

FINAL

**MEMORANDUM OF UNDERSTANDING
(TRI-PARTITE MOU)**

BETWEEN

ASSAM UNIVERSITY, SILCHAR, ASSAM - 788011

**DEPARTMENT OF HIGHER EDUCATION,
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA,
NEW DELHI-110015**

AND

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002**

FOR

2019-2020

MEMORANDUM OF UNDERSTANDING between Assam University, Ministry of Human Resource Development (MHRD) and University Grants Commission (UGC), New Delhi for 2019-20

This is a tri-Partite Memorandum of Understanding (MoU) being signed among Ministry of Human Resource Development (MHRD), University Grants Commission (UGC)

and

the third party, Assam University, (hereafter referred to as Central University)

With the objective to assess and facilitate the performance of the University on selected key parameters against the targets set so as to incrementally improve the performance of the University.

PART 1 VISION, MISSION AND OBJECTIVES

1.1 Vision

To develop enlightened citizenship of a knowledge society for peace and prosperity of individuals, nation and the world, through promotion of innovation, creative endeavours, and scholarly inquiry.

1.2 Mission

To serve as a beacon of change, through multi-disciplinary learning, for creation of knowledge community, by building a strong character and nurturing a value-based transparent work ethics, promoting creative and critical thinking for holistic development and self-sustenance for the people of India. The University seeks to achieve this objective by cultivating an environment of excellence in teaching, research and innovation in pure and applied areas of learning.

1.3 Objectives

- 1.3.1 To disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit;
- 1.3.2 To make special provisions for integrated courses in humanities, social sciences, science and technology in its educational programmes;
- 1.3.3 To take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research;
- 1.3.4 To educate and train manpower for the development of the country;
- 1.3.5 To establish linkages with industries for the promotion of science and technology;

- 1.3.6 To pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

PART 2 **EXERCISE OF ENHANCED AUTONOMY AND DELEGATION OF FINANCIAL POWERS**

- 2.1 All such powers are available to the Executive Council (EC) of the University as are provided for by the Act and Statutes as well as Ordinances framed thereunder. The Executive Council (EC) shall not use its power to lay down any policy has an overriding or overruling impact on the University's Act.
- 2.2 The University shall endeavour to ensure gradual annual increase in the user charges / fees charged by it for its various courses and facilities.
- 2.3 The University shall strictly follow the General Financial Rules, 2017 issued by Department of Expenditure, Ministry of Finance, Government of India in all its financial transactions including procurement of goods and services.
- 2.4 The University shall adopt the Public Financial Management System (PFMS) for receipt of all funds from UGC / Government of India and make all payments through the PFMS till the last mile as far as possible.
- 2.5 The University shall send to the MHRD and UGC any information required by it to satisfy any requirement related to Parliamentary Matters, RTI, Court Cases, Public Grievances or inputs to policy decision to be taken by the UGC/MHRD within reasonable time specified by the UGC/MHRD.
- 2.6 In addition to the above, such decision which creates financial liabilities on UGC/ MHRD shall be taken up by the University with the prior approval of UGC / MHRD.
- 2.7. In fulfilment of its obligations under the MoU, the University shall undertake to achieve certain level of performance for the year 2019-20. The performance will be assessed based on the information provided by the University as per the criteria listed in the **Annexure** enclosed.

PART 3 **FACILITATION /ASSISTANCE FROM THE GOVERNMENT/UGC**

- 3.1. The University has made the commitment of Performance Evaluation Targets based on certain assumptions in respect of release of grants from Government/ UGC and raising from other resources, including loan from HEFA for expansion of infrastructural facilities, which has a direct bearing on the performance of the University committed in this MoU.

- 3.2. UGC/ MHRD will extend any other facilitation assistance like taking up the matters with the State Government concerned or any Ministry/ Department of the Union Government, as and when required.

PART 4 **ACTION PLAN FOR IMPLEMENTATION AND MONITORING OF THE MoU**

- 4.1 Performance evaluation against these MoU parameters shall be carried out every six months and monitored by the University.
- 4.2 The performance evaluation so carried out shall be submitted to the Executive Council (EC) of the University during the EC meetings for consideration. After the EC meeting, the same shall be sent to UGC along with its recommendations.
- 4.3 A joint review by the University, UGC and MHRD shall be carried out within 180 days of completion of the financial year. The result of the joint review shall be placed before the EC and hosted prominently on the website of the University.

PART 5 **REQUIREMENT FROM THE UGC AND MHRD**

The University shall submit detailed proposal alongwith detailed justifications to UGC/ MHRD, duly approved and recommended by its Finance Committee/ Executive Council. UGC/ MHRD may liberally consider release of funds as per given justifications. Besides, UGC/ MHRD will also provide administrative support and permissions wherever required as per the provisions of the Assam University Act, 1989.

(Prof. Dilip Chandra Nath)
Vice-Chancellor
Assam University

(Prof. Rajnish Jain)
Secretary
University Grants Commission
New Delhi

(Shri Girish C. Hosur)
Joint Secretary (CU)
Ministry of Human Resource Development
New Delhi

ANNEXURE

**MEMORANDUM OF UNDERSTANDING (MOU) among Assam University,
Ministry of Human Resource Development (MHRD) and University Grants
Commission, New Delhi for 2019-20**

**PERFORMANCE EVALUATION PARAMETERS, OUTPUT TARGETS AND
PROGRAMME OF WORKS**

Sl. No.	Performance Parameters	2018-19 (Number)	Target 2019-20 (Number)	Actual 2019-20	% Target Achieved	Remarks
1.	Access: Student annual in-take					
	UG	266	300			With 10% FWS reservation and additional expected increase Target as per available quota
	PG	1513	1670			
	M.Phil	88	95			
	Ph.D	255	275			
	(Weightage 0.25x(UG+1)+(PG+1)+MPhil+3xPh.D)	2433.75	2666.25			
2.	Equity and Diversity:					
	(i) % age of women students	56.2	50			
	(ii) % age of students from other State	29.9	30.1			
	(iii) % age International students	0.5	0.5			
3.	Quality : Strengthening Faculty					
	i) Student-Teacher Ratio	12.87 : 1	10 : 1			
	ii) % age of vacancy (permanent faculty / sanctioned strength)	20	5			
	iii) Visiting Faculty from other Universities National/ International	22	30			
	iv) Visiting Faculty from the University to other Universities National / International	7	10			
	(v) Enrolment under ARPIT Programme for Teaching Faculty of the University	13	50			
	(vi) % of vacancy in non-teaching faculty	7.75	5			
4.	Academic Outcomes :					
	Number of students placed through campus interviews for employment	150	250			
	Number of students qualified for NET/ GATE/SET/ SLET/ Ph.D	52(NET) +179 (SLET)+8 (GATE)= Total 239	260			
	(i) Other (to be specified by CU)	160	200			Competitive exams like UPSC, RRB, SSC etc.
	No. of teaching days	180	180			
5.	A. Research:					
	i) Number of papers published in UGC listed journals	540	620			
	ii) Research Projects sanctioned /completed	25	35			
	iii) Participation of faculty in IMPRESS, IMPRINT, SPARC, STARS etc and DSF Funding Programme	5	15			

Sl. No.	Performance Parameters	2018-19 (Number)	Target 2019-20 (Number)	Actual 2019-20	% Target Achieved	Remarks
	B. Others					
	(i) Books / Chapters	32	40			
	(ii) Policy Reports	2	4			
	(iii) Invited lectures / seminars (only Foreign Universities)	29	35			
6.	(i) Amount of Research Grant (Extra-mural funding) (Rs. in lakhs).	758.97	820.00			
	(i) Consultancy (Rs. in lakhs)	10.00	25.00			
7.	(i) Patents					
	(a) Filed	2	5			
	(b) Awarded	4	12			
	(ii) Exceptional International Awards / Honours	8	10			
8.	Co-and Extra-curricular Activities (Sports, extension activities etc.,)	17	20			
9.	Governance (i) Digitalization of Administration (list the areas – Students enrolment, Administration etc.)	Student Admission, Registration, Fee Payment, Results Declaration are fully online. Salary & All Payments, All purchases, Employee data are online.	Marksheet download, Migration are under process. Online recruitment and CAS applications are under process.			
	(ii) Cashless Transaction (list the items such as students fees, salary etc.) Semester Fee Miscellaneous Fee Vendor Payment	100 %	100 %			
	(iii) Setting up of Grievance Redressal Mechanism (both online and offline)	The University already has semi-online as well as offline grievance redressal mechanism.				
10.	Budget					
	(i) % age utilization of funds received from UGC	100%	100 %			
	(ii) Other sources	0	0			
11.	Finance :					
	(i) Internal resources to total budget (%)	10.5	13			
	(ii) Corpus Funds (in crore)	8.32	10			
	(iii) Support from Alumni (in lakh)	4.0	6.0			
12	RANKING					
	(i) NAAC	2.92	3.1 Expected in 2019 NAAC Cycle 3 Assessment			
	(ii) NIRF Ranking (overall)	97	Within 80			

Sl. No.	Performance Parameters	2018-19 (Number)	Target 2019-20 (Number)	Actual 2019-20	% Target Achieved	Remarks
	(iii) NIRF Ranking (Discipline)	-	-			
	(iv) Times Higher Education (THE)/ QS World/BRICS/Asia Ranking, as applicable	-	-			
13.	Contribution to the Local Society Activities organized					
	(a) Participation in Unnat Bharat Abhiyan.	Campaigns, awareness programmes are conducted	Seminars, Workshops are to be conducted			
	(b) Adoption of Village, Blood Donation Camp, Legal Aid Camps etc.	5 villages are adopted, BDC, LAC conducted	2 more villages are to be adopted			
	(c) Amount spent	12 lakhs	15 lakhs			
14	Status of Statutory positions (filled/ vacant):					
	(i) Pro Vice Chancellor	Filled	-			
	(ii) Registrar	Filled	-			
	(iii) Finance Officer	Filled	-			
	(iv) Controller of Exams	Filled	-			
	(v) Librarian	Filled	-			

- Note:** (i) Programme of Action for each item (1 to 14) as applicable may be given in a separate sheet (**Appendix**)
(ii) University may add new areas of digitalization in point no.9 which they have done during the year of the Report.
(iii) Efforts may be made during the year for increasing rank / score in the next cycle.

Grading and Overall Grading

Achievements (in %)	Grade	Score
≥ 90%	Out standing	6
≥ 70% but < 89%	Excellent	5
≥ 60% but < 69%	Very good	4
≥ 50% but < 59%	Good	3
≥ 40% but < 49%	Average	2
≥ 30% but < 39%	Fair	1
≤ 29%	Poor	0

Average score = $\sum S/6$ and the Grade is assigned as per the scale given above.

APPENDIX

Memorandum of Understanding (MoU) among Assam University, Ministry of Human Resource Development (MHRD) and University Grants Commission for 2019-20

Detailed Programme of Action for Item No. 1 to 14 of Annexure

Sl. No.	Performance Parameters	Programme of Action
1.	Access: Student annual in-take UG PG M.Phil Ph.D (Weightage $0.25 \times (UG+1) \times (PG+1) \times MPhil + 3 \times Ph.D$)	The University has a plan to improve the student intake every academic year by increasing intake. Proposal for opening a new department - Department of Hospitality and have been sanctioned by UGC. The University is trying to provide hostel accommodation to all the outstation students as the University is currently finding it difficult to accommodate all outstation students in hostels. Construction of new hostels one for boys and 1 for Girls with 100 capacity each have been started in Silchar Campus which will be completed by Nov. 30, 2019 and construction 2 more hostels at Diphu Campus, one for boys and one for Girls with 100 capacity each will started very soon. The whole admission process are online and the efforts are being made the entrance test online for all programmes. New reservation for 10% EWS is implemented for upcoming admissions.
2.	Equity and Diversity: (i) % age of women students (ii) % age of students from other State (iii) % age International students	The University has male - female student ratio of 44: 56 at present. To increase the participation of students from other states, the entrance exam centres of UG/PG /Integrated courses in other states of north east and eastern parts of the country have been planned in 2019-2020. To increase the number of international students necessary guidelines for admission of international students either through sponsorship mode or direct (self sponsored) or through MOU mode have been formulated by the university.
3.	Quality : Strengthening Faculty (i) Student-Teacher Ratio (ii) % age of vacancy (permanent faculty / sanctioned strength) (iii) Visiting Faculty from other Universities National/ International (iv) Visiting Faculty from the University to other Universities National / International (v) Enrolment under ARPIT Programme for Teaching Faculty of the University (vi) % of vacancy in non-teaching faculty	(i) At present Student - Teacher ratio is 12.87:1. Upgradation of the ratio is initiated by recruiting more teachers and increasing students' strength in proportionate manner. (ii) More than 80% of the sanctioned strength of permanent faculty have been filled. Remaining vacant i.e. 20% positions has been advertised and selection committee will be held very soon as per new ordinance of MHRD. The University has proposed to increase the number of teachers in order to improve the teacher-student ratio. (iii) & (iv) The University has taken the advantage of various schemes / Programmes of the UGC/Ministry for appointing foreign visiting/Guest/Adjunct Faculty members (22 Nos). The number of GIAN programme is active and some foreign faculties are taking academic assignments in the University. Further the University encourages its faculty members to undertake various foreign academic assignments (7 Nos. recorded). Faculties are also engaged in NAAC visits in other universities. (v) ARPIT courses under SWAYAM platform is very essential and can be considered in lieu of RC/OP. 13 faculties enrolled this time. Awareness programmes are conducted to attract more faculties (vi) The existing vacancies are to be filled-up soon.
4.	Academic Outcomes : (i) Number of students placed through campus interviews for employment (ii) Number of students qualified for NET/ GATE/SET/ SLET/ Ph.D (iii) Other (to be specified by CU) (iv) No. of teaching days	(i) The university has a Career Counselling and Placement Cell (CCPC) ter the campus placement drives, pool campus placement drives, skill development training for the students, etc. 150 students are successfully placed with average salary of 4-5 lakhs per annum. Expected 250 students in the upcoming session. (ii) University has NET Coaching centre, and Equal Opportunity Cell for conducting coaching classes for UGC- NET/SLET exams or any other competitive exams. (iii)The University proposes to include regular coaching for Civil

		Services examination in future. (iv) Number of teaching days are 180 as per UGC's guidelines.
5.	<p>A. Research:</p> <p>(i) Number of papers published in UGC listed journals</p> <p>(ii) Research Projects, sanctioned / completed</p> <p>(iii) Participation of faculty in IMPRESS, IMPRINT, SPARC, STARS etc. and DSF Funding Programme</p> <p>.B. Others</p> <p>(i) Books / Chapters</p> <p>(ii) Policy Reports</p> <p>(iii) Invited lectures / seminars (only Foreign Universities)</p>	<p>A.(i) The faculty members of the University are motivated and encouraged to take up researches in challenging and frontier areas, as evidenced by their quality research output and receipt of international accolades. Total of 540 quality publications of the University (Scopus 481, WoS 59) reflects the research quality of our teachers.</p> <p>(ii) Quality research output from total of 25 sanctioned funded projects is very much appreciable. Faculties are motivated to apply for new projects by providing easy application process and administrative supports.</p> <p>(iii) Presently 5 faculties reported their participation in IMPRESS, IMPRINT, SPARC, STARS etc. and DSF Funding Programmes. In future, more faculties may join, initiatives are taken to popularize those schemes.</p> <p>B. (i)32 Books published by University faculties. Expecting rise in the number.</p> <p>(ii) 2 policy reports are recorded. Initiatives are taken to increase the number.</p> <p>(iii) Total foreign invited lectures reported as 29, more numbers are expected in the next session.</p>
6.	<p>(i) Amount of Research Grant (Extra-mural funding) (Rs. in crore).</p> <p>(ii) Consultancy (Rs. in crore)</p>	<p>(i) The University proposed to increase the extra-mural research grants from existing 758.97 lakhs to 820 lakhs in the next session.</p> <p>(ii) The University has 10 lakhs of income from consultancy and expecting 25 lakhs in the next session. Encouragement and inspirational activities are implemented in the University through PFC Cell of the University.</p>
7.	<p>(i) Patents</p> <p>(a) Filed</p> <p>(b) Awarded</p> <p>(ii) Exceptional International Awards / Honours</p>	<p>(i) University is encouraging for patent filing by providing the patent application fee and administrative supports. 2 patents are filed in this year. There are a total of 6 patents existing in the University along with 4 copyrights.</p> <p>(ii) There are 4 awards by the Ministries/Central/State Govt. authorities reported this year.</p> <p>(iii) International awards are 8 in total.</p>
8.	Co-and Extra-curricular Activities (Sports, extension activities etc.	Assam University has given due importance to Co and Extra-Curricular Activities (Sports, extension activities, etc.) of the students. This year University conducted- Annual Sports of Students, Annual Sports of Employees, Inter State Football Championships, Inter College Sports Competitions etc
9.	<p>Governance</p> <p>(i) Digitalization of Administration (list the areas - Students enrolment, Administration etc.)</p> <p>(ii) Cashless Transaction (list the items such as students fees, salary etc.)</p> <p>Semester Fee</p> <p>Miscellaneous Fee</p> <p>Vendor Payment</p> <p>(iii) Setting up of Grievance Redressal Mechanism (both online and offline)</p>	<p>The University has digitized and made online the following services / processes :</p> <p>the entire admission process of the UG/PG/Integrated Courses and M.Phil/ Ph.D. admission, Fee payment, Registration are made online.</p> <p>Online feedback system on Curriculum</p> <p>Online File Management System (FMS), ePlagiarism test, Online RTL.</p> <p>All financial transactions are now done through PFMS EAT Module.</p> <p>The University has developed Recruitment Portal which is going to be launched soon. Online Entrance Examination is under process. All procurements are now been done through GeM.</p> <p>The University has semi-online portal for grievance redressal and there is offline paper based old mechanism also.</p>
10.	<p>Budget</p> <p>(i) % age utilization of funds received from UGC</p> <p>(ii) Other sources</p>	<p>The University has a track record of more than 95% utilization of funds received from UGC and other external sources over the years. UC's and SEs are submitted regularly and also uploaded in the PFMS portal, wherever necessary.</p> <p>The University avails various development schemes of other departments like Ministry of Social Justice & Empowerment for creating infrastructure for persons with disabilities, SCs, STs, OBCs, Ministry of Science and Technology for research laboratory, etc.</p>
11.	<p>Finance :</p> <p>(i) Internal resources to total budget (%)</p> <p>(ii) Corpus Funds (in crores)</p> <p>(iii) Support from Alumni</p>	<p>The University has been regularly revising the students' fees as well as the other components of income so as to enable it to achieve the targeted Internal Generation of Revenue.</p> <p>The University is exploring the possibilities of enhancing the fund through external funding.</p> <p>The University is also in constant touch with its alumni to augment its support base.</p>

12	RANKING (i) NAAC (ii) NIRF Ranking (overall) (iii) NIRF Ranking (Discipline) (iv) Times Higher Education (THE)/ QS World/BRICS/Asia Ranking, as applicable	The University has been placed in the top 100 in overall NIRF Ranking for the consecutive 3 years. Constant endeavour has been made to improve the ranking. University has plans of participating in the International Ranking like THE and QS for the past two years and constant improvement has been made so far as position is concerned. The NAAC has accredited the University with 'B' grade (CGPA=2.92) and the next cycle is due in 2019.
13.	Contribution to the Local Society Activities organized (a) Participation in Unnat Bharat Abhiyan. (b) Adoption of Village, Blood Donation Camp, Legal Aid Camps etc. (c) Amount spent	The health centre of the University is well equipped with doctors, nurses, pathological units, ambulances, etc. The entire centre is providing basic medical facility including consultation, providing of common medicine, pathological tests as well as alternative medicine not only to the stakeholders of the university but to all the people of the surrounding villages. The National Service Scheme (NSS) and the NCC are also engaged in providing different community level services like, awareness programme on basic hygiene, Swachh Bharath Abhiyan, health and sanitation awareness, etc. Blood donation camps are also been organized in the University. Previous year two legal aid camps were organized in association with District Legal Aid Cell.
14	Status of Statutory positions (filled/ vacant): (i) Pro Vice Chancellor (ii) Registrar (iii) Finance Officer (iv) Controller of Exams. (v) Librarian	The University does not have any Statutory position vacant at present.