Memo No: AdtU/R/2025-26/001   **Date: 01-08-2025**

CIRCULAR

Partial Modification of Guidelines for Selection of AdtU Annual Awards

This is to inform all concerned that the AdtU policy and guidelines for the selection of various AdtU Annual Awards have been partially modified. These awards are instituted to recognize the excellence attained by the Faculty of Studies or individual faculty members or researchers in overall Teaching, Research, Innovation, effective administration, and other achievements, besides working with full potential towards the development of the university. The revised versions are notified herewith as under:

Title of the SOP	Notified vide Memo No	Revised versions Annexure No
Best Teacher Award	AdtU/R/2022/422 Date: 24/08/2022	Annexure-I
Best Researcher Award	AdtU/R/2022/424 Date: 25/08/2022	Annexure-II
Best Teacher in responding and executing task (BTRET) Award	AdtU/R/2022/425 Date: 25/08/2022	Annexure-III
Best Innovator Award	AdtU/R/2022/426 Date: 25/08/2022	Annexure-IV
Best Faculty of Study Annual Award	AdtU/R/2022/423 Date: 24/08/2022	Annexure-V

Deans of all the faculties for the "Best Faculty of Study Annual Award", eligible faculty members, and researchers of AdtU are requested to submit applications for AdtU Annual Awards under various categories for the academic year 2024-25 on or before August 9, 2025 through the ERP (*Academic Portal- AdtU Annual Awards*).

Issued with due approval of the competent authority.

(Dr. Ashim Barman)
Registrar,
Assam down town University

Copy for favour of their information to:
1. PA to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT

5. P.S to Resident Trustee, dtCT
6. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/ Placement/Library/T&D)
9. HR Office
10. **Notice Boards/Message Desk (For display)**
11. Office file (for record)

SOP for Best Teacher Award
Assam down town University

1. Introduction

The Best Faculty Award, Assam down town University (AdtU) is presented annually to outstanding full-time faculty member in recognition of extraordinary contributions to teaching, research and other academic/ non-academic involvement within the university to recognize the faculty who have contributed significantly to the intellectual life of the AdtU. All regular faculty are eligible for the award who have completed at least one year service in the university. The Best Faculty Award highlights AdtU's commitment to achieve the vision of the university through of teaching, research, innovation and consultancy.

2. Eligibility

Only regular faculty members with at least 1 year of service at AdtU, who currently hold any one of the positions as Assistant Professor, Associate Professor, Professor are eligible for self-nomination.

3. Criteria

Faculty contributions in the following aspects during the last 1 year of service will be taken into account for evaluation.

3. (i)Teaching (Maximum 50 marks)

S. No.	Criterion	Max marks
a.	Lectures + other teaching duties in excess of the UGC Norms- If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes (or equivalent credit).	**10**
b.	Laboratory Experiments developed / Laboratory courses taken (1 mark for each experiment developed / each additional lab course taken over the minimum assigned courses per semester or equivalent credit)	**10**
c.	Text Books/ Lab manuals/chapters developed (3 marks per textbook / 1 mark per lab manual or a chapter in a textbook.) **Note: ISSN/ISBN number mandatory**	**10**
d.	Quality of the study material/resources/e-Content prepared and uploaded in the LMS (*Committee under the chairmanship of Dean concern will ensure the quality*)	**20**
	Total (i)	**50**

3. (ii) Research (Maximum 60 marks)

S.No.	Criterion	Max Marks
a.	**Externally funded Research** Projects (ongoing/sanctioned) as Principal Investigator (PI) / Co-Investigator or Consultancy projects **For Principal Investigator:** • 1 mark per project worth ≤ Rs 10 lakhs • 2 marks per project worth Rs 10 to 25 lakhs • 3 marks per project worth Rs 25 to 50 lakhs • 4 marks per project worth ≥ Rs 50 lakhs	10

	For Co-Investigator: • 0.5 mark per project worth ≤ Rs 10 lakhs • 1 mark per project worth Rs 10 to 25 lakhs • 1.5 marks per project worth Rs 25 to 50 lakhs • 2 marks per every project worth ≥ Rs 50 lakhs		
b.	**Research Publications (**SCI/ SCOPUS/Web of Science indexed**):** • 2 marks per paper publication	20	
c.	**Research Supervision (**guiding/ guided in the last academic year **)** • 4.0 marks per PhD Thesis as supervisor • 2.0 marks per PhD Thesis as co-supervisor • 1 mark per PG Dissertation work as supervisor *Note: For each category minimum one SCI/ SCOPUS/Web of Science indexed research publication or at least one filed patent is mandatory*	10	
d.	**Patents awarded/Published** • 2 marks per patent published • 3 marks per patent granted • 6 marks per patent commercialised	8	
e.	**Awards/Fellowship** • International -07 • National -05 *Note: Only recognised awards conferred by recognised bodies/agencies/ associations will be considered*	12	
	Total (ii)	**60**	

3. (iii) Professional Activities (Maximum 30 marks)

S.No.	Criterion	Max Marks
a.	Organisation of Conferences, seminars, workshops, FDPs, Executive Development Programs, etc (2 mark per program) organised in the role of member secretary or chairperson. *Note: External funded events with a sanctioned amount Rs 1 Lakhs above- 5 marks per program*	6
b.	Membership in professional bodies (0.5 mark per each body)	2
c.	Participation in FDPs, Workshops, Seminars and Conferences, etc. (0.5 mark per national program, 1 mark per international program)	2
d.	Representation in recognized Policy Making Bodies/Technical Bodies/ (0.5 mark per each)	2
e.	Member of Academic bodies like BOS, Academic council, BOM etc. of other university or institutions (0.5 mark per each)	2
f.	Invited lectures / Resource Person/ acted as jury member or resource person of various recognised science/ other competitions/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) • International (Abroad)-07 • International (within country)-05 • National-03 • State/University-02	7
g.	Student counselling for in-house training or motivation or initiatives for national level examinations like UGC NET/CSIR NET/SLET etc	5
h.	Innovation and other innovative ideas demonstration for teaching and research	4
	Total (iii)	**30**

3. (iv) Administrative Responsibilities (Maximum 30 marks)

S.No.	Criterion	Max Marks
a.	Dean for at least one year	5
b.	Associate Dean / Faculty in charge for at least one year	5
c.	Program coordinator or Placement Coordinator or class mentor for at least one year	5
d.	Staff Advisor to student clubs (outcomes of the clubs) for at least one year	3
e.	Laboratory In-charge for the last one year	3
f.	Other administrative work assigned by the university (Two for each assigned work or responsibility)	4
g.	Admission-related activities (Promotion/branding/counselling)	5
	Total (iv)	**30**

3. (v) Co-Curricular and Extension Activities (Maximum 30 marks)

S. No.	Criterion	Max Marks
a.	NSS/NCC In charges	10
b.	Cultural Activities- Departmental/Institutional (1 mark for each activity)	10
c.	Organizing subject-related events like in a capacity equivalent to organising secretary - Lectures on special topics - Quiz / Debate - Study tour - Essay competition - Exhibition - Science Day Celebrations - Sports activities - Other activity in charges as assigned by the university per UGC	10
	Total (V)	**30**

Summary of Criterion and weightages

S. No	Criterion	Max Marks
i.	Teaching	50
ii.	Research	60
iii.	Professional Activities	30
iv.	Administrative Responsibilities	30
v.	Co-Curricular and Extension Activities	30
	Total	**200**

4. Awards:

The recipients will receive a one-time award of **Rs 50000.00**/- , and an Award of Appreciation certificate.

5. How to apply and Terms and Conditions:

- Interested faculty members can self-nominated in the prescribed format through the proper channel to the Dean of Studies
- Applicants should have good academic and professional integrity

- There should be no any disciplinary proceedings and no adverse remark in the ACRs against applicant during the service at AdtU.
- The faculty should not involve in plagiarism or any other malpractices throughout his/her career

6. Supporting documents to be attached with the application

a. List of Research Projects completed along with the sanction letter.
b. List of Publications in journals along with the ERP ID
c. List of books, monograms, lab manuals and chapters in a textbook published along with the first page where the author's names are mentioned. Please mention the ERP ID
d. List of fellowships / memberships of recognized national / international professional bodies along with the supporting documents
e. List of Awards / Distinctions along with the supporting documents.
f. List of the students supervised at PG and Ph.D level.
g. Name & number of courses taught during last   years.
h. Number of lab courses taken during last years
i. Number of lab experiments developed during last years
j. Number of patents awarded/Applied with reference
k. Any other documents substantiating information provided in the application

7. Procedure for selection

Process	Composition of the committee	Remark/Responsibility
Committee for Quality of the study material / resources prepared and uploaded in the LMS **point 3 (i) d**	**Member of the Committee to evaluate the Quality of the study material** • Chairperson- Dean of the concern faculty member (if Dean concern is an applicant then VC will nominate the senior most faculty as the chairperson) • Member- Two Senior most faculty nominated by Vice Chancellor (the members should not be an applicants) • Member- Representative of IQAC	The committee will evaluate the quality of the study material / resources prepared and uploaded in the LMS and grade accordingly
Selection committee	**Member of the Selection Committee** • Vice Chancellor –Chairperson • Dean of Studies – Co-Chairperson • Registrar- Member • Representative of Trustee -Member • Representative of IQAC- Member • Representative of HR- Member	Selection will be on the basis of the recommendation of the selection committee and approval of the BoM.

End

<h1 style="text-align:center">SOP for Best Researcher Award</h1>
<h1 style="text-align:center">Assam down town University</h1>

1. Introduction

The Best Researcher Award Assam down town University (AdtU) is presented annually to an outstanding full-time faculty member in recognition of extraordinary research contributions within the university. All regular faculty are eligible for the award who have completed at least one year service in the university. The Best Researcher Award of AdtU is to boost the Research and Development (R&D) activities at the university. The evaluation of R&D work of a participant for the award will be based on the following components : publications, patents, externally funded Research Projects, internally seed funded research Projects, Research supervision of PhD and PG students, Industry Institute Interaction and Consultancy Projects, Innovation and other demonstrations

2. Eligibility

Only regular faculty members with at least 1 year of service at AdtU, who currently hold any one of the positions as Assistant Professor, Associate Professor, Professor or researcher of any research position are eligible for self-nomination.

3. Criteria

Contributions of the faculty in the following aspects for the year proceeding selection process for a particular year will be taken into account for the evaluation.

3. (i) Research Publications & Patents (Maximum 100 marks)

S. No.	Criterion	Max marks
a.	Research Publications in SCI/ SCOPUS/Web of Science indexed journals having Impact Factor 0.5 -2 (1 mark per publication)	**10**
b.	Research Publications in SCI/ SCOPUS/Web of Science indexed journals having Impact Factor 2.1 -5 (2 marks per publication)	**20**
c.	Research Publications in SCI/ SCOPUS/Web of Science indexed journals having Impact Factor more than 5 (5 marks per publication)	**20**
d.	2 marks for each utility patent/copy rights published	**10**
e.	5 marks for each utility patent/copy rights granted	**20**
f.	10 marks for each utility patent commercialised	**20**
	Total (i)	**100**

3. (ii) Externally funded Research Project, Seed money project, Consultancy Projects, Innovation (Maximum 100 marks)

S. No.	Criterion	Max Marks
a.	Externally funded Research Projects (ongoing/sanctioned) as Principal Investigator (PI) / Co-Investigator For Principal Investigator: • 2 mark per project worth ≤ Rs 10 lakhs • 5 marks per project worth Rs 10 to 25 lakhs	32

	• 10 marks per project worth Rs 25 to 50 lakhs • 15 marks per project worth ≥ Rs 50 lakhs For Co-Investigator: • 1 mark per project worth ≤ Rs 10 lakhs • 2.5 mark per project worth Rs 10 to 25 lakhs • 5 marks per project worth Rs 25 to 50 lakhs • 7.5 marks per every project worth ≥ Rs 50 lakhs		
b.	Research Awards/Fellowship • International -05 • National -03 *Note: Only recognised awards conferred by recognised bodies/agencies/ associations will be considered*	8	
c.	Internally seed-funded research Project: *To claim this point it is mandatory to publish one research/review article in SCI/ SCOPUS/Web of Science indexed International journals having Impact Factor 0.5 -2* For Principal Investigator: • 2 mark per project worth ≤ Rs 3 lakhs • 5 marks per project worth Rs 3 to 5 lakhs • 8 marks per project worth ≥ Rs 5 lakhs For Co-Investigator: • 1 mark per project worth ≤ Rs 3 lakhs • 2 mark per project worth Rs 3 to 5 lakhs • 3 marks per project worth ≥ Rs 5 lakhs *Note: For more than two research publications as mentioned above additional 10 marks will be awarded for each publication. In the publications university should be acknowledged for providing the seed fund and infrastructure to carry out research work*	**30**	
d.	**Consultancy Projects** • 1 mark per project worth ≤ Rs 5 lakhs • 2 marks per project worth Rs 5 to 10 lakhs • 3 marks per project worth Rs 10 to 20 lakhs 4 marks per project worth ≥ Rs 20 lakhs	15	
e.	Innovation and demonstration or innovation Award for in-field application 7.5 marks per innovation	15	
	Total (ii)	**100**	

3. (iii) Research supervision of PhD and PG students guiding/ guided in the last academic year (Maximum 50 marks)

S.No.	Criterion	Max Marks
a.	4.0 marks per PhD Thesis as supervisor	20
b.	2.0 marks per PhD Thesis as co-supervisor	20
c.	1 mark per PG Dissertation work as supervisor	10
	Total (iii)	**50**

Note: For this category minimum one SCI/ SCOPUS/Web of Science indexed research publication or at least one filed patent is mandatory to claim the points.

3. Summary of Criterion and weightages

S. No	Criterion	Max Marks
i.	Research Publications & Patents	100
ii.	Externally funded Research Project, Seed money project, Consultancy Projects, Innovation	100
iii.	Research supervision of PhD and PG students guiding/ guided in the last academic year	50
	Total	250

4. Awards:

The recipients will receive a one-time award of Rs 50,000/- , and an Award of Appreciation certificate.

5.   How to apply and Terms and Conditions:

- Interested faculty members/Researchers can self-nominated in prescribed format through proper channel to the Dean of Studies
- Applicants should have good academic and professional integrity
- There should be no any disciplinary proceedings and no adverse remark in the ACRs against applicant during the service at AdtU.
- The faculty should not involve in plagiarism or any other malpractices throughout his/her career

6. Supporting documents to be attached with the application

a. List of Publications along with 1st page of the article copy and ERP ID
b. List of Research Projects completed, along with the sanction letter and ERP ID
c. List of Awards / Distinctions along with the supporting documents.
d. Details of the students supervised at PG and Ph.D level.
e. Number of patents awarded/applied with reference
f. Any other documents substantiating the information provided in the application

7. Procedure for selection

Process	Composition of the committee	Remark/Responsibility
Selection committee	Member of the Selection Committee • Vice Chancellor -Chairperson • Dean of Studies- Co-Chairperson • Registrar – Member • Representative of the Trustee- Member • Representative of IQAC- Member • Representative of HR- Member	Selection will be on the basis of the recommendation of the selection committee and approval of the BoM.

SOP for Best Teacher in Responding and Executing Task (BTRET) Award
Assam down town University

1. Introduction

The Vice Chancellor Choice Best Teacher Award Assam down town University (AdtU) is presented annually to outstanding full-time faculty members in recognition of dedicated *involvement and discharge of duties/assignments/other responsibilities with utmost sincerity from time to time.* All regular faculty are eligible for the award who have completed at least one year service in the university. The Vice Chancellor Choice Best Faculty Award highlights AdtU's commitment to achieve the vision of the university through teaching, research, innovation and consultancy in a dynamic manner.

2. Eligibility

Only regular faculty members with at least 1 year of service at AdtU, who currently hold any one of the positions as Assistant Professor, Associate Professor, Professor are eligible.

3. Criteria

Faculty contributions in the following aspects during the last 1 year of service will be taken into account for evaluation.

S. No.	Criterion	Max marks
i.	Imparting quality education and study material or resource / e-content development	05
ii.	Textbooks/ Lab manuals/chapters developed	05
iii.	Imparting Remedial/Bridge Courses and Counselling modules/ soft skills/communication, personality development courses (outside curriculum)	05
iv.	No of Research Publications	15
v.	Cumulative impact factor	10
vi.	Student counselling for in-house training or motivation or initiatives for national-level examinations like UGC NET/CSIR NET/SLET etc	05
vii.	Externally funded research/ consultancy project (sanctioned)	10
viii.	PhD & PG research supervision with output in the form of paper/patent	05
ix.	Research Awards/Fellowship from reputed bodies or organization	05
x.	Organizing conferences, seminars, workshops, FDPs, Executive Development Programs, etc. (at least national level with a capacity of organizing secretary or convener)	05
xi.	Involvement in Sports, Arts, cultural, and other outreach activities	05
xii.	Overtime duty performed for the accomplishment of academic, research or other entrusted assignments	05
xiii.	Innovation/ innovative idea demonstration/ Innovativeness in other aspects/dimensions/ Innovative teaching-learning methods developed	10
xiv.	On time accomplishment of entrusted work or responsibilities as assigned / Responsiveness to the AdtU administrative circular or notifications etc.	10
	Total	**100**

4. Awards:

The recipients will receive a one-time award of **Rs 30000.00/-** , and an Awards of Appreciation certificate.

5.   **How to apply and Terms and Conditions:**

- Interested faculty members can self-nominated in prescribed format through proper channel to the Dean of Studies
- Applicants should have good academic and professional integrity
- There should be no any disciplinary proceedings and no adverse remark in the ACRs against applicant during the service at AdtU.
- The faculty should not involve in plagiarism or any other malpractices throughout his/her career

6. Supporting documents: Proof of all documents substantiating information provided in the application to be attached

7. Procedure for selection

Process	Composition of the committee	Remark/Responsibility
Selection committee	**Member of the Selection Committee** • Vice Chancellor -Chairperson • Dean of Studies – Co-Chairperson • **Registrar – Member** • **Representative of Trustee- Member** • Representative of IQAC- Member • Representative of HR- Member	Selection will be on the basis of the recommendation of the selection committee and approval of the BoM.

End

SOP for Best Innovator Award
Assam down town University

1. Introduction

The **Best Innovator Award** Assam down town University (AdtU) is presented annually to outstanding full-time faculty member or researcher of AdtU in recognition of extraordinary development/ and implementation of innovative products, processes or services as a solution to the problem/ challenge being faced by individuals or society at large. All regular faculty/researchers are eligible for the award who have completed at least one year of service in the university. The **Best Innovator Award of** AdtU is to boost the Innovation activities at the university.

2. Eligibility

All regular faculty/researcher with at least 1 year of service at AdtU, are eligible for self-nomination.

3. Criteria

Contributions in the following aspects during the last 1 year of service will be taken into account for evaluation.

S. No.	Criterion	Max marks
i.	Details of developed and implemented innovative products, processes or services as a solution to a problem/ challenge being faced by individuals or society	10
ii.	Potential of the innovative product, process, or services to be adapted by the AdtU community and further implemented for the betterment of the entire community	10
iii.	No. of innovative or creative ideas claimed by the innovator	10
iv.	No of working/ demonstrated innovations at AdtU	10
v.	Nomination for any state or national-level Innovation awards	5
vi.	Recipient of any state or national-level Innovation awards	10
vii.	Recipient of any International-level Innovation awards	15
viii.	Innovation leading to Intellectual Property Rights: Details of the Patent, copyrights published and granted	10
ix.	Commercialisation of Patents	20
	Total	**100**

Note: For joint innovation first and lead innovator/inventor will get the full credit if only two innovator associated in the innovation. For more than two innovator/inventor the first and lead innovator/inventor will get 70% weightage and 30% weightage will be counted for rest of the innovator/inventor. AdtU other related policy shall be implemented during the calculation of the weightage.

4. Awards:

The recipients will receive a one-time award of **Rs 30,000/- ,** and an Awards of Appreciation certificate.

5.   **How to apply and Terms and Conditions:**

- Interested faculty members/Researchers can self-nominated in prescribed format through proper channel to the Dean of Studies
- Applicants should have good academic and professional integrity
- There should be no any disciplinary proceedings and no adverse remark in the ACRs against applicant during the service at AdtU.
- The faculty should not involve in plagiarism or any other malpractices throughout his/her career

6. Supporting documents to be attached to the application

Any documents substantiating information provided along with the application

7. Procedure for selection

Process	Composition of the committee	Remark/Responsibility
Selection committee	Member of the Selection Committee • Vice Chancellor -Chairperson • Dean of Studies- Co-Chairperson • Registrar – Member • Representative of the Trustee- Member • Representative of IQAC- Member • Representative of HR- Member	Selection will be on the basis of the recommendation of the selection committee and approval of the BoM.

End

<div align="center">

SOP for Best Faculty of Study Award
Assam down town University
</div>

1. Introduction

The **Best Faculty of Study Award** of the Assam down town University (AdtU) is presented annually to one of the Faculty of Study in recognition of overall Teaching, Research, Innovation, and administrative effectiveness for the overall development of AdtU. The Best Faculty of Study of AdtU is to boost the administrative effectiveness along with teaching, research, and innovation.

2. **Eligibility:** All the Faculty of the AdtU are eligible for the nomination.

3. **Criteria:** Contributions in the following aspects will be taken into account for evaluation.

Sl No.	Criterion/Parameters	Max marks
1.	Up-to-date course files for all the faculty members for the courses conducted in the last year	10
2.	Timely upload on ERP of all the mandatory documents, such as course handouts, learning materials, etc, by the individual faculty members for the last academic year	10
3.	List and details of the teachers/research scholars/students who received awards, recognition, fellowships/financial incentives at State, National, and international levels from the Government/Govt. recognised bodies during the last year	10
4.	Detailed record of JRFs, SRFs, Post-Doctoral Fellows, Research Associates, and other research fellows enrolled in the Faculty of Study during the last year	10
5.	List and details of the discipline with UGC-SAP, CAS, DST-FIST, DBT, ICSSR, and other recognitions by national and international agencies	10
6.	List and details of Extramural funding for Research, sponsored by government , non-government sources such as industry, corporate houses, international bodies, endowments, and Chairs in the University in the last year	10
7.	Details and outcome of AdtU Seed money projects received in the last year	10
8.	Revenue generated from consultancy and corporate training during the last year (INR in Lakhs)	10
9.	List and details of workshops, conferences, seminars, FDPs, MDPs organised and participated in the last year	10
10.	Number of research papers published in the Journals indexed in SCI/ SCOPUS/Web of Science during the last year	10
11.	Cumulative impact factor of the research publications during the last year with proof	10
12.	Number of patents published/awarded in the last year	10
13.	Number of Ph.D.s awarded in the last year	10
14.	Number of books and chapters in edited volumes published in the last year	10
15.	Number of collaborative activities with other institutions/research establishments/industry for research and academic development of faculty and students during last year. Please mention the outcome of the activity	10
16.	Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student/faculty exchange and collaborative research during the last year	10
17.	E-content is developed by teachers : 1. For e-PG-Pathshala, 2. For CEC (Under Graduate), 3. For SWAYAM, 4. For other MOOCs platform, 5. Any other Government Initiatives 6. For Institutional LMS	10
18.	Details of students benefited by career counselling and guidance for competitive examinations offered by the Faculty of Studies in the last year	10

19.	List and details of capacity development and skills enhancement initiatives taken by the Faculty of Study and list of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/ GATE/GMAT/CAT/GRE/GPAT/JAM/IELTS/TOEFL/Civil Services/State government examinations)	**10**
20.	List and details of recently graduated students who have progressed to higher education (previous graduating batch)	**10**
21.	List and details of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last year	**10**
22.	List and details of sports and cultural events/competitions organised by the Faculty of Study in the year	**10**
23.	i. Extension and outreach activities conducted in the last year ii. Participation of the students in various Outreach activities as notified by the university in the last year	**10**
24.	Overall students' ethics and behaviours inside and outside the university	**10**
25.	Up to date profile of the Faculty/staff members in the office, AdtU website, as well as other forums like Google Scholar/Vidwan/Research Gate /Scopus etc	**10**
26.	Figuring out infrastructure, proposals to management or the competent authority for all-round development of the faculty, including teaching, research, and innovation.	**10**
27.	Tidiness of laboratories and other resources, functional labs in the faculty	**10**
28.	Other innovativeness of the Faculty of study for overall betterment of the particular faculty of studies as well as the AdtU, Innovativeness or implementation of new effective methodology/idea for teaching, learning, and evaluation. Please submit in details	10
	Total	**280**

4. Awards:

The recipients faculty of studies will receive a one-time award of **Rs 100000.00** for the infrastructure development /- , Memento and an Award of Appreciation certificate.

5. How to apply and Terms and Conditions: All faculty of studies are mandatory to self-nominated in prescribed format through the proper channel to the Dean of Studies

6. Supporting documents: All supporting documents substantiating the information provided in the application

7. Procedure for selection: A selection committee is constituted

Process	Composition of the committee	Remark/Responsibility
Selection committee	Member of the Selection Committee • Vice Chancellor -Chairperson • Dean of Studies- Co-Chairperson • Registrar – Member • Representative of the Trustee- Member Representative of IQAC- Member • Representative of HR- Member	Selection will be on the basis of the recommendation of the selection committee and approval of the BoM.

End