twice in a semester. A record is maintained of every mentor-mentee meeting. These records are compiled for feedback during the annual Parent-Teaching Meeting and for issuing Proficiency Certificates at the time of graduation for every student.	Sample of a proficiency certificate vide **Annexure V**
7. To review the **Plans of action** submitted by the Departments for the academic year 2015-2016 to Director, Human Resources and require each Department to create a departmental **Plan of Action** for the academic year 2016-17.	• Detail Plan of action Department wise and implementation vide **Annexure VI** • Letter sent to the Heads of departments to formulate the departmental plan of action for the year 2016-17 vide **Annexure VII**
8. Social Commitment	• Report attached of Swastyayan Initiative for year 2015-2016 vide **Annexure VIII** • Report attached of Swabalamban Initiative for year 2015-2016 vide **Annexure IX**
9. Research	The following Memorandum of Understanding were signed: 1. 11th April 2016: Assam Don Bosco University and Infycons Creative Software to establish a Civil Engineering and Geospatial Development Centre to train students in software related to Civil Engineering and geospatial applications which will add employability value to students. 2. 28th May 2016: Assam Don Bosco University and Association of Chartered Certified Accountants, U.K. to facilitate teaching, training and preparing students taking ACCA examination, bringing together mutual network of employers to maximise placement opportunities for ACCA students at Assam Don Bosco University and providing support to Assam Don Bosco University faculty with relevant train the trainer events and support from ACCA learning and content partners The following innovations were an outcome of the focus on research and development : 1. Low cost superhydrophobicity tester: Instrument to test the self-cleaning property of different surfaces. It can check both the Water Contact Angle (WCA) and the Roll Off Angle (ROA) 2. Layer by Layer deposited nanoparticulate thin film maker: An instrument designed to grown thin

	films by depositing layers of nanoparticles on different substrates. This technique can be used to fabricate devices like sensors, solar cells, to name a few. 3. Technique for recognition of Facial Expression Using Eigenvector Based Distributed Features and Euclidean Distance Based Decision Making: Software developed to recognize the expressions of people from photographs and videos of faces. 4. A technique for Indian Sign Language Recognition Using Eigen Value Weighted Euclidean Distance Based Classification: Software to recognize Indian sign language and convert to text 5. Colorimetric sensor for detecting metal ion contamination in water: A low cost (less than Rs.10.00) for on spot checking of metal ion contamination in water. The color of the sensor changes in the presence of metal contaminants and its level can be checked using a color code. 6. Egg quality tester: A simple set up using LEDs and a photodetector to test the quality of eggs.

Attach the Academic Calendar of the year as Annexure. Vide **Annexure VIII & IX**

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

Management ✔   Syndicate ☐   Any other body ✔

Provide the details of the action taken

- The committee was constituted to analyse the effectiveness of teaching and learning. The Committee submitted a report of the analysis and has recommended for the tutorial classes for the students to improve on the performance. The suggestion is taken and implemented for the weak students.
- The recommendations made by the audit committee on examination, IQAC members took note of.
- As per the recommendation of audit committee on admission, there can be an email validation of the admission to the candidates. Decision has been taken to upgrade the website. A recommendation of the audit has been taken into record for implementation.
- CBCS system is in place since its inception and the departments have identified courses from respective departments offered as electives that can be taken up by other departments to encourage interdisciplinary learning in all the schools of the University.
- MoUs have been signed by the certain departments to facilitate teaching and learning
- Social Commitment plans have been executed as planned by all the schools of the University.

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	-	17	
PG	13	3	13	
UG	5	1	5	
PG Diploma	-	-	-	
Advanced Diploma	-	-	-	
Diploma	-	-	-	
Certificate	-	-	-	
Others	-	-	-	
Total	35	4	35	

Interdisciplinary				
Innovative				

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

School of Technology: Choice Based Credit System is followed for B.Tech Programme. Credits are allotted to various courses depending on the number of lecture/tutorial/laboratory hours per five-day cycle of classes assigned to them.

School of Humanities and Social Sciences:

Social Work Department: Choice Based Credit System has been started; the department has been offering the course Introduction to Indian Society, Polity and Economics

Education Department: Choice Based Credit System courses – Leadership and Social Responsibility, Life Skills and Training and Professional Communication Skills are offered by the Department.

Department of Psychology and Counselling: The department has introduced CBCS and is offering two papers for the School of Humanities and Social Sciences viz. Introduction to Social Psychology and Personality Development, which students from other disciplines within the School of Humanities and Social Sciences can opt for as their elective papers.

Mass Communication: Choice Based Credit System has been started; the department has been offering the course Development Communication and Media Studies: Global issues

Interdepartmental Collaboration/Consultancy:

Social Media for social work, Puppetry, Video/Image/Newsletter Editing using Free and Open Source Software, News Reporting and Feature Writing. Research Video Competition with Department of ECE

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	1
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.

- According to the regulation on Special examination only students who have F graded courses were eligible for the special examination. An amendment was made in the regulation which permitted students also who had only one F graded course in a semester other than the two final semesters and do not have F graded course in the two final semesters to be eligible for the special examination.
- The Board of studies of the various depts. Met during May-June 2016 and made required changes in the syllabi to ensure that they remain up to date.

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

1. MSc in Life Sciences (Biotechnology, Microbiology, Biochemistry)   2. BCA   3. M.Tech in Civil Engineering

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
140	121	4	15	

2.2 No. of permanent faculty with Ph.D.   41

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
14	14	-	-	-	-	-	-	14	14

2.4 No. of Guest and Visiting faculty and Temporary faculty **(Adjunct Faculty)**

       68

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	9	7
Presented papers	7	5	
Resource Persons	1	4	2

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

The university has taken utmost care to ensure quality in teaching and learning environment. This academic year focus was given on increasing personal and professional effectiveness of faculty members.
- Along with the regular teaching aids, Multimedia computers and LCD projectors are used.
- A nine members committee was setup to collect data significant for understanding the cause of poor performance of the first year students in the B.Tech program and to analyze the data and suggest recommendations.
- Two Faculty Enrichment Programmes were held in the academic year 2015-16; one on the area of Entrepreneurship on 10th &11th July, 2015, and another on the subject of Communication on the 4th and 5th of January 2016.
- An Academic Writing Workshop was held on the 17th and18th of March 2016 with Prof. N. Jayaram (TISS, Mumbai) as the Resource Person.

The teachers are motivated to conduct as well as participate in various inter-disciplinary trainings, sessions, seminars, conferences and writing research papers for reputed journals and magazines. Teachers were also actively involved in planning of various training, seminar, workshops conducted by the university.

A series of sessions, workshops and lectures were organized to enable the overall improvement in learning abilities of the students:

- Fieldwork Orientation and Seminar for 1st Semester 26th August, 2015
- Concurrent Fieldwork for 1st Year MSW students
- Continuous Fieldwork Placement for 3rd & 4th Semester students
- Research (Review of Literature) Presentation on the 28th August 2015
- Research Synopsis Presentation (17th November)
- Study Tour 2015 (3rd Semester Students)
- Rural Practicum 2015 (1st Semester Students)
- Workshop on Social Analysis was conducted on the 3rd, 4th & 5th of August, 2015.
- Workshop on Social Media for Social Work (5th -9th October, 2015)
- World Philosophy Day Lecture (11th November)
- Orientation for CBSE-NET/JRF (November 2015)
- Workshop on Organisational Diagnosis and Professional Documentation (4th February, 2016)
- Workshop on Data Analysis and Interpretation (5th & 9th February 2016)
- Workshop on Gender and Social Work Practice (29th February and 1st March 2016)
- Workshop on Development Support Communication (Skills) on the 4th-6th April, 2016
- Workshop on Project Cycle Management (4th-8th April, 2016)
- Seminar on Community Radio: Voice for the Voiceless, ADBU
- Workshop on Light & Shadow: Creative Lighting for Digital Video Production
- Workshop on Social Media for Social Change
- Workshop on Event Planning and Management
- Workshops on Research Methodology (Literature Review, Research Design, Data Analysis and Interpretation, Publishing the Dissertation)

2.7 Total No. of actual teaching days during this academic year $\boxed{\text{186 days}}$

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

Regulation on Special examination for all Post –Graduate students was introduced this academic year. A student who, on the completion of the final semester, has some 'F' graded courses in the two final semesters is given an opportunity to appear for the end-semester examination for these courses in a special examination which is conducted by the University within a month of the declaration of the results of the final semester./

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

The review of the curriculum is a continuous process at every department level and all the faculty members are asked to look at the curriculum and before beginning of each semester Board of Studies committee meetings are held and the changes are forwarded to the Academic Council for approval and thereafter implemented in the ensuing academic session.

2.10 Average percentage of attendance of students $\boxed{90\%}$

2.11 Course/Programme wise distribution of pass percentage:

Title of the programme	Total students appeared	Division				Pass%
		Distinction (On or above 7.0 CGPA)	First div (On or above 6.0 CGPA less than 7.0 CGPA)	Second Div (On or above 5.0 less than 6.0 CGPA)	Third div (Less than 5.0 CGPA)	
Bachelor of Technology	166	109	44	9	1	98.1
Master of Technology	31	29	1			93.5
Master Computer Applications	24	19	4	1		100
Master of Social Work	53	48	5	1		100
Master of Science in Psychology	11	10	1			100
MA Education	10	9	1			100
MA Mass Communications	10	8	2			100
MA Child Rights	12	9	3			100
Master of Science in Physics	16	13	3			100
Master Business Administration	37	21	13	3		100

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

The IQAC is constituted to look after overall quality assurance and implementation of the various decisions which are put across during the meetings of the IQAC Committee. Every semester, students have the opportunity to provide feedback to Faculty Members through an online system which is compiled in individual reports by Human Resources and submitted to each faculty member in one-on-one meetings. The report highlights the strengths and areas of improvement for each faculty member and the rating given by students on critical identified and weighted criteria of the teaching-learning process. Based on this the Committee has representations from all the Schools of the University to appraise quality improvement plans which contribute to the enhancement of teaching and learning processes

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	7
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	98
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	2
Others	3

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	25	4	4	-
Technical Staff	20	3	3	-

Criterion – III

3. Research, Consultancy and Extension

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

Research is an integral component of the University system, research at all levels is given prime emphasis. This academic year IQAC organized the following programmes on sensitizing the faculty members about research activities:

1. A talk by the Director Research on the importance of doing research along with teaching in a university. Benefits of a funded research project were also discussed during the talk.

2. A talk by Dr. Sunandan Baruah was organised to sensitize the faculty members on the types of journals and publishers where they can publish their papers.

IQAC reviews the research facilities provided to the research scholars of the university from time to time during the periodical meetings

IQAC insists on the publication of papers in reputed journals and also encourage the departments to have their own peer reviewed journals.

IQAC also insists on collaboration with other Universities and Research Institutes to have collaborative research works. Now, we have a number of collaborations with National and International Research Institutes and Universities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	7	-	-
Outlay in Rs. Lakhs	50.72	297.68	-	-

3.3 Details regarding minor projects **None**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	54	3	-
Non-Peer Review Journals	0	0	-
e-Journals	54	0	-
Conference proceedings	16	17	-

3.5 Details on Impact factor of publications:

Range 0 - 5.401   Average 0.533   h-index [   ]   Nos. in SCOPUS 10

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 in Lakhs	Received in Lakhs
Major projects	2014-2017 2013-2015 2012-2016 2015-contd 2016-2017 2016-contd 2016-contd	AICTE, Govt. of India ICSSR, Govt. of India DBT, Govt. of India ICAR, Govt. of India DST, Govt. of India ASTEC, Govt. of Assam DBT, Govt. of India	6.80 2.00 41.92 125.00 23.20 3.25 89.49	6.80 2.00 41.92 25.30 10.00 3.25 39.85
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	291.66	129.12

3.7 No. of books published   i) With ISBN No. | None | Chapters in Edited Books | 12 |

ii) Without ISBN No. | None |

3.8 No. of University Departments receiving funds from

UGC-SAP | None | CAS | None | DST-FIST | None |

DPE | None | DBT Scheme/funds | 1 |

3.9 For colleges   **NA**   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | Rs. 174050/- |

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	-	3	-	-	-
Sponsoring agencies	-	EGTET2016 (DST,NIELET,CDAC), National Conference on *Quality Configuration for Media Education in India – Exploring the Prime Parameters*; funded by ICSSR (NERC), National Pre-conference Students Colloquium on *Media, Culture and Society*; funded by ICSSR (NERC)	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   6

3.13 No. of collaborations   International 7   National 11   Any other

3.14 No. of linkages created during this year   18

3.15 Total budget for research for current year in lakhs:

From Funding agency   129.12   From Management of University/College   6.28

Total   135.4

3.16 No. of patents received this year   **None**

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
     Of the institute in the year **None**

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

17

47

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

1

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

JRF 2   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events: **None**

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level [-]   State level [1]

National level [-]   International level [-]

3.23 No. of Awards won in NSS: **None**

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC: **None**

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [19]   College forum [-]

NCC [-]   NSS [-]   Any other [-]

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

- SWASTYAYAN, a commitment has covered several milestones in the eventful scholastic year. The present year has seen the setting up of a Community Counselling Center (C3), besides the flagging-off of a Life-skill Education and Awareness Programme (LEAP) in the service of the communities around the university. Also, the Community Self-Help Programme 2016, organized on the Don Bosco Feast Day, has taken the social commitment programme of the department a

step closer towards self-reliance. As in the earlier remarkable years, in the present year too, the SWASTYAYAN project has been conducting Evening tutorial classes for over two hundred children of poor and marginalized families of Azara, Garal and Dharapur Gaon Panchayats of Kamrup District. In these classes, different subjects, such as, Mathematics, General Sciences, Social Sciences and English were taught; besides, cutting-edge inputs on soft skills, career choices and personality development was also given. A group of students also participated in an Educational exposure trip to the Guwahati Planetarium and Don Bosco Institute. The children had a happy and cheerful time in the Guwahati Nehru Park, in the one-and-a-half hour of recreation that we were able to sneak out during the exposure trip.

- Swabalamban-2015: A free training program on house wiring, inverter making and installation.
The Department of Electronics & Communication Engineering (ECE) along with Electrical & Electronics Engineering (EEE) and Social Work of Assam Don Bosco University had organized a two week free training program "*Swabalamban-2015*" on house wiring, inverter making and installation for the unemployed youths of fringe villages in and around Azara. The training program was held from 23rd November to 3rd December, 2015. There were 10 boys and girls from the nearby villages of Azara participating in the training programme. This program is continuation with the similar project called Swabalamban 2014 held in December 2014. The Objective of the training program was to give training to local unemployed youth with basic education, on electrical house wiring, inverter making and installation so that they will be able to earn a livelihood.

- Also, the street-theatre group of the Department of Social Work presented several performances during important events. Two performances were outstanding: firstly, performance in the Assam Don Bosco University on the issue of Maternal Mortality in Assam, secondly, the performance in the World Mental Health Celebration organized by ASHADEEP at the Shradhanjali Kanan.

- 'Cleanliness for a healthy living' project in Shillong to sensitize the public on the importance of a clean environment, sponsored by Tata Motors, Banalari World Cars, Polo Resort & Pegasus Crown. The event is entirely managed by the 4th Semester students. The event includes Street Play Workshop & performance in Shillong.

- 'Make Me Smile Project' for Street Children in Guwahati- An event to create awareness about street children in Guwahati. The event is co-partnered by Child Friendly Guwahati & Snehalaya. The event is entirely managed by the fourth Semester students. The event includes Photography Competition, Documentary Competition and a daylong activity with the street children.

- Capturing Pixels – Amateur Photography competition and exhibition in Meghalaya. The event was conducted to spread awareness about Cleanliness. It was conducted in partnership with Monolith Festival. The event is entirely managed by the 4th semester students.

- Public Service Announcements as students' production through Radio Luit. Produced and aired 7 Community radio programmes for Radio Luit. As a department initiative towards social commitment, the radio programmes covered important social issues like Cleanliness, Health issue, Handling examination stress, child labour, Education for girls etc. for the people of Azara area.

- Popular talk and community education by Dr. RG Kamei (Postdoctoral Fellow, Marie Curie Fellowship: The Natural History Museum, London, UK). North East India – an overlooked centre of biological diversity. This community education programme involved raising awareness in the general public about the remarkable biological diversity, the threats it faces, why it is important to conserve them, and how each of us can contribute to conservation.

- Street plays on a regular basis to raise awareness on pertinent issues in the community of Azara.

- Poster campaigning.

- Community counselling unit set up to provide free counselling to the residents of Azara.

- Prajjwal has been continued in order to address the need felt by students and faculty of the DBIM to extend a helping hand to the community children around the University. Under the activity, every Sunday the management students teach school subjects to the children's from nearby villages.

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	(i) Azara Campus – 5.19 acres (ii) Kharghuli Campus – 1.13 acres (iii) Tapesia Campus – 486.6 acres			
Class rooms	(i) Azara Campus – 33 nos. (ii) Kharghuli Campus – 05 nos.			
Laboratories	Azara Campus – 51 nos.	Azara Campus – 3 nos.	Don Bosco Society Azara	54 nos.
Seminar Halls	(i) Azara Campus – 3 nos. (ii) Kharghuli Campus – 2 nos.			
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	61 nos.	4 nos.	Don Bosco Society Azara	
Value of the equipment purchased during the year (Rs. in Lakhs)	224.51 Lakhs	7.45 Lakhs	Don Bosco Society Azara	
Others		Purchasing of Library Books worth Rs. 2,66,248.00	Don Bosco Society Azara	

4.2 Computerization of administration and library

All administrative offices of the university are computerised. The offices have LAN and Wi-Fi connectivity. The form submission, admission and fees payment can be done online also.
The Libraries of the University are automated, the details are mentioned below:

Details	Azara Campus	Kharguli Campus
Name of ILMS	Koha	Koha
Nature of Automation	Partially (Circulation, OPAC, Cataloguing, Patron Management)	Partially (Circulation, OPAC, Cataloguing, Patron Management)
Version	3.16	3.22
Year of automation	2009	2013
Library OPAC Access Link:	Link : 192.168.63.110 (in house access), 14.139.209.89 (online/remote access)	

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12135	681227	1078	507920	13213	1189147
Reference Books	1035	284000	260	201645	1295	485645
e-Books	NA	NA	28	NA	28	NA
Journals	48	152200	3	135900	51	288100
e-Journals	5680	1342226	59	1485033	5739	2827259
Digital Database	3	1342226	None	1485033	3	2827259
CD & Video	627	NA	63	NA	690	NA
Others	NA	NA	NA	NA	NA	NA

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centre	Office	Departments	Others
Existing	537	12 nos.	NKN 1 Gbps leased line	1 computing center and browsing facility in the library library with 4 PCs	1	22 computers with internet connection are available in administrative offices	11 PCs with internet, Printer	8 PCs with internet connection (DBU-Global + GMAT Center)
Added	04							4 PCs added
Total	541	14 nos. of labs		2	2	22	11	12

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

In order to enhance the teaching and learning process, each faculty member is provided with a laptop, cabins have internet connectivity through LAN and the university also has access to major research databases.

- Faculty members are trained from time to time on the use of ICT for teaching and learning.
- All the campuses are wi-fi enabled, and every student is given access with unique ID and password.
- All classrooms are ICT enabled having LCD projectors installed with power back-up (UPS).
- National Level Workshop cum Summer Internship on Web Applications Development, was conducted by Dept. Of CSE and IT during 30 May - 11 June 2016, at School of Technology, ADBU, in collaboration with Zantrik Technologies Pvt. Ltd. and Usense Innovative Solutions Pvt. Ltd. The workshop is conducted involving lectures (Videos, PPTs), practical sessions, demos and hands-on practices on different topics related to Internet of Things (IoT) and Android application development.
- A workshop on IOT was organized during 26-27 May 2016 at School of Technology, Azara. The workshop conducted by resource persons from Center for Development of Advanced Computing (CDAC) Pune and Silchar was attended by 36 participants from eight different institutions including faculty members from the University's School of Technology.
- NPTEL online courses were taken by the students as a part of enhancing their programming skills.12 students enrolled this academic year.

4.6 Amount spent on maintenance in lakhs:

i) ICT

| 9.23 lakhs |

ii) Campus Infrastructure and facilities

| 2254.0 lakhs |

iii) Equipments

| 56 lakhs |

iv) Others

| 2.7 lakhs |

Total: | 2321.6 lakhs |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC contributes to overall development of the students as and when the the students enter the portals of the University. A comprehensive care system is in place to help students to grow in all aspects as a dependable human being - **Refer Annexure XI**

- Mentoring System
- Student Development Programme
- Student Activity Clubs
- Career Guidance Cell
- Training and Placement Cell
- Entrepreneurship Development and Incubation Centre
- Continuing Education Using ICT
- School Association
- Health Care Unit

5.2 Efforts made by the institution for tracking the progression

- Continuous monitoring of students' progress by mentors.
- A file is maintained for each student by the mentors to keep a track of their progression.
- Content of the official records are maintained for each mentee, and this is used to issue Proficiency Certificates at the time of completion their degree.
- Induction/ Student Development program is held for all the students every semester.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
905	455	215	0

(b) No. of students outside the state   681

(c) No. of international students   4

Men

No	%
1007	64%

Women

No	%
568	36%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
592	54	469	282	0	1397	731	54	504	286	0	1575

Demand ratio [ ]   Dropout   < 2%

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

Carrier guidance cell has conducted workshop where awareness about the different competitive examinations, banking services and civil services has been provided.

Every department of School of Technology has initiated GATE coaching classes to the students at free of cost.

No. of students beneficiaries (Career guidance cell)   503

No. of students beneficiaries (GATE coaching class)

280

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   GATE   2   CAT

IAS/IPS etc   State PSC   5   UPSC   Others

5.6 Details of student counselling and career guidance

The Department hosts a Counselling unit to provide free counselling services to the students of the university and also hosts a community counselling unit. Also career guidance and support is provided to the students from time to time.

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
42	291	156	35

5.8 Details of gender sensitization programmes

The university has a functioning "Gender Amity Committee"-
Programs conducted during the year are -
1. The programs Title of the Programme: **Seminar Cum Workshop on Gender Sensitization**
   - Resource Person: **Ms. Enakshi Dutta**
   - Date: **25/08/15 (1 Day)**
   - Number of Participants: **All UG & PG students of ADBU**
2. Title of the programme: **Workshop on understanding gender and marginalization**
   - Resource Persons: Ms. Anurita Hazarika, Senior Programme Manager, NEN & Ms. Sheetal Sharma, NEN Assam
   - Date: 29th Feb. & 1st Mar 2016 (2 days)
   - No. of participants: 60

5.9 Students Activities

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

State/ University level 0   National level 74   International level 0

No. of students participated in cultural events

State/ University level   National level   International level

3   49   0

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

Sports: State/ University level 0   National level 74   International level 0

Cultural: State/ University level 3   National level 49   International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	31	918750
Financial support from government	127	5018400
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level 3   National level 1   International level

Exhibition: State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students   15

5.13 Major grievances of students (if any) redressed: The grievance regarding Canteen facilities was redressed by the grievance redressal cell and alternate options for refreshment counters were arranged.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of Assam Don Bosco University is:

'To mould young persons into intellectually competent, morally upright, socially committed and spiritually inspired citizens at the service of India and the world of today and tomorrow, by imparting holistic and personalized education.'

We strive to mould intellectually competent, morally upright, socially committed and spiritually inspired persons at the service of India and the world.

We want our graduates to be dependable human beings.

We aim at excellence in the teaching, learning and evaluation process, in research consultancy and extension programmes.

We ensure a continuous and on-going evaluation of every process in the system.

6.2 Does the Institution has a management Information System

The university has an efficient and well equipped management information system. An ERP (Enterprise Resource Planning) implementation ensures that all processes within the university are computerised and information is readily accessible to authorised users (administrators, faculty, students and parents).

- Admission procedure is automated.
- Controller of Examination Office is fully automated.
- University's Administrative office is automated.
- All faculty members and staff members are provided with individual login ID and official email Ids through which important notices are sent and communications exchanged
- Important notices, attendance, marks, assignments, lesson plan and feedback for the respective courses, students access the ERP
- The university has also created an institutional repository of e-resources such as NPTEL material and spoken tutorials through ERP

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

6.3.1 Curriculum Development

As quality improvement strategy, University is guided by the strategic plan of taking up its teaching-learning and research-consultancy activities in the areas of technology sector, service sector and social sector, aligning the vision of the University. After proper approvals by the statutory bodies, the curriculum of the university is reviewed and syllabus updated twice each year – before the start of the Autumn Semester and before the start of the Spring Semester. The review keeps in mind the following:

- Making the curriculum relevant to the industry and the discipline and remove obsolescence
- The feedback of the faculty (experienced in teaching the course), students and companies/ organisations which have come for placement in the University, institutions with whom our students have done field work/internship, etc.
- Social relevance of the course contents taking into consideration the experience of the students in fieldwork, internship, block placement, etc.
- The curriculum is also shaped by the experience and feedback in the extension programmes our students are involved in.

Once the revision process is completed, the syllabi are printed in the form of a handbook and made freely available to students and faculty members before the beginning of each semester.

6.3.2 Teaching and Learning

All the activities of the University revolve around the Teaching-Learning-Evaluation process. The quality improving strategy for Teaching-Learning involves

- Preparation of the Academic Calendar well ahead each year with inputs from the heads of departments, principals and academic coordinators. The academic calendar lays down class-schedule, schedule of other curricular activities such as workshops, seminars, colloquiums, schedule of tests and examinations and other aspects of the evaluation process such as assignments, group presentations and non-formal evaluation, schedule of academic meetings such as staff meetings, departmental meetings, meetings of the HoDs, meetings of examination committees, etc. The Academic calendar is compiled and made available on the website of the University for all its stakeholders, and also made available in the form of a handbook to all Students and faculty members.
- Faculty members create teaching Course Plans/Course Schedules, outlining how they intend to teach the entire syllabus during the semester/trimester. These plans/schedules are reviewed by the HoDs and committees appointed for the purpose and then made available to all students in the student centre of the University ERP.
- Faculty development programmes are organized by the Human Resource department for all the faculty members of the university, for their overall professional growth and development and the performance of the faculty members are evaluated and appraised once in a semester, to ensure quality teaching and learning practice.
- Course wise regular student feedback is collected on teaching and learning and is communicated to the respective faculty members so that assess themselves to improve and contribute to teaching learning process in a positive way.
- Usage of ICT, conducting seminars, involving practical projects and participatory learning are carried out to make the teaching and learning process innovative and beneficial.

6.3.3 Examination and Evaluation

In order to ensure a more comprehensive and continuous evaluation (CCE), the university has resorted to following a very precise and clear process of internal evaluation, which constitutes 40% of the marks allotted to a student at the end of the semester, together with 60% from the end-semester examinations. There are two class-tests per semester, which form 20% of the internal assessment. Earlier, the better marks of the two class-tests were taken; however, it was noticed that the students would study and do well certain subjects in the first class test, and the other subjects like in the second class test. This was certainly defeating the purpose of CCE. Hence, it had been decided to take the average marks of the two class tests, thus motivating the students to do well for both the tests.

The system of evaluation followed by the university is quite satisfactory. This is evidenced particularly when certain students ask for a re-evaluation of certain subjects for which they have failed. The re-evaluation has very seldom resulted in a change of grade for those subjects.

6.3.4 Research and Development

To imbibe the research culture among the students both UG and PG, credited major project has been made mandatory during the final year for all the courses which generally lead to publication of papers.

The faculty members of the University are encouraged and motivated to pursue research in their respective domains by providing the benefit of 50% annual fees waiver for enrolling in the doctoral programme of the University. The faculty members also receive financial assistance for attending workshops, conferences, symposiums, etc.

To promote research activities in the University, IQAC insists on the publication of papers in reputed journals and also encourage the departments to have their own peer reviewed journals, IQAC also insists on collaboration with other Universities and Research Institutes to have collaborative research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Assam Don Bosco University Library is partially automated using Koha library management software, V. 16.05. The automated modules are: Circulation, Cataloguing, Patron management & OPAC. The Azara Campus and Tapesia Campus function in this same server, where as the Kharguli Campus is yet to be incorporated so still having a different library management server using Koha3.10.

6.3.6 Human Resource Management

Human Resource Management is achieved through the Human Resources Strategic Intent and the Human Resources Engagement Model. The strategic intent defines how Human Resources will work to support the vision and mission of the University. The engagement model demonstrates the operating principles of Human Resources to foster an inclusive culture based on meaningful work, hands on management, positive work environment, growth and opportunity and trust in leadership.

6.3.7 Faculty and Staff recruitment

The recruitment process for faculty and staff which adheres to the requirements of the jobs such as qualification, accreditations, experience also considers the social commitment of job aspirants. Social concern and commitment are key components of the Assam Don Bosco University culture and plays a critical role in the formation of young people, faculty and staff at the University

6.3.8 Industry Interaction / Collaboration

To enhance the domain skills of the students, as well as to expose them to real world applications in industries, collaboration with industry plays a very important role and so the university takes special care in this regard. The training and Placement Cell also helps in managing collaborations with various industries.

6.3.9 Admission of Students

There is an Admission Committee which oversees the entire process of admission. The committee meets in November of the preceding year to plan the next year's admission procedure. The following subcommittees are set up:

- Prospectus Committee
- Brochure Committee
- Advertisement Committee
- Admission Process Committee

6.4 Welfare schemes for

Teaching	• Thrift and Credit society • Fee waiver for ADBU faculty & staff **a.** 11% for post-graduation from ADBU **b.** 50% for doing PhD. from ADBU • Health check-up yearly once • Interest Free Loan facility
Non-teaching	• Thrift and Credit society • Fee waiver for ADBU faculty & staff • a. 11% for post-graduation from ADBU • b. 50% for doing PhD. from ADBU • Health check-up yearly once • Interest Free Loan facility • Health check-up yearly once • ESIC free medical scheme for non-teaching staff • Provident fund for staff
Students	• Project Child Health centre • Health check-up yearly once

6.5 Total corpus fund generated

> 151501.6 lakhs

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	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declare 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?

> The internal quality assurance cell had gone through the examination process, beginning with the setting of questions, the system of question paper moderation, the conduct of examination and the evaluation. The suggestions made by the cell are being studied and proposals are being framed for presentation to the academic council.

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

> The Alumni Association of ADBU plays an active role and supports the university from time to time in various activities such as conducting social commitment programs, facilitating awards in events of the university, conducting interactive session, resource persons in workshops, etc.

6.12 Activities and support from the Parent – Teacher Association

> Though the University does not have Parent-Teacher Association, but the University organises an annual Parent-Teacher Meeting in which the parents/guardians are informed regarding the progress of their wards. The meeting is well-notified in advance in the academic calendar in order to facilitate good participation of the guardians/parents. The teachers update the guardians regarding their ward's performance in different courses in the current year as well as their participation in several co-curricular and extra-curricular activities in the campus.

6.13 Development programmes for support staff

Diversity and inclusion are the hallmark of the University strategy as there is every effort to listen to the perspectives of support staff members by creating open forums for discussions among fraternity members of varied disciplines and backgrounds. At the start of every semester, a staff development programme is organized to encourage both teaching and non-teaching staff in the University to develop a collaborative environment of learning and sharing knowledge. The Induction Programme at the University is a formal process that is designed to inform the new employees about the ethos of the University, its vision and mission and to be prepared for their position.

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

The University has very lush green environment in all the three campuses; Tapesia, Azara and Kharguli. Major initiatives have been undertaken to exploit fully the abundance of land available at the University campus by devoting the surplus land to various plantations:

1. MOUs have been signed with 5 National Boards (Coffee, Rubber, Coconut, Cashew nut, Tea) for demonstration plantations of 4 hectares each to serve the following purposes: demonstration of model plantation, seed and sapling production, extension work in the neighbouring villages, research on hybridization, mass multiplication and pest resistance in the university departments etc.
2. With the extensive presence of Don Bosco institutions in North-East India, this model is going to be replicated in these institutions as well in the villages surrounding these institutions thus setting in motion a massive plantation effort in North East India. All the National Boards have seen value in this collaboration with Don Bosco University and are actively supporting the scheme.
3. The campus has a tea plantation covering 165 acres which has been systematically turned organic over the last three years. The management of the garden has been outsourced to M/S Peekochai Tea Company as a source of income for the University as well as to develop it into a model tea garden in all aspects – organic tea production, conscientious attention given to the welfare of the employees, extension work in the villages to encourage small tea plantations. A survey has already been conducted of 42 villages around the campus by the students and staff of the Social Work Department and major initiatives are being planned for the participatory development of these villages.
4. The campus already has an orange grove of 1000 trees, and hundreds of mango trees and pomelo trees. More fruit trees will be planted in the course of time.

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.

Strengthening of Extension and Outreach:

The Department of Social Work works with the University College of Dublin, Ireland to create opportunities for university students from ADBU, India and University College Dublin (UCD) Ireland to share learning and experience in the areas of participatory community development and social outreach. The outcomes of this collaborative project has been:

- Mobilisation of community members in the villages in the vicinity of the University campus
- Formation of women's groups and girls' clubs
- Increased activity among the youth through a sports and language classes
- Skills development for women's groups in the area of handicrafts and increased potential for income generation through sale of products
- Renovation of four Anganwadi (pre-school) centres, dramatically improving the environment for children and workers
- Organisation of a community exhibition, bringing together three villages to showcase the work which has been completed during this programme
- Increased awareness of domestic workers' rights through three street play performances

Integrated learning environment in inter-disciplines

The University offers an engaged approach to learning through programs that integrate study with practical experience, research, workshops and seminars. Some of the notable events in 2016-2017 have been:

i. Andro-engine workshop (17th-18th October, 2016): was a joint industry-multi disciplinary academia endeavour with hands on programming experience given to students of Mechanical Engineering, Computer Science Engineering and Information Technology.
ii. National Conference on Environmental Remote Sensing (13th-14th December 2016): This event included deliberations and technical papers from engineering, geography, geology, environment, hydrology and meteorology amongst experts from ISRO, North Eastern Space Applications Centre and Indian Institute of Remote Sensing.

Future Ready

The Centre of Excellence in Nanotechnology (COEN) is set up to serve as a regional, national and international hub for addressing local and global environmental concerns. The Centre avails of instruments fabricated at low cost by faculty and students popularising "Poor Man's Technology".

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

Action Taken (2015-2016)	
New Programmes	**School of Life Sciences** initiated with the specializations of **1.) Microbiology**, 2.**)Biochemistry, 3.)Biotechnology**
Enhance learning through ICT	**Quality Enhancement in Engineering Education (QEEE)** Courses for B.Tech as per syllabi requirements **Spoken Tutorial Project** of **NMEICT: Assam Don Bosco University is Resource Centre** working as the **Knowledge Partner of IIT Bombay (IITB)** for the state of Assam: **467 students certified** **Quiz & Data Collection** using **Google Forms** **National Level Workshop** cum **Summer Internship on Web Applications Development, 30 May - 11 June 2016** in collaboration with Zantrik Technologies Pvt. Ltd. and Usense Innovative Solutions Pvt. Ltd. • **Workshop on IOT, 26-27 May 2016** in collaboration with **Development of Advanced Computing (CDAC)** Pune and Silchar was attended by 36 participants from eight different institutions including faculty members from the University's School of Technology • NPTEL online courses were taken by the students as a part of enhancing their programming skills. 12 students enrolled this academic year.
Teacher Effectiveness and Institution Building Programmes for Faculty Members	**Entrepreneurship by the National Entrepreneurship Network, Wadhwani Foundation on 10th-11th July, 2015** **Interpersonal Skills for developing effective working relationships by Mr. Neville Lobo, Management Consultant on 22nd-23rd January, 2016**
Enhance Research Output	**Publications:** Peer Reviewed Journals National: 3 International: 54 E Journals (International): 54 Conference Proceedings National: 17 International: 16 Range of Impact Factor: 0-5.401 No. in Scopus: 10 Chapters in edited Books: 12

	Innovations as a result of ongoing Research and Development: 6
Strengthen Outreach	The outreach programmes of the University worked in the following areas: **Outreach for Education**: i.)**Swastyayan (Annexure VIII)**, initiative by the Schools of Technology and Humanities and Social Sciences ii.)**Prajjwal**, initiative by the School of Commerce and Management for providing accessibility to educational opportunities for under privileged children **Outreach for skilling for self employment**: **Swabalamban (Anexure IX)** a skilling initiative for school drop out and unemployed youth. **Cooperative Enterprise** **Assam Don Bosco University Cooperative:** Student participation in cooperative enterprise **(Annexure X)** **Participatory Community Development** **Social Outreach of Assam Don Bosco University-University College of Dublin:** This collaborative partnership endeavours to enhance intercultural awareness between students and communities for the purpose of increasing global solidarity in participatory community development. The outcomes for this year have been: ● Mobilisation of community members in three villages ● Formation of women's groups and girls' clubs ● Increased activity among the youth through a sports and language classes ● Skills development for women's groups in the area of handicrafts and increased potential for income generation through sale of products ● Renovation of four Anganwadi (pre-school) centres, dramatically improving the environment for children and workers ● Organisation of a community exhibition, bringing together three villages to showcase the work which has been completed during this programme ● Increased awareness of domestic workers' rights through three street play performances

7.3 Give two Best Practices of the institution

Best Practice 1 - Facilitating University Administration through a Department of Human Resources Management

Assam Don Bosco University is a young university, established in 2008. But the sponsoring body of the university had a lot of experience in imparting under-graduate level education. It also had a clear vision of what education should produce at the University level. However that vision was not well exemplified by the existing universities, even by those which had been in existence for many years. Hence there was a challenge to be a pioneer in this field.

It was very clear that our faculty and staff would have to impart education in a way different from what they were used to, if we were to realize the vision of the sponsoring body. The challenge was, and still is, to discover what changes are needed from the existing educational system to bring about the desired outcomes and realize our vision.

Some of the key issues considered were:
i. What was the real shift that was needed, changing the mind set and not just the label?
ii. What did the stakeholders really want and how could Human Resources engage them?
iii. How could there be synergy from the different aspects of Human Resources?
The challenge was to move away from the mindset of a dedicated Human Resources person taking on issues to engaging with stakeholders on critical requirements to facilitate achievement of deliverables.

In planning the new Human Resources approach, the key consideration was how to drive simplicity in people processes without stifling the entrepreneurial spirit and ensuring that it allowed for flexibility and autonomy

The objectives of this initiative are:
1. Familiarizing new recruits in the Don Bosco way through a structured induction programme
2. Building capability through employee competence. Activities to ensure achievement of key deliverables have been mapped to roles, including expected output and the skills required
3. facilitating the implementation of strategic initiatives through the alignment of the employee's vision and mission with that of the University
4. Based on the values of trust, transparency and respect, Performance Management has been initiated as a shared understanding of what is to be achieved and how it is to be achieved thereby making accountability, appraisal and professional development every staff member's responsibility.
5. A employee remuneration scheme with scope for recognition of exceptional performance has been implemented

Best Practice 2 - Initiating Process Mapping at Don Bosco University… a novel attempt to ensure "transformation through analytical thinking, reflection and action"

The University is committed to continuous improvement towards the achievement of the benchmark of excellence. The University has used the technique of flowcharts to illustrate the flow of a process from the most macro perspective to the level of detail required to identify opportunities for improvement. Process mapping focuses on the work rather than on job titles or hierarchy.

Processes critical to the operation and administration of the University were observed and several brainstorming sessions were conducted among the stakeholders of the processes to understand what they are thinking/ doing during each action in the process. As the actions were being discussed, a consensus was built on the sequence of actions and areas for potential improvement.

<table>
<tr><td colspan="2">The objectives of this initiative were:

Mapping critical administrative and operational processes to develop a shared understanding of the processes
Mapping to show how things are and what happens, rather than what should happen
Helping any stakeholder involved in the process to see other people's views and roles
Diagnosing problem areas and identifying areas for improvement
Generating innovation in allowing a team to picture the process and address how we can design the work for the best accuracy, efficiency and results.

</td></tr>
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7.4 Contribution to environmental awareness / protection

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Conservation of biological diversity and enhancement of the protection of the area by environmentally sound and sustainable development of adjacent areas
Management of biological resources to promote the protection of ecosystems, natural and semi natural habitat and the maintenance of viable populations of species in natural surroundings
Harnessing traditional knowledge and practices: The University recognizes that local communities embodying traditional lifestyles have a critical role in the conservation and sustainable use of these resources.

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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	Weaknesses
- Vice Chancellor, Dr. Stephen Mavely awarded "100 Most Influential Vice Chancellors" in Asia-Pacific Region by World Education Congress on 23rd June, 2016. - Strong Social Commitment to community service and development and increasing accessibility of education opportunities and skilling for marginalized youth - Located in rural setting – thereby providing accessibility to higher education and skilling opportunities for local youth - Well maintained with excellent facilities and infrastructure - Holistic educational experience <ol type="i"> - Broad-based curriculum with emphasis on practicum, skill development and knowledge building - Qualified faculty committed to student welfare and development - Spoken tutorial in English for students with vernacular education background - Support programmes for slow learners - Structured and proactive mentoring system	- Slow progress in identifying funding agencies for research projects - Insufficient student strength in some UG and PG programmes

Opportunities	Challenges
• Expanding opportunities with the Choice Based Credit System for undertaking interdisciplinary research • Increased opportunities to develop new programmes to meet the educational requirements of youth • Potential for leadership roles in academics through research, innovation and knowledge exchange	• Preference given to government institutions by qualified faculty members and students of good calibre • Perception that educational processes should be aligned with preparing students for jobs • Natural calamities – earthquakes, flash floods

8. Plans of institution for next year

- To conduct audit on **Research in the University: Environment and Quality –** Constitute a committee and assign task to audit research activities of the University.
- To adopt and popularize online courses on the **SWAYAM** platform in the various programs offered by the University.
- To conduct a workshop on **Academic Audit: Principles and Practices** with sponsorship from NAAC.
- To review the **Plans of action** submitted by the departments for the academic year 2016-2017 to the director of HR, and to require every department under the various School of the University to create a departmental **Plan of Action** for the academic year 2017-18 and submit to the director HR.
- Offer Specialization of Zoology in the School of Life Sciences
- Offer Specialization of Chemical Sciences in the School of Fundamental and Applied Sciences
- Identify focus areas for Courses
    - ECE- Nanotechnology
    - EEE- New and Renewable Energy
    - CSE- Big Data and IOT
    - Civil- Construction Engineering
    - MNE-Manufacturing and Design
    - Physics- Astrophysics

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC