



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Ramthakur College, Agartala
• Name of the Head of the institution	Dr. Chitra Pal
• Designation	Principal-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03812370052
• Mobile No:	9862472537
• Registered e-mail	ramthakur.college@rediffmail.com
• Alternate e-mail	iqacrtc@gmail.com
• Address	Ramthakur College, Badharghat, PO: AD Nagara
• City/Town	Agartala
• State/UT	Tripura
• Pin Code	799003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Tripura University				
• Name of the IQAC Coordinator	Dr. Suvadip Paul				
• Phone No.	03812370052				
• Alternate phone No.					
• Mobile	9862124412				
• IQAC e-mail address	iqacrctc@gmail.com				
• Alternate e-mail address					
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.ramthakurcollege.nic.in/AQAR/AQAR%20Report%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ramthakurcollege.nic.in/DATA/academic%20calender-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.27	2016	08/01/2011	07/01/2016
Cycle 2	B	2.31	2021	15/02/2021	14/02/2026
6.Date of Establishment of IQAC			15/06/2011		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
SSR submitted, intimated the students about SSS, answered to the queries and clarifications raised by the Data Verification & Validation (DVV) team regarding the data mentioned in the SSR, prepared the college for the NAAC Peer Team Visit and finally accredited by NAAC in 2nd cycle.	
Conducted meetings of IQAC in online/offline mode.	
All documents and information relating to IQAC from 01/07/2014 to 31/01/2021 are organised in a more systematic manner for the upcoming NAAC visit. All departments, cells and units of the college are visited by the IQAC team to review their final preparation for NAAC.	
Exam Management Software have been upgraded to include more features of automation.	
Took initiative to serve the society in the pandemic period.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
<p>Ensure 2nd cycle of accreditation within this academic session.</p>	<p>On 15/02/2021 we have accredited by NAAC in 2nd cycle. Grade B, Score: 2.31</p>
<p>To make best use of the pandemic period by attending and organizing online webinars and workshops</p>	<p>Faculty members have attended more than 70 webinars/workshops and we have organised 9 webinars in this academic session.</p>
<p>Upload study materials in LMS like youtube for benefit of students so that students can study from home.</p>	<p>Few faculty members / departments have done this job efficiently.</p>
<p>We will extend our cooperation for the society as much as possible in this pandemic situation.</p>	<p>To the best of our capacity, we have tried to extend cooperation to the society in the pandemic situation. Almost all faculties have donated in the PM care or CM care fund according to their ability. On 19/05/2021, we visited the Naba Prantik Shishu Seba Ashram and distributed some grocery items. 12 faculty members were enlisted for proper maintenance of the vaccination drive in the AMC area.</p>
<p>The exam management software will be upgraded to include more features of automation.</p>	<p>The Dept. of Mathematics and Dept. of Information Technology of this college have worked together to upgrade the Exam Management Software. We are happy to share that not only this college, few other colleges of this state are also using it for management of final exams.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>No</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/02/2022

Extended Profile**1. Programme**

1.1	156
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	4337
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	880
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1295
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	58
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	54
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	2347571
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	66
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Ramthakur college is affiliated to Tripura University (A Central University) and hence it follows the curriculum as framed by the Tripura University. The curriculum followed is credit based Six Semester System. The programme is divided as Three Years Degree Programme (TDP) and Three Years Honours Degree Programme (TDPH). Through academic commitments the college aims to inculcate the highest intellectual standards. To ensure that the University curriculum is followed in the best of the spirit, the college academic calendar is prepared with the active involvement of all

faculties. Class routine is prepared for Science, Arts and Commerce by the Academic committee and thereafter each department prepares the departmental routine for allotment of classes among teachers. Due to pandemic condition, in this academic session Departments have taken online classes for a considerable period. It was monitored by Department of Higher Education, Govt. of Tripura. We need to submit the online class report on daily basis to the Department of Higher Education. Each Department formulates its own action plan, course plan and also prepares teaching plan, teaching methods and these are followed accordingly for giving the best to the students. Apart from regular classes tutorials or extra classes are taken for enhancing the knowledge of students. The curriculum delivery is effectively done through lectures, by supplying study materials. Classes are also taken through powerpoint presentations to make certain difficult topics easier. For making the classes lively and for active participation of students quiz, debate, group discussion, paper presentations are organized in the Department. Apart from these educational tours, field trips, virtual excursions (due to pandemic condition), interdisciplinary competitions, national and international seminars or webinars are organized by the college where teachers as well as students take part and present papers. Sessional tests are conducted in conformity with the academic calendar of the institution. Each Department periodically reviews the syllabus and students progression through departmental meetings. Faculties encourage and equip the students to participate in various competitions outside the campus. Departmental wall magazines are also prepared by the students, where the students bring out their talents through various types of their write up and painting. All these programmes help the students to become self-dependent and intellectually competent. Each Department provides study materials for slow learners as well as advanced or mediocre students. All departments have their own library other than the college's library. Students take help of the books from the department's library. Feedbacks from students are regularly collected to strengthen future curriculum development.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar for conduction of continuous internal evaluation systems as per the guideline of Tripura University. Accordingly, the academic calendar includes information regarding the commencement of the examination, schedules of internal exams, etc. It also specifies the dates of the term-end examination. Students get prior information on practical examinations and viva-voce and theory examination. Any deviation in the University schedule are informed to students in advance. The teachers prepare teaching plans by proper distribution of syllabus according to the academic calendar. Due to prevailing condition of Covid some examinations were taken online and some offline. Generally sessional examinations are conducted every year before University exams. 1st sessional exam for summer session for 2nd, 4th, 6th semester students are held in the first week of March. In the first week of April, 2nd sessional exam is conducted. Science stream conducts practical examination for 2nd sessional students. For 1st, 3rd, and 5th semester, 1st sessional exam is conducted in the first week of September, this is considered as winter session. In the first week of November 2nd sessional examination is conducted. 3rd and 5th semester students of science stream appear for practical examination apart from these two internal assessment examination. The institution also conducts quiz/group discussion/ viva voice/ paper presentation/ assignment competition for the improvement of the students. After the examination is over each faculty member of the respective department evaluates the answer scripts and make notes of the error in the answer scripts and thereafter distributes the evaluated scripts among the students. The doubts of the students are cleared with advice and if needed correct answers are delivered to them. In some cases re examinations are also conducted for improvement of their score. The University conducts the final exam for 2nd and 4th semester in the month of June (Summer Session), the final exam for 1st, 3rd, and 5th semester is held in the month of December (Winter Session) and final exam for 6th semester is held in the month of May. All these usual schedules were disturbed in this academic session due to outbreak of Corona.

The final year students have Project work of 100 marks. These 100 marks have two components wherein 20% weightage is awarded to the students for paper presentation and 80% is awarded for the preparation of the project. This project paper is guided by the teachers of the department, where the respective departments select topics from their syllabus. The students then collect materials from their guide, by visiting libraries and through internet surfing. Students of Science stream generally visit field for completion of

their project paper. The objective of the project is to augment their critical thinking, analytical skills, biodiversity knowledge, economic enhancement and collaborative learning skills. Along with the continuous internal evaluation, some departments conduct the unit test, assignment, project, seminar, group discussion, quiz, paper presentation for enhancing the knowledge of the students. Educational tours are also organized by some of the departments. Thus throughout the session, the academic performance of the students are evaluated to upgrade them.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum of affiliated University has some compulsory courses for different semesters and also streams . These are considered as

foundation courses. This include Gender Studies, Environmental Science, Computer Studies, Public Administration etc. In Environmental Studies, students learn about ecology, natural resources, conservation, biodiversity, management of the environment, human population, social issues, etc. Human rights and Gender Studies involve the basic concept of human rights, classification of rights, humanitarian law. This also includes the human rights movement in India, the role of the national human rights commission, the human rights of children, women refugees. In Gender studies, stress is given on theoretical approaches from Liberals, Marxists and Radical perspectives. Students also come to know about various movements, gender rights, legal rights of women, gender and society, gender and the nation and women's representation in the decision making process, gender, and economy. They also learn about contemporary issues like dowry problem, female feticide and infanticide, domestic violence. To make the learning more effective gender sensitization programmes are conducted by the college. International Women's Day is celebrated every year in college. Society and Technology deal with the history of computers, theoretical perspectives of computing, research methodology used by social researchers of computing technology. The students learn ethical theories and ethical analysis. They also study social issues caused by the advancement of technology. Students of Philosophy study about Indian ethics especially in 3rd Semester. Here they gain knowledge of the Law of Karma, Coretta ethics, Buddhist ethics. The students also come to know about the Four Noble Truths. In Jaina Ethics they learn about Anuvrata, Mahavratha, Triratna. In Western Ethics voluntary and non-voluntary actions, moral judgments are also included in the subject. Hence students are enriched with different ethics. Students having Pali as a subject are enriched with Buddhist ethics. The introduction of such courses has created and developed a scientific temperament among the students by deepening their moral value system. As a result, students develop professional and ethical attitudes. They grow up to be responsible citizens of the nation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year**9**

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**1314**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers **Employers** **Alumni**

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ramthakurcollege.nic.in/documents/Feedback_%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1815

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

559

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has a structured mechanism to identify the slow learners and the advanced learners. The classes, the interactive sessions, the tests help teachers to identify them. Then the slow learners are given extra attention and care. After every class, five to ten minutes are kept for the slow learners so that they can clear their doubts and understand the lessons. Besides, tutorial classes are conducted where the slow learners get scope to refresh the lessons or the topics. ICT-enabled classes also go a long way in helping the slow learners. All the departments have whatsapp groups where students can freely interact with teachers. This also helps the slow learners.

For the advanced learners, the teachers constantly motivate and help them to reach higher. Regular interaction, suggestions and advices from teachers' end encourage the students. They are provided with opportunities when they help their mates, particularly the slow learners, in study. These sessions are monitored by the teachers. The advanced learners thereafter feel motivated and the slow learners receive boost.

Appropriate supplementary readings are suggested and provided to help students understand basic concepts clearly. The students are encouraged to interact with each other through group discussions and presentations which contribute towards peer-learning. Specific strategies and interventions are discussed and implemented at the department level.

Specialized Resource Persons are invited to give lectures, conduct workshops and share their expertise and skills with the students.

Students are encouraged to participate in workshops, seminars and lectures etc. that are conducted outside the college. Teachers assess the calibre of students on the basis of lectures, tutorials, class tests, assignments and identify advanced learners.

? Departments, through a combination of academic and co-curricular activities, encourage advanced learners to optimize their potential.

? Students are given additional readings related to their subjects.

? Advanced learners are also encouraged to pursue further research on various aspects of the syllabus, and are encouraged to write research papers for journals.

? The College library provides access to reference books, millions of resources through UGC consortia, DELNET and membership of NLIST to help advanced learners to broaden their horizons.

? Advanced learners are also offered opportunities to participate in intercollegiate debates, seminars or conferences.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4337	58

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has made a learning environment that keeps the students at the centre of learning. More student-centric learning methods have been used by the faculty members in addition to the conventional lecture method.

Humanities Subjects

The college has a well-equipped Language lab to improve the

communication skills of the students. Bengali and Hindi departments often organize Theme Based Quizzes related to various themes. Departments like English, Bengali etc bring out wall magazines each year. Making of short films as part of education enhances students' interest in and knowledge about the motion picture development and production process. Theatre Workshops are part of the learning process.

Science Subjects

The departments impart hands on training in different advanced tools and techniques. This along with training in vocational subjects like organic farming, Apiculture, gardening and terrarium making, bonsai preparation etc enhance the learning experience of students. Departments of Botany, Zoology and Chemistry take up case studies related to environment, agriculture etc.

The college encourages and provides opportunities for students to attend on the job training at institutes like Fishery College, College of Agriculture, Lembucherra.

Under Cooperative Learning system, the students are split into small groups and are encouraged to teach other students in a particular subject area with the belief that "to teach is to learn twice". Students presentations are part of the learning process. Demonstration of experiments, industrial visits etc provide activity centered learning atmosphere to the students.

Social Science Subjects

Dissertation work taken up by the students are usually related to real world problems or basic science concepts. Industrial visits and field trips have become part of the curriculum delivery. Faculty members use case study method and real world situations while delivering their courses. The students are required to do group projects on a suitable topic related to commerce and management. Group discussions, debates and quizzes are conducted on a regular mode under the supervision of faculty members.

The students are motivated to attend or prepare video lectures on commerce related issues. The Financial Literacy Cell helps the students to start bank accounts. As part of Digital India campaign, students are encouraged to use various digital payment apps. Hands-on-training is given to students on various aspects of project report preparation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has modern, technologically well-equipped and Wi-Fi enabled campus. Computers and internet facilities are available for both faculty and students. College Library is partially automated, all the housekeeping operations are computerized. The College Library is also a member of NLIST (a programme of INFLIBNET). The library has developed its own whatsapp group to interact with students and serve them. It also has a Facebook page to provide current information/notices to the students. Overdue reminders are sent through e-mail. The library organizes orientation sessions to ease students' access to the library.

Many classrooms are equipped with overhead projectors to enable e-teaching and learning. The College also has a portable projector.

Some departments also have sound systems that are used during film and documentary screenings.

Laptops are provided to students as well as teachers. Advanced softwares like Mathematica 9.0, SPSS 14.0 are used for various programmes.

The use of open source software is encouraged for making projects and assignments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.ramthakurcollege.nic.in/NAAC_documents/ict%20room.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

26

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

449

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college believes that the internal assessment system has a key impact on the academic performance of the college considering its influence on the teaching and learning process. As per the guidelines of the University, internal assessment is done based on student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (test papers).

Transparency

Academic Committee: The college has Academic committee to monitor the CIE process.

The committee is entrusted with the tasks of collection, sorting and coding and security of question papers.

The dates of internal exams are published in the college notice-board and also communicated to the students through whatsapp group and the students get information at noticeboard on seating arrangement.

The students can monitor their attendance on a regular basis in the class attendance through the teachers and the internal marks are also available in departmental computer. The students can also check their marks for assignment at the department.

Evaluation Results: The students get their results within a fortnight after the date of exam and teachers discuss model answers and enter the marks in university portal.

Internal Examination Co-ordinator: Internal examination co-ordinator ensures that internal examforms are duly signed by the teachers, HoDs and the Principal before uploading in the University portal.

Robustness

Frequency: The college conducts two test papers in a centralised manner and out of two of these, one is a model examination in the university examination pattern.

Variety: The college and IQAC give freedom to the departments to select appropriate methods of CIE to bring the variety in the methods of internal examination and evaluation which include

Multiple choice question tests, Online Assignments in Google Class Room.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Grievances Redressal Mechanism: The college has a three-tier grievance redressal mechanism viz., department level, college level and university level. The duties of department level co-coordinators and college level co-ordinators are clearly defined and assigned.

Invigilation is strict. There is zero tolerance for any sort of mal-practice.

Re-examinations: Absentees with genuine reasons get an opportunity to re-appear.

Projects: For the course-end academic projects of the students, internal marks are given on the basis of punctuality, quality of data collected and timely submission of the project.

The institution has a Grievance Redressal Mechanism with two levels at the college and an upper level at the University. A student needs to approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level

The department level Committee is chaired by the Head of the department with department teachers as members.

The head in charge of the course distributes the valued answer scripts during the class hours and the students can scrutinize their answer scripts in the presence of their teachers. It ensures the transparency and reliability of the internal evaluation process.

The students can also address their grievances concerning CIE marks if any through respective departments. It is processed through the examiner, and head of the department. Most of the times, the answer sheet is revalued by the faculty in the presence of the complainant.

If there is any discrepancy in the marks, corrections are made by the faculty instantaneously.

"Fairness in Internal Evaluation" is a criterion in online student evaluation of teachers.

Level 2: College level

The grievances which are not resolved at level 1, are redressed by a college level committee with the Principal as Chairman, HOD of concerned Department and a senior teacher nominated by the College council as members.

Level 3: University Level

The Controller of Examination looks after the grievances, if any, at University level.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has clearly stated learning outcomes. The College

website and prospectus very clearly state the vision, mission and objectives of the Institution. The staff and students are made aware of the aims and objectives of Ramthakur College through programmes, and Talks, etc.

? The focus is on an all round holistic development of each student.

? The Institution makes all efforts to provide the students opportunities to deliberate on various alternatives and make informed choices so that they learn to become independent.

? The focus is on motivating the students to equip themselves with skills so that they are ready to face the challenges of life.

? Learning outcome of the students is evaluated by assigning topics from time to time for presentations and class tests. This helps students to know the subject and makes them confident in expressing their opinions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.ramthakurcollege.nic.in/pos.html
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

One of the methods that our college follows while doing so is by assessing the teaching-learning based on a feedback system, in which the students of the college are provided with feedback forms, to be duly filled up by them providing inputs on teaching-learning drawbacks, limitations, constraints and also merits of the departments and its faculty members. Our college has a Grievance Redressal Cell, where the students can also place their problems at any point of time while studying. The institution deals with students grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps for resolution. Our college also has a Career Counseling Cell, which conducts workshops and invites various companies to come and conduct walk-in interviews, where students of the college get appointments in various workplaces including media. As programme outcome, on successful completion of the final year of study, there is a reward system for the students who have scored highest marks in each

department. To encourage the students felicitation programmes are conducted by some departments. The department's teachers regularly track student feedback related to curriculum objectives and the learning process and make sure that course milestones are effortlessly achieved. The results of Sessional, Semester end examinations as well as the problems and difficulties faced by the students are discussed. In case of course outcomes, each department of the college identifies the weak and bright students, and accordingly, the outcome attainment target is set by introducing improvement measures by allotting tutorial classes or extra classes. Study materials, textbooks, reference books, etc. are provided. Course Outcomes are measured on the basis of performances of the students both in curricular and cocurricular activities and also on the basis of the students' performance in the class activities, laboratory work, assignments, in different examinations and their role in departmental activities. Students' performance is noted continuously on their regularity, receptiveness, participation in class discussions and the overall behavior. Their performance in the internal examinations provides the initial clue of their learning outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1295

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.ramthakurcollege.nic.in/documents/Students%20Satisfaction%20Survey2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

18

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In this academic session, the following extension activities are carried out in the neighborhood community. We can not utilize few months in this academic session, because of the pandemic period.

S1 No Cell/Committee Title Date/Period Description 1 NCC Girls Wing Participated in the Ex-Yogdan for Control Room Duty- Covid-19, CMO, Agartala 2020-07-01 to 2020-09-30 10 SW NCC girls cadets from RTC, under 13 Tripura Bn NCC, Agartala attended the NCC Ex-NCC Yogdan Control Room duty, Covid-19 of Health Centre, CMO, Agartala. There are 2 shifts of duty. 1st shift: 10 am to 1 pm 2nd shift: 1.30 pm to 5 pm 2 NCC Girls Wing Participated in the New Education Policy (NEP) Awareness Campaign by NCC 2020-09-15 to 2020-10-14 18 SW NCC girls cadets from RTC, NCC girls wing, under 13 Tripura Bn NCC, Agartala participated this activity New Education Policy Awareness Campaign on 15th Sept, 2020 to 14th October, 2020. Dr. Anamika Das (ANO) furnished the weekly feedback Report on NEP-2020 during the period from 15/09/2020 to 14/10/2020 of Ramthakur College, 13 Tripura Bn NCC Girls Wing. Ref Office letter No 3011/13 Bn/TRG/140-91 dated 29 sept 2020. During this Covid-19 situation, they conducted an webinar on NEP. Their classes were taken and submitted the feedback to NCC unit (13 Tripura Bn NCC, College tilla, Agartala). 3 NCC Girls Wing Participated in the NCC Ex-Yogdan under 13 Tripura Bn NCC during Covid-19-Joint Entrance Examination for 2 days 2020-09-30 to 2020-10-01 7 SW NCC cadets from Ramthakur College, NCC Girls wing, under 13 Tripura Bn NCC, Agartala participated this duty for 2 days (30 Sept, 1st Oct, 2020). Arrangement to spare the service of NCC cadets during the examination of Joint Entrance for maintaining social distancing due to Covid-19. Timing of examination is first half: 11 am to 1 pm and 2nd half: 2 pm to 4 pm. 4 NCC Girls Wing Participated in the Contributions to NCC online Swachhta Awareness Programme 2020-10-15 to 2020-10-31 We have planned to conduct the following activities as per the guidelines of online Swachhta Awareness Programme from 15.10.2020 to 31.10.2020- 1. Online pledge taking 2. Webinar on Online Swachhta Awareness Programme 3. Awareness lectures on cleanliness, personal hygiene, waste management etc. 4. Debate competition amongst cadets on Swachhata Awareness. 5. Online quiz competition will be organised on the theme. 5 NCC Girls Wing Participated in the Traffic Regulation Duties during Durga Puja Days 2020-10-22 to 2020-10-26 8 SW cadets of RTC, NCC girls wing under 13 Tripura Bn NCC attended this duty. Cadets participated in traffic regulation duties during Durga Puja Days from 22.10.2020 to 26.10.2020 from 0900 hrs to 1700 hrs during day time. The NCC cadets as per vacancy allotted in uniform for the

duration mentioned above. The nominal roll of cadets may please be forwarded to this unit 19 Oct 2020 through whatsapp/email for onward submission to state authority to issue participation certificate accordingly. 6 NCC Girls Wing Participated in the Online awareness programme on Swachhta Abhiyan 2020-11-03 to 2020-11-13 The NCC unit of Ramthakur College, Agartala organised an awareness programme on Swachhta Abhiyan. For this webinar an online Swachhta Awareness programme there were 18 SW cadets who actively participated in the webinar. We also discussed the ways to carry out the Swachhta Abhiyan among the public. We specially discussed about the active role of NCC cadets in carrying out Swachhta Abhiyan. We specially discussed the necessity of cleanliness as often as possible especially during this Covid-19 pandemic situation. Each of the cadets expressed her views on the topic. It was a lively session. 7 NCC Boys Wing College Safai Abhiyan 07-11-2020 College Safai Abhiyan 8 NCC Girls Wing Participated in the Special workshop for women self-defence programme 2020-12-04 to 2020-12-06 The NCC unit of RTC, Agartala organised an workshop programme on Women Self-Defence. There were 18 cadets actively participated in the programme. This programme is arranged in the adopted village, Amtali, Adarshapara. A total of 48 girls from adopted village participated in the programme. 8 cadets from the NCC girls wing were teaching them self-defense. Many villagers, including members, Pradhan, Upa-Pradhan of adopted village, Mandal President, NCC officer, RTC Principal, teachers of the college were present in the programme. 9 NCC Girls Wing Participation in rehearsal parade for Republic Day Assam Rifle Ground, by the 15 NCC SW cadets from Ramthakur College 2021-01-01 to 2021-02-10 Rehearsal Parade for Republic Day-2021 will be commencing at unit location from 1 Jan to 10 Jan 2021. You are requested to detailed SD cadets to attend the rehearsal parade in NCC uniform at unit loc everyday at 9 am. 10 NSS Unit Participation in State Level Youth Festival-2021 2021-01-06 to 2021-01-08 The following NSS volunteers of NSS Unit, Ramthakur College have participated in the State Level Youth Festival-2021 on the theme of Youth Convention & Suvichar organised by Tripura State NSS Cell, Youth Affairs & Sports Department, Govt. of Tripura in collaboration with Ministry of Youth Affairs & Sports, Govt. of India from 6th-8th January, 2021 at Agartala, Tripura. Biswajit Roy Nayan Dey Barsha Kar Tanusree Barman Ram Sarkar Kamala Das Prasenjit Paul Subrata Saha Pradip Das Reema Das 11 Placement Cell Awareness Programme on Skill Development and Application 11-01-2021 Awareness Programme on Skill Development and Application organised by BIHT in collaboration with Placement Cell, Ramthakur College 12 NSS Unit Collection and submission of Armed Forces Flag Day Fund-2020 13-01-2021 NSS volunteers, students, teaching and non-teaching staffs of Ramthakur College have contributed Rs 1200 on the Armed Forces Flag Day Fund-2020 13 NCC

Girls Wing Participation in the Kokborok Day Programme on 19.01.2021
 19-01-2021 We have celebrated The Kokborok Day Programme on
 19.01.2021 at Umakanta Maydan. Activities are: 1. Speech 2. Dance 3.
 Rally 4. Song 5. Vote of thanks 14 NCC Girls Wing Participation in
 International Mother Language Day-2021 21-02-2021 Ramthakur College
 participated in the procession in Agartala city on the occasion of
 International Mother Language Day-2021 15 NCC Girls Wing
 Participation in Book Fair Inaugural Programme 26-02-2021 NCC Girls
 wing had attended the Book fair-2021 inaugural programme. Total 46
 cadets and 2 ANOs were present in this programme. 16 NCC Girls Wing
 Awareness Programme on Tobacco Free Campus 20-03-2021 Awareness
 Programme on Tobacco Free Campus organised by RTC, NCC Girls Wing
 under 13 Tripura Bn NCC, Agartala in collaboration with Madhya
 Pratapghar UPHC on 20th March, 2021. Time: 1 pm to 2 pm. Venue:
 Conference Room, RTC. Special speech by Dr. Amlan Deb (UPHC) 17 NCC
 Boys Wing Statue of Swami Vivekananda is cleaned and painted
 2021-03-23 to 2021-03-24 Statue of Swami Vivekananda is cleaned and
 painted by NCC Boys Division of Ramthakur College 18 Teachers
 Council Visit to Naba Prantik Shishu Seba Ashram 19-05-2021 Visit to
 Naba Prantik Shishu Seba Ashram (19/05/2021)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

564

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is equipped with well-maintained classrooms, laboratories, smart classrooms, library reading rooms, conference rooms, ICT enabled classes The college has a sports store where all the sports materials and equipment are kept under the supervision of Physical Education teacher. The sports equipments remain under supervision of Physical Education faculties.. Hands on practice is done in the playground inside the college campus. The institution has thirty one (31) classrooms with electricity facilities, a good number of benches for students, good quality large blackboards, green boards white boards and other necessary materials to impart knowledge to students. In front of each department, there is a notice board where students display their creative writings,

attractive paintings, which bring forth the hidden talents of the students. On college campus there are three (03) water coolers to provide purified cold drinking water to students and staff. The college possesses a well-furnished and resourceful library with more than 47,767 books. The books are properly maintained. The library is equipped with e-journals through NLIST (INFLIBNET) offering online access to support the academic programmes of the college, For the benefit of science students there are eleven (11) well equipped science laboratories for Physics (04 labs), Chemistry (03 labs), Zoology (01 laboratory), Human Physiology (02 labs) and Botany (01 laboratory) which are catering to the needs of the students. Moreover, there are variety of charts, microscopes, multiple cylinders for laboratory works, museum specimen samples, balance machine, equipments, display board etc which are helpful for students. To get on with modern technology all the departments of science, arts, and commerce have computer facilities along with internet connections. The computer department of the college has a quiet number of computers in computer laboratory where students of Physics, Mathematics, Chemistry, Commerce go to the laboratory to do practical classes. Different facilities are provided to the student for their progress.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a Physical Education department where there are a good number of students who have taken Physical education as a core subject. Not only students of the Physical Education department but also other students are active in participating in various sports activities. The college administration also lays emphasis on sports - both indoor games like carrom, chess, badminton, and outdoor games like volleyball, football, cricket, etc. along with academic excellence. From that point of view, indoor and outdoor games facilities are being raised to a satisfactory level for the students and are under the strict vigil of a Physical Education teacher. Faculty of Physical Education Department also sees that the games and sports are helping the participants to attain all round development primarily from the point of mind and body. There is an open ground utilized by the students for practicing various games.

Practical classes of the Physical Education department are also conducted in that playground. The students of this college have participated in inter-college, state, national and international level sports competitions and have won prizes. Yoga Day is celebrated on 21st June every year with great enthusiasm. The physical education department of the college aims at providing a safe and healthy atmosphere for its students and staff members. The college firmly believes in co-curricular activities so that the students may develop themselves in all spheres keeping pace with the modern education system. There is a Social Entertainment and Debate, Literary Activities and Magazine Committee in this institution, who looks after the various cultural activities to be performed during Freshers' Welcome, Teachers' Day, organizing quiz, debate competition, celebrating national and international, commemorative events in the college campus. The Senior faculty members keep on mentoring interested students for cultural activities. Wall magazine is maintained by almost all departments where students contribute their writeups, drawings, which in turn highlight their talents. A separate auditorium is about to be completed which has the intake capacity of 1100 seats. This participation of students in various sports, games and cultural activities help students in developing interpersonal interaction, team spirit and leadership quality.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

160328

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software: - E-Granthalaya Software in Cloud version-4 of National Informatics Centre, Govt. of India.
- Nature of automation (fully or partially):- Partially.
- Version:- EG-4 in cloud.
- Year of Automation:- 13/06/2016.

About RTC Library:- The Library is a Knowledge Centre which has rich resources mainly in Social Sciences, Humanities and Sciences. It is a two storied building situated in the middle corner adjacent to Commerce & Economics department of the academic complex of the Institute and is the hub of all the academic activities of the

Institute and provides comprehensive access to books, journals, reports, ejournal/online databases, e-books, electronic theses and dissertations. (For full information kindly click on the link mentioned below Sl no-5.)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6530

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT sector is one of the rapidly expanding sectors. Ramthakur College, in order to cope with the age of modern technology, does not lag behind in possessing IT facilities in the institution. To cater to the demands and updated facilities for the students IT infrastructure are in constant change and modification. Not in terms of hardware but in terms of software also the integrated system is in the constant developing process. We prefer the genuine versions of the software in use. IT department keeps a keen vigilance on the activities of the students as there is a high percentage of variability to deviate in the vast domain of Big Data. Constant guidance is provided to them and at the very same time, they are encouraged to restrain their digital surfing in accordance with the syllabi or any other related arena. The College has a computer Laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and an ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Conference hall with an LCD projector and screen. The college is in possession of eighty seven (87) Desktops and three (3) Laptops. Among these, 15 computers are used by the students and the rest are used by the office and teaching community for administrative and academic purposes. The college also possesses other ICT equipment such as printers, photocopiers, projectors screen, and speakers in adequate numbers and are used for the sake of the students.

Keeping pace with the modern technology all official works including salary related matters of both the faculties and the staff, other financial transactions are made through online treasury using HRMS (Human Resources Management System). At present, the college has a broadband connection, and this facility is accessed in our day to day work. Even each department is connected with broadband/ Wifi facilities, where teachers as well students can take full advantage of the system. Even marks uploading during the final examination is

possible only because of this connection.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2187243

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Proper maintenance and utilization of physical, academic and support facilities are augmented and maintained through various committees like Development Committee, Purchase Committee, and Library Committee, etc. formed every year by the members of the Teachers' Council. The Development Committee looks after the maintenance, repair, and construction work related to the building. Physical infrastructure like water, power supply, and gas line is looked after by this committee. All work is done through the tender system as per standard norms or rules laid down by the Department of Higher Education. Generally, the work is allotted to Rural Development or to the Public Work Department and the fund is provided by RUSA. During the maintenance and up-gradation work, related to civil and electrical works done by the contractors is verified by the Development Committee. All minor faults are attended and repaired by hired technicians, carpenters, etc. There is a beautiful garden at Ramthakur College. A team of efficient and experienced gardeners maintains this garden of the college. Planting of seasonal plants are carried in the college garden regularly. Maintenance of the garden is also looked after by the Development Committee.

Laboratory: The College has a Physical Science and Biological Science department with laboratory facilities and the Laboratory facilities are made accessible to all the students of the concerned departments. The users of these laboratories pay immense attention while accessing the facilities and handle it with good care. Every Science department has Laboratory attendant for proper maintenance of the laboratories. They also render help in the laboratory when the students perform experiments. In the absence of the Lab attendant, the teachers of the concerned department extend help and support to the students in the Laboratory. Laboratory Equipment/Machinery, Gas connection pipeline is checked regularly to see if there is any leakage problem by the staff of the concerned department. The Science department also maintains a stock register

for keeping a list of chemicals, glassware and any other instruments used in the laboratory. The laboratory equipment is maintained at the departmental level by the staff or through hired technicians whenever necessary.

Library: Library is a sacred place where the learners can acquire and enlighten themselves by gathering vast knowledge. The library has an advisory committee, which meets at regular intervals to discuss various issues related to library facilities, services, and activities. The committee works towards improving the overall library infrastructure and resources to make it user friendly. The college library subscribed to NLIST programme of INFLIBNET. A link to Web OPAC has been provided on the library website for remote access. Users can access the library database and search for books. The users can access this information from home where internet connectivity is available. The library has its own rules and regulations and the librarian of this institution is well aware of those ethics. In the absence of the Librarian, it is being run by the ministerial staff and the teachers extend their support in any essential conditions. The certain system and procedures followed for maintaining and utilizing the library resources may be highlighted under: Whenever books are purchased, they are enlisted in the register and later they are made available for the students and faculty staff with the support of a register for lending books. Each student at the beginning of the first semester, are issued a library card and they are allowed to borrow the books during their needs. Returning of the borrowed books is mandatory in the case of both students and faculty members at the time of leaving the institution.

Sports Complex: The Games and Sports section in the institution is being looked after by the Physical Education faculty. All the sports materials and equipment are stored in a sports storeroom under the supervision of the Physical education teacher. The teacher maintains the games and sports register with good care. The faculty keeps a record of all the sports equipment available in the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities get over. There is a playground inside the campus where students play different outdoor games like volleyball, cricket, football, etc. The college has facilities for indoor games also.

Computer: Computer has become a part and parcel in every walks of life, hence its requirement is felt in every institution. Ramthakur College has sufficient numbers of computers which are used in offices, various departments and in the computer laboratory. The students can access them in the Computer laboratory at the time of

computer practical classes. From time to time Computer and IT infrastructure maintenance and up-gradation is looked after by the faculties of the Computer Department.

Classroom: The institution provides classroom which is spacious, well-lit, for the students. The college authorities pay great attention in maintaining the classroom and ensure uninterrupted teaching-learning activities. For the smooth running of the department, all Head of the Departments is free to submit their requirements to the Principal regarding repairing and maintaining the computer, classroom furniture, departmental furniture, etc. This is later on executed by the Principal as per the needs of the department. ICT enabled classes, Smart class is there where classes are taken by the various departments from time to time as per the central routine of the college. Many departments have WhatsApp group with the current students where time to time students are communicated if they face any problem regarding their studies. Classes are also taken by offline and online mode depending upon the frequency and intensity of pandemic condition.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1730

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.ramthakurcollege.nic.in/NAAC_documents/Capacity.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution believes in youth empowerment through quality education. Hence enough space is given for co-curricular, extracurricular activities of the college. The students are involved in number of activities at institution level and also at society level. There are unelected representatives among students for rendering a helping hand to fellow mates. The student's representatives encourage and motivate other students to participate in student's oriented programmes such as Blood donation camp, Freshers welcome, Sarswati puja, Republic day, Independence day, Voters day, Yoga day, Rabindra Jayanti, Nazrul Jayanti, Environment day, etc. Students representative assist teachers in making any such events successful. The student's representative also ensures to maintain discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus. Simultaneously, NCC unit both male and female wings also help to maintain discipline of the college. NSS and NCC together help in the beautification of the college. With the help of the student's representative, sports and cultural events, competitions, tree plantations in the college are organized. So the student council actively plays an important role in upgrading the image of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a strong alumni association since its inception. The Alumni are a strong support to the Institution. This alumni is registered under the Societies Registration Act, 1860 --Registration number 4470, 16th June 2004. The Institution nurtures the alumni association to facilitate them to contribute significantly to the development of the Institution through financial and non-financial means. The alumni's of the college are placed in the different corporate sector, education, business, professional fields, media industry, political field, social work, academics and accessories. The association are engaged in different social activities. The members of Alumni Association also perform other extension activities and extends their helping hands whenever we seek for. During visit of NAAC peer team in Feb 2021, the alumni association plays a significant role. Thus Alumni Association of college contributes to the welfare of the college. Some of the alumni are actively participating in social service combined with creative activities in nearby societies. Alumni have played an important role in the pandemic hour thus putting an example to the present students.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/NAAC_documents/alumni.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Ramthakur College (established in 1967) is one of the oldest Government Degree Colleges in the state. The mission of the college is to meet the needs of the students from all walks of life and to foster their moral, intellectual, spiritual, social, emotional, and all-round development.

Vision:

The vision statement of the college is incorporated in the logo of the college, which asserts *aatmaanam biddhi*, which translates to "know thyself". The College has made it its purpose to nurture the minds and heads of its students in order to enhance their full potentiality and make them effective citizens of the country.

Mission:

The college's mission is shaped by its vision in such a way that its students are provided with:

- A just and liberal education that assists students in creating a mindset that is freeing in its emphasis and attitude.
- An education that teaches students to be objective and analytically observant in order to distinguish between good and wrong.

- The college tries to deliver an education that does not limit itself to the ambit of text and related study material, but extends itself and helps students gain knowledge in other fields.
- An education that educates pupils to have a fair attitude in their daily lives and prepares them to be responsible citizens of the country.
- An education that connects to nature, the environment, and fellow feeling on one hand, and to text and related study material on the other.
- An education that relates itself to nature, the environment at the one end and fellow feeling at the other end.

To achieve the College's mission and vision, the institutional set-up collaborates with the State Government's policy framework as transmitted through the Directorate of Higher Education. To achieve the College's objective, it pursues the following path of continuous work, as well along with its monitoring and required modification in the following manner:

- Faculty members constantly involve themselves in framing the syllabi of different programmes offered by the College, under the guidance of the affiliating university, Tripura University, in such a way that a liberal view of theory and practise can be conveyed to the students.
- Students are encouraged to develop actual leadership qualities in a just and equitable manner by participating in different activities such as the Students' Union Council, N.C.C., or N.S.S, sports etc.
- Efforts are made to organise discussions, seminars, debates, cultural presentations, patriotic, and nation-building activities so that students feel like active players in determining societal issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal Secretary of Higher Education is at the top of the hierarchy, followed by the Director, Joint Directors of Higher

Education, and finally the Principal of the college, who serves as the administrative leader of the institution. Since Ramthakur College is a government degree college, the Directorate of Higher Education makes all significant decisions. The college's financial affairs are managed by the Drawing and Disbursing Officer, who is chosen from within the faculty but authorised by the Director of the Department of Higher Education.

A Teachers' Council exists to help the Principal and ensure the smooth operation of the college, where the Principal functions as the President. One Secretary and two Joint Secretaries are chosen from the teachers by the Teachers' Council. The Teachers' Council appoints the convenors and members of several subcommittees, such as the Examination Committee, Academic Committee, Discipline Committee, Development Committee, and so on. There are a total of 18 sub-committees. The college administration's work is decentralised, and the system is supported by several subcommittees constituted at the start of the academic year. The following are some of the committees' responsibilities:

- 1) The examination sub-committee conducts two semester examinations and two internal sessional examinations per year in accordance with the University Time Table. Aside from the usual University tests, the college holds additional competitive examinations as needed by the government.
- 2) The college's admission is handled by the admission sub-committee under the leadership of the admission convenor following the guidelines issued by DHE.
- 3) The Cultural Subcommittee is in charge of organising all the cultural programmes, including republic day, Saraswati puja etc. The committee also keeps track of all of the college's major national and international cultural activities.
- 4) The disciplinary committee is in charge of the college's overall discipline, ensuring that students follow the rules and regulations.
- 5) The anti-ragging committee and the Sexual Harassment unit ensure that students are safe while on campus.
- 6) The development committee is in charge of the college's overall development, including infrastructure development.
- 7) The purchasing committee is in charge of purchasing various items

such as equipment, instruments, chemicals, and furniture.

8) The Literary and Debate Committee encourages students to engage in debate on campus as well as compete in other inter-college competitions.

Each sub-committee is chaired by a convener and a few members, and these committees meet on a regular basis to assist in the formulation and implementation of the institution's strategic initiatives.

The College also has an IQAC and an RUSA Committee in addition to the Teachers' Council. Throughout the academic year, all sub-committees work together to resolve pressing issues in the institution's best interests, with each committee member having complete freedom to participate in decision-making. The students are involved in a variety of activities on campus. As a result, the work is completed effectively and correctly, and management, staff, and students work together.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As Ramthakur College is a government degree college, the Department of Higher Education of the Government of Tripura is in charge of all strategic planning. However, the college can implement several internal tactics to ensure its smooth operation. The institution's Teaching and Learning Process is an example of a strategic strategy implemented by the college. The Academic Committee prepares the academic calendar, and routine at the start of each academic year.

Each department's Head of Department then develops a departmental routine and distributes the syllabus to faculty members in order for the syllabus to be completed on time. Extra lessons, tutorial classes, and revision classes are taken from time to time to ensure that the syllabus is completed on time. In summary, each department's syllabus coverage is monitored by the Head of Department. Slow learners are given special attention. For advanced

and slow learners, study materials and previous year's question papers are supplied. Students are given instructions on how to write their answers.

Each department has its own departmental library, from which students can borrow books to use as reference materials.

In several departments, study tours and field visits are arranged on occasion to boost the experimental learning process. Each department has been provided with computers along with internet facilities for the smooth conducting of the department. For the proper guidance of the students, there is a mentor and mentee system. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system. Library facilities, INFLIBNET facilities are also rendered to the students of this institution. Some department conducts group discussion, quiz competition, and debate competition from their subject itself so that the students are also able to overcome their fear and expand their knowledge and to upgrade themselves.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal, as the institution's leader, works with members of the Teachers' Council to keep the college's atmosphere friendly and intellectual. The Directorate of Higher Education makes major policy decisions, which are transmitted to the college through the Officer on Special Duty. The Principal is the highest authority in the institution, and he is supported by the Secretary, the Teachers' Council, and various sub-committees. With the aid of 19 sub-committees, the Principal carries out academic and administrative plans and policies to ensure that college activities run smoothly. The college also has NCC and NSS wings, as well as an IQAC Cell, an NAAC Cell, and an RUSA Cell.

The various twenty sub-committees are:

(1) Academic committee (2) Admission Committee (3) Examination Committee (4) Social Entertainment Committee (5) Library Committee (6) Debate and Literary activities and Magazine Committee (7) Student's Union Council Election Committee (8) Games and Sports Committee (9) Discipline Committee (10) Planning and Development Committee (11) Purchase Committee (12) Canteen Committee (13) Store verification Committee (14) Sexual Harassment and Redressal Committee (15) Anti Ragging Committee (16) Boys' Common Room (17) Girls' Common Room (18) Research Committee (19) Placement Cell

Appointment-The Tripura Public Service Commission (TPSC) recruits assistant professors, whereas non-teaching staffs are selected through interviews. In accordance with U.G.C. legislation and Higher Education requirements, the college selects Guest Lecturers on individual class basis. An outside firm provides Night Guard, a cleaning support crew, to the campus.

Promotion Policy - The Directorate of Higher Education administers the Career Advancement Scheme (CAS) for regular faculty members in accordance with UGC guidelines. Non-teaching staffs are promoted in accordance with the policy of the Tripura government. All staff of the college are bound by the Tripura Civil Service (conduct) Rules, 1988.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/teachers%20Council/COMMITTEE%20MEMBERS%202019-20%20(1).pdf
Link to Organogram of the Institution webpage	https://www.ramthakurcollege.nic.in/NAAC_documents/teachers_council.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Ramthakur College is a government degree college that must adhere to the welfare provisions for teaching and non-teaching staff set forth by the Tripura government. Various efficient welfare measures for teaching and non-teaching employees are in place at the institution. Here are a few examples:

1. The salary component and other monetary benefits are given according to the UGC's recommendation for Assistant Professors and Associate Professors, and the state pay commission's recommendation for Post Graduate Teachers and non-teaching staffs, respectively.
2. Every year, a 3% annual increment is offered to the college's teaching and non-teaching staff.
3. Promotion and CAS benefits are granted in accordance with UGC/State Government norms.
4. On the recommendation of the UGC, Assistant Professors and Associate Professors receive monetary incentives after completing their Ph.D. degrees.
5. Faculty are encouraged to attend the Orientation Program, Refresher Course, Seminars, and Workshops.
6. Non-teaching employees are also permitted to participate in a variety of training programmes in order to expand their professional skills.
7. Both teaching and non-teaching employees have access to the General Provident Fund, Gratuity Pension, and Group Life Insurance. Other advantages include House Rent Allowance and Dearness Allowance.
8. Teaching and non-teaching workers receive a festival advance.

9. Loan without interest from the General provident fund is there for teaching and non-teaching staff.
10. Medical reimbursement as applicable for gazetted officers is there for the Principal, Associate Professors, and Assistant Professors. On the other hand, monthly medical allowance is provided to Group C and Group D employees.
11. Both teaching and non-teaching staff can avail of Casual Leave, Earn Leave, and Medical Leave. Benefits of availing Child Care Leave, Maternity Leave, Paternity Leave as per state rules are also provided to the staff.
12. All teaching and non-teaching employees are entitled to three Bharat Darshan visits during their service tenure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

29

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The most methodical technique of evaluating an employee's performance is through a performance appraisal. It makes the employee more accountable for the work he does.

It also motivates teachers to conduct research in order to expand their knowledge. The Directorate of Higher Education is in charge

for evaluating of the Performance. The Gazetted officials are provided the Annual Confidential Report (ACR) format for their self-appraisal every year for this purpose.

The Principal evaluates the ACR, which is then forwarded to the Directorate of Higher Education for further action. This ACR is used to determine career advancement, i.e. promotion. Non-teaching personnel does not receive an appraisal because their advancement is based on seniority, which is determined by the Department of Higher Education on a regular basis. Non-teaching employees, on the other hand, are delegated to numerous training programmes to expand their potentiality and become knowledgeable of various advancements achieved in official matters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Ramthakur College is a Government Institution and thus it is unable to undertake internal or external audits. With authorization from the Director of Higher Education, the Principal's office may request audit as needed. Normally, the Department initiates audit in colleges where the department's audit cell takes the appropriate procedures. The work is sometimes handed to the Department of Audit. The scope of the audit activity includes all financial transactions, purchases, and procurement that are compliant with government financial rules. Allowances such as HRA, medical, travel, and others are audited as well. Like any other government department, there is also a mechanism for a special audit.

The Office of the Account General (AG) is also invited to conduct audits as the Department and the Ggovernment determine. Normally, such initiatives are implemented by the Department of Higher Education in cooperation with the Government of Tripura's Finance Department. The college maintains its cash books and stock registers in accordance with regulatory rules. The college's Accounts are

maintained by the Accounts Section of the college which are checked and supervised by the Drawing and Disbursing Officer (DDO) regularly. External Financial audits are conducted by the Directorate of Audit, Government of Tripura and Accountant General (Audit Office), Tripura, Government of India separately. The last external financial audit was conducted on 22/08/2019 by the office of the Accountant General, Tripura.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

For any institution, community, family, or cooperative, the availability of finances is critical, but the movability of funds is even more critical. The level of advancement is high if the movability is in the right direction and well-coordinated; otherwise, even if the funds are available, it becomes ineffective. As a result, the ability to move funds is critical for any organization's growth.

Through discussions with the Development Committee and Purchase Committee, the college's Principal and Drawing and Disbursing Officer (DDO) keep track on the government's funds for its proper use. The Drawing and Disbursing Officer administers the Government

fund and RUSA fund in coordination with the RUSA coordinator, Purchase committee, and Development committee. The money is used to buy equipment, chemicals, and arrange seminars, workshops, and conferences, among other things. The Principal makes suggestions for better resource management and effective mobilisation of available finances for the benefit of students, teachers, and non-teaching personnel.

There is a Planning and Development Committee that meticulously examines the needs of many departments before directing the Purchase Committee to purchase the items. The Purchase Committee follows all of the procedures for using the fund. Quotations are sought, and then actions are taken to use the cash after completing the necessary requirements. For the acquisition of any material, a supply order is sent to the vendor. At times purchases are made by the local Co-operative society. If the purchase of materials is below ten thousand, the purchase can be made directly without calling any tender. Up to 2.50 lakhs, the Principal can call tender but if the purchase is above 2.50 lakhs purchase has to be made by e-tender. In recent time the Department of Higher Education instructed the college to make the purchase through GEM. Beneficiaries are added to the software and the payments are made online through the Public Finance Management System (PFMS).

The success of students studying in a given institution is more important than its infrastructure.

As a result, money is spent on books and apparatus, sports and games, Fresher's Welcome, other cultural programmes, and national events.

For effective teaching and learning process, it is very important that the environment and campus of the institution should be clean and alluring. The college has six gardens that are maintained with funds granted by the government. There is a fund for power, water, internet website, and telephone expenses that is used to maintain and upgrade the college's facilities. Various events, such as seminars and talks, are held to enhance students, professors, and employees, for which the institution provides funding. Miscellaneous expenses are also covered by a portion of the funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) monitors efforts of the college towards excellence in different areas. By the end of the session, IQAC chalks out an action plan for the next year and ensures & reviews the efforts are made by the institution to follow that action plan. The institute has a sufficient number of committees and cells headed by a coordinator and a few members which contribute to the quantitative and qualitative changes in the College. IQAC conducts academic audit (internal) of the college to review the academic achievements of faculty members & departments, documentation of the various programmes/activities across different units of the College. It also collects and analyses feedback from the students and updates on the institutional website. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings. Following are the example of two practices implemented as quality enhancement measures:

1. **Advance Action Planning:** In chalking out the action plan, all HODs, convener/ programme coordinator of all units are invited in the meeting of IQAC. Upon the initiative of the institution, it is implemented by the institutional head and across the departments/units/cells of the College administration for the institution. The academic calendar is an integral part of this action plan which is prepared before the commencement of the academic session.

2. **Students' Satisfaction on overall Institutional Performance:** The Internal Quality Assurance Cell of the college conducts student feedback on overall institutional performance regarding the teaching-learning process, evaluation process, library services and administration by the College from the final semester students of the academic session. Students' responses are analysed by the IQAC Committee and feedback is discussed in the meeting of IQAC with Head of the Departments. The feedback report is coordinated to the Head of the institution for taking initiatives in quality sustenance. It

improves the student-teacher relationship; helps the teachers to improve their teaching-learning methods; creates a healthy communication between the students and the teachers; develops the skill of evaluation; helps the college administration to improve services and facilities in diverse areas like library, drinking water, cleanliness in the classrooms and toilets, hygienic food services by canteen etc.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/documents/Students%20Satisfaction%20Survey2020-21.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The College reviews its teaching learning process and learning outcomes at periodic intervals through IQAC. HODs also convey the departmental meeting and also informal classroom feedback apart from the student satisfaction survey (SSS) to review the teaching process to the concerned department and take required steps for further improvement. Student feedback/ SSS on teaching-learning and evaluation process is collected and analysed on a regular basis by IQAC. The feedback report is coordinated to the Head of the Department and also discussed in the IQAC meeting which helps to take required steps. The sessional examinations on a regular basis help in assessing the learning outcomes.

2. Another example in implementation of teaching learning reforms facilitated by IQAC is an enhanced use of ICT in teaching and learning processes. The goal is to make the teaching learning process more learners centric. The IQAC passed that a greater involvement of ICT in Teaching Learning be ensured. Therefore, departments were asked to integrate information technology with teaching learning process. Classroom lectures were supplemented with the use of audio-visual aids such as LCD projectors, PowerPoint presentations etc. Besides, students were made aware of the use of e-books and lecture summary were provided to them. The students were provided with various web links that related them to their topics of study.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/documents/Students%20Satisfaction%20Survey2020-21.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.ramthakurcollege.nic.in/IQAC.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Ramthakur College although a co-ed college is always sensitive and empathetic towards social problems pertaining to the girls taking admission to the college and is always concerned with their betterment socially, politically, economically. Time to time the college has organized the following seminars and programs touching the issue of gender equity.

- Workshop on "Women Self- Defence" organised by NCC girl's wing

of Ramthakur College from 4th Dec, 2020 to 6th Dec., 2020.

- International Conference on "Impact Covid-19 Pandemic on Women of South Asia" organised by Department of History on 8th August, 2020.

Safety and security of all the students, teachers, non-teaching staff and the visitors to the college are always the first priority. To ensure a safe campus and a secured environment the college has embarked upon the following initiatives: The regular presence of a gatekeeper. Emergency exit staircase connecting the first floor and second floor of the building. A grievance Redressal Box is there for the students. There is an anti-ragging cell and sexual harassment cell in the college to deal with the problem. Maintenance of a First-Aid Box by the office, NSS and NCC unit. Separate washrooms for the male and female teaching and non-teaching staff. Identity Cards are issued to all students.

Counseling- The College is willing to nurture a healthy environment, for which Counseling cell is set up for the benefits of students. Time to time counseling is provided to both boys and girls if they face any problem regarding their studies or any other personal problem.

Common Room -The College has separate Girls' and Boys' Common room with several indoor game facilities.

File Description	Documents
Annual gender sensitization action plan	https://www.ramthakurcollege.nic.in/NAAC_documents/gender.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ramthakurcollege.nic.in/NAAC_documents/c711a-2021.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management- Nurturing environment consciousness is the aspiration of Ramthakur college and so the college has undertaken certain steps to maintain solid waste management. To keep the campus neat and clean, the college has made use of more waste boxes kept in different corners of the college campus, so that the students, teaching and non-teaching staff use these boxes as a dustbin. Sometimes the NSS volunteers also clean the college which is a part of their activity. A wide range of waste produces in chemical laboratories of different science departments especially the chemistry department that is solid materials such as broken glass, packing, paper, samples, and equipment are disposed of in a tank separately made for this purpose only.

Liquid Waste Management- The liquid waste management is well maintained by the college. The chemicals discharged from the chemistry laboratory are disposed of in a separate tank, outside the lab so that the waste does not ooze up with the nearby soil where there is vegetation.

E-waste management- Ramthakur College is a Government Degree College and so E-waste cannot be disposed of without the permission of the Government. However, the college maintains disposal waste in a planned way. The waste like broken furniture is brought in reuse after assembling the useable parts. Other E-waste materials like totally damaged furniture, out of function computers, non functioning digital apparatus like Mother Board, Hard Drive and other office E-wastes are stored in a separate room.

Other than these college maintains clean and green campus. Ramthakur college is plastic free campus. LED lights are used in some parts of college campus for conservation of energy. Initiatives are taken to Reduce paper communication. College actively organizes Swach Bharat Abhiyan to creates awareness and consciousness among students, teaching and non-teaching staff.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.ramthakurcollege.nic.in/NAAC_documents/713.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **E. None of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

India is a country of a multi-ethnic culture where people belonging

to religious, racial, cultural, and lingual identities live together harmoniously. Keeping this view in mind, Ramthakur College tries to maintain harmony and try to create goodwill among students. Most of the students taking admissions in the college are local and belong to the nearby places and other districts of Tripura. As per government rules, the admission process is carried out. Enough care is taken for specific earmarked seats of each category. In major extension activities participation of faculties, students and non-teaching staff are commendable. Each and every student along with faculty members are fully involved in the national developmental activities, national festivals, awareness rallies, and government campaigns. The flex board of environmental awareness, social harmony, unity, and moral values are displayed on the college campus. The institute plays an effective role as a catalyst in the area to maintain peace and national integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. These activities have a very positive impact on society's cultural and communal thoughts directly. The college thereby celebrates Independence Day, Republic Day, Bhasha Divash every year with great honor and respect. The college also observes Raksha Bandhan among students, teaching, and non-teaching staff. These programs organized by the college promote greater values of life, love, integrity fraternity and patriotism in the minds of the students. The NSS volunteers to show regards to the armed forces for their services to the nation collected money from students, teachers and office staff of the college and handed over to the State NSS Cell for contribution to the Armed Forces Flag Day. Thus a sense of commitment towards nation, society and responsibility towards humanity at large is instilled in the minds of the students. In this session, because of the pandemic situation we have failed to organise few events which we observe usually.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The motto of the institute 'promotion of learning' itself shows the equality, liberty, fraternity among every stakeholder. The preamble

of the constitution is displayed in the college campus thus awaring about the fundamental political principles, procedures, rights, feeling of brotherhood and a sense of belonging among selves. Because of the pandemic situation, this year we have missed few events through which we usually try to make aware the students and employees of the Institution about the constitutional obligations: values, rights, duties and responsibilities of citizens.

On 26th January, 2021 'Republic Day' is celebrated this year to commemorate the adoption of the constitution. On this day flag is hoisted. Speech on constitution formation and its importance are delivered by faculty members and Principal of the college.

The students get to know their duties towards their motherland and also their rights provided to each individual by our constitution. 'Matribhasha Diwas' is celebrated on 21st February, 2021 in order to encourage people on the need to impart communication skills and develop proficiency in the mother tongue. This promotes the preservation and protection of all languages.

For the promotion of global health, harmony and peace June 21st, 2021 is observed as 'International Yoga Day' which is observed by the faculties, learners and non-teaching staffs of the institute by performing meditation, yoga, pranayam. The day creates awareness about the medical benefits in curing many diseases.

The 'Independence Day' celebrated annually on August 15, 2021 by hoisting the national pride tricolour flag at our college premises by the Principal. Observance of this day makes us aware of our duties towards our nation and help to promote patriotism and national unity. On this day we also remember and commemorate all the great personalities and freedom fighters who had played a very important role and sacrificed their lives for bringing independence.

As a mark of appreciation to their mentor students of this institution celebrate Teachers' Day every year on 5th September, 2020 which is the birth anniversary of the great teacher Dr Sarvepalli Radhakrishnan.

On 7th December, 2020 students collect fund from everyone of the institute and dedicate for the welfare of the Armed Forces personnel and in this way, Flag Day is observed to honour the soldiers, airmen and sailors of India who fought on the borders to safeguard the country's honour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes National and International, commemorative days, events, and festivals with great zeal. Through the celebration of these events, the students, teaching and non-teaching staff of this college get to know the importance of national integrity in the country in general and their role in it particular. Because of the pandemic situation, we have missed few events in this academic session whereas few events are organised online. The following important events which are celebrated are

15th August, 2020: Like previous years Independence Day is celebrated by the college with the unfurling of the flag by the Principal of the college.

22nd November, 2020: The NCC unit of Ramthakur College, Agartala organised the NCC Day programme on 24.11.2020. NCC Girls Wing , Ramthakur College celebrated the NCC Day programme at Ramthakur College.

1. 10 am to 10.40 am-Yoga activity by our cadets
2. 10.45 am to 11.15 am-Tree plantation
3. 11.30 am to 12.15 pm- Swachha Bharat Programme at our college
4. 12.30 pm to 1 pm- Cultural programme of NCC Day
5. 1 pm to 1.30 pm-Felicitation programme of our 2 SW cadets
6. 1.30 pm to 1.45 pm-Published the NCC wall magazine by our respected Principal Sir
7. 1.45 pm to 2 pm-Closing address with NCC song.

7th December, 2020: Indian Armed Flag Day to commemorate this day where students of Ramthakur College collected money from the students, teaching and non-teaching staff and handed over to the State NSS cell.

22th December, 2020: On the occasion of the birth anniversary of great Indian Mathematician Srinivasa Ramanujan (National Mathematics Day), Department of Mathematics, Ramthakur College conducted an online quiz on Mathematics on 22nd Dec., 2020 open to all students upto undergraduate level. Total 141 students participated in the quiz, 4 students out of Tripura.

12th January, 2021: Department of Education, Ramthakur College organised a programme on the 158th Birth Anniversary of Swami Vivekananda.

13th January, 2021: Department of Kokborok, Ramthakur College celebrates Kokborok Day in a befitting manner.

22nd January, 2021: Department of Bengali, Ramthakur College organised a departmental seminar on the occasion of 107th Birth anniversary of Adwaitya Malla Barman.

23rd January, 2021:NCC winghas celebrated Netajis Birthday on 23rd January 2021 in the college with the following events

1. Yoga-11 am to 11.15 am
2. Tree plantation-11.15 am to 11.45 am
3. Singing- 11.45 am to 12 pm
4. Drawing-12 pm to 12.30 pm
5. Dance: 12.30 pm to 12.45 pm
6. Lecture of ANO-12.45 pm to 1 pm
7. NCC Song-1 pm to 1.10 pm

25th January, 2021: Department of English, Ramthakur College has organised a quiz competition to mark the birth anniversary of Michael Madhusudan Dutt.

26th January, 2021: Republic Day is celebrated in the college like every year to commemorate the adoption of the Constitution.

NCC cadets activities on this day are 1. Piloting 2. Flag hosting 3. Speech 4. Song 5. Dance 6. Yoga 7. Vote of thanks.

Department of History, Ramthakur College has organised a programme on Historical importance of 26th January in India

21st February, 2021: International Mother Language Day is celebrated to promote the awareness of linguistic and cultural diversity and to promote multi-linguism among students. Ramthakur College participated in the procession in Agartala city on the occasion of International Mother Language Day-2021.

21st June, 2021: International Yoga Day is celebrated through online mode. For pandemic situation, everyone celebrated this Yoga day through videos by showing Yoga in their own homes.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-1

1. Title of the Practice: Developing Empathy through Community Service.

2. The Context: Empathy involves putting ourselves in the other person's situation and understand their problems. Students become active and more responsible citizens of our country by engaging themselves in social works. In the way of helping the person in need they develop strong personality with the ability of critical thinking, problem solving and decision making in difficult situations. With this community services, in addition to traditional classroom learning, students can build up a sense of societal responsibility, acceptance and teamwork.

3. Objectives of the Practice: The objectives of the practice are: The objectives of the practice are: (a) to involve students in social activities in order to prepare them for their future life; (b) to generate association between institution of higher learning and society; (c) to involve students in solving different social problems. 4. The Practice: The Teachers' Council, nonteaching staff, NSS unit, NCC (Girls') Wing, NCC (Boys') Wing, Students' Council, Science Forum, Alumni Association of Ramthakur College arrange different activities extension and outreach programmes in partnership with community and government/ nongovernment organizations, extension activities in the adopted village, voluntary blood donation camps, health camps, awareness generating campaigns / drama/ discussions/ seminars/ symposiums, cleaning within the college campus and beyond the college campus, donations during natural calamities, etc.

Best Practice-2

1. Title of the Practice: Promotion of Environmental Consciousness

2. The Context: The College is aware about accountability in plantation work and maintaining cleanness in and around the campus, in this manner impacting on the health of students and providing better environment for study.

3. Objectives of the Practice: The objective of the practice is to provide an atmosphere for better learning experience for students and help to maintain the health of all the inmates.

4. The Practice: Plantation and forestation is the need of the hour for maintaining a healthy and pollution free atmosphere not only for the college but for the planet. Plantation practice is one of the most significant and strong tradition that the college performs at regular intervals and so the college campus is essentially lush green. The plantation area of the College is spread over 12 plots with various plant species and multi-coloured seasonal flowers. The Department of Botany has identified and documented the green plant assets of the college. The flora includes approximately 150 species. To make the campus eco-friendly various initiatives have been undertaken by the College. The College usually arranges special programmes for generating awareness among students, but it was not possible in this academic session because of the pandemic situation over a longer part of this academic session.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Ramthakur College perennially strives to prepare its students not just for examinations, but for the journey of life in future. The Institution seeks to make an impression upon its students, the significance of navigating from beginning to end the journey using knowledge, virtue, bravery and humanness as the guiding lights. With this aim in mind, the Institution uses all resources at its disposal to support the development of qualities and personality. fineness in training through mentoring of students, one to one interaction all

through the tutorial classes, participative learning through group discussion, cheering vivid students to act as Proctors and distribute knowledge, improving the performance of slow learners by paying personal attention, are some of the ways through which the Institution accomplishes its task. Many of its alumni and alumnae have qualified the NET/SLET/TET or have attained doctoral degrees, cracked the state civil services exam and other examinations conducted by the Public Service Commission, and established themselves in every walk of life. To translate their goal into reality, the institution has launched several outreach initiatives in order to build a spirit of empathy and social concern. The institution has a thriving and lively campus ambience which emanate, inter alia, from the extra and co curricular activities. Such activities bring hidden talents to the fore, as is evident from Mukta Debnatha student of fifth Semester, B.A. Honours making her mark in an international sporting event. She made the institution proud by winning gold silver and bronze medals in the World Kick Boxing Championship held at "WAKO India Seniors and Masters National Kickboxing Championship -2021" held in the Multipurpose Indoor Stadium Dayanand Bhandodkar Krida Sankool Peddem -Mapusa,Goa. NCC cadet Puja Roy, a student in 6th semester is awarded with "DG NCC Commendation Cards" for the Year 2020 for her utmost sincerity, dedication exemplary performance in NCC. In the 6th semester final examination-2021, we got toppers in the subjects Chemistry, Mathematics, Zoology, Accountancy, Bengali, Education, Hindi. In the Master Degree Entrance of Tripura University, students of this college secured 1st place in multiple subjects like Zoology, Mathematics, Physics. The Institution's constant, ceaseless and committed and achieve its goal of becoming an "Establishment for Accomplishment". The main aim is to empower our students and shapes the learners into better citizens enriched with self-confidence, diligence, loyalty and sympathy.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Ramthakur college is affiliated to Tripura University (A Central University) and hence it follows the curriculum as framed by the Tripura University. The curriculum followed is credit based Six Semester System. The programme is divided as Three Years Degree Programme (TDP) and Three Years Honours Degree Programme (TDPH). Through academic commitments the college aims to inculcate the highest intellectual standards. To ensure that the University curriculum is followed in the best of the spirit, the college academic calendar is prepared with the active involvement of all faculties. Class routine is prepared for Science, Arts and Commerce by the Academic committee and thereafter each department prepares the departmental routine for allotment of classes among teachers. Due to pandemic condition, in this academic session Departments have taken online classes for a considerable period. It was monitored by Department of Higher Education, Govt. of Tripura. We need to submit the online class report on daily basis to the Department of Higher Education. Each Department formulates its own action plan, course plan and also prepares teaching plan, teaching methods and these are followed accordingly for giving the best to the students. Apart from regular classes tutorials or extra classes are taken for enhancing the knowledge of students. The curriculum delivery is effectively done through lectures, by supplying study materials. Classes are also taken through powerpoint presentations to make certain difficult topics easier. For making the classes lively and for active participation of students quiz, debate, group discussion, paper presentations are organized in the Department. Apart from these educational tours, field trips, virtual excursions (due to pandemic condition), interdisciplinary competitions, national and international seminars or webinars are organized by the college where teachers as well as students take part and present papers. Sessional tests are conducted in conformity with the academic calendar of the institution. Each Department periodically reviews the syllabus and students progression through departmental meetings. Faculties encourage and equip the students to participate in various competitions outside the campus. Departmental wall magazines are also prepared by the students, where the students bring out their talents through various types of their write up and painting. All

these programmes help the students to become self-dependent and intellectually competent. Each Department provides study materials for slow learners as well as advanced or mediocre students. All departments have their own library other than the college's library. Students take help of the books from the department's library. Feedbacks from students are regularly collected to strengthen future curriculum development.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar for conduction of continuous internal evaluation systems as per the guideline of Tripura University. Accordingly, the academic calendar includes information regarding the commencement of the examination, schedules of internal exams, etc. It also specifies the dates of the term-end examination. Students get prior information on practical examinations and viva-voce and theory examination. Any deviation in the University schedule are informed to students in advance. The teachers prepare teaching plans by proper distribution of syllabus according to the academic calendar. Due to prevailing condition of Covid some examinations were taken online and some offline. Generally sessional examinations are conducted every year before University exams. 1st sessional exam for summer session for 2nd, 4th, 6th semester students are held in the first week of March. In the first week of April, 2nd sessional exam is conducted. Science stream conducts practical examination for 2nd sessional students. For 1st, 3rd, and 5th semester, 1st sessional exam is conducted in the first week of September, this is considered as winter session. In the first week of November 2nd sessional examination is conducted. 3rd and 5th semester students of science stream appear for practical examination apart from these two internal assessment examination. The institution also conducts quiz/group discussion/ viva voice/ paper presentation/ assignment competition for the improvement of the students. After the examination is over each faculty member of the respective department evaluates the answer scripts and make notes of the error in the answer scripts and thereafter distributes the evaluated scripts among the students. The doubts

of the students are cleared with advice and if needed correct answers are delivered to them. In some cases re examinations are also conducted for improvement of their score. The University conducts the final exam for 2nd and 4th semester in the month of June (Summer Session), the final exam for 1st, 3rd, and 5th semester is held in the month of December (Winter Session) and final exam for 6th semester is held in the month of May. All these usual schedules were disturbed in this academic session due to outbreak of Corona.

The final year students have Project work of 100 marks. These 100 marks have two components wherein 20% weightage is awarded to the students for paper presentation and 80% is awarded for the preparation of the project. This project paper is guided by the teachers of the department, where the respective departments select topics from their syllabus. The students then collect materials from their guide, by visiting libraries and through internet surfing. Students of Science stream generally visit field for completion of their project paper. The objective of the project is to augment their critical thinking, analytical skills, biodiversity knowledge, economic enhancement and collaborative learning skills. Along with the continuous internal evaluation, some departments conduct the unit test, assignment, project, seminar, group discussion, quiz, paper presentation for enhancing the knowledge of the students. Educational tours are also organized by some of the departments. Thus throughout the session, the academic performance of the students are evaluated to upgrade them.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/

B. Any 3 of the above

Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
19	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The curriculum of affiliated University has some compulsory courses for different semesters and also streams . These are considered as foundation courses. This include Gender Studies, Environmental Science, Computer Studies, Public Administration etc. In Environmental Studies, students learn about ecology, natural resources, conservation, biodiversity, management of the environment, human population, social issues, etc. Human rights and Gender Studies involve the basic concept of human rights, classification of rights, humanitarian law. This also includes the human rights movement in India, the role of the national human rights commission, the human rights of children, women refugees. In Gender studies, stress is given on theoretical approaches from Liberals, Marxists and Radical perspectives. Students also come to know about various movements, gender rights, legal rights of women, gender and society, gender and the nation and women's representation in the decision making process, gender, and economy. They also learn about contemporary issues like dowry problem, female feticide and infanticide, domestic violence. To make the learning more effective gender sensitization programmes are conducted by the college. International Women's Day is celebrated every year in college. Society and Technology deal with the history of computers, theoretical perspectives of computing, research methodology used by social researchers of computing technology. The students learn ethical theories and ethical analysis. They also study social issues caused by the advancement of technology. Students of Philosophy study about Indian ethics especially in 3rd Semester. Here they gain knowledge of the Law of Karma, Coretta ethics, Buddhist ethics. The students also come to know about the Four Noble Truths. In Jaina Ethics they learn about Anuvrata,

Mahavratha, Triratna. In Western Ethics voluntary and non-voluntary actions, moral judgments are also included in the subject. Hence students are enriched with different ethics. Students having Pali as a subject are enriched with Buddhist ethics. The introduction of such courses has created and developed a scientific temperament among the students by deepening their moral value system. As a result, students develop professional and ethical attitudes. They grow up to be responsible citizens of the nation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1314

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ramthakurcollege.nic.in/documents/Feedback_%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1815

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

559

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has a structured mechanism to identify the slow learners and the advanced learners. The classes, the interactive sessions, the tests help teachers to identify them. Then the slow learners are given extra attention and care. After every class, five to ten minutes are kept for the slow learners so that they can clear their doubts and understand the lessons. Besides, tutorial classes are conducted where the slow learners get scope to refresh the lessons or the topics. ICT-enabled classes also go a long way in helping the slow learners. All the departments have whatsapp groups where students can freely interact with teachers. This also helps the slow learners.

For the advanced learners, the teachers constantly motivate and help them to reach higher. Regular interaction, suggestions and advices from teachers' end encourage the students. They are provided with opportunities when they help their mates, particularly the slow learners, in study. These sessions are monitored by the teachers. The advanced learners thereafter feel motivated and the slow learners receive boost.

Appropriate supplementary readings are suggested and provided to help students understand basic concepts clearly. The students are

encouraged to interact with each other through group discussions and presentations which contribute towards peer-learning. Specific strategies and interventions are discussed and implemented at the department level.

Specialized Resource Persons are invited to give lectures, conduct workshops and share their expertise and skills with the students.

Students are encouraged to participate in workshops, seminars and lectures etc. that are conducted outside the college. Teachers assess the calibre of students on the basis of lectures, tutorials, class tests, assignments and identify advanced learners.

? Departments, through a combination of academic and co-curricular activities, encourage advanced learners to optimize their potential.

? Students are given additional readings related to their subjects.

? Advanced learners are also encouraged to pursue further research on various aspects of the syllabus, and are encouraged to write research papers for journals.

? The College library provides access to reference books, millions of resources through UGC consortia, DELNET and membership of NLIST to help advanced learners to broaden their horizons.

? Advanced learners are also offered opportunities to participate in intercollegiate debates, seminars or conferences.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4337	58

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has made a learning environment that keeps the students at the centre of learning. More student-centric learning methods have been used by the faculty members in addition to the conventional lecture method.

Humanities Subjects

The college has a well-equipped Language lab to improve the communication skills of the students. Bengali and Hindi departments often organize Theme Based Quizzes related to various themes. Departments like English, Bengali etc bring out wall magazines each year. Making of short films as part of education enhances students' interest in and knowledge about the motion picture development and production process. Theatre Workshops are part of the learning process.

Science Subjects

The departments impart hands on training in different advanced tools and techniques. This along with training in vocational subjects like organic farming, Apiculture, gardening and terrarium making, bonsai preparation etc enhance the learning experience of students. Departments of Botany, Zoology and Chemistry take up case studies related to environment, agriculture etc.

The college encourages and provides opportunities for students to attend on the job training at institutes like Fishery College, College of Agriculture, Lembucherra.

Under Cooperative Learning system, the students are split into small groups and are encouraged to teach other students in a particular subject area with the belief that "to teach is to learn twice". Students presentations are part of the learning process. Demonstration of experiments, industrial visits etc provide activity centered learning atmosphere to the students.

Social Science Subjects

Dissertation work taken up by the students are usually related to real world problems or basic science concepts. Industrial visits and field trips have become part of the curriculum delivery. Faculty members use case study method and real world situations while delivering their courses. The students are required to do group projects on a suitable topic related to commerce and management. Group discussions, debates and quizzes are conducted on a regular mode under the supervision of faculty members.

The students are motivated to attend or prepare video lectures on commerce related issues. The Financial Literacy Cell helps the students to start bank accounts. As part of Digital India campaign, students are encouraged to use various digital payment apps. Hands-on-training is given to students on various aspects of project report preparation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has modern, technologically well-equipped and Wi-Fi enabled campus. Computers and internet facilities are available for both faculty and students. College Library is partially automated, all the housekeeping operations are computerized. The College Library is also a member of NLIST (a programme of INFLIBNET). The library has developed its own whatsapp group to interact with students and serve them. It also has a Facebook page to provide current information/notices to the students. Overdue reminders are sent through e-mail. The library organizes orientation sessions to ease students' access to the library.

Many classrooms are equipped with overhead projectors to enable e-teaching and learning. The College also has a portable projector.

Some departments also have sound systems that are used during film and documentary screenings.

Laptops are provided to students as well as teachers. Advanced softwares like Mathematica 9.0, SPSS 14.0 are used for various programmes.

The use of open source software is encouraged for making projects and assignments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.ramthakurcollege.nic.in/NAAC_documents/ict%20room.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

26

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

449

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college believes that the internal assessment system has a key impact on the academic performance of the college considering its influence on the teaching and learning process. As per the guidelines of the University, internal assessment is done based on student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (test papers).

Transparency

Academic Committee: The college has Academic committee to monitor

the CIE process.

The committee is entrusted with the tasks of collection, sorting and coding and security of question papers.

The dates of internal exams are published in the college notice-board and also communicated to the students through whatsapp group and the students get information at noticeboard on seating arrangement.

The students can monitor their attendance on a regular basis in the class attendance through the teachers and the internal marks are also available in departmental computer. The students can also check their marks for assignment at the department.

Evaluation Results: The students get their results within a fortnight after the date of exam and teachers discuss model answers and enter the marks in university portal.

Internal Examination Co-ordinator: Internal examination co-ordinator ensures that internal exam forms are duly signed by the teachers, HoDs and the Principal before uploading in the University portal.

Robustness

Frequency: The college conducts two test papers in a centralised manner and out of two of these, one is a model examination in the university examination pattern.

Variety: The college and IQAC give freedom to the departments to select appropriate methods of CIE to bring the variety in the methods of internal examination and evaluation which include

Multiple choice question tests, Online Assignments in Google Class Room.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Grievances Redressal Mechanism: The college has a three-tier grievance redressal mechanism viz., department level, college level and university level. The duties of department level co-coordinators and college level co-ordinators are clearly defined and assigned.

Invigilation is strict. There is zero tolerance for any sort of mal-practice.

Re-examinations: Absentees with genuine reasons get an opportunity to re-appear.

Projects: For the course-end academic projects of the students, internal marks are given on the basis of punctuality, quality of data collected and timely submission of the project.

The institution has a Grievance Redressal Mechanism with two levels at the college and an upper level at the University. A student needs to approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level

The department level Committee is chaired by the Head of the department with department teachers as members.

The head in charge of the course distributes the valued answer scripts during the class hours and the students can scrutinize their answer scripts in the presence of their teachers. It ensures the transparency and reliability of the internal evaluation process.

The students can also address their grievances concerning CIE marks if any through respective departments. It is processed through the examiner, and head of the department. Most of the times, the answer sheet is revalued by the faculty in the presence of the complainant.

If there is any discrepancy in the marks, corrections are made by the faculty instantaneously.

"Fairness in Internal Evaluation" is a criterion in online

student evaluation of teachers.

Level 2: College level

The grievances which are not resolved at level 1, are redressed by a college level committee with the Principal as Chairman, HOD of concerned Department and a senior teacher nominated by the College council as members.

Level 3: University Level

The Controller of Examination looks after the grievances, if any, at University level.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has clearly stated learning outcomes. The College website and prospectus very clearly state the vision, mission and objectives of the Institution. The staff and students are made aware of the aims and objectives of Ramthakur College through programmes, and Talks, etc.

? The focus is on an all round holistic development of each student.

? The Institution makes all efforts to provide the students opportunities to deliberate on various alternatives and make informed choices so that they learn to become independent.

? The focus is on motivating the students to equip themselves with skills so that they are ready to face the challenges of life.

? Learning outcome of the students is evaluated by assigning topics from time to time for presentations and class tests. This helps students to know the subject and makes them confident in expressing their opinions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.ramthakurcollege.nic.in/pos.html
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

One of the methods that our college follows while doing so is by assessing the teaching-learning based on a feedback system, in which the students of the college are provided with feedback forms, to be duly filled up by them providing inputs on teaching-learning drawbacks, limitations, constraints and also merits of the departments and its faculty members. Our college has a Grievance Redressal Cell, where the students can also place their problems at any point of time while studying. The institution deals with students grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps for resolution. Our college also has a Career Counseling Cell, which conducts workshops and invites various companies to come and conduct walk-in interviews, where students of the college get appointments in various workplaces including media. As programme outcome, on successful completion of the final year of study, there is a reward system for the students who have scored highest marks in each department. To encourage the students felicitation programmes are conducted by some departments. The department's teachers regularly track student feedback related to curriculum objectives and the learning process and make sure that course milestones are effortlessly achieved. The results of Sessional, Semester end examinations as well as the problems and difficulties faced by the students are discussed. In case of course outcomes, each department of the college identifies the weak and bright students, and accordingly, the outcome attainment target is set by introducing improvement measures by allotting tutorial classes or extra classes. Study materials, textbooks, reference books, etc. are provided. Course Outcomes are measured on the basis of performances of the students both in curricular and cocurricular activities and also on the basis of the students' performance in the class activities, laboratory work, assignments, in different examinations and their role in departmental activities. Students' performance is noted

continuously on their regularity, receptiveness, participation in class discussions and the overall behavior. Their performance in the internal examinations provides the initial clue of their learning outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1295

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.ramthakurcollege.nic.in/documents/Students%20Satisfaction%20Survey2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

18

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In this academic session, the following extension activities are carried out in the neighborhood community. We can not utilize few months in this academic session, because of the pandemic period.

S1 No Cell/Committee Title Date/Period Description 1 NCC Girls Wing Participated in the Ex-Yogdan for Control Room Duty- Covid-19, CMO, Agartala 2020-07-01 to 2020-09-30 10 SW NCC girls cadets from RTC, under 13 Tripura Bn NCC, Agartala attended the NCC Ex-NCC Yogdan Control Room duty, Covid-19 of Health Centre, CMO, Agartala. There are 2 shifts of duty. 1st shift: 10 am to 1 pm 2nd shift: 1.30 pm to 5 pm 2 NCC Girls Wing Participated in the New Education Policy (NEP) Awareness Campaign by NCC

2020-09-15 to 2020-10-14 18 SW NCC girls cadets from RTC, NCC girls wing, under 13 Tripura Bn NCC, Agartala participated this activity New Education Policy Awareness Campaign on 15th Sept, 2020 to 14th October, 2020. Dr. Anamika Das (ANO) furnished the weekly feedback Report on NEP-2020 during the period from 15/09/2020 to 14/10/2020 of Ramthakur College, 13 Tripura Bn NCC Girls Wing. Ref Office letter No 3011/13 Bn/TRG/140-91 dated 29 sept 2020. During this Covid-19 situation, they conducted an webinar on NEP. Their classes were taken and submitted the feedback to NCC unit (13 Tripura Bn NCC, College tilla, Agartala). 3 NCC Girls Wing Participated in the NCC Ex-Yogdan under 13 Tripura Bn NCC during Covid-19-Joint Entrance Examination for 2 days 2020-09-30 to 2020-10-01 7 SW NCC cadets from Ramthakur College, NCC Girls wing, under 13 Tripura Bn NCC, Agartala participated this duty for 2 days (30 Sept, 1st Oct, 2020). Arrangement to spare the service of NCC cadets during the examination of Joint Entrance for maintaining social distancing due to Covid-19. Timing of examination is first half: 11 am to 1 pm and 2nd half: 2 pm to 4 pm. 4 NCC Girls Wing Participated in the Contributions to NCC online Swachhta Awareness Programme 2020-10-15 to 2020-10-31 We have planned to conduct the following activities as per the guidelines of online Swachhta Awareness Programme from 15.10.2020 to 31.10.2020- 1. Online pledge taking 2. Webinar on Online Swachhta Awareness Programme 3. Awareness lectures on cleanliness, personal hygiene, waste management etc. 4. Debate competition amongst cadets on Swachhata Awareness. 5. Online quiz competition will be organised on the theme. 5 NCC Girls Wing Participated in the Traffic Regulation Duties during Durga Puja Days 2020-10-22 to 2020-10-26 8 SW cadets of RTC, NCC girls wing under 13 Tripura Bn NCC attended this duty. Cadets participated in traffic regulation duties during Durga Puja Days from 22.10.2020 to 26.10.2020 from 0900 hrs to 1700 hrs during day time. The NCC cadets as per vacancy allotted in uniform for the duration mentioned above. The nominal roll of cadets may please be forwarded to this unit 19 Oct 2020 through whatsapp/email for onward submission to state authority to issue participation certificate accordingly. 6 NCC Girls Wing Participated in the Online awareness programme on Swachhta Abhiyan 2020-11-03 to 2020-11-13 The NCC unit of Ramthakur College, Agartala organised an awareness programme on Swachhta Abhiyan. For this webinar an online Swachhta Awareness programme there were 18 SW cadets who actively participated in the webinar. We also discussed the ways to carry out the Swachhta Abhiyan among the public. We specially discussed about the active role of NCC cadets in carrying out Swachhta Abhiyan. We specially discussed the necessity of cleanliness as often as possible

especially during this Covid-19 pandemic situation. Each of the cadets expressed her views on the topic. It was a lively session.

7 NCC Boys Wing College Safai Abhiyan 07-11-2020 College Safai Abhiyan

8 NCC Girls Wing Participated in the Special workshop for women self-defence programme 2020-12-04 to 2020-12-06 The NCC unit of RTC, Agartala organised an workshop programme on Women Self-Defence. There were 18 cadets actively participated in the programme. This programme is arranged in the adopted village, Amtali, Adarshapara. A total of 48 girls from adopted village participated in the programme. 8 cadets from the NCC girls wing were teaching them self-defense. Many villagers, including members, Pradhan, Upa-Pradhan of adopted village, Mandal President, NCC officer, RTC Principal, teachers of the college were present in the programme.

9 NCC Girls Wing Participation in rehearsal parade for Republic Day Assam Rifle Ground, by the 15 NCC SW cadets from Ramthakur College 2021-01-01 to 2021-02-10 Rehearsal Parade for Republic Day-2021 will be commencing at unit location from 1 Jan to 10 Jan 2021. You are requested to detailed SD cadets to attend the rehearsal parade in NCC uniform at unit loc everyday at 9 am.

10 NSS Unit Participation in State Level Youth Festival-2021 2021-01-06 to 2021-01-08 The following NSS volunteers of NSS Unit, Ramthakur College have participated in the State Level Youth Festival-2021 on the theme of Youth Convention & Suvichar organised by Tripura State NSS Cell, Youth Affairs & Sports Department, Govt. of Tripura in collaboration with Ministry of Youth Affairs & Sports, Govt. of India from 6th-8th January, 2021 at Agartala, Tripura. Biswajit Roy Nayan Dey Barsha Kar Tanusree Barman Ram Sarkar Kamala Das Prasenjit Paul Subrata Saha Pradip Das Reema Das

11 Placement Cell Awareness Programme on Skill Development and Application 11-01-2021 Awareness Programme on Skill Development and Application organised by BIHT in collaboration with Placement Cell, Ramthakur College

12 NSS Unit Collection and submission of Armed Forces Flag Day Fund-2020 13-01-2021 NSS volunteers, students, teaching and non-teaching staffs of Ramthakur College have contributed Rs 1200 on the Armed Forces Flag Day Fund-2020

13 NCC Girls Wing Participation in the Kokborok Day Programme on 19.01.2021 19-01-2021 We have celebrated The Kokborok Day Programme on 19.01.2021 at Umakanta Maydan. Activities are: 1. Speech 2. Dance 3. Rally 4. Song 5. Vote of thanks

14 NCC Girls Wing Participation in International Mother Language Day-2021 21-02-2021 Ramthakur College participated in the procession in Agartala city on the occasion of International Mother Language Day-2021

15 NCC Girls Wing Participation in Book Fair Inaugural Programme 26-02-2021 NCC Girls wing had attended the Book fair-2021 inaugural programme. Total 46 cadets and 2 ANOs were

present in this programme. 16 NCC Girls Wing Awareness Programme on Tobacco Free Campus 20-03-2021 Awareness Programme on Tobacco Free Campus organised by RTC, NCC Girls Wing under 13 Tripura Bn NCC, Agartala in collaboration with Madhya Pratapghar UPHC on 20th March, 2021. Time: 1 pm to 2 pm. Venue: Conference Room, RTC. Special speech by Dr. Amlan Deb (UPHC) 17 NCC Boys Wing Statue of Swami Vivekananda is cleaned and painted 2021-03-23 to 2021-03-24 Statue of Swami Vivekananda is cleaned and painted by NCC Boys Division of Ramthakur College 18 Teachers Council Visit to Naba Prantik Shishu Seba Ashram 19-05-2021 Visit to Naba Prantik Shishu Seba Ashram (19/05/2021)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

564

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is equipped with well-maintained classrooms, laboratories, smart classrooms, library reading rooms, conference rooms, ICT enabled classes The college has a sports store where all the sports materials and equipment are kept under the supervision of Physical Education teacher. The sports equipments remain under supervision of Physical Education faculties.. Hands on practice is done in the playground inside the college campus. The institution has thirty one (31) classrooms with electricity facilities, a good number of benches for students, good quality large blackboards, green boards white boards and other necessary materials to impart knowledge to students. In front of each department, there is a notice board where students display their creative writings, attractive paintings, which bring forth the hidden talents of the students. On college campus there are three (03) water coolers to provide purified cold drinking water to students and staff. The college possesses a well-furnished and resourceful library with more than 47,767 books. The books are properly maintained. The library is equipped with e-journals through NLIST (INFLIBNET) offering online access to support the academic programmes of the college, For the benefit of science students there are eleven (11) well equipped science laboratories for Physics (04 labs), Chemistry (03 labs), Zoology (01 laboratory), Human Physiology (02 labs) and Botany (01 laboratory) which are catering to the needs of the students.

Moreover, there are variety of charts, microscopes, multiple cylinders for laboratory works, museum specimen samples, balance machine, equipments, display board etc which are helpful for students. To get on with modern technology all the departments of science, arts, and commerce have computer facilities along with internet connections. The computer department of the college has a quiet number of computers in computer laboratory where students of Physics, Mathematics, Chemistry, Commerce go to the laboratory to do practical classes. Different facilities are provided to the student for their progress.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a Physical Education department where there are a good number of students who have taken Physical education as a core subject. Not only students of the Physical Education department but also other students are active in participating in various sports activities. The college administration also lays emphasis on sports - both indoor games like carrom, chess, badminton, and outdoor games like volleyball, football, cricket, etc. along with academic excellence. From that point of view, indoor and outdoor games facilities are being raised to a satisfactory level for the students and are under the strict vigil of a Physical Education teacher. Faculty of Physical Education Department also sees that the games and sports are helping the participants to attain all round development primarily from the point of mind and body. There is an open ground utilized by the students for practicing various games. Practical classes of the Physical Education department are also conducted in that playground. The students of this college have participated in inter-college, state, national and international level sports competitions and have won prizes. Yoga Day is celebrated on 21st June every year with great enthusiasm. The physical education department of the college aims at providing a safe and healthy atmosphere for its students and staff members. The college firmly believes in co-curricular activities so that the students may develop themselves in all spheres keeping pace with the modern education system. There is a Social Entertainment

and Debate, Literary Activities and Magazine Committee in this institution, who looks after the various cultural activities to be performed during Freshers' Welcome, Teachers' Day, organizing quiz, debate competition, celebrating national and international, commemorative events in the college campus. The Senior faculty members keep on mentoring interested students for cultural activities. Wall magazine is maintained by almost all departments where students contribute their writeups, drawings, which in turn highlight their talents. A separate auditorium is about to be completed which has the intake capacity of 1100 seats. This participation of students in various sports, games and cultural activities help students in developing interpersonal interaction, team spirit and leadership quality.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

160328	
File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<ul style="list-style-type: none"> • Name of ILMS software: - E-Granthalaya Software in Cloud version-4 of National Informatics Centre, Govt. of India. • Nature of automation (fully or partially):- Partially. • Version:- EG-4 in cloud. • Year of Automation:- 13/06/2016. <p>About RTC Library:- The Library is a Knowledge Centre which has rich resources mainly in Social Sciences, Humanities and Sciences. It is a two storied building situated in the middle corner adjacent to Commerce & Economics department of the academic complex of the Institute and is the hub of all the academic activities of the Institute and provides comprehensive access to books, journals, reports, ejournal/online databases, e-books, electronic theses and dissertations. (For full information kindly click on the link mentioned below Sl no-5.)</p>	
File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-	D. Any 1 of the above

resources	
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
6530	
File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
78	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
The IT sector is one of the rapidly expanding sectors. Ramthakur College, in order to cope with the age of modern technology, does not lag behind in possessing IT facilities in the institution. To	

cater to the demands and updated facilities for the students IT infrastructure are in constant change and modification. Not in terms of hardware but in terms of software also the integrated system is in the constant developing process. We prefer the genuine versions of the software in use. IT department keeps a keen vigilance on the activities of the students as there is a high percentage of variability to deviate in the vast domain of Big Data. Constant guidance is provided to them and at the very same time, they are encouraged to restrain their digital surfing in accordance with the syllabi or any other related arena. The College has a computer Laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and an ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Conference hall with an LCD projector and screen. The college is in possession of eighty seven (87) Desktops and three (3) Laptops. Among these, 15 computers are used by the students and the rest are used by the office and teaching community for administrative and academic purposes. The college also possesses other ICT equipment such as printers, photocopiers, projectors screen, and speakers in adequate numbers and are used for the sake of the students.

Keeping pace with the modern technology all official works including salary related matters of both the faculties and the staff, other financial transactions are made through online treasury using HRMS (Human Resources Management System). At present, the college has a broadband connection, and this facility is accessed in our day to day work. Even each department is connected with broadband/ Wifi facilities, where teachers as well students can take full advantage of the system. Even marks uploading during the final examination is possible only because of this connection.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2187243

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Proper maintenance and utilization of physical, academic and support facilities are augmented and maintained through various committees like Development Committee, Purchase Committee, and Library. Committee, etc. formed every year by the members of the Teachers' Council. The Development Committee looks after the maintenance, repair, and construction work related to the building. Physical infrastructure like water, power supply, and

gas line is looked after by this committee. All work is done through the tender system as per standard norms or rules laid down by the Department of Higher Education. Generally, the work is allotted to Rural Development or to the Public Work Department and the fund is provided by RUSA. During the maintenance and up-gradation work, related to civil and electrical works done by the contractors is verified by the Development Committee. All minor faults are attended and repaired by hired technicians, carpenters, etc. There is a beautiful garden at Ramthakur College. A team of efficient and experienced gardeners maintains this garden of the college. Planting of seasonal plants are carried in the college garden regularly. Maintenance of the garden is also looked after by the Development Committee.

Laboratory: The College has a Physical Science and Biological Science department with laboratory facilities and the Laboratory facilities are made accessible to all the students of the concerned departments. The users of these laboratories pay immense attention while accessing the facilities and handle it with good care. Every Science department has Laboratory attendant for proper maintenance of the laboratories. They also render help in the laboratory when the students perform experiments. In the absence of the Lab attendant, the teachers of the concerned department extend help and support to the students in the Laboratory. Laboratory Equipment/Machinery, Gas connection pipeline is checked regularly to see if there is any leakage problem by the staff of the concerned department. The Science department also maintains a stock register for keeping a list of chemicals, glassware and any other instruments used in the laboratory. The laboratory equipment is maintained at the departmental level by the staff or through hired technicians whenever necessary.

Library: Library is a sacred place where the learners can acquire and enlighten themselves by gathering vast knowledge. The library has an advisory committee, which meets at regular intervals to discuss various issues related to library facilities, services, and activities. The committee works towards improving the overall library infrastructure and resources to make it user friendly. The college library subscribed to NLIST programme of INFLIBNET. A link to Web OPAC has been provided on the library website for remote access. Users can access the library database and search for books. The users can access this information from home where internet connectivity is available. The library has its own rules and regulations and the librarian of this institution is well aware of those ethics. In the absence of the Librarian, it is

being run by the ministerial staff and the teachers extend their support in any essential conditions. The certain system and procedures followed for maintaining and utilizing the library resources may be highlighted under: Whenever books are purchased, they are enlisted in the register and later they are made available for the students and faculty staff with the support of a register for lending books. Each student at the beginning of the first semester, are issued a library card and they are allowed to borrow the books during their needs. Returning of the borrowed books is mandatory in the case of both students and faculty members at the time of leaving the institution.

Sports Complex: The Games and Sports section in the institution is being looked after by the Physical Education faculty. All the sports materials and equipment are stored in a sports storeroom under the supervision of the Physical education teacher. The teacher maintains the games and sports register with good care. The faculty keeps a record of all the sports equipment available in the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities get over. There is a playground inside the campus where students play different outdoor games like volleyball, cricket, football, etc. The college has facilities for indoor games also.

Computer: Computer has become a part and parcel in every walks of life, hence its requirement is felt in every institution. Ramthakur College has sufficient numbers of computers which are used in offices, various departments and in the computer laboratory. The students can access them in the Computer laboratory at the time of computer practical classes. From time to time Computer and IT infrastructure maintenance and up-gradation is looked after by the faculties of the Computer Department.

Classroom: The institution provides classroom which is spacious, well-lit, for the students. The college authorities pay great attention in maintaining the classroom and ensure uninterrupted teaching-learning activities. For the smooth running of the department, all Head of the Departments is free to submit their requirements to the Principal regarding repairing and maintaining the computer, classroom furniture, departmental furniture, etc. This is later on executed by the Principal as per the needs of the department. ICT enabled classes, Smart class is there where classes are taken by the various departments from time to time as per the central routine of the college. Many departments have

WhatsApp group with the current students where time to time students are communicated if they face any problem regarding their studies. Classes are also taken by offline and online mode depending upon the frequency and intensity of pandemic condition.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1730

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to institutional website	https://www.ramthakurcollege.nic.in/NAAC_documents/Capacity.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent	C. Any 2 of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution believes in youth empowerment through quality education. Hence enough space is given for co-curricular, extracurricular activities of the college. The students are involved in number of activities at institution level and also at society level. There are unelected representatives among students for rendering a helping hand to fellow mates. The student's representatives encourage and motivate other students to participate in student's oriented programmes such as Blood donation camp, Freshers welcome, Sarswati puja, Republic day, Independence day, Voters day, Yoga day, Rabindra Jayanti, Nazrul Jayanti, Environment day, etc. Students representative assist teachers in making any such events successful. The student's representative also ensures to maintain discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus. Simultaneously, NCC unit both male and female wings also help to maintain discipline of the college. NSS and NCC together help in the beautification of the college. With the help of the student's representative, sports and cultural events, competitions, tree plantations in the college are organized. So the student council actively plays an important role in upgrading the image of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a strong alumni association since its inception. The Alumni are a strong support to the Institution. This alumni is registered under the Societies Registration Act, 1860 --Registration number 4470, 16th June 2004. The Institution nurtures the alumni association to facilitate them to contribute significantly to the development of the Institution through financial and non-financial means. The alumni's of the college are placed in the different corporate sector, education, business, professional fields, media industry, political field, social work, academics and accessories. The association are engaged in different social activities. The members of Alumni Association also perform other extension activities and extends their helping hands whenever we seek for. During visit of NAAC peer team in Feb 2021, the alumni association plays a significant role. Thus Alumni Association of college contributes to the welfare of the college. Some of the alumni are actively participating in social service combined with creative activities in nearby societies. Alumni have played an important role in the pandemic hour thus putting an example to the present students.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/NAAC_documents/alumni.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Ramthakur College (established in 1967) is one of the oldest Government Degree Colleges in the state. The mission of the college is to meet the needs of the students from all walks of life and to foster their moral, intellectual, spiritual, social, emotional, and all-round development.</p> <p>Vision:</p> <p>The vision statement of the college is incorporated in the logo of the college, which asserts <i>aatmaanam biddhi</i>, which translates to "know thyself". The College has made it its purpose to nurture the minds and heads of its students in order to enhance their full potentiality and make them effective citizens of the country.</p> <p>Mission:</p> <p>The college's mission is shaped by its vision in such a way that its students are provided with:</p> <ul style="list-style-type: none"> • A just and liberal education that assists students in creating a mindset that is freeing in its emphasis and attitude. • An education that teaches students to be objective and analytically observant in order to distinguish between good and wrong. • The college tries to deliver an education that does not limit itself to the ambit of text and related study material, but extends itself and helps students gain knowledge in other fields. • An education that educates pupils to have a fair attitude in their daily lives and prepares them to be responsible 	

citizens of the country.

- An education that connects to nature, the environment, and fellow feeling on one hand, and to text and related study material on the other.
- An education that relates itself to nature, the environment at the one end and fellow feeling at the other end.

To achieve the College's mission and vision, the institutional set-up collaborates with the State Government's policy framework as transmitted through the Directorate of Higher Education. To achieve the College's objective, it pursues the following path of continuous work, as well along with its monitoring and required modification in the following manner:

- Faculty members constantly involve themselves in framing the syllabi of different programmes offered by the College, under the guidance of the affiliating university, Tripura University, in such a way that a liberal view of theory and practise can be conveyed to the students.
- Students are encouraged to develop actual leadership qualities in a just and equitable manner by participating in different activities such as the Students' Union Council, N.C.C., or N.S.S, sports etc.
- Efforts are made to organise discussions, seminars, debates, cultural presentations, patriotic, and nation-building activities so that students feel like active players in determining societal issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal Secretary of Higher Education is at the top of the hierarchy, followed by the Director, Joint Directors of Higher Education, and finally the Principal of the college, who serves as the administrative leader of the institution. Since Ramthakur College is a government degree college, the Directorate of Higher Education makes all significant decisions. The college's financial affairs are managed by the Drawing and Disbursing Officer, who is chosen from within the faculty but authorised by

the Director of the Department of Higher Education.

A Teachers' Council exists to help the Principal and ensure the smooth operation of the college, where the Principal functions as the President. One Secretary and two Joint Secretaries are chosen from the teachers by the Teachers' Council. The Teachers' Council appoints the convenors and members of several subcommittees, such as the Examination Committee, Academic Committee, Discipline Committee, Development Committee, and so on. There are a total of 18 sub-committees. The college administration's work is decentralised, and the system is supported by several subcommittees constituted at the start of the academic year. The following are some of the committees' responsibilities:

1) The examination sub-committee conducts two semester examinations and two internal sessional examinations per year in accordance with the University Time Table. Aside from the usual University tests, the college holds additional competitive examinations as needed by the government.

2) The college's admission is handled by the admission sub-committee under the leadership of the admission convenor following the guidelines issued by DHE.

3) The Cultural Subcommittee is in charge of organising all the cultural programmes, including republic day, Saraswati puja etc. The committee also keeps track of all of the college's major national and international cultural activities.

4) The disciplinary committee is in charge of the college's overall discipline, ensuring that students follow the rules and regulations.

5) The anti-ragging committee and the Sexual Harassment unit ensure that students are safe while on campus.

6) The development committee is in charge of the college's overall development, including infrastructure development.

7) The purchasing committee is in charge of purchasing various items such as equipment, instruments, chemicals, and furniture.

8) The Literary and Debate Committee encourages students to engage in debate on campus as well as compete in other inter-college competitions.

Each sub-committee is chaired by a convener and a few members, and these committees meet on a regular basis to assist in the formulation and implementation of the institution's strategic initiatives.

The College also has an IQAC and an RUSA Committee in addition to the Teachers' Council. Throughout the academic year, all sub-committees work together to resolve pressing issues in the institution's best interests, with each committee member having complete freedom to participate in decision-making. The students are involved in a variety of activities on campus. As a result, the work is completed effectively and correctly, and management, staff, and students work together.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As Ramthakur College is a government degree college, the Department of Higher Education of the Government of Tripura is in charge of all strategic planning. However, the college can implement several internal tactics to ensure its smooth operation. The institution's Teaching and Learning Process is an example of a strategic strategy implemented by the college. The Academic Committee prepares the academic calendar, and routine at the start of each academic year.

Each department's Head of Department then develops a departmental routine and distributes the syllabus to faculty members in order for the syllabus to be completed on time. Extra lessons, tutorial classes, and revision classes are taken from time to time to ensure that the syllabus is completed on time. In summary, each department's syllabus coverage is monitored by the Head of Department. Slow learners are given special attention. For advanced and slow learners, study materials and previous year's question papers are supplied. Students are given instructions on how to write their answers.

Each department has its own departmental library, from which

students can borrow books to use as reference materials.

In several departments, study tours and field visits are arranged on occasion to boost the experimental learning process. Each department has been provided with computers along with internet facilities for the smooth conducting of the department. For the proper guidance of the students, there is a mentor and mentee system. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system. Library facilities, INFLIBNET facilities are also rendered to the students of this institution. Some department conducts group discussion, quiz competition, and debate competition from their subject itself so that the students are also able to overcome their fear and expand their knowledge and to upgrade themselves.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal, as the institution's leader, works with members of the Teachers' Council to keep the college's atmosphere friendly and intellectual. The Directorate of Higher Education makes major policy decisions, which are transmitted to the college through the Officer on Special Duty. The Principal is the highest authority in the institution, and he is supported by the Secretary, the Teachers' Council, and various sub-committees. With the aid of 19 sub-committees, the Principal carries out academic and administrative plans and policies to ensure that college activities run smoothly. The college also has NCC and NSS wings, as well as an IQAC Cell, an NAAC Cell, and an RUSA Cell.

The various twenty sub-committees are:

(1) Academic committee (2) Admission Committee (3) Examination Committee (4) Social Entertainment Committee (5) Library

Committee (6) Debate and Literary activities and Magazine
 Committee (7) Student's Union Council Election Committee (8)
 Games and Sports Committee (9) Discipline Committee (10) Planning
 and Development Committee (11) Purchase Committee (12) Canteen
 Committee (13) Store verification Committee (14) Sexual
 Harassment and Redressal Committee (15) Anti Ragging Committee
 (16) Boys' Common Room (17) Girls' Common Room (18) Research
 Committee (19) Placement Cell

Appointment-The Tripura Public Service Commission (TPSC) recruits assistant professors, whereas non-teaching staffs are selected through interviews. In accordance with U.G.C. legislation and Higher Education requirements, the college selects Guest Lecturers on individual class basis. An outside firm provides Night Guard, a cleaning support crew, to the campus.

Promotion Policy - The Directorate of Higher Education administers the Career Advancement Scheme (CAS) for regular faculty members in accordance with UGC guidelines. Non-teaching staffs are promoted in accordance with the policy of the Tripura government. All staff of the college are bound by the Tripura Civil Service (conduct) Rules, 1988.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/teachers%20Council/COMMITTEE%20MEMBERS%202019-20%20(1).pdf
Link to Organogram of the Institution webpage	https://www.ramthakurcollege.nic.in/NAAC_documents/teachers_council.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Ramthakur College is a government degree college that must adhere to the welfare provisions for teaching and non-teaching staff set forth by the Tripura government. Various efficient welfare measures for teaching and non-teaching employees are in place at the institution. Here are a few examples:

1. The salary component and other monetary benefits are given according to the UGC's recommendation for Assistant Professors and Associate Professors, and the state pay commission's recommendation for Post Graduate Teachers and non-teaching staffs, respectively.
2. Every year, a 3% annual increment is offered to the college's teaching and non-teaching staff.
3. Promotion and CAS benefits are granted in accordance with UGC/State Government norms.
4. On the recommendation of the UGC, Assistant Professors and Associate Professors receive monetary incentives after completing their Ph.D. degrees.
5. Faculty are encouraged to attend the Orientation Program, Refresher Course, Seminars, and Workshops.
6. Non-teaching employees are also permitted to participate in a variety of training programmes in order to expand their professional skills.
7. Both teaching and non-teaching employees have access to the General Provident Fund, Gratuity Pension, and Group Life Insurance. Other advantages include House Rent Allowance and Dearness Allowance.
8. Teaching and non-teaching workers receive a festival

advance.

9. Loan without interest from the General provident fund is there for teaching and non-teaching staff.
10. Medical reimbursement as applicable for gazetted officers is there for the Principal, Associate Professors, and Assistant Professors. On the other hand, monthly medical allowance is provided to Group C and Group D employees.
11. Both teaching and non-teaching staff can avail of Casual Leave, Earn Leave, and Medical Leave. Benefits of availing Child Care Leave, Maternity Leave, Paternity Leave as per state rules are also provided to the staff.
12. All teaching and non-teaching employees are entitled to three Bharat Darshan visits during their service tenure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

29

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The most methodical technique of evaluating an employee's performance is through a performance appraisal. It makes the employee more accountable for the work he does.

It also motivates teachers to conduct research in order to expand their knowledge. The Directorate of Higher Education is in charge for evaluating of the Performance. The Gazetted officials are provided the Annual Confidential Report (ACR) format for their self-appraisal every year for this purpose.

The Principal evaluates the ACR, which is then forwarded to the Directorate of Higher Education for further action. This ACR is used to determine career advancement, i.e. promotion. Non-teaching personnel does not receive an appraisal because their advancement is based on seniority, which is determined by the Department of Higher Education on a regular basis. Non-teaching employees, on the other hand, are delegated to numerous training programmes to expand their potentiality and become knowledgeable of various advancements achieved in official matters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Ramthakur College is a Government Institution and thus it is unable to undertake internal or external audits. With authorization from the Director of Higher Education, the Principal's office may request audit as needed. Normally, the Department initiates audit in colleges where the department's audit cell takes the appropriate procedures. The work is sometimes handed to the Department of Audit. The scope of the audit activity includes all financial transactions, purchases, and procurement that are compliant with government financial rules. Allowances such as HRA, medical, travel, and others are audited as well. Like any other government department, there is also a mechanism for a special audit.

The Office of the Account General (AG) is also invited to conduct audits as the Department and the Government determine. Normally, such initiatives are implemented by the Department of Higher

Education in cooperation with the Government of Tripura's Finance Department. The college maintains its cash books and stock registers in accordance with regulatory rules. The college's Accounts are maintained by the Accounts Section of the college which are checked and supervised by the Drawing and Disbursing Officer (DDO) regularly. External Financial audits are conducted by the Directorate of Audit, Government of Tripura and Accountant General (Audit Office), Tripura, Government of India separately. The last external financial audit was conducted on 22/08/2019 by the office of the Accountant General, Tripura.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

For any institution, community, family, or cooperative, the availability of finances is critical, but the movability of funds is even more critical. The level of advancement is high if the movability is in the right direction and well-coordinated; otherwise, even if the funds are available, it becomes ineffective. As a result, the ability to move funds is critical for any organization's growth.

Through discussions with the Development Committee and Purchase

Committee, the college's Principal and Drawing and Disbursing Officer (DDO) keep track on the government's funds for its proper use. The Drawing and Disbursing Officer administers the Government fund and RUSA fund in coordination with the RUSA coordinator, Purchase committee, and Development committee. The money is used to buy equipment, chemicals, and arrange seminars, workshops, and conferences, among other things. The Principal makes suggestions for better resource management and effective mobilisation of available finances for the benefit of students, teachers, and non-teaching personnel.

There is a Planning and Development Committee that meticulously examines the needs of many departments before directing the Purchase Committee to purchase the items. The Purchase Committee follows all of the procedures for using the fund. Quotations are sought, and then actions are taken to use the cash after completing the necessary requirements. For the acquisition of any material, a supply order is sent to the vendor. At times purchases are made by the local Co-operative society. If the purchase of materials is below ten thousand, the purchase can be made directly without calling any tender. Up to 2.50 lakhs, the Principal can call tender but if the purchase is above 2.50 lakhs purchase has to be made by e-tender. In recent time the Department of Higher Education instructed the college to make the purchase through GEM. Beneficiaries are added to the software and the payments are made online through the Public Finance Management System (PFMS).

The success of students studying in a given institution is more important than its infrastructure.

As a result, money is spent on books and apparatus, sports and games, Fresher's Welcome, other cultural programmes, and national events.

For effective teaching and learning process, it is very important that the environment and campus of the institution should be clean and alluring. The college has six gardens that are maintained with funds granted by the government. There is a fund for power, water, internet website, and telephone expenses that is used to maintain and upgrade the college's facilities. Various events, such as seminars and talks, are held to enhance students, professors, and employees, for which the institution provides funding. Miscellaneous expenses are also covered by a portion of the funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) monitors efforts of the college towards excellence in different areas. By the end of the session, IQAC chalks out an action plan for the next year and ensures & reviews the efforts are made by the institution to follow that action plan. The institute has a sufficient number of committees and cells headed by a coordinator and a few members which contribute to the quantitative and qualitative changes in the College. IQAC conducts academic audit (internal) of the college to review the academic achievements of faculty members & departments, documentation of the various programmes/activities across different units of the College. It also collects and analyses feedback from the students and updates on the institutional website. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings. Following are the example of two practices implemented as quality enhancement measures:

1. Advance Action Planning: In chalking out the action plan, all HODs, convener/ programme coordinator of all units are invited in the meeting of IQAC. Upon the initiative of the institution, it is implemented by the institutional head and across the departments/units/cells of the College administration for the institution. The academic calendar is an integral part of this action plan which is prepared before the commencement of the academic session.

2. Students' Satisfaction on overall Institutional Performance: The Internal Quality Assurance Cell of the college conducts student feedback on overall institutional performance regarding the teaching-learning process, evaluation process, library services and administration by the College from the final semester students of the academic session. Students' responses are analysed by the IQAC Committee and feedback is discussed in the meeting of IQAC with Head of the Departments. The feedback

report is coordinated to the Head of the institution for taking initiatives in quality sustenance. It improves the student-teacher relationship; helps the teachers to improve their teaching-learning methods; creates a healthy communication between the students and the teachers; develops the skill of evaluation; helps the college administration to improve services and facilities in diverse areas like library, drinking water, cleanliness in the classrooms and toilets, hygienic food services by canteen etc.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/documents/Students%20Satisfaction%20Survey2020-21.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The College reviews its teaching learning process and learning outcomes at periodic intervals through IQAC. HODs also convey the departmental meeting and also informal classroom feedback apart from the student satisfaction survey (SSS) to review the teaching process to the concerned department and take required steps for further improvement. Student feedback/ SSS on teaching-learning and evaluation process is collected and analysed on a regular basis by IQAC. The feedback report is coordinated to the Head of the Department and also discussed in the IQAC meeting which helps to take required steps. The sessional examinations on a regular basis help in assessing the learning outcomes.

2. Another example in implementation of teaching learning reforms facilitated by IQAC is an enhanced use of ICT in teaching and learning processes. The goal is to make the teaching learning process more learners centric. The IQAC passed that a greater involvement of ICT in Teaching Learning be ensured. Therefore, departments were asked to integrate information technology with teaching learning process. Classroom lectures were supplemented with the use of audio-visual aids such as LCD projectors, PowerPoint presentations etc. Besides, students were made aware of the use of e-books and lecture summary were provided to them. The students were provided with various web links that related

them to their topics of study.

File Description	Documents
Paste link for additional information	https://www.ramthakurcollege.nic.in/documents/Students%20Satisfaction%20Survey2020-21.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.ramthakurcollege.nic.in/IQAC.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Ramthakur College although a co-ed college is always sensitive and empathetic towards social problems pertaining to the girls taking admission to the college and is always concerned with their betterment socially, politically, economically. Time to time the college has organized the following seminars and

programs touching the issue of gender equity.

- Workshop on "Women Self- Defence" organised by NCC girl's wing of Ramthakur College from 4th Dec, 2020 to 6th Dec., 2020.
- International Conference on "Impact Covid-19 Pandemic on Women of South Asia" organised by Department of History on 8th August, 2020.

Safety and security of all the students, teachers, non-teaching staff and the visitors to the college are always the first priority. To ensure a safe campus and a secured environment the college has embarked upon the following initiatives: The regular presence of a gatekeeper. Emergency exit staircase connecting the first floor and second floor of the building. A grievance Redressal Box is there for the students. There is an anti-ragging cell and sexual harassment cell in the college to deal with the problem. Maintenance of a First-Aid Box by the office, NSS and NCC unit. Separate washrooms for the male and female teaching and non-teaching staff. Identity Cards are issued to all students.

Counseling- The College is willing to nurture a healthy environment, for which Counseling cell is set up for the benefits of students. Time to time counseling is provided to both boys and girls if they face any problem regarding their studies or any other personal problem.

Common Room -The College has separate Girls' and Boys' Common room with several indoor game facilities.

File Description	Documents
Annual gender sensitization action plan	https://www.ramthakurcollege.nic.in/NAAC_documents/gender.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ramthakurcollege.nic.in/NAAC_documents/c711a-2021.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-

D. Any 1 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management- Nurturing environment consciousness is the aspiration of Ramthakur college and so the college has undertaken certain steps to maintain solid waste management. To keep the campus neat and clean, the college has made use of more waste boxes kept in different corners of the college campus, so that the students, teaching and non-teaching staff use these boxes as a dustbin. Sometimes the NSS volunteers also clean the college which is a part of their activity. A wide range of waste produces in chemical laboratories of different science departments especially the chemistry department that is solid materials such as broken glass, packing, paper, samples, and equipment are disposed of in a tank separately made for this purpose only.

Liquid Waste Management- The liquid waste management is well maintained by the college. The chemicals discharged from the chemistry laboratory are disposed of in a separate tank, outside the lab so that the waste does not oozes up with the nearby soil where there is vegetation.

E-waste management- Ramthakur College is a Government Degree College and so E-waste cannot be disposed of without the permission of the Government. However, the college maintains disposal waste in a planned way. The waste like broken furniture is brought in reuse after assembling the useable parts. Other E-waste materials like totally damaged furniture, out of function computers, non functioning digital apparatus like Mother Board, Hard Drive and other office E-wastes are stored in a separate room.

Other than these college maintains clean and green campus. Ramthakur college is plastic free campus. LED lights are used in some parts of college campus for conservation of energy.

Initiatives are taken to Reduce paper communication. College actively organizes Swach Bharat Abhiyan to creates awareness and consciousness among students, teaching and non-teaching staff.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.ramthakurcollege.nic.in/NAAC_documents/713.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

India is a country of a multi-ethnic culture where people belonging to religious, racial, cultural, and lingual identities live together harmoniously. Keeping this view in mind, Ramthakur College tries to maintain harmony and try to create goodwill among students. Most of the students taking admissions in the college are local and belong to the nearby places and other districts of Tripura. As per government rules, the admission process is carried out. Enough care is taken for specific earmarked seats of each category. In major extension activities participation of faculties, students and non-teaching staff are commendable. Each and every student along with faculty members are fully involved in the national developmental activities, national festivals, awareness rallies, and government campaigns. The flex board of environmental awareness, social harmony, unity, and moral values are displayed on the college campus. The institute plays an effective role as a catalyst in the area to maintain peace and national integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. These activities have a very positive impact on society's cultural and communal thoughts directly. The college thereby celebrates Independence Day, Republic Day, Bhasha Divash every year with great honor and respect. The college also observes Raksha Bandhan among students, teaching, and non-teaching staff. These programs organized by the college promote greater values of life, love, integrity fraternity and patriotism in the minds of the students. The NSS volunteers to show regards to the armed forces for their services to the nation collected money from students, teachers and office staff of the college and handed over to the State NSS Cell for contribution to the Armed Forces Flag Day. Thus a sense of commitment towards nation, society and responsibility towards humanity at large is instilled in the minds of the students. In this session, because of the pandemic situation we have failed to organise few events which we observe usually.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The motto of the institute 'promotion of learning' itself shows the equality, liberty, fraternity among every stakeholder. The preamble of the constitution is displayed in the college campus thus awaring about the fundamental political principles, procedures, rights, feeling of brotherhood and a sense of belonging among selves. Because of the pandemic situation, this year we have missed few events through which we usually try to make aware the students and employees of the Institution about the constitutional obligations: values, rights, duties and responsibilities of citizens.

On 26th January, 2021 'Republic Day' is celebrated this year to commemorate the adoption of the constitution. On this day flag is hoisted. Speech on constitution formation and its importance are delivered by faculty members and Principal of the college.

The students get to know their duties towards their motherland and also their rights provided to each individual by our constitution. 'Matrihasha Diwas' is celebrated on 21st February, 2021 in order to encourage people on the need to impart communication skills and develop proficiency in the mother tongue. This promotes the preservation and protection of all languages.

For the promotion of global health, harmony and peace June 21st, 2021 is observed as 'International Yoga Day' which is observed by the faculties, learners and non-teaching staffs of the institute by performing meditation, yoga, pranayam. The day creates awareness about the medical benefits in curing many diseases.

The 'Independence Day' celebrated annually on August 15, 2021 by hoisting the national pride tricolour flag at our college premises by the Principal. Observance of this day makes us aware

of our duties towards our nation and help to promote patriotism and national unity. On this day we also remember and commemorate all the great personalities and freedom fighters who had played a very important role and sacrificed their lives for bringing independence.

As a mark of appreciation to their mentor students of this institution celebrate Teachers' Day every year on 5th September, 2020 which is the birth anniversary of the great teacher Dr Sarvepalli Radhakrishnan.

On 7th December, 2020 students collect fund from everyone of the institute and dedicate for the welfare of the Armed Forces personnel and in this way, Flag Day is observed to honour the soldiers, airmen and sailors of India who fought on the borders to safeguard the country's honour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes National and International, commemorative days, events, and festivals with great zeal. Through the celebration of these events, the students, teaching and non-teaching staff of this college get to know the importance of national integrity in the country in general and their role in it particular. Because of the pandemic situation, we have missed few events in this academic session whereas few events are organised online. The following important events which are celebrated are

15th August, 2020: Like previous years Independence Day is celebrated by the college with the unfurling of the flag by the Principal of the college.

22nd November, 2020: The NCC unit of Ramthakur College, Agartala organised the NCC Day programme on 24.11.2020. NCC Girls Wing, Ramthakur College celebrated the NCC Day programme at Ramthakur College.

1. 10 am to 10.40 am-Yoga activity by our cadets
2. 10.45 am to 11.15 am-Tree plantation
3. 11.30 am to 12.15 pm- Swachha Bharat Programme at our college
4. 12.30 pm to 1 pm- Cultural programme of NCC Day
5. 1 pm to 1.30 pm-Felicitation programme of our 2 SW cadets
6. 1.30 pm to 1.45 pm-Published the NCC wall magazine by our respected Principal Sir

7. 1.45 pm to 2 pm-Closing address with NCC song.

7th December, 2020: Indian Armed Flag Day to commemorate this day where students of Ramthakur College collected money from the students, teaching and non-teaching staff and handed over to the State NSS cell.

22th December, 2020: On the occasion of the birth anniversary of great Indian Mathematician Srinivasa Ramanujan (National Mathematics Day), Department of Mathematics, Ramthakur College conducted an online quiz on Mathematics on 22nd Dec., 2020 open to all students upto undergraduate level. Total 141 students participated in the quiz, 4 students out of Tripura.

12th January, 2021: Department of Education, Ramthakur College organised a programme on the 158th Birth Anniversary of Swami Vivekananda.

13th January, 2021: Department of Kokborok, Ramthakur College celebrates Kokborok Day in a benefitting manner.

22nd January, 2021: Department of Bengali, Ramthakur College organised a departmental seminar on the occassion of 107th Birth anniversary of Adwaitya Malla Barman.

23rd January, 2021:NCC winghas celebrated Netajis Birthday on 23rd January 2021 in the college with the following events

1. Yoga-11 am to 11.15 am
2. Tree plantation-11.15 am to 11.45 am
3. Singing- 11.45 am to 12 pm
4. Drawing-12 pm to 12.30 pm
5. Dance: 12.30 pm to 12.45 pm
6. Lecture of ANO-12.45 pm to 1 pm
7. NCC Song-1 pm to 1.10 pm

25th January, 2021: Department of English, Ramthakur College has organiseda quiz competition to mark the birth anniversary of Michael Madhusudan Dutt.

26th January, 2021: Republic Day is celebrated in the college like every year to commemorate the adoption of the Constitution.

NCC cadets activities on this day are 1. Piloting 2. Flag hosting 3. Speech 4. Song 5. Dance 6. Yoga 7. Vote of thanks.

Department of History, Ramthakur College has organised a programme on Historical importance of 26th January in India

21st February, 2021: International Mother Language Day is celebrated to promote the awareness of linguistic and cultural diversity and to promote multi-linguism among students. Ramthakur College participated in the procession in Agartala city on the occasion of International Mother Language Day-2021.

21st June, 2021: International Yoga Day is celebrated through online mode. For pandemic situation, everyone celebrated this Yoga day through videos by showing Yoga in their own homes.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-1

1. Title of the Practice: Developing Empathy through Community Service.

2. The Context: Empathy involves putting ourselves in the other person's situation and understand their problems. Students become active and more responsible citizens of our country by engaging themselves in social works. In the way of helping the person in

need they develop strong personality with the ability of critical thinking, problem solving and decision making in difficult situations. With this community services, in addition to traditional classroom learning, students can build up a sense of societal responsibility, acceptance and teamwork.

3. Objectives of the Practice: The objectives of the practice are: The objectives of the practice are: (a) to involve students in social activities in order to prepare them for their future life; (b) to generate association between institution of higher learning and society; (c) to involve students in solving different social problems. 4. The Practice: The Teachers' Council, nonteaching staff, NSS unit, NCC (Girls') Wing, NCC (Boys') Wing, Students' Council, Science Forum, Alumni Association of Ramthakur College arrange different activities extension and outreach programmes in partnership with community and government/ nongovernment organizations, extension activities in the adopted village, voluntary blood donation camps, health camps, awareness generating campaigns / drama/ discussions/ seminars/ symposiums, cleaning within the college campus and beyond the college campus, donations during natural calamities, etc.

Best Practice-2

1. Title of the Practice: Promotion of Environmental Consciousness

2. The Context: The College is aware about accountability in plantation work and maintaining cleanness in and around the campus, in this manner impacting on the health of students and providing better environment for study.

3. Objectives of the Practice: The objective of the practice is to provide an atmosphere for better learning experience for students and help to maintain the health of all the inmates.

4. The Practice: Plantation and forestation is the need of the hour for maintaining a healthy and pollution free atmosphere not only for the college but for the planet. Plantation practice is one of the most significant and strong tradition that the college performs at regular intervals and so the college campus is essentially lush green. The plantation area of the College is spread over 12 plots with various plant species and multi-

coloured seasonal flowers. The Department of Botany has identified and documented the green plant assets of the college. The flora includes approximately 150 species. To make the campus eco-friendly various initiatives have been undertaken by the College. The College usually arranges special programmes for generating awareness among students, but it was not possible in this academic session because of the pandemic situation over a longer part of this academic session.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Ramthakur College perennially strives to prepare its students not just for examinations, but for the journey of life in future. The Institution seeks to make an impression upon its students, the significance of navigating from beginning to end the journey using knowledge, virtue, bravery and humanness as the guiding lights. With this aim in mind, the Institution uses all resources at its disposal to support the development of qualities and personality. fineness in training through mentoring of students, one to one interaction all through the tutorial classes, participative learning through group discussion, cheering vivid students to act as Proctors and distribute knowledge, improving the performance of slow learners by paying personal attention, are some of the ways through which the Institution accomplishes its task. Many of its alumni and alumnae have qualified the NET/SLET/TET or have attained doctoral degrees, cracked the state civil services exam and other examinations conducted by the Public Service Commission, and established themselves in every walk of life. To translate their goal into reality, the institution has launched several outreach initiatives in order to build a spirit of empathy and social concern. The institution has a thriving and lively campus ambience which emanate, inter alia, from the extra and co curricular activities. Such activities bring hidden talents to the fore, as is evident from Mukta Debnatha student of fifth Semester, B.A. Honours making her mark in an international sporting event. She made the institution proud by winning gold silver and bronze medals in the World Kick Boxing Championship held at "WAKO India Seniors and Masters

National Kickboxing Championship -2021" held in the Multipurpose Indoor Stadium Dayanand Bandodkar Krida Sankool Peddem -Mapusa,Goa. NCC cadet Puja Roy, a student in 6th semester is awarded with "DG NCC Commendation Cards" for the Year 2020 for her utmost sincerity, dedication exemplary performance in NCC.In the 6th semester final examination-2021, we got toppers in the subjects Chemistry, Mathematics, Zoology, Accountancy, Bengali, Education, Hindi.In the Master Degree Entrance of Tripura University, students of this college secured 1st place in multiple subjects like Zoology, Mathematics, Physics. The Institution's constant, ceaseless and committed and achieve its goal of becoming an "Establishment for Accomplishment". The main aim is to empower our students and shapes the learners into better citizens enriched with self-confidence, diligence, loyalty and sympathy.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

A plan of action for next academic year is chalked out:

(a) To collect semester wise students' feedback, analyse the feedback and upload the report in the institutional website. Teachers' feedback will also be taken.

(b) To take an initiative for the blockwise cleanliness drive into the College campus under the supervision of NSS, NCC and Class representatives of different semesters.

(c) Take initiative to start Learning Management System (LMS) like youtube at least for few departments.

(d) To adopt the New Education Policy-2020 effectively.

(e) To conduct Academic Audit with external experts for the year (2021-22).

(f) Basic computer course training for teaching and non-teaching staffs of the college.

(g) Organise an Induction Programme for freshers of the academic

session 2021-2022.

(h) We have plans to develop a portal using internal expertise for online documentation of information and records relating to college. Programs/activities of college can be recorded online from where the Annual Report for the period July 1, 2021 to June 30, 2022 can be prepared more systematically.

(i) To introduce at least one new course in the academic session 2021-2022.

(j) Organise different programmes to celebrate the 'Azadi Ka Amrit Mohatsav' in a benefitting manner.

(k) To conduct training programme to improve technical skills of our teachers for online classes.