



No.F. 7(103)RTC/Estt/IQAC/2014

Date – 06/12/2019

Action Taken Report on 1st Meeting held on 11-9-2018:

Sl.	Resolutions Taken	Action Taken Report
1.	AQARs for the years 2013-14, 2014-15 and 2015-16 are to be uploaded by September 2018.	Uploaded on 14-12-2018.
2.	The IQAC portal in the institutional website needs to be re-setting. There should be following dedicated links under the IQAC: (i) AQAR (ii) IQAC Meetings (iii) Action Taken Reports of IQAC (iv) IQAC Committee (v) Functions (vi) Students' Feedback (vii) Others	Redesigned for uploading the related activities.
3.	The Department of Computer Science will take the initiative regarding the uploading in the institutional website with relevant inclusion.	Done.

Action Taken Report on 2nd Meeting held on 15-9-2018:

1.	A correspondence file will be opened at each section of the College Office to meet the requirement of NAAC Accreditation: Academic correspondence records in the Academic Section on (i) Revision/ Update of Syllabi/ Examination system; (ii) New Departments/ Programmes/ Centers Introduced; (iii) Courses/ Programmes Discontinued; (iv) Intake capacity in different Courses / Programmes changed; (v) Reservation policy guidelines of Tripura University for Admission.	Preserved all of the mentioned records in the Academic Section.
2.	Fund Correspondence Records in the Cash Section on (i) LOC of all funds received	Initiated.



	<p>except salary and Audited utilization statements , if any</p> <p>(ii) Letter of Interest, Letter of funds Sanctioned , Letter of funds Received and Audited utilization statements of Major & Minor Research Projects;</p> <p>3. Fund Correspondence Records in the Stipend Section on Sanction Letter of the list of Students benefited by Scholarship under all different schemes of State & Central Governments.</p>	<p>Preserved.</p> <p>Initiated.</p>
--	--	-------------------------------------

Action Taken Report on 3rd Meeting held on 17-11-2018:

<p>1.</p>	<p>Plan of action for the year (2018-19) is chalked out by the IQAC towards quality enhancement of the College:</p> <p>(a) conducting academic audit for the last five years (2013-14) to (2017-18).</p> <p>(b) conducting academic audit for the current academic year in the two shift – once in the month of May and next in the month of August.</p> <p>(c) documentation of various programmes /activities and to prepare the Annual Report of Ramthakur College for July 1, 2018 to June 30, 2019.</p> <p>(d) conducting student satisfaction survey on overall institutional performance.</p> <p>(e) collection and analysis of feedback from the stakeholders.</p> <p>(f) strengthening the placement cell.</p> <p>(g) conducting more ICT-enabled teaching in most of the subjects.</p> <p>(i) renovating the water reservoir point by the side of the New Academic Block for using students' practical for the Department of Botany.</p>	<p>conducted internal academic audit on (23-30) May, 2019 and prepared Academic Audit (Internal) Report 2013-14 to 2018-19</p> <p>done.</p> <p>organised a 100 hours staff training programme on 13th-30th Nov', 2018.</p> <p>conducted on 1st Nov', 2019, analysed, and uploaded in the institutional website</p> <p>collected parents' feedback on overall institutional performance on 14-11-2019, analysed, discussed in the IQAC meeting, suggestions made for action taken and uploaded in the institutional website.</p> <p>conducted a 'career workshop cum audition'. A student from our college got the job in a local News Web channel, 'Social Bangla' as News Anchor. The Committee is reconstituted along with the students' representatives.</p> <p>initiated.</p> <p>renovated.</p>
-----------	--	---

Ramthakur College

Badharghat, Agartala-799003
West Tripura



Phone No. 0381-2370052

E-mail : ramthakur.college@rediffmail.com

Website: www.ramthakurcollege.nic.in

	(j) introducing solar laboratory in the Science block. (k) redesigning the College Website following the NAAC guidelines. (l) preparation and submission of AQAR for the year (2018-19) before 31 st December, 2019. (m) connecting the College including the reading room of the library under the CC TV camera surveillance.	not introduced. redesigned regularly. in process. not connected, though order placed from the current year RUSA fund.
Action Taken Report on 4th Meeting held on 10-1-2019:		
	As there was no quorum, the meeting was not held formally.	not enclosed in the list of minutes
Action Taken Report on 5th Meeting held on 10-5-2019:		
1.	conducting academic audit for the period (2013-14) to (2018-19) from 23 rd May to 30 th May, 2019	conducted internal academic audit on (23-30) May, 2019 and prepared Academic Audit (Internal) Report
Action Taken Report on 6th Meeting held on 13-5-2019:		
1.	finalizing Academic Audit format	finalized.
2.	constituting an internal Academic Audit Committee	constituted.
Action Taken Report on 7th Meeting held on 13-5-2019:		
1.	maintain students' database in the Departmental Identity Register	maintained in most of the Departments.
2.	formulation of a committee for finalizing Student Feedback format as per NAAC guidelines	formulated.
3.	updating Alumni Profile	initiated, but not updated.
4.	installation of a Water Distillation Plant in the New Academic Block	not installed.

Ruma Saha

06-12-2019

(Dr. Ruma Saha)
Coordinator, IQAC
Ramthakur College
Agartala, Tripura

Amiya Kumar Pan
06.12.2019

(Dr. Amiya Kumar Pan)
Chairperson, IQAC
Ramthakur College
Agartala, Tripura

(DR. AMIYA KUMAR PAN)
Principal
Ramthakur College, Agartala