



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2025-26/105

Date: 09-10-2025

Circular

Job Responsibilities of Research Faculty at Assam down town University

This is for the information of all concerned that the Job Responsibilities of Research Faculty appointed under various Faculties of study are attached as Annexure I and notified herewith for all concerned. Job Responsibilities of Research Faculty include building a robust research ecosystem in their respective areas of expertise, conducting high-quality research, providing academic and research guidance to students and scholars, and engaging in innovation-driven activities in alignment with the vision and mission of the University.

This shall come into force with immediate effect.

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 Offices (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D)
9. HR Office
10. IQAC
11. Notice Boards/Message Desk (For display)
12. Office file (for record)

Job Responsibilities of Research Faculty at Assam down town University

The Research Faculty appointed at Assam down town University shall be responsible for building a research ecosystem in their area of expertise, carrying out high-quality research, providing academic guidance, and engaging in innovation-driven activities as per the vision and mission of the University. The major responsibilities include:

1. Guidance of Students and Scholars: Provide academic and research guidance to undergraduate and postgraduate students in their dissertations, projects, and research activities. The modalities/SOP for this will be circulated in due course of time. Till then existing policy/SOP shall be followed. Till then, the existing policy/SOP shall continue to be followed.
2. Supervise and mentor Ph.D. scholars to ensure timely completion of quality research work for both part-time and full-time research scholars.
3. Undertake independent and collaborative research in the relevant field.
4. Publish review articles, research articles in reputed, peer-reviewed, high-impact journals indexed in Scopus/WoS as per the AdtU policy, preferably for the research carried out at AdtU.
5. To guide faculties under different programmes in the preparation of research manuscripts and publications in quality journals.
6. Initiate and lead research projects funded through University seed money and ensure proper implementation and outcomes.
7. Acquire extramural research grants from national and international funding agencies.
8. Explore consultancy services for revenue generation through consultancy projects with industry, government, and other organizations in line with AdtU policy.
9. Put efforts into the translation of research and innovation into a product of commercial usability.
10. File patents and protect intellectual property generated from research work and mentor the fellow colleagues, students, and scholars.
11. Build interdisciplinary and inter-institutional Professional Development and Collaboration for impactful research.
12. Actively participate in conferences, workshops, and seminars to disseminate research outcomes and enhance the visibility of the University.
13. All the research faculty have to maintain a minimum target number for Research Paper Publication, Book/Book Chapter in quality SCI, ESCI, Scopus, or Core Web of Science Indexed journals as per the AdtU policy.
14. Publications shall be considered only if the research faculty is the **first or corresponding author** of the review and research work originates from AdtU to meet their minimum target for an academic year. This publication should be made in the Q1, Q2, and Q3 journals only.

Annexure I

15. Research Faculty appointed as Assistant Professor, Associate Professor, and Professor are required to publish 3, 4, and 5 numbers of research or review papers respectively for the academic year 2025-26 to meet their minimum target.
16. For every additional research/review paper publication over and above the minimum target shall be entitled for reward as per the “Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.0)” notified vide **Memo No: AdtU/ R/2024-25/ 324 dated 01/02/2025 and Memo No: AdtU/R/2025-26/031 Date: 27-08-2025.**
17. For each additional paper over and above the minimum target, in case of a co-authored research/review paper publication, the reward for each such paper will be 60% reward value accrued for each of the first author or the corresponding author's paper.
18. The publications made in the Q1, Q2, and Q3 journals are only eligible for reward/incentive.
19. Teaching workload for a research faculty in any category is preferably a maximum of 1 theory course having 3 credits.
20. Performances of all the research faculty at any grade will be reviewed periodically, and if not found satisfactory, the authority will take necessary action.
21. This shall be reviewed time to time by the competent authority.
22. Any other work assigned by the competent authority.

Research Faculty shall report to the Dean of the Respective Faculty of Study for day-to-day academic and research activities. However, they have to report on a fortnightly basis to the Executive Director - Research for their regular appraisal of the research-related activities. Executive Director -Research shall apprise the same to the Hon'ble Vice Chancellor.

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