

Good Practices followed at Tezpur University

A. Academic

1. The University prepares a detailed academic calendar at the beginning of every academic year and all activities are carried out while strictly adhering to the same.
2. Week-long orientation programmes for newly admitted students are conducted at the beginning of every academic year. The students are familiarized with the facilities and the scope which the University offers and made known the expectations bestowed upon them.
3. At the beginning of every new academic year, a *Walk to Library* programme is organized to inculcate amongst the students the habit of reading and to expose them to the vast resources of the Central Library of the University.
4. The Central Library, which has a vast repository of books, journals, periodicals and online resources, is ably supported by the dedicated staff which works till mid-night. Facilities like tea / coffee is made available to the readers inside the Library itself, at subsidised rates.
5. A *Comprehensive and Continuous Evaluation* process has been adopted for all programmes of study in the University. The *semester system* is in place since inception. The Choice Based Credit Transfer (CBCT) is also in place for all programmes of study.
6. A fair examination process is in place and the marks of each examination for each course (subject) secured by the students are displayed on the Departmental Notice Board within 48 hours from the examination. The answer scripts are shown to the students and are encouraged to clarify doubts, if any.
7. The University gives emphasis on experimental laboratories and undergraduate research.
8. The students and faculty are incentivised for cutting-edge research. Exceptional research work is also appreciated in public forum. The newly recruited faculties are provided with *start-up grants* for setting up laboratories and carry out research. Due recognition is also accorded to students who excel in various co-curricular activities like quiz, debates, drama, music, orchestra *etc.*
9. The students are encouraged to do *summer and winter internships* at reputed institutions outside.
10. Every year, after the Nobel Prizes are announced, the University conducts a series of lectures highlighting the life and achievement of the Nobel Laureates in all 6

(six) categories. Students are encouraged to participate in the Lecture and to submit abstracts and questions. The best abstract of each category is awarded on the Foundation Day of the University.

11. There is an active Innovation Club in the University. The Centre for Innovation, Incubation and Entrepreneurship has been established to encourage the students in innovation. There is an Exhibition Hall (TUNOVATION) which displays the innovations developed by the students and faculties of the University.
12. The University has an INSPIRE Teachers Club which holds regular interactions and meetings.
13. The University follows the policy of granting its faculty members 'Research Semester' – a period in which other academic duties of the faculty are lessened in order to enable her/him to devote in full-time research activities in the department.
14. The PhD students of the University can track online the progress of their thesis evaluation process after submission of thesis to the University.
15. The University, in order to recognize the contributions of faculty, has instituted the 'Anniversary Teacher Award' for the faculty members who have made significant contribution towards innovative teaching that has impacted society, conducted quality research that has added new knowledge in a particular domain, has industrial applications and whose efforts have been nationally and internationally recognized.
16. The University has adopted the policy of at least 30% Multiple Choice Questions (MCQs) in different examinations for the benefit of differently abled students.

B. Administration

1. The Vice Chancellor regularly holds separate interactions with all sections of students and employees at the beginning of every session.
2. The administrative processes of the University are fast and prompt without any room for unnecessary delay. Services are rendered to all stakeholders in minimum possible time without compromising on the quality.
3. The University maintains a *ragging free* campus. Utmost care is taken to make the newly admitted students feel at home right from the beginning through participatory involvement of all stakeholders. Ice-breaking sessions at Departments and Hostels are conducted under the supervision of faculty members and wardens to break the inertia between the new and the continuing students so that a cordial environment is created.

4. The students are part of various decision making processes of the University and find representation in all the fora like the Board of Management, Academic Council, Research Committee, Board of Studies, Departmental Advisory Committee, Departmental Research Committee *etc.* 50 percent representation of female students in all fora is encouraged.
5. The University encourages *Green Practices* by introducing energy conservation measures and prioritizing the use of renewable energy. Solar water heaters have been placed in the hostels. Quite a good number of the campus street lights are powered by solar photo-voltaic cells. A food waste based bio-gas generation facility has been put into operation and the use of LPG in Hostel messes has been partially replaced. The University has adopted a policy of replacing the conventional lights with the energy efficient LED lights starting with the Guest House and the newly built Humanities and Social Sciences Complex.
6. The University emphasises on imparting training for holistic development of all employees. Such programmes include: a. Induction programme for new teachers, b. Orientation Programme for the continuing teachers, c. In-house training programmes for administrative / ministerial staff, d. Refresher courses for technical staff *etc.* Staff members are also deputed for training at ISTM, New Delhi, NITTTR, Chandigarh *etc.*
7. The University maintains a 24x7 security arrangement supervised by a Security Committee consisting of faculty members and officers. There is a single point entry under the round the clock watch of security personnel. CCTV cameras are installed at the vital locations of the campus.
8. The University maintains an impeccably clean campus including all roads, buildings and public toilets. Internationally reputed NGO *Sulabh International* has been outsourced for the purpose. Dustbins are put at different places to ensure a clean environment. The provision for public toilets has also been made at different locations which ensure that the campus remains free of open urination.
9. The University strictly maintains a '*No smoking*' policy in public on the campus.
10. All equipments and instruments housed in various laboratories and central facilities are maintained in good condition and kept in operation.
11. Internal generation of revenue is encouraged and the University has indulged in fish farming and horticultural activities towards this end.
12. The central facilities of the University such as the auditorium (KBR auditorium), Guest House, Council Hall, *etc.* are self-sustained and maintained from the

- revenue internally generated. All these facilities are looked after by a specific responsible unit and maintained with utmost care.
13. From the XI Plan onwards, the University has the distinct track record of almost cent percent utilization of funds as made available by UGC under different schemes.
 14. The University takes all effective steps to ensure that the Annual Report and Annual Accounts together with the Audit Certificate issued by the Comptroller & Auditor General of India are laid before both Houses of Parliament within the specified time frame.
 15. The University has been preparing its accounts on Accrual basis based on Double Entry System of Accounting since inception.
 16. The Hostel administration including its day to day functioning, running of the hostel mess *etc.* is bestowed on the hands of the students under the supervision of Warden(s). It is also ensured that hostel resources do not remain unutilized and as such, unoccupied hostel rooms are given to part-time occupants for a fair amount of charge / tariff.
 17. The Best performing non-teaching Group 'B' and 'C' employees are given recognition every year and presented with Cash Awards and Certificates on the Foundation Day of the University.
 18. Employees' Satisfaction Survey (ESS) among non-teaching staff is conducted periodically to listen and understand the voice of the employees regarding the administrative mechanism and work environment of the University.
 19. The University emphasises on Training Needs Identification (TNI) for non-teaching staff to know from the employees about their opinion on the topics on which they wish to get trainings.
 20. The University follows the practice of uploading in its website the list(s) of applicants who apply for different post(s) in response to various recruitment drives.
 21. Most of the University employees are assigned polling duties by the Election Commission of India during General Elections. The employees, who are not engaged in poll duties, demonstrate the humane gesture of welcoming the colleagues coming back from poll duties at the poll material receiving venue of district administration and dropping them home at late hours of the day.

C. Support Services

1. The University has a Centre for Inclusive Development looking into the affairs of SC/STs, Counselling, Placement activities etc. The Equal Opportunity Cell under this Centre engages in affirmative actions towards the needy sections of students and society.
2. Student Mentoring is done at the Departmental level. Each faculty member is assigned a small group of students to mentor for their overall development.
3. All the hostels have been connected with *wifi* network for internet connectivity. There are also provisions for indoor games at the hostels. The hostel ambience is maintained beautifully with a dedicated team for gardening.
4. The University provides financial support to the needy students. Bicycles are also provided to economically underprivileged girl students and other needy sections of students to commute to their classes.
5. The University also provides vehicles for differently-abled students to commute to their classes.
6. In order to facilitate sporting activities without hampering normal academic activities during day time, the University provides evening sports facility with floodlit playgrounds for football, volleyball, tennis, basketball, *etc.*, state-of-the-art indoor stadium and gymnasium.
7. A Yoga Centre has been set up for the benefit of all the campus dwellers and Yoga is offered as an add-on course to students.
8. The University has round the clock medical facilities. There is a well-equipped health centre with qualified doctors, medical technicians and well set-up labs. An uninterrupted telephone network connects all stakeholders in case of emergency medical needs; be it doctors or ambulance services.
9. First Aid Boxes are placed in all the hostels for emergency medical needs.
10. The University facilitates health insurance for all the students below the age of 35.
11. Psychological counselling sessions are organized for students every week to address their various psychological needs.
12. The University students are encouraged to earn while they learn. Provisions have been made for part-time engagements in the Computer Centre, Central Library, Centre for Open and Distance Learning, and Central Seat Allocation Board.
13. The Retirement Benefits of employees are presented on the day of retirement – during the farewell function.

D. Outreach

1. Various activities under the *Community Outreach Programme* are periodically conducted by students and faculties / administration. Under this Programme, two villages have already been adopted and another three are in the process of adoption. The students and faculties voluntarily take tutorial classes for the underprivileged children in the nearby schools, among others. On receipt of requests, the University conducts short-term certificate programmes in communicative English for the benefit of the students and teachers of the neighbourhood.
2. With an objective of maintaining a sound relationship with the neighbouring populace, periodic interactions are held with the Gaon Panchayat members / presidents and leading personalities of the villages in the vicinity.
3. The University takes initiative to establish a vibrant and mutually beneficial relationship with the industry. To this direction, the University has already entered into MoUs with three reputed PSUs.
4. For giving an international exposure to the students, scholars and young teachers, the University has inked MoUs with a number of the reputed institutions/universities in the UK, Germany, Russia and US.
5. The University conducts summer and winter internship programmes for the students of the undergraduate programmes of other Colleges / Institutions to encourage them for research.
6. The Sophisticated and Analytical Instruments Centre which houses cutting edge scientific equipments is made accessible to researchers / students from outside for their experiments.
7. The visit of students from Schools and Colleges from any part of the State / Region is encouraged and interactions with different departments / laboratories / Central Library are facilitated.