



Office of the Registrar

GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhowapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

Minutes of the ninth meeting of the Academic Council

Girijananda Chowdhury University, Assam

Date: 7th February'25 (Friday)

Time: 10:30 a.m.

Venue: Conference room

(Ground floor, Main Academic Building)

The following members were present in the meeting:

1. Mr. Jasodaranjan Das-President, SSA Society
2. Prof. Jayanta Deka-Chancellor (Special Invitee)
3. Prof. Kandarpa Das- Vice-Chancellor
4. Mr. Bijoyananda Chowdhury, Secretary, SSA Society
5. Prof. Dipankar Saha, Registrar
6. Prof. Amar Saikia- Dean (Academics)
7. Dr. Suman Hazarika
8. Mr. Kishor Kumar Choudhury- COE
9. Dr. Sunayan Bordoloi- Dean, School of Natural Sciences
10. Prof. S. Robert Ravi-Dean, School of Engineering and Technology
11. Dr. Shantanu Chakraborty- Dean, School of Humanities & Social Sciences
12. Dr. Abdul Baquee Ahmed-Principal, School of Pharmaceutical Sciences, Tezpur campus
13. Dr. Bhanu P Sahu-Dean, School of Pharmaceutical Sciences, Guwahati campus
14. Dr. Damiki Laloo-Head, Department of Pharmacognosy
15. Dr. Moytri Sarmah – Dean, Student Affairs
16. Dr. Balin Hazarika- Professor, Dept. of Commerce
17. Dr. Minakshi Gogoi-Head, Department of Computer Science and Engineering
18. Dr. Mukta Ranjan Singha, Head- Department of Computer Applications
19. Dr. Vidhya Srinivasan- Head, Department of MLT
20. Dr. Nilanjana Deb-Head, Department of Business Administration
21. Dr. Anindita Bora-Head, Department of Electronics and Communication Engineering
22. Dr. Rachel Kabi- Head, Department of Sociology and Social Work
23. Dr. Lipi Goswami- Head(i/c), Department of Physics
24. Dr. Jun Moni Kalita- Head, Department of Pharmaceutical Chemistry
25. Dr. Madhumita Mahanta- Head(i/c), Department of Mathematics



26. Dr. Swarnali Pathak- Head(i/c), Department of Chemistry
27. Dr. Sampurna Bhuyan –Head(i/c), Department of Economics
28. Manashi Devi- Head(i/c), Department of English and Foreign Languages
29. Dr. Barsha Chhetri-Head (i/c), Department of Education
30. Dr. Puja Sen - Head (i/c), Department of Mass Communication and Journalism
31. Dr. Nijumoni Das – Head (i/c), Department of Law
32. Prithvi Narayan Sinha- Asst. Professor, Dept. of Electrical Engineering

Ms. Kunki Chowdhury, Member, SSA Society, and Dr. Sandip Bordoloi- Head, Department of Electrical Engineering were granted leave of absence.

AC.9/2025-02/01:

Welcome Address and Appraisal Report by the Vice Chancellor.

The Vice-Chancellor of Girijananda Chowdhury University (GCU), Prof. Kandarpa Das began the Academic Council meeting by extending a warm welcome to all members and providing an overview of the university's key achievements and initiatives since the last meeting. He highlighted several important events and developments, including the National Mathematics Day celebration on 22nd December 2024, organized by the Department of Mathematics in collaboration with the Assam Academy of Mathematics. The event was a resounding success, contributing to the promotion of mathematical learning within the university. Another notable event was the celebration of Saraswati Puja on 3rd February 2025, which saw enthusiastic participation from faculty, staff, and students across both campuses, strengthening the sense of community at GCU.

In terms of academic progress, the Vice-Chancellor informed the Council about the Centre for Legal Studies' application for approval of its BA LLB course to the Bar Council of India on 23rd December 2024, with approval still pending. He also discussed the PhD Admissions for December 2024, which attracted 95 applications, with 81 candidates appearing for the personal interview. As of now, 44 students have been admitted, and the orientation programs for these students began on 20th January 2025. Additionally, the university declared its end-semester results for 2024 on 11th January 2025, marking another successful milestone.

Prof. Kandarpa Das also emphasized the international engagement of the university, particularly the two-day International Conference organized by the School of Humanities and Social Sciences on 21st and 22nd January 2025. The conference, which focused on the political, economic, and cultural dynamics of Central, South, and South East Asia, featured 126 national and international delegates from countries such as Russia, Israel, Uzbekistan, Iraq, Kyrgyzstan, and Japan. Notable international figures, including Prof. Vera Zabolotkina, Pro-Rector of the Russian State University for Humanities, Moscow, graced the event. The conference had 96 total abstracts, with 88 registrations, and saw an equal distribution of online and offline presentations.

Turning to student achievements, the Vice-Chancellor proudly shared the accomplishments of 24 GCU students who participated in the 38th AIU North East Zone Inter-University Youth Festival 2024-25 held at ICFAI University, Tripura. The GCU team excelled in several categories, securing gold medals in Western Solo Song, Western Group Song, and Mimicry, as well as 5th



position in Classical Instrumental (Percussion). These accomplishments have earned GCU the honor of representing the North East Zone at the National Level in these categories.

Finally, Prof. Das expressed his gratitude to all faculty, staff, and students for their continued dedication and hard work in advancing the university's mission. He underscored the university's commitment to fostering academic excellence, holistic development, and international collaboration. With these remarks, Professor Das called the meeting to order and invited the Registrar to present the first agenda item.

The Members took note of the activities and appreciated the University for its efforts.

Resolution: AC.9/2025-02/01:

The Academic Council noted the deliberations and resolved the following:

1.1 To provide blazers for students representing Girijananda Chowdhury University at the AIU Youth Festival 2024-25, scheduled to be held at Amity University, Uttar Pradesh, from 3rd March to 8th March 2025.

1.2 To emphasize and encourage faculty members to actively engage in patent publication, fostering a culture of innovation and strengthening the university's research output. Additionally, a monitoring mechanism will be established to track faculty performance on key parameters, including the number of patents submitted, patents published, and patents granted, to assess and enhance research contributions.

Agenda AC.9/2025-02/02: Confirmation of the Minutes of the eighth meeting of the Academic Council held on 20th Dec'24

The Minutes of the eighth Academic Council meeting were placed before the Council, for consideration. The draft minutes of the meeting were circulated to all the Members for their observation. No observation was received; the Members were once again requested to make their observations, if any. Since, there was no observation, the Council recommended to accept the Minutes of the eighth Academic Council meeting.

The Minutes of the eighth meeting of the Academic Council held on 20th Dec'24 are placed at Annex-I

Resolution: AC.9/2025-02/02:

The Council resolved to approve the Minutes of the eighth Meeting of the Academic Council.



Agenda AC.9/2025-02/03: Proposal for acceptance of the Action Taken Report on the decision of the eighth emergent meeting of Academic Council held on 20th December, 2024.

The Action Taken Report of the resolution of the eighth meeting of the Academic Council held on 20th December, 2024 was placed before the council. The members discussed the report and noted the actions taken with appreciation.



Action Taken Report on resolution of the eighth meeting of Academic Council held on 20th December, 2024.

Agenda No.	Resolution No. and remarks	Decision/Action taken
Appraisal by Vice Chancellor	The Academic Council considered the appraisal report of the Vice Chancellor and accepted it	Noted. No Action required.
Agenda-AC.8/2024-12/01: Approval of the Curriculum, Programme objectives & outcomes and syllabus of B.A LLB(Hons) Degree Course.	Resolution- AC.8/2024-12/01: 1.1 The Academic Council resolved to approve the B.A LLB program. 1.2 The Academic Council resolved to approve the Curriculum, Programme objectives & outcomes and syllabus of B.A LLB (Hons) Degree Course in principle subject to modifications. 1.3 The Academic Council resolved that all courses beyond six credits shall be reviewed and evaluated.	1.1 The centre for legal studies GCU applied for approval of its BA LLB course to the Bar Council of India (BCI) on 23 rd December 2024 and approval is in process. 1.2 Curriculum, Programme objectives & outcomes and syllabus of B.A LLB (Hons) Degree Course already submitted to Bar Council of India (BCI) for approval on 23 rd December 2024 and approval is in process. 1.3 As per recommended by the Academic Council 6 credit courses of BA LLB degree course has been reduced to 4 credit and being implemented by the Centre for Legal Studies.



Agenda-AC.8/2024-12/02: Any Other Matter i) Increase of intake in B.Pharm course (Tezpur campus) from 60 to 100 ii) Introduction of M.Pharm courses at GCU Tezpur campus iii) PhD supervisor approval-Dr. Palakshi Sarmah	Resolution:AC.8/2024-12/2.1: 2.1 Resolved that the intake in B.Pharm course (Tezpur campus) maybe increased from 60 to 100. 2.2 Resolved to introduce the following M.Pharm. programs at the School of Pharmaceutical Sciences, GCU Tezpur campus, subject to compliance with PCI guidelines: i. M.Pharm. in Pharmaceutics ii. M.Pharm. in Pharmaceutical Chemistry 2.3 Resolved to approve Dr. Palakshi Sarmah, (Assistant Professor, Department of Psychology), as a PhD supervisor.	2.1 Applied for PCI approval on 15th January 2025 through SIF (Standard Inspection Format) submission 2025. 2.2 Resolution being followed. 2.3 Resolution being followed.
---	---	---

Resolution: AC.9/2025-02/03:

The Council resolved to approve the Action Taken Report of the eighth Meeting of the Academic Council.

Agenda AC.9/2025-02/04:

Ratification of the recommendations of the meetings of the Board of Studies of:

- School of Natural Sciences on 9th January,2025
- School of Humanities & Social Sciences held on 29th January,2025

The minutes of the fourth meeting of the BoS of Natural Sciences (Annex-II) held on 9 Jan'25; sixth meeting of the BoS of Humanities & Social Sciences (Annex-III) held on 29 Jan'25; placed before the council for approval.

Resolution AC.9/2025-02/04

4.1 Resolved to ratify the approved minutes of the fourth meeting of the BoS of Natural Sciences held on 9 Jan'25.

4.2 Resolved to ratify the approved minutes of sixth meeting of the BoS of Humanities & Social Sciences held on 29 Jan'25.



Agenda AC.9/2025-02/05:

Report of the Committee regarding modification of exam rules and regulations and adoption of the same in the academic regulation.

The end-semester results of 2024 for professional courses have shown a decline in the pass percentage. This decline may be attributed to the adoption of a minimum passing percentage of 50% in the end-semester examinations.

In light of this, a proposal has been placed before the Council to review and modify the passing criteria and other examination regulations to ensure a balanced and effective evaluation system. The proposed modifications, if approved, will be incorporated into the GCU academic regulations. The members had a detailed discussion regarding the matter and resolved the following.

Resolution AC.9/2025-02/05:

The Academic Council noted the deliberations and resolved the following:

5.1 To unanimously accept the minimum pass percentage of 40% for all courses, as mandated by the Government of Assam, and to adopt the minimum pass percentage for Pharmaceutical Sciences as per the Pharmacy Council of India (PCI) guidelines.

5.2 To identify slow learners within departments and organize extra and remedial classes for their academic support, ensuring equitable learning opportunities for all students.

5.3 To prepare department-wise details for irregular students, highlighting their academic progress and attendance issues, for better management and intervention.

5.4 To compile a report on student attendance by department using data from the ERP system, which will be reviewed by the Dean Academic for effective monitoring and addressing attendance discrepancies.

5.5 To conduct departmental review meetings every month to evaluate academic progress, discuss challenges, and formulate strategies for continuous improvement in teaching and learning outcomes.

Agenda AC.9/2025-02/06:

Creation of Baskets of SEC, VAC, AEC, MDC

A proposal for Creation of Baskets of SEC, VAC, AEC, MDC was placed before the council for approval. Currently, courses under SEC, VAC, AEC, and MDC are allocated semester-wise, restricting students' choice to a limited set of subjects. To provide greater flexibility, these courses will be grouped into baskets, allowing students to select subjects of their choice while ensuring no repetition of courses.

The proposal was placed before the Council for discussion and approval. The Members discussed the matter and resolved the following.



Resolution AC.9/2025-02/06:

The Academic Council noted the deliberations and resolved the following:

The Dean, School of Humanities and Social Sciences to develop more Value-Added Courses (VACs) within the school.

Agenda AC.9/2025-02/07:

Review of semester results/ A Report by the COE

The Controller of Examinations (COE) submitted a report on the semester results, analyzing overall performance trends, pass percentages, and areas of concern. The report highlights key observations and suggests possible measures for improvement. The matter was placed before the Council for review, discussion, and necessary action.

The members noted the report.

Resolution AC.9/2025-02/07:

No resolution taken.

Agenda AC.9/2025-02/08:

Engagement of Professors in practice/Visiting Professors

A proposal to engage Professors in Practice and Visiting Professors is placed before the Council for discussion and consideration. This initiative is designed to strengthen academic rigor, industry-academia interaction, and research collaborations by bringing in distinguished experts, scholars, and professionals from various fields. Their involvement will provide students and faculty with valuable insights, mentorship, and exposure to real-world applications of knowledge.

The matter is presented for deliberation, feedback, and necessary approval to formalize the engagement process and ensure the successful integration of such faculty members into the university's academic ecosystem.

Resolution AC.9/2025-02/08:

The Academic Council noted the deliberations and resolved the following:

To adopt the proposal for engagement of Professors in Practice as per the UGC guidelines and to place it before the Governing Body for final approval.



Agenda AC.9/2025-02/09:

Approval of PhD supervisors

Applications from three faculty members seeking approval to become PhD supervisors have been submitted for the Council's consideration. The applicants come from diverse academic disciplines, including Electronics and Communication Engineering, Economics, and Education. The faculty members seeking approval are:

- Dr. Basab Das – Department of Electronics and Communication Engineering
- Dr. Ummey Rummana Barlaskar – Department of Economics
- Dr. Nandita Chitrakar – Department of Education

The Council will review the candidates' qualifications, research contributions, and suitability for supervising doctoral research. Following a comprehensive assessment, the Council's decision on the approval of these faculty members as PhD supervisors will be recorded.

The proposal is placed for deliberation and necessary approval.

Resolution AC.9/2025-02/09:

Resolved to approve the following faculty members as PhD supervisors:

- Dr. Basab Das – Department of Electronics and Communication Engineering
- Dr. Ummey Rummana Barlaskar – Department of Economics
- Dr. Nandita Chitrakar – Department of Education

AC.9/2025-02/10: Any Other Matter.

10.1 Declaration of Holiday on Janmotsav and Tithi of Shrimanta Shankardev
A proposal to declare a holiday on the Janmotsav and Tithi of Shrimanta Shankardev, to commemorate the contributions of this revered figure, was placed before the Council for approval. The objective is to honor his legacy and promote cultural heritage within the academic environment.

The Council reviewed the proposal and resolved for its approval.

Resolution: AC.9/2025-02/10.1:

The Council resolved to approve the declaration of a holiday on the Janmotsav and Tithi Shrimanta Shankardev.



10.2 Change in Course Name from VLSI Design to VLSI Design for Semiconductors and approval of the course.

A proposal to change the name of the course from “VLSI Design” to “VLSI Design for Semiconductors” was discussed as well as to approve the introduction of the course. The objective is to better reflect the course content and current trends in the field of semiconductor design.

The Council reviewed the proposal and recommended its approval.

Resolution: AC.9/2025-02/10.2:

The Council resolved to approve the change in the course name from “VLSI Design” to “VLSI Design for Semiconductors” to the new, more relevant title as proposed.

10.3: Official Approval of RDC-Related Policies

10.3.1 Guidelines for the Operation of Consultancy Projects

A proposal for the official approval of the Guidelines for the Operation of Consultancy Projects (Annex-IV) was presented. This policy outlines the procedures and regulations regarding consultancy projects within the university.

The Council reviewed and resolved to approve the policy as presented.

Resolution: AC.9/2025-02/10.3.1

In principle, the Council resolved to officially approve the Guidelines for the Operation of Consultancy Projects, pending final approval from the Board of management and the Governing Body.

10.3.2 GCU-Incubation Centre (GCU-IC) Policy and Procedures

A proposal for the Girijananda Chowdhury University-Incubation Centre (GCU-IC) Policy and Procedures (Annex-V) was submitted for approval. The Council reviewed and resolved to approve the policy.

Resolution: AC.9/2025-02/10.3.2

In principle, the Council resolved to officially approve the GCU-Incubation Centre (GCU-IC) Policy and Procedures, pending final approval from the Board of management and the Governing Body.



10.4 Amendment to the Incentive Policy

A proposal for an amendment to the university's Incentive Policy was presented. The amendment addresses the need to update certain criteria for faculty incentives, particularly in areas such as research publication, consultancy, and academic achievements. The Council reviewed and resolved to approve the proposed amendments.

Resolution: AC.9/2025-02/10.4

In principle the Council resolved to approve the Amendment to the Incentive Policy as proposed, pending final approval from the Board of management and the Governing Body.

As there was no other matter for discussion the meeting ended with a Vote of Thanks to and from the Chair.



**Registrar
Member Secretary**

Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017


**Vice-Chancellor
Chairman**



Minutes of the Emergent meeting of the Academic Council (Eighth meeting)

Girijananda Chowdhury University, Assam

Date: 20th December'24 (Friday)

Time: 10:30 a.m.

Venue: Conference room

(Ground floor, Main Academic Building)

The following members were present in the meeting:

1. Mr. Jasodaranjan Das-President, SSA Society
2. Prof. Jayanta Deka-Chancellor (Special Invitee)
3. Prof. Kandarpa Das- Vice-Chancellor
4. Prof. Amar Saikia- Dean (Academics)
5. Dr. Suman Hazarika
6. Mr. Kishor Kumar Choudhury- COE
7. Dr. Sunayan Bordoloi- Dean, School of Natural Sciences
8. Prof. S. Robert Ravi-Dean, School of Engineering and Technology
9. Dr. Hari Prasad Goenka- Dean, School of Commerce & Management
10. Dr. Shantanu Chakraborty- Dean, School of Humanities & Social Sciences
11. Dr. Abdul Baquee Ahmed-Principal, School of Pharmaceutical Sciences, Tezpur campus
(Present online)
12. Dr. Bhanu P Sahu-Dean, School of Pharmaceutical Sciences, Guwahati campus
13. Dr. Moytri Sarmah – Dean, Student Affairs
14. Dr. Minakshi Gogoi-Head, Department of Computer Science and Engineering
15. Dr. Vidhya Srinivasan- Head, Department of MLT
16. Dr. Nilanjana Deb-Head, Department of Business Administration
17. Dr. Anindita Bora-Head, Department of Electronics and Communication Engineering
18. Dr. Rachel Kabi- Head, Department of Sociology and Social Work
19. Dr. Lipi Goswami- Head(i/c), Department of Physics
20. Dr. Jun Moni Kalita- Head, Department of Pharmaceutical Chemistry
21. Dr. Madhumita Mahanta- Head(i/c), Department of Mathematics- Attended Online
22. Dr. Swarnali Pathak- Head(i/c), Department of Chemistry
23. Dr. Sampurna Bhuyan –Head(i/c), Department of Economics
24. Manashi Devi- Head(i/c), Department of English and Foreign Languages

25. Dr. Barsha Chhetri-Head (i/c), Department of Education
26. Dr. Puja Sen - Head (i/c), Department of Mass Communication and Journalism
27. Dr. Nijumoni Das – Head (i/c), Department of Law

Mr. Bijoyananda Chowdhury, Secretary, SSA Society; Prof. Dipankar Saha, Registrar; Ms. Kunki Chowdhury, Member, SSA Society, Dr. Mukta Ranjan Singha, Head- Department of Computer Applications and Dr. Damiki Laloo-Head, Department of Pharmacognosy were granted leave of absence.

Welcome Address and Appraisal Report by the Vice Chancellor.

The Vice Chancellor extended a warm welcome to all members of the Academic Council and provided an overview of the university's key achievements and initiatives since the previous meeting. Girijananda Chowdhury University (GCU) celebrated its Foundation Day on 26th October 2024 with great fervor, including a flag hoisting ceremony, a cultural rally, and a vibrant cultural program. Prof. Nani Gopal Mahanta, Vice Chancellor of Gauhati University, graced the event as the Guest of Honour and inaugurated GCU's Anti-Malaria Lab.

On 24th and 25th October, the Indian Society for Technical Education (ISTE) Students Chapter of GCU organized the 11th Section-Level Annual Students Convention, with Dr. Syed Maid Ali, Executive Secretary of ISTE, New Delhi, as the Chief Guest. The event also marked the inauguration of the ISTE Faculty Chapter at GCU. In November, GCU collaborated with the Japan Foundation, New Delhi, to host the Japan Carnival 2024, a unique celebration of Japanese culture featuring traditional games, Yukata fashion, Cosplay, and interactive Japanese lessons. The carnival fostered cross-cultural ties between India and Japan.

The university also organized the first day of its Model United Nations (MUN) conference on 9th November, centered on the theme of "Gender and Environmental Justice". On 14th November, the School of Allied Health Sciences marked World Diabetes Day with an inter-college e-poster competition and an insightful talk by Dr. Atul Kumar Agarwal from Marwari Hospitals. Another significant development was the launch of the Centre for Wildlife and Environmental Studies on 19th November, with Shri C.P. Marak, Chairman of MBOSE and former Chief Conservator of Forests, as the Chief Guest. The university also signed MoUs with the North East Cane and Bamboo Development Council and Aaranyak, a Wildlife NGO.

In observance of International Week for the Elimination of Violence against Women, the Internal Complaints Committee (ICC) and Gender Sensitization Cell (GSC) organized a three-day awareness program from 22nd to 25th November. On 23rd November, GCU, in collaboration with ISTE, hosted "Model-O-Science," a competition for school students themed "Innovation and Sustainability," showcasing talent from across the state. On Constitution Day, 26th November, the Centre for Legal Studies and other departments organized a program featuring Hon'ble Justice Mr. Ajit Borthakur of the Assam Human Rights Commission.

GCU's Department of Computer Science and Engineering hosted the Research Conclave 2024 on 28th November, focusing on advancements in artificial intelligence. The department also organized a workshop on "AI – Research Perspective in Multidisciplinary Fields" under AICTE's scheme to promote Indian languages in technology education. Additionally, GCU

hosted an AICTE-MIC-sponsored IDE Boot Camp for school teachers and principals on 29th and 30th November, emphasizing innovation and entrepreneurship.

In December, the Centre for Legal Studies observed Human Rights Day with an outreach program at Pragya Academy, highlighting the importance of human rights and the Indian Constitution. GCU achieved remarkable success by winning the first prize at the Smart India Hackathon 2024, with the Vice Chancellor announcing a special reward for the team and their mentor. The university also celebrated the Days of Russian Language and Culture in collaboration with the Pushkin State Russian Language Institute from 6th to 14th December, featuring workshops, quizzes, and cultural exchanges. The Department of Electronics and Communication Engineering hosted an AICTE-VAANI workshop on "Low Power VLSI Design" from 16th to 18th December, emphasizing advancements in VLSI technology.

These initiatives reflect GCU's commitment to academic excellence, innovation, and cultural enrichment, strengthening its position as a leading institution in the region. The Vice Chancellor expressed his appreciation for the efforts of all stakeholders and emphasized the university's strategic focus on holistic development and research-oriented education. Professor Das then called the meeting to order and asked the Dean (Academic) to present the first agenda item.

Agenda: AC.8/2024-12/01:

Approval of the Curriculum, Programme Objectives & Outcomes and Syllabus of B.A.LL.B. (Hons.) Degree Course

A proposal to seek approval for the curriculum, programme objectives, outcomes, and syllabus of the B.A. LL.B. (Hons.) degree course was placed before the Academic Council. The proposed programme has been designed to meet academic excellence and professional standards while aligning with institutional goals.

Members of the Council were requested to review and approve the proposed content, subject to any necessary modifications.

Resolution: AC.8/2024-12/01:

1.1: Resolved to approve the B.A. LLB programme.

1.2: In principle, the curriculum, programme objectives, outcomes, and syllabus of the B.A. LLB (Hons) degree course are approved, subject to necessary modifications.

1.3: Resolved that all courses beyond six credits shall be reviewed and evaluated.

Agenda:AC.8/2024-12/02: Any Other Matter

2.1 Increase of intake in B.Pharm course (Tezpur campus) from 60 to 100

A proposal to increase the intake capacity of the B.Pharm course at the Tezpur campus from 60 to 100 was placed before the Academic Council. The proposal aimed to address the growing demand for the program in the region, align with institutional growth objectives, and cater to industry and societal needs.

The Council was briefed on the required infrastructure enhancements, faculty recruitment, and regulatory compliance measures necessary to support the increased intake. Members were requested to review and approve the proposal, subject to any required modifications and adherence to the guidelines of the Pharmacy Council of India (PCI).

Resolution:AC.8/2024-12/2.1:

2.1 Resolved that the intake in B.Pharm course (Tezpur campus) maybe increased from 60 to 100.

2.2 PhD supervisor approval-Dr. Palakshi Sarmah

A proposal to approve **Dr. Palakshi Sarmah** (Assistant Professor, Department of Psychology) as a PhD supervisor was submitted to the Academic Council. The Council reviewed her qualifications, experience, and readiness to guide doctoral research, ensuring alignment with institutional and academic standards. Following a comprehensive evaluation, the proposal was placed for consideration.

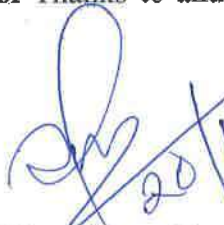
Resolution: AC.8/2024-12/2.2:

2.2 Resolved to approve Dr. Palakshi Sarmah, (Assistant Professor, Department of Psychology), as a PhD supervisor.

As there was no other matter for discussion the meeting ended with a Vote of Thanks to and from the Chair.


Registrar
Member Secretary




Vice-Chancellor
Chairman



Girijananda Chowdhury University, Assam

Board of Studies

School of Natural Sciences

Minutes of the Fourth Meeting of Board of Studies, School of Natural Sciences, GCU held on January 9, 2025 at 10.00 AM

Members present

- | | |
|--|--------------------|
| 1. Dr. Sunayan Bardoloi, Dean, School of Natural Sciences, GCU | – Chairperson |
| 2. Prof. Partha Pratim Baruah, Department of Botany, GU | – External Expert |
| 3. Prof. Anup Kumar Talukdar, Department of Chemistry, GU | – External Expert |
| 4. Prof. Hemanta Kumar Sarmah, Department of Mathematics, GU | – External Expert |
| 5. Prof. Jogen Chandra Kalita, Department of Zoology, GU | – External Expert |
| 6. Prof. Amar Saikia, Dean (Academic), GCU | – Special Invitee |
| 7. Dr. Swarnali Pathak, Head (i/c), Department of Chemistry, GCU | – Member |
| 8. Dr. Madhumita Mahanta, Head (i/c), Department of Mathematics, GCU | – Member |
| 9. Dr. Moytri Sarmah, Department of Mathematics, GCU | – Member |
| 10. Dr. Kamal Das, Department of Botany, GCU | – Special Invitee |
| 11. Dr. Nirmala Devi, Associate Professor, GCU | – Special Invitee |
| 12. Ms. Jyotima Nath, Department of Botany, GCU | – Special Invitee |
| 13. Dr. Salma Mazid, Department of Zoology, GCU | – Special Invitee |
| 14. Dr. Kajal Dutta, Department of Chemistry, GCU | – Member Secretary |

At the onset of the meeting, Dr. Sunayan Bardoloi, Dean, School of Natural Sciences, GCU and Chairperson, Board of Studies, School of Natural Sciences welcomed the members of the Board of Studies. He introduced the External Experts to the others and put forward the agenda of the meeting. The meeting thereafter deliberated on agenda items. The resolutions arrived at on the basis of discussion are given below.

Res. No.	Agenda	Resolutions/Action Taken
1	Discussion and approval of 4 th Semesters syllabi for M.Sc in Botany	Dr. Kamal Das, Assistant Professor, Department of Botany, GCU presented the 4th Semester syllabus for M.Sc in Botany. The following recommendations were offered by the External Expert, Prof. P.P. Baruah, Dept. of Botany, Gauhati University. <u>M.Sc 4th semester (Special Paper: Molecular Biology, Cytogenetics and Plant Breeding)</u> 1. To change the name of the course MBO23611T and MBO23612T from Cytogenetics and Molecular Biology I and Cytogenetics and Molecular Biology II , to Molecular Biology, Cytogenetics and Plant Breeding I and Molecular Biology, Cytogenetics and Plant Breeding II. 2. To merge the content of Course MBO23611T and MBO23612T into one pcourseMBO23611T and reduce some of the contents. 3. To add Biostatistics and Bioinformatics in the course MBO23612T and add some depth of the topics of Sequencing techniques and statistics. 4. To remove mitosis and meiosis practical from MBO23613P and add some Biostatistics and Bioinformatics practical. 5. To change "Educational tour within the state" to "Field Trip" in course MBO23613P. The recommendations were accepted by the board and incorporated in the syllabus accordingly
2	Discussion and approval of 4 th Semester syllabus for M.Sc in Chemistry	Dr. Swarnali Pathak, HoD (i/c), Department of Chemistry presented the 4th Semester syllabus for M.Sc in Chemistry. Prof. Anup Kumar Talukdar, External Expert suggested incorporating topics such as Porous Materials, MCM, Zeolitic Materials—covering their classification, structure, and applications—into the Materials Chemistry course under Module 1: Materials Introduction, Properties, and Diffusion. He also suggested modifying the line "supramolecular chemistry of fullerene, fullerene as guest and fullerene as host" to "fullerene, fullerene as guests and hosts" in Module 4: Devices and Chemistry of the Supramolecular Chemistry course. The recommendations were accepted by the board and incorporated in the syllabus accordingly.

3	Discussion and approval of (i) 5th and 6th Semesters syllabi for B.Sc in Mathematics (ii) Syllabi of 3rd Semester and 4th Semester (except two elective papers) for M.Sc in Mathematics	Dr. Madhumita Mahanta, HoD (i/c) Dept. of Mathematics presented the syllabi for B.Sc in Mathematics 5th and 6th Semesters syllabi and M.Sc in Mathematics 3rd Semester and 4th Semester (except two elective papers). Recommendations on B.Sc in Mathematics 5th and 6th Semesters syllabi The courses are-Finite Differences & Vector Calculus, Analytical Geometry, Ring Theory, Elective II- Introduction to Statistics/Discrete Mathematics of 5th Semester and Mechanics, Real Analysis II and Metric Spaces, Linear Algebra, Elective III- Numerical Analysis/ R Programming and Elective IV-Operation Research/ Spherical Trigonometry & Astronomy. The expert examined the syllabus of Mechanics, R Programming and Spherical Trigonometry and Astronomy. Prof. Hemanta Kumar Sarmah, Head, Department of Mathematics, Gauhati University, who was invited as the expert, suggested including Atmospheric Refraction in place of planetary motion in the Astronomy paper and Numerical Solution of Algebraic, Transcendental and Ordinary Differential Equation in Numerical analysis paper as there were some repetition in the first three modules. All the other courses were vetted by experts of reputed institutes of the state. After discussion all the courses for 5th and 6th semester UG program are approved with the above mentioned modifications. Recommendations on M.Sc in Mathematics 3rd and 4th Semesters syllabi The courses are General Topology, Numerical Analysis, Elective I- Number Theory/Measure Theory/Hydrodynamics, Elective II: Functional Analysis, Special Theory of Relativity and SEC- Latex and HTML of 3rd Semester and Continuum Mechanics, Operation Research, Elective III: Advanced Abstract Algebra/ R Programming/ Fluid Dynamics, Elective IV: Fuzzy Sets and Systems/ Dynamical Systems and Fractal Geometry and Elective V: Graph Theory of 4th Semester. All these courses were vetted by experts of reputed institutes. After discussion all the courses for 3rd Semester and 4th Semester (except for Elective IV: General Theory of Relativity and Elective V: Mathematical Logic) PG program
---	--	---

		are approved with necessary modification including the Course Structure (with omission of Elective V paper: Wave theory). The external expert also suggested introducing new courses like Mathematics with Data Science and Boolean Algebra (together with Computer Science/Computer Application Departments). The expert also welcome collaborative Project work with the Department of Mathematics, Gauhati University.
4	Discussion and approval of 4 th Semesters syllabi for M.Sc in Zoology	4th Semester syllabi for M.Sc in Zoology were presented by Dr.Salma Mazid, Assistant Professor, Department of Zoology. The following recommendations were offered by the External Expert, Prof. J. C. Kalita, HoD, Dept. of Zoology, Gauhati University. <u>M.Sc 4th semester (Special Paper: Entomology)</u> 1. To change the name of the course MZO23625T from Insect Anatomy and Physiology to Insect Anatomy, Physiology and Endocrinology 2. To increase the content on neuro-endocrine system in module 3 of course MZO23625T. 3. To add the study of important edible species with special reference to Northeast India in module 3 of course MZO23627T. 4. To change “Educational tour within the state” to “Educational tour to any Institute/ Wildlife Sanctuary/ National Park” in course MZO23608P. The recommendations were accepted by the board and incorporated in the syllabus accordingly

The meeting ended with a vote of thanks from the Chairperson.



Member Secretary, BoS



Chairperson, BoS

Dean, School of Natural Sciences,

GCU, Assam



Annex-III

GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara Azara, Guwahati-781017

.....
*Minutes of the 6th Board of Studies Meeting of School of Humanities and Social Sciences,
Girijananda Chowdhury University, Assam (BoS/2025/06) held on 29th January, 2025
at 2.00 p.m. at the Conference Room, GIMT building, Guwahati.*

The following members were present in the meeting

1. Prof. Shantanu Chakrabarty – Chairperson, BOS & Dean, School of Humanities and Social Sciences
2. Prof. Jayanta Krishna Sharma – Dean, Faculty of Arts, Gauhati University
3. Prof. Amar Saikia, Dean(Academic), Girijananda Chowdhury University
4. Prof. S. Robert Ravi --- Dean, School of Engineering & Technology
5. Dr. Debarshi Mallick --- HoD, Dept. of Mechanical Engineering
6. Dr. Th Shanta Kumar - Associate Professor, Dept. of Computer Science and Engineering
7. Dr. Junmoni Kalita- Associate Professor, Pharmacy, GCU
8. Dr. Sampurna Bhuyan --**Member Secretary, BOS**, School of Humanities and Social Science, GCU Associate Professor,& HoD(ic),Dept. of Economics
9. Dr. Rachel Kabi -- -- Senior Assistant Professor& Head, Dept. of Sociology & Social Work
10. Ms. Manashi Devi – HoD (ic), Department of English & Foreign Language
11. Ms. Kritanjali Jaiswal, Assistant Professor, Department of Sociology & Social work
12. Dr. Anisha Bordoloi - Assistant Professor, Department of History
13. Dr. Tejoswita Gogoi, Assistant Professor, Department of Psychology
14. Dr. Rohan Basu, Assistant Professor, Department of Mass Communication
15. Dr. Puja Sen , Assistant Professor, Department of Mass Communication
16. Dr. Barsha Chhetri, Assistant Professor, Department of Education
17. Dr. Nandita Chitrakar , Assistant Professor, Department of Education

At the outset, the Member Secretary welcomed the members and other faculty members of various departments. The following discussions regarding the course structure and syllabus of undergraduate & post graduate courses of School of Humanities and Social Sciences took place.

Chairperson, BOS

Dean, School of Humanities and Social Sciences
Girijananda Chowdhury University, Assam
Azara, Guwahati-781017

Member Secretary, BOS



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara Azara, Guwahati-781017

.....
Agenda 1 Confirmation of the minutes of the meeting of the 5th BOS held on 9/9/24

Discussion: Dr. Sampurna Bhuyan, Member Secretary of BOS, SHSS, informed the members that the minutes of the 5th BOS meeting were already circulated to the members through email and WhatsApp and no modifications had been suggested till date. Further, she presented the minutes before the BOS Committee members for acceptance of the same.

Resolution BoS/2025/06/01: The minutes of the fifth BOS meeting were approved by the members present in the meeting.

Agenda 2: To place the syllabuses of FYUGP, Department of Economics from 6th Semester to 8th Semester for approval.

Discussion: Dr. Sampurna Bhuyan, presented the 6th -8th Semester UG Course Structure which was also placed in the Department Programme Committee Meeting on 23rd January, 2025. The external Expert, Prof. Nissar A. Baruah recommended a few modifications which are incorporated.

Resolution BoS/2025/06/02: The syllabus is approved by the committee as it is already approved in the Programme committee.

Agenda 3: To place the revised syllabus of "Microeconomic Analysis" of post graduate 1st Semester, Economics.

Discussion: It was mentioned that the syllabus of "Microeconomic Analysis" has been revised and one new unit is incorporated on consumption analysis and has been placed in the programme committee.

Resolution: BOS/2025/06/03: The syllabus of "Microeconomic Analysis" is accepted in the meeting.

Agenda 4: To place the syllabus of Financial Economics, PG 4th Semester Syllabus, department of Economics.

Discussion: The syllabus of Financial Economics, PG 4th Semester Syllabus, department of Economics is first placed in the programme committee on 23rd January, 2025 and some modifications were suggested. Suggested modifications are incorporated and placed in this

Chairperson, BOS

Member Secretary, BOS



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara Azara, Guwahati-781017

.....
BOS.

Resolution BOS/2025/06/04: The syllabus of “Financial Economics” of PG fourth semester is accepted in the meeting.

Agenda 5: To place the syllabus after modification of COs of UG 1st to 5th Semester and PG 1st to 4th Semester, department of Economics.

Discussion: HoD(ic), department of Economics informed that the Course Outcomes/Learning Outcomes of already passed syllabus of UG 1st to 5th Semester and PG 1st to 4th Semester are further modified to match with the Bloom’s taxonomy action verbs and also presented in the programme committee meeting of the department.

Resolution BOS/2025/06/05: The modified COs of the syllabus of UG 1st to 5th Semester and PG 1st to 4th Semester is accepted in the BOS.

Agenda 6 : To place the syllabus of MA 2nd semester of History Department

Discussion: Dr. Anisha Bordoloi, Assistant Professor of the Deptt. of History placed the syllabus of MA 2nd semester in front of the BoS members. It was vetted by Prof. Paromita Das of Gauhati University who is also an external member of the Departmental Programme Committee. The syllabus was approved by the Board members with recommendation of minor changes.

Resolution: BOS/2025/06/06: The BoS has resolved to accept the syllabus.

Agenda 7: To place the syllabus of UG 6th and 7th semesters, department of Political Science.

Discussion: Dr. Bhaswati Sarmah, Assistant Professor, department of Political Science, presented the UG 6th & 7th semesters syllabuses before the BoS members. The syllabuses were already passed in the departmental Programme Committee with the consent of the external expert. In the BoS meeting, the external expert Prof. Jayanta Krishna Sarmah approved the syllabus with few suggestions which have been duly incorporated.

Resolution: BOS/2025/06/07: The BoS has resolved to accept and adopt the syllabuses accordingly.

Agenda 8: To place the syllabus of UG 6th Semester and PG 3rd and 4th Semester, Department of Social Work.

Chairperson, BOS


Member Secretary, BOS



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara Azara, Guwahati-781017

.....
Discussion: Dr. Rachel Kabi, Asst Prof and Head, Dept of Sociology and Social Work presented the BSW 6th Semester and the MSW 3rd and 4th Semester Syllabus which was discussed in the Departmental Programme Committee Meeting held on 28th Jan, 2025 with the external expert. Dr. Jayanta Krishna Sarmah, the external expert in the BOS Meeting made a few suggestions which are incorporated in the syllabus.

Resolution: BOS/2025/06/08: The syllabus of BSW 6th Sem and MSW 3rd and 4th Sem has been accepted by the BoS.

Agenda 9: To place the revised course content of the course in MSW 3rd Semester - Health, Psychology and Counselling.

Discussion: Dr. Rachel Kabi, Asst Prof and Head, Dept of Sociology and Social Work presented the revised course content of the course - Health, Psychology and Counselling which was already approved by the external expert of the Programme Committee. The BoS external expert Dr. Jayanta Krishna Sarmah and the other members approved the syllabus and there are no changes to be made.

Resolution: BOS/2025/06/09: It is resolved to accept the syllabus with no changes in the BoS

Agenda 10: To place the revised modification of the COs of BSW (1 to 5 Semesters) and MSW (1 and 2 Semesters).

Discussion: Dr. Rachel Kabi, Asst Prof and Head, Dept of Sociology and Social Work presented the modified Course Outcomes (CO) of BSW courses (1 to 5 semesters) and MSW courses (1 and 2 semesters) which was already presented in the Programme Committee. The external expert of BoS approved the COs without any changes.

Resolution: BOS/2025/06/10: The BoS has resolved to accept the modified COs.

Agenda 11: To place the syllabus of Sociology, UG 6th and 7th Semester

Discussion: Ms. Kritanjali Jaiswal, Assistant Professor, Department of Sociology, presented the syllabus before the BOS Committee members for acceptance of the same.

Resolution: BOS/2025/06/11: The syllabus has been approved by the BOS Committee as it is already approved in the Programme Committee. The suggestions given by the BOS Committee have been incorporated in the syllabus and have been approved as well.

Chairperson, BOS


Member Secretary, BOS



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara Azara, Guwahati-781017

Agenda 12: To place the syllabus of Education UG and PG 3rd semester, 'Approaches to Research Techniques' (PG 2nd sem), modified course structure (UG and PG), 'The Art of Learning' (AEC) and 'Educational Policies and Programmes in India' (MDC)

Discussion : Dr. Barsha Chhetri, Asst. Prof and Head (i/c), presented the syllabus of UG and PG 3rd semester, Approaches to Research Techniques (PG 2nd sem), modified course structure and AEC and MDC syllabus which was already presented in the Programme Committee Meeting.

Resolution: BOS/2025/06/12: The syllabus was approved by BOS committee with few modifications.

Agenda 13: To place the syllabus of UG Organizational Psychology specialization for 4th& 5thSemester, Department of Psychology

Discussion: Dr. Tejoswita Gogoi, Assistant Professor, presented the syllabus of UG Organizational Psychology specialization for 4th and 5th semesters, which was already presented in the Programme Committee Meeting.

Resolution: BOS/2025/06/13: The syllabus has been approved and adopted by the BOS.

Agenda 14: To place the syllabus of Communicative Russian by Department of ENFL

Discussion: Ms. Manashi Devi, Assistant Professor and Head (i/c), presented the syllabus of Communicative Russian, to be offered to the students of BTech Second semester of EE, ME, ECE, and CE and to the students of CSE First semester in the Monsoon Session, 2025.

Resolution: BOS/2025/06/14: The syllabus has been approved and adopted by the BOS.

Agenda 15: To place the syllabus of "Study skills in English" in the UG fourth Semester as AEC.

Discussion: Ms. Manashi Devi, Assistant Professor and Head (i/c), presented the syllabus of Study Skills in English to be offered as the AECin UG Fourth semester.

Resolution: BOS/2025/06/15: The syllabus has been approved by the members of BOS as it was already passed in the first BOS.

Agenda 16: To place the syllabus of VAC (UG) and SEC (PG) courses for Journalism & Mass Communication.

Chairperson, BOS

Member Secretary, BOS



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hatkhowapara Azara, Guwahati-781017

Discussion: Dr. Rohan Basu, Assistant Professor, Department of Journalism & Mass Communication, presented the syllabus before the BoS Committee members for acceptance of the same.

Resolution: BOS/2025/06/16: The syllabus has been approved by the BoS committee with a few suggestions, which have been duly incorporated.

The Annexures for respective Agenda points are enclosed herewith.

The meeting ended with vote of thanks from the member secretary.

Copy to

1. Office of the Hon'ble Vice Chancellor & Chairperson, BoS, SHSS, GCU, Assam
2. Office of the Dean (Academic)
3. Office of the Assistant Academic Registrar
4. E copy to all the members, BoS, SHSS

Chairperson, BOS

Member Secretary, BOS

GUIDELINES FOR THE OPERATION OF CONSULTANCY PROJECTS

Adopted by the Academic Council vide Resolution number

AC.9/2025-02/10.3.1 dated 7th February 2025

Approved by the Board of Management vide Resolution number

BOM. 6/2025-02/08.1 dated 7th February 2025

Approved by the Board of Governors vide resolution number

GB.6/2025-02/11.5.1 dated 10th February 2025



GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

**N.H. – 37, Hathkhowapara, Azara, Guwahati – 781017
Kamrup (M), Assam**



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

CONSULTANCY PROJECTS

Girijananda Chowdhury University, Assam encourages the faculty members to undertake consultancy projects as a part of their academic duties. Such projects, in addition to providing financial incentives to the individuals enrich his / her professional knowledge. Moreover, consultancy projects augment the Institute resources, promote Institute-Industry alliance and contribute to the social economic development.

1. Each Consultancy Project will have a Principal Consultant who will be responsible for
 - i. Formulating the project proposal which may include-
 - a. Planning of the work to be done,
 - b. Estimating costs according to guidelines provided in a later section,
 - c. Identifying other consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling all communications with the clients after the project proposal has been accepted.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the Director (R&D) regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.
2. Appointment of Principal Consultant: Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Head, Director (R&D) or Director (R&D)). When a faculty member is approached for the work, he will be the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussions and appointment will be made by Director (R&D).
3. The project proposal prepared by the Principal Consultant will be forwarded to the client by the Director (R&D).
4. In extreme emergencies, a consultant may take up an assignment with intimation to the Director (R&D), and then seek approval.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

5. The Institute normally requires the cost of the project to be deposited by the client, in full, before the work commences. However, based on needs of the client and circumstances, the Institute may permit commencement of work with payment to be made as per agreed upon milestones. All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures.
6. After the initial deposit has been made by the client, Office of the Director (R&D) will assign a job number to the project and inform the same to the client, Principal Consultant and the Head of the concerned Department. This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence. The Project file will be closed with the submission of the final project report and disbursement of fees to consultants and others.
7. For any outside visits leave as due is to be availed by the concerned staff members, special casual leave or duty leave may be permitted at the discretion of the Registrar.
8. Consultancy and related services offered will be divided mainly into two categories:

Category E: Expert Advice and Development Projects

This type of project will be Expertise intensive and based on the expertise of the Consultant.

Category T: Testing Projects

This type of project will be Infrastructure intensive and will be based on extensive usage of the institute infrastructure. Minor/routine fabrications in the workshop will come under this purview.

9. Utilizations of the resources generated.

For consultation work involving only personal discussion with members of the staff, the fees may be charged at the rate of Rs.1000/- per sitting.

The fee for visit to the site of work for consultation will be on per day basis at minimum of Rs. 5000/- per day within a radius of 15 km from the Institute and maximum on mutually acceptable rate depending upon the distance of the site from the Institute.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

The resources earned through consultancy should be divided between the teacher and the institution in the manner give below.

ITEM	CATEGORY E	CATEGORY T
TOTAL MONEY RECEIVED (T)	T	T
GST (G)	G	G
TOTAL CONTRACTED AMOUNT (C)	T-G	T-G
TOTAL EXPENDITURE	E	E
NET AMOUNT (N)	C-E	C-E
INSTITUTE SHARE (I)	0.5N	0.6N
REMAINING AMOUNT FOR PI (P)	0.5N	0.4N

The distribution of the Institute share (I) will be as follow:

SL. NO.	DEPARTMENT/OFFICE	DISTRIBUTION (%)
1.	Respective Department(s)	10%
2.	Employee Welfare Fund	2.5%
3.	Institute Corpus Fund	87.5%

10. GOODS AND SERVICES TAX ON CONSULTANCY FEES:

Goods and Services Tax (GST) is compulsory on all consultancy services. The rate of GST in force now is 18 % of the total consultancy fees. GST is to be paid by the party which obtains the services

i.e. the clients. So, it is essential that the coordinators of the consultancy projects inform the clients the amount payable by the clients as GST in addition to the consultancy charge. For example, if the consultancy fee charged to the clients is Rs. 100/-, the clients will also pay an additional amount of Rs. 18 as GST, so collected will be deposited through GST payment portal.

11. GENERAL GUIDELINES FOR ENGAGEMENT OF PROJECT STAFF

(The rules and regulations shall be same as for Sponsored Research Projects)

- There should be provision of appointment of project staff in the project sanctioned by the funding agency.
- Funds should be available for project staff in the project OR there should be commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

- c. If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:
- i. Open selection by wide publication of the advertisement in at least one local newspaper and issuing a circular within the Institute.
Advertisement may also be sent to other educational institutions.
 - ii. In special and exigent situations – direct appointment for duration up to 6 months on ad-hoc basis.

However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.

- d. The Principal Investigator (PI) will write to the Director (R&D) seeking approval for initiating the process of appointment stating/enclosing:

- i. The position(s) to be filled.
- ii. Educational qualifications required and
- iii. Scale of pay

In case of c (i) above –

- iv. a committee to shortlist candidates to be called for interview (min. of 3 members, with the PI as the convenor)
- v. a draft of the advertisement/circular.

In case of c (ii) above –

- vi. Description of exigency for direct appointment.
- vii. Biodata of the person(s) to be appointed directly.
- viii. Recommendation of a committee with at least three members examining the candidature.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



GIRIJANANDA CHOWDHURY UNIVERSITY

WORK ORDER FORM

1. Name of the Indenter : _____

2. Designation : _____

3. Roll No/Employee Code (if any) : _____

4. Project No (if any) : _____

5. Department/Centre/Other : _____

6. Name & address of the Institute/Organization : _____

7. Contact No. & E-mail id : _____

8. Name of the Shop/Laboratory where to accomplish the work : _____

9. Material required: : (Yes/No)

10. Amount/Specification of the material required : _____

11. Tentative time required the work Starting Date and time Completion Date and time

12. This work is required for i) Students Project iii) Consultancy Project

(Tick the appropriate category) ii) Sponsored Project iv) Others

If others, specify

Brief description of Work (Drawings both hard copy and hard copy Should be Attached Separately)	Qty	Remarks

14. Facility Required

Student/Indenter Signature



Supervisor Signature

Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

FOR LABORATORY USE

Work Order Number : _____

Date: ____ / ____ / ____

Details of Instructor

1. Name : _____

2. Emp. ID : _____

Estimated Cost:

Sl. No	University Overhead/Corpus	Material Cost	Operator Cost	Machine Running Cost	Other Charges	Total

**If required a separate sheet may be attached with proper break-ups.*

Recommendation/Remark

Faculty in Charge

Recommendation/Remark

HOD

(If non zero cost)

Recommendation/Remark



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

Director, R&D



(Cost to be borne by indenter/may be done free of charge)

Instructions:

1. The work order form will have to follow the proper channel. It is to be recommended by the concerned authority and approved by the HOD.
2. Proper drawing of the job is required to be attached along with the work order.
3. Materials, consumables etc. to be supplied along with work order.
4. Separate work order form to be filled for each section.
5. Payments, if any, to be made and receipt copy submitted before starting of the work.

Annex-V

**The
Girijananda Chowdhury University-Incubation
Centre (GCU-IC) Policy and Procedures
(2024)**

Adopted by the Academic Council vide Resolution number

AC.9/2025-02/10.3.2 dated 7th February 2025

Approved by the Board of Management vide Resolution number

BOM. 6/2025-02/08.2 dated 7th February 2025

Approved by the Board of Governors vide resolution number

GB.6/2025-02/11.5.2 dated 10th February 2025



GIRIJANANDA CHOWDHURY UNIVERSITY, Assam
N.H-37, Hatkhowapara, Azara, Guwahati-781017,
Kamrup, Assam



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

PREAMBLE

Girijananda Chowdhury University, hereafter known as GCU, University or university, through its vision document and through its mission statement is dedicated to research and the extension and transfer of knowledge to the people of India. The university recognizes its responsibility to produce and disseminate knowledge for the development of students, faculty and the public in general.

Inherent in this responsibility is the need to encourage the economic upliftment of all stake holders and members of society. This can be achieved with a push to become job creators instead of job seekers alongside the encouragement of stakeholders towards the development of new and useful materials, devices, processes, and other intellectual property, some of which may have potential commercial value. These activities contribute to the professional development of the individuals involved, enhance the reputation of the University, provide additional educational opportunities to students, and promote public welfare.

GCU Foundation for Innovation and Technology (GCU-FIT) is a Section 8 Non-profit registered at Guwahati, Assam by the GCU Incubation Centre (GCU-IC). The goal of GCU-FIT is to promote technology-based entrepreneurship and thereby facilitate practical application of knowledge for the benefit of the public.

The GCU-IC policy & procedures apply to all prospective Incubation candidates, pre-incubatees, students, alumni, public incubatees, entrepreneurs, startups and innovators who wish to incubate their ideas/startups/innovations with GCU FIT in order to bring them closer to the market and their full commercial capacity can be utilized.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017



1. Definitions

1.1. Incubator

The Incubator for all intents and purposes in this document will refer to the GCU-IC if not explicitly stated otherwise.

1.2. Incubatee

Incubatee refers to any registered/unregistered, start-up in the early-stage development of its commercial enterprise, registered in GCU-IC.

1.3. Entrepreneur

Entrepreneur refers to an individual who starts their own business based on an idea they have or a product they have created while assuming most of the risks, financial or otherwise.

1.4. Promotor

An individual or group of individuals who initiate, finance, and support the establishment of a startup or business venture, often taking responsibility for its strategic direction, governance, and overall growth.

1.5. Founder

An individual or group of individuals who initiate, establish, and lead a startup or business entity, typically bringing in the core idea, vision, and leadership required for the venture's success. Founders are responsible for securing initial resources, forming the team, and driving the business through its early growth stages.

1.6. Steering committee

The Steering committee will be the panel of staff members of GCU who will be tasked with operating the GCU-IC. The composition of the steering committee is listed in Section 3.

1.7. Evaluation committee/Expert panel

The Evaluation committee/Expert panel will be the deciding authority for recommendation of the applicants' entry into the GCU-IC.

The GCU-IC will decide the constitution of the evaluation committee based on the expertise needed.

The expert panel will consist of experienced and qualified professionals from specific industries, leading bankers, seasoned venture capitalists, academicians, and successful alumni entrepreneurs.

2. Introduction: Vision, Mission, and Objectives

The Girijananda Chowdhury University Incubation Centre (GCU-IC) will nurture young entrepreneurs by providing them with ready space. The Entrepreneur will be freed of the burden of investing upfront. The incubatees will be able to use the core facility in the pilot stage of their business plan and validate their scientific ideas. On validating the concepts, these incubatees shall create jobs, revitalize neighbourhoods, and commercialize critical new technologies. The incubator aims to create and develop new business and employment opportunities in Northeast India.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

GCU-IC would provide equipped laboratory space for incubatees to translate their research ideas into commercialized technologies without risking huge investments in buildings and equipment.

Vision:

To provide a conducive environment for incubatees to convert their ideas to startups and create successful entrepreneurs.

Mission:

GCU-IC will create an ecosystem that will foster innovation and knowledge-based entrepreneurship amongst the students, and other incubatees to transform knowledge into creating wealth and social value through successful ventures.

Objectives:

- To create awareness about the importance of entrepreneurship among the students and local community.
- To promote new technology/ knowledge/ innovation-based startups.
- To promote the design thinking process among the incubatees and provide the platform for speedy technology commercialization.
- To enhance the domain knowledge/skills to develop innovative products/services.
- To build a vibrant startup ecosystem by establishing a network between academia, financial institutions, industries, and other institutions.

Activities for prospective tenants to be supported by GCU-IC include:

- Research, product development, prototype testing and consulting, along with the offices, laboratories or other facilities that support these activities.
- Production or assembly of prototypes related to on-site research and development activities.
- Provision of research-related services that support research programs within the GCU.

3. Scope of this Policy

3.1. The scope of this document is to define the policies and procedures for the operational matters related to the GCU-IC and shall apply to all including but not limited to prospective Incubation candidates, pre-incubatees, students, alumni and public incubatees interested in incubating ideas including but not limited to original, spin-off, derived etc.

4. Governance

4.1. A cell adhering to the following composition shall be appointed by the Vice-Chancellor for the management of the incubation of startups/ideas at the University

4.1.1. Advisor

The President, SSA Society and Hon. Chancellor GCU, shall serve as ex-



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

Officio advisors to the steering committee for the GCU-IC.

4.1.2. Chairperson

The Hon. Vice-Chancellor shall serve as the ex-Officio Chairperson of the steering committee for the GCU-IC

4.1.3. Coordinator

The coordinator shall be responsible for day-to-day administration of the GCU-IC and shall work under the guidance of the Chairperson. The Coordinator will serve as the member-secretary of the Incubation Activities/Incubation Centre Committee. The Coordinator will be responsible for development and monitoring of startup activities through the GCU-IC and GCU FIT.

4.1.4. Co-coordinator

The Co-coordinator shall work in tandem with the coordinator for the smooth functioning of the GCU-IC. The duties and responsibilities of the Co-coordinator shall be the same as the coordinator

4.1.5. Chief Executive Officer

The Chief Executive Officer shall be nominated by the University in compliance with the norms laid down in the Atal Incubation Mission scheme of the Government of India.

- 4.2. The GCU-IC shall convene its meeting from time to time and its term shall be of three years from the date of notification.
- 4.3. The GCU-IC shall lay down its own procedure of conduct of its business and will communicate it through appropriate means. The GCU-IC also reserves the right to change or modify the procedures followed for conducting its works as and when necessary.
- 4.4. The University shall provide adequate financial support and secretarial staff for the smooth functioning of the GCU-IC of the University.
- 4.5. The legal interests of the University and its staff, faculty and students in any start up activity, shall be determined by the GCU-IC in accordance with the policy enumerated under items.

5. Thrust Areas

GCU-IC will support students and innovators with ideas which fall into the ambit of this policy and as approved by the steering committee thereby providing a very good opportunity to be a successful startup.

Any Individual/group of people (students, the public, or a mix of the two) can initially propose an idea to GCU-IC with prime features as mentioned below:

- Innovativeness
- Commercial viability
- Technical feasibility
- Social responsibility
- Scalability

GCU-IC accepts ideas from diverse domains including but not limited to:



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

- Healthcare Technologies & Lifesciences
- Pharmaceuticals
- Machine learning
- Internet of Things
- Circuit Design and PCB Fabrication
- Additive and Subtractive Manufacturing
- Computer Sciences and Information Technology
- EV and Smart Mobility
- Telecommunication
- Cyber Security
- Renewable Energy
- Grassroot Innovations
- Chemical and physical sciences
- Agricultural technology
- Other emerging areas of social/national importance

6. Types of Start-up Ventures/Enterprises

6.1. GCU-IC is set up to promote innovation and entrepreneurship by converting and translating technology ideas and innovation in various disciplines of science and engineering into products, processes, and services for commercial exploitation and the benefit of society to accomplish its goal. GCU-IC's support to enterprises may fall under one of the following categories.

Category I:

Ventures that qualify as a nursery Incubation project initiated by individuals/groups including but not limited to one or more members of the academic staff, students, and alumni of GCU including those who bear affiliation to the institutes known previously as Girijananda Chowdhury Institute of Management and Technology and Girijananda Chowdhury Institute of Pharmaceutical Sciences, one or more members of the academic staff, students, and alumni other premier institutes, affiliates of any technology promotion agency, private individuals etc. to try out a novel technological idea for upgradation to a commercial proposition, scale up a laboratory proven concept, and setting up a business enterprise.

Category II:

Technology-based startups are promoted by some of the existing entrepreneurs desirous of an R&D partnership with the GCU-IC or Company to try out a novel technological idea for upgrading to a commercial proposition along with GCU-IC.

Category III:

Technology/R&D unit of an existing small/medium-sized enterprise, industry association, or an R&D Company that desires a close technology interface with GCU-IC.

Category IV:

GCU-IC will also promote the concept of virtual Incubation for entrepreneurship. One or more members of the academic staff, students, and alumni of GCU (including alumni of Girijananda Chowdhury Institute of Management and Technology and Girijananda Chowdhury Institute of Pharmaceutical Sciences) can



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

open their companies for virtual Incubation at GCU-IC, i.e., the opportunity to use GCU-IC as a platform for developing innovative business products without being physically present.

- 6.2. Faculty mentor(s) will coordinate and manage product development activities.
- 6.3. On acceptance of the application/proposal and grant of status as such, the startup becomes a Incubatee of GCU-IC under any one of the enumerated categories.
- 6.4. The GCU-IC shall offer chargeable administrative, business, and technical support to the incubatee.
- 6.5. GCU-IC and the Entrepreneur will discuss and finalize the financial details through a consultancy agreement.
- 6.6. The registration fee for virtual incubates will also be applicable with a waiver of the security deposit.

7. Source of Incubatees

- 7.1. GCU-IC will organize IDEAthons, boot camps, Idea fests, and Idea fairs for the public/ alumni/students from other campuses as startup idea screening event(s) either on its own or in collaboration with one or more event partners. Shortlisted finalists from such programs will be identified as potential incubatees in GCU-IC.
- 7.2. Incubatees can also be selected if they approach directly. After considering the credentials of commitment, attitude, and track record, the team/individual and evaluating the guidelines mentioned may be given the incubator status at GCU-IC.
- 7.3. The final pool of candidates will be generated from the combined list of event finalists and direct applicants. The pool shall be presented to the evaluation committee as formed by the steering committee for selection of incubatees as per vacancies available

8. Eligibility Criteria

- 8.1. Any individual/group of people (students or public or a mix of the two) desirous of availing Incubation facilities must apply in the prescribed format (attached) along with the required documents. After successfully evaluating their documents, they shall be called Incubatee if deemed eligible.
- 8.2. Any startup that proposes to be engaged in imparting educational courses and training programs, including vocational programs, or planning to undertake such activities during or after its Incubation at GCU-IC is not deemed eligible for Incubation, and their application will not be entertained.
- 8.3. Individuals or groups from outside the university community are eligible to apply, provided they meet the innovation and feasibility criteria.

9. Admission and Exit Procedure

- 9.1. Following admission procedure would be followed:

All the applicants must go through the following process, from submission of the required documents to the presentation of the Promoter to the GCU-IC, to be eligible as an incubatee in the GCU-IC.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

9.1.1. Documents to be Submitted

- PAN and Aadhaar card
- Permanent address proof
- Executive Summary or Business Plan
- Two references
- Filled-in application with passport-size photograph of promoters

9.1.2. Evaluation Criteria

- The product idea's strength is its technology content, innovation, timeliness, market potential, need, and scope.
- Profile of the core team/ promoters
- Intellectual property generated and the potential of the Idea for IP creation
- Financial/ Commercial Viability and 3-year projections of Profit & Loss Account, Balance Sheet, and Cash Flows
- Funds requirement and viability of raising finance
- Market survey
- Time to market and break-even period
- Scalability
- Faculty/Industry Mentor Details and Recommendation Letter (Optional)

9.1.3. Presentation to Evaluation Committee

- 9.1.3.1.** Following an initial evaluation of the business plan/executive summary, GCU-IC will arrange a meeting with short-listed Promoters/Founders, during which the Promoter/Founder will be expected to present a presentation describing critical aspects of the business plan to an evaluation committee. Questions will follow the presentation.
- 9.1.3.2.** After the presentation, a final decision will be made regarding the Promoter's/Founder's entry into the incubator.
- 9.1.3.3.** The expert panel will carefully evaluate the business idea, social impact, market availability, potential value of the technology, growth prospects, innovative content, and promoter team strength of the applicant.
- 9.1.3.4.** The expert panel will recommend a deserving applicant for Incubation.

9.1.4. Research & Due Diligence

- 9.1.4.1.** Throughout the application process, on a when-needed basis, GCU-IC will perform research and due diligence on the Promoter, the management team, the industry, and the business's current and future competitive elements.
- 9.1.4.2.** GCU-IC may require further information from the applicant and may ask the applicant to revise the executive summary and presentation.
- 9.1.4.3.** GCU-IC may, at its discretion, seek advice from government bodies like AIM, DSIR, DST, MNRE, NRDC, MSME, etc.



9.1.5. Security Deposit

- 9.1.5.1.** Before the commencement of the Incubation period, the incubatee must pay a refundable security deposit of ₹. 10,000 (Rupees Ten Thousand only) to GCU-IC (amount subject to periodic review).
- 9.1.5.2.** This amount would be paid back to the incubatee after completion of the Incubation period, subject to the incubatee having a normal exit.
- 9.1.5.3.** For Virtual Incubation, the incubatee does not have to pay the security deposit.
- 9.1.5.4.** The incubatee must provide the names of at least two probable sponsors. GCU-IC reserves the right to relax this norm on a case-to-case basis.

9.1.6. Annual Registration Fee

- 9.1.6.1.** The incubatee shall pay an amount of Rs. 5000/- (Rupees Five Thousand only) to GCU-IC towards the annual registration fee to be paid at the time of execution of this agreement and subsequently within fifteen days of the beginning of each year counted from the date of this agreement and shall continue to maintain their registration if they are permitted by the Governing Body of GCU-IC to have an association.
- 9.1.6.2.** Following registration, the incubatee Startup will become a legal member of GCU-IC after registration and will be entitled to avail facilities offered by the Incubation Centre.
- 9.1.6.3.** If necessary, GCU-IC reserves the right to relax/amend this norm on a case-to-case basis.

9.1.7. Non-Disclosure

- 9.1.7.1.** GCU-IC adheres to strict confidentiality throughout the application process.
- 9.1.7.2.** GCU-IC and Incubatees will sign the non-disclosure agreements as part of the registration process.

9.2. The following procedure is to be followed for exit from the GCU-IC

- 9.2.1.** The incubatee will exit from the GCU-IC on completion of the incubation term of two years unless the term is otherwise changed through early exit or extension.
- 9.2.2.** If a startup successfully meets pre-defined milestones (e.g., revenue targets, product launch, funding rounds), it may be considered ready for exit.
- 9.2.3.** If a startup secures significant external funding (e.g., venture capital, series funding), it may be required to exit to make room for newer startups.
- 9.2.4.** If the startup is acquired, merges with another company, or goes public, it is required to exit the incubation program.
- 9.2.5.** If the startup is unable to sustain operations or fails to meet incubation progress benchmarks, the incubation centre may request an exit.
- 9.2.6.** Any breach of the incubation agreement (e.g., legal issues, IP conflicts, non-



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

payment of fees) may result in forced exit.

9.2.7. Formal Exit process

- 9.2.7.1.** The startup submits an exit request or receives a notice from the incubator.
- 9.2.7.2.** The incubator evaluates performance, financials, and adherence to the incubation agreement.
- 9.2.7.3.** The incubator provides an official exit confirmation
- 9.2.7.4.** The startup must clear outstanding payments, return any borrowed equipment, and transfer shared intellectual property if required
- 9.2.7.5.** The startup submits a report summarizing key learnings, progress, and future plans

9.2.8. GCU IC may provide post-exit mentorship, investor connections, or alumni networks for ongoing support

10. Infrastructure and Services of Incubation Centre

10.1. Upon admission to GCU-IC, the following facilities will be offered to the incubatees on an individual basis:

- Office space
- Computers – up to two on a rental basis.
- Internet connection
- Standard furniture as decided by GCU-IC

10.2. Common infrastructure: GCU-IC provides a common pool of hard and soft infrastructure to be shared by all incubates. The following resources are provided:

- Multifunction printer (print, copy, scan)
- Library access facilities
- Meeting/Conference room with projection equipment/video conferencing facilities.
- Central Lab facilities (Based on the need, University facilities i.e. laboratories might be used on a case-to-case basis)
- Water purifier
- Toilet
- Cafeteria

10.3. For a startup with office space of 100 sq.ft., the service charge comes to minimum of ₹2000/- per month as per the following calculations:

HEAD	RATE	QUANTITY	AMOUNT
MANDATORY			
Office rent	₹20/sq.ft	100 sq.ft	₹2,000/-
Internet connection	At actual		
Electricity charges	At actual		
ADD ONS (optional)			
PC rental	₹1000		
Printer	₹300		
Laboratory facilities	At actual		



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

10.4. Services of Incubation Centre

GCU-IC will offer the following support services (who will be employed on a part-time/full time basis as per recommendations of GCU-IC):

- Professionals for accounting
- Experts with IP knowledge
- Legal expertise
- Management expertise
- Intern support from students of GCU

10.5. Mentoring Services

- 10.5.1.** An incubatee must take faculty advisors from the GCU as mentors/advisors on technology and business development issues.
- 10.5.2.** Mentor-mentee matchmaking is mandatory and will be based on the expertise required by the incubatee's project
- 10.5.3.** Specialized mentors from Industries/Research institutes/Govt. Organizations/Startup encouraging organizations are also available to companies to assist with strategic areas or provide project-oriented consultation.
- 10.5.4.** An incubatee may avail of consulting services by empanelled professionals of GCU-IC.
- 10.5.5.** Both mentors and mentees must sign a non-disclosure agreement to protect intellectual property and confidential information.
- 10.5.6.** During the period of incubation, the mentor shall hold 2% equity in the startup. This equity sharing shall cease at the time of exit of the startup from GCU IC.
- 10.5.7.** The equity sharing can continue at the original/ revised rates if an agreement is arrived at between the mentor and startup prior to exit and a contract to the same effect is signed and registered by both parties.

10.6. Use of GCU's Infrastructure

- 10.6.1.** If the incubatee desires, GCU may permit using other departmental laboratories for product development and testing.
- 10.6.2.** This will be done to avoid clashes with the department's academic activities which includes labs and practical classes.
- 10.6.3.** Usage of such resources shall be commercially chargeable at rates which the GCU's concerned department will decide, along with the GCU-IC, based on the facilities and equipment planned to be used by the incubatee for development and testing.

11. Tenure of Incubation

- 11.1.** The startup will be permitted to stay in the incubator for two years.
- 11.2.** At the University's sole discretion, a maximum of two extensions may be granted for six months each at a time.
- 11.3.** An Incubatee will leave the incubator under the following circumstances



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

1. Completion of two years stays (if no extension is granted)
 2. Underperformance or non-viability of a business proposition as decided by GCU-IC on a case-to-case basis on the basis of periodic assessments as outlined in Section 10.8.
 3. Irresolvable disputes among affiliates of the startup including but not limited to founders/promoters/partners as decided by GCU-IC on a case-to-case basis
 4. Violation of any clause of the GCU-IC policy
 5. Change in the startups team without the concurrence of GCU-IC.
 6. Any other reason for which the Incubation Centre may find it necessary for an incubate company to leave.
- 11.4.** Notwithstanding anything written elsewhere, the Incubation Centre's decision concerning the exit of an incubatee shall be final and not be disputed by any incubatee.

12.Periodic assessment

- 12.1.** The incubatee's performance will be assessed on a quarterly basis by the GCU-IC.
- 12.2.** The incubatee must submit a yearly account statement and an unaudited quarterly statement about the activities
- 12.3.** The criteria used for evaluation shall include but not be limited to progress on milestones, financial health, adherence to the business plan etc.

13.IntellectualProperty

- 13.1.** The Intellectual Property generated independently by the startup shall be owned by the startup itself and GCU or any affiliated entities will not stake any claim to it.
- 13.2.** All matters regarding Intellectual Property Rights of GCU and all affiliates of GCU will be governed as per the GCU Intellectual Rights Policy.
- 13.3.** The Incubatee shall also abide by the following terms over and above the terms of the IPR Policy
 - 13.3.1.** If the incubatee is desirous of using the Intellectual Property of GCU, a written request shall be made to the GCU IPR Cell(IPRC) through the GCU-IC for licensing rights or technology transfer. The decision of the IPRC shall be final and binding on all parties.
 - 13.3.2.** The incubatee shall inform the IPRC if any student(s) generated IP shall be incorporated into the product(s)/service(s).
 - 13.3.3.** The incubateewill maintain a record of any IP bought or developed during their stay at GCU-IC.

14.Seed Funding

- 14.1.** GCU-IC may provide seed loans through GCU FIT, subject to the availability of



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

- funds/grants/schemes.
- 14.2. Admission to GCU-IC shall not automatically entitle the promoters to seed loans and shall be based on the merits of each Company.
- 14.3. A startup desirous of getting a seed loan may apply for seed funds after six months of admission to GCU-IC. The sanction of the seed loan will be decided based on the eligibility criteria as decided by GCU-IC.
- 14.4. The seed loan is provided for the following purposes:
1. Procurement of equipment/ tools/components/parts/consumables.
 2. Procurement of raw material
 3. Machining cost
 4. Fabrication cost
 5. Registration fee
 6. Validation/Testing
 7. Cost of any other relevant item
- 14.5. GCU-IC will have sole discretion to sanction or reject an application for a seed loan, and the decision of GCU-IC in this regard shall be final.
- 14.6. GCU-IC is not bound to give any reason in case an application for a seed loan is rejected.
- 14.7. Though a seed loan may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to submission of audited utilization certificates during the quarterly review.
- 14.8. Exceptions to Sec. 14.7. may be made on a piecemeal basis on the recommendation of the GCU-IC.

15. Business Plan Template

- 15.1. Recommended subsections in a business plan:
1. Introduction / Promoter Details
 2. Concept / Proposition / Product description
 3. Market Opportunity
 4. Competition survey, if any
 5. Development plan and milestones
 6. Marketing Plan
 7. Management / Organizational chart
 8. Financials Implications
 9. Risks and de-risking strategies

16. Agreements

- 16.1. All incubatees shall enter into the following agreements with the University:
- **Incubation Agreement**: Containing rules and other Incubation norms, consideration, equity holding, etc. (Applicable to all)
 - **Seed-Fund Agreement**: Containing rules of disbursement. (Applicable to incubatees availing seed fund)

16.2. Special provisions for biotech and pharma incubatees

- 16.2.1. Due to the peculiar nature of the product and the number of regulatory procedures required to be followed before the commercial launch of the



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

products the incubateemay request an extension of the Incubation period. GCU-IC may grant such an extension based on the requirements of the incubatee.

16.3. Revenue sharing

- 16.3.1. GCU-IC, through its registered entity shall enter into a revenue sharing agreement with the startup at the time that the startup starts generating revenue.
- 16.3.2. The GCU-IC shall have a stake of 3% of annual revenue generated by the company for a period of 3 years after it starts generating revenue.
- 16.3.3. The revenue sharing model will be subjected to a floor and ceiling amount of ₹10,00,000/- and ₹1,00,00,000/-. An example is listed below to demonstrate the model

Startup has agreed to share 3% of annual revenue with GCU-IC for a period of 3 years after it starts generating revenue. The cap is 1 crore and the floor is 10 lakhs. Table 1 shows how revenue would be shared

Year	Revenue of the startup	Will the year be considered for revenue sharing?	Revenue shared with incubator
1	₹8,00,000/-	No, floor not exceeded	-
2	₹10,00,000/-	Yes, floor exceeded	₹30,000/-
3	₹20,00,000/-	Yes, floor exceeded	₹60,000/-
4	₹9,95,000/-	No, floor not exceeded	-
5	₹1,10,00,000/-	Yes, floor exceeded	₹3,00,000/-
6	₹1,20,00,000/-	No, revenue shared for 3 years	-

17. Conflict of Interest and Dispute Resolution

- 17.1. Incubatees are required to declare any possible conflicts of interest at the time of registration.
- 17.2. The university may appoint a committee of experts to address the concerns of the incubate/aggrieved person(s) and all disputes there under shall be dealt with by this committee.
- 17.3. The decision taken by this committee should be within a prescribed time period from submission of said concern.
- 17.4. Over and beyond the above, with respect to any legal dispute arising under these guidelines, the relevant provisions of law shall be applicable.
- 17.5. In case of any disputes between the university and the incubate/any other aggrieved person(s), regarding the implementation of these guidelines, scope, operation or effect of any contract/ agreement entered into, or the validity or breach thereof, the incubatee/ any other aggrieved person(s) may appeal to the committee appointed by GCU.
- 17.6. If the incubatee/ any other aggrieved person(s) is not satisfied with the decision of the committee, mechanisms under Alternate Dispute Resolution (ADR) laws, or appeal to the High Court of Gauhati may be used to resolve the dispute.



Registrar
Girijananda Chowdhury University, Assam
Azara, Gowahati - 781017

- 17.7. Any and all disputes shall be subject to the jurisdiction of the High Court of Gauhati.

18. Legal Disclaimer and Regulations

18.1. Legal Disclaimer

- 18.1.1. The incubatee will understand and acknowledge that GCU-IC intends to provide technical support and services to the startup in good faith to promote entrepreneurship by converting innovative technologies developed in the University to commercialization by incubating and supporting new enterprises.
- 18.1.2. Both understand that by agreeing to provide various supports and services, GCU-IC shall endeavour for:
- Ensuring the quality of support and services provided by the Incubation Centre are satisfactory for the incubate companies or their promoters/founders.
 - Ensuring the quality of services of the consultants engaged by the incubate companies through the GCU-IC network.
 - GCU will not be responsible for any loss or damage to property and life caused by the developed product or its operation.
 - No guarantee and warranty claims can be made on GCU for non-performance of the products.
 - However, GCU may advise the Incubation Centre to extend technical help in solving the problem and guide the entrepreneurs in improving product performance.
- 18.1.3. The incubatee agrees that GCU-IC or their employees shall not be held liable for any reason because of the above.
- 18.1.4. Notwithstanding anything written elsewhere, decision of the GCU-IC in connection with the exit of an incubatee shall be final and binding.
- 18.1.5. GCU-IC does not guarantee about success, feasibility and support any claim of warrantee on Intellectual Property transferred from GCU or any affiliate of GCU.

18.2. Regulations

- 18.2.1. All incubatees are required to observe health and safety standards. No hazardous material can be brought inside the complex. When such materials are required for product development, they must be brought with prior approval of GCU-IC by following necessary safety standards. The SOP for handling such material must be submitted to GCU-IC while obtaining permission.
- 18.2.2. All the incubates are required to keep a first-aid kit available at the working place.
- 18.2.3. Incubatees must follow sustainability and appropriate waste disposal protocols.
- 18.2.4. Incubatees must ensure adherence to appropriate safety measures as per relevant guidelines.
- 18.2.5. Due clearance from relevant ethical bodies must be ensured by the



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

incubatee.

- 18.2.6. Incubatees must keep the University informed about any visitors from abroad, foreign collaboration, and foreign partners/directors and abide by the rules/procedures in vogue at the University. A foreign visitor must submit copies of their passport and visa to GCU-IC in advance.
- 18.2.7. No incubatee or its employee can display notices or signage except on the provided notice boards and the space for such signage.
- 18.2.8. Incubatee should observe that noise levels are kept at a minimum and that no abnormal noise from any machine, their employees, or visitors should be made. Any complaint about a high noise level will result in appropriate action by GCU.
- 18.2.9. Subleasing of any space given at GCU-IC is not allowed. Non-observance of this rule will result in immediate expulsion.
- 18.2.10. No routine sales/marketing operation will be permitted from GCU. The entrepreneurs may carry it out from their registered offices.

18.3. Rules for Incubatees

- 18.3.1. During the incubation period at the Centre, the Incubatee will mandatorily audit their accounts, and their books of account will be inspected by the empanelled Chartered Accountants/Accounts Officers of the Centre.
- 18.3.2. Compliances laid down by the Companies Act are binding on the Incubatee.
- 18.3.3. The startups will give a quarterly report on the compliances adhered to as laid down in the Companies Act. Non-compliance would be liable to penalty/strict action by the GCU-IC.
 - Non-adherence to the first warning of non-compliance by the said Incubate Company will attract a penalty of Rs. 1000/-, billed along with the charges of facilities due.
 - An action against the non-adherence to the second warning by the Incubate Company will make the Company ineligible to apply for Seed funds at the Centre.
 - An action against the non-adherence to the third warning in the form of notice is to vacate the residential premises allotted to them after clearing their dues within seven days of the notice.
- 18.3.4. Incubatees must incorporate their company within six months of completing the incubation period if they joined with just an idea

19. Amendments

- 19.1. This policy is subjected to periodic review and amendments.
- 19.2. The incubatees admitted to GCU-IC will be responsible for updating themselves occasionally on the amendments in Incubation policy and procedures.
- 19.3. GCU-IC reserves the right to make an exception of all or any of the policy terms for a particular incubatee on a case-to-case basis.



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

ANNEXURE 1

Application Proforma for GCU Incubation Centre's Support

Name of the Applicant:

Address:

Contact Number:

Email ID:

Mentors Details:

Educational Background:

Previous Experience:

Other Promoters Team Member's Details:

Date of Submission of Proposal:

Please fill up the following proforma:

1. A brief description of the social problem your business idea will solve - Social Impact:
 - What is the social problem (faced by the people)?
 - What is the impact of the problem on people's day-to-day life?
 - What alternate solutions did you think about before finalizing the proposed solution?
 - How many people have you interacted with? What is their feedback?
 - What is your proposed solution to the identified social problem?
2. Market research of the business idea:
 - How many people will potentially benefit?
 - What is/are the existing solution(s) to the identified social problem?
 - Who else attempted to solve this problem?
 - Will you be able to provide an effective solution at a relatively lower cost than the competitor/existing one?
3. Strengths of the Applicant/Team:
 - Discuss your/team's expertise in this area.
 - Have you made any prototype products? Have you tested your product/service in the market?



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

- Will you be able to convince your friends and family members to use/adopt your solutions? If so, have you already discussed it with them? What is their reaction?
4. Financial Metrics
- What is the initial investment required?
 - How much money is required for marketing?
 - What is your return-on-investment plan (ROI)? How long will it take to reach the break-even point?
 - How much time will you be able to spend per week and month on this Idea?
5. Mentor recommendation letter
- If any mentor is available for this project, provide the recommendation letter.
6. How does it fit into the objective of sustainable development

The applicants who are interested in availing of the Girijananda Chowdhury University Incubation Centre's support are also requested to provide above-mentioned information and send it by email to incubation_centre@gcuniversity.ac.in



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017