



Action taken report

07.01.2021

Resolution taken in the IQAC meeting (21.11.2020):

Following decisions have been taken:

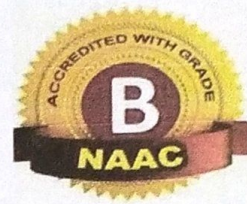
1. Within 15th December, 2020, Part A of the AQAR will be uploaded and within 25th January, 2021, Part-B will be uploaded.
2. Each mentor will arrange a monthly meeting of mentor-mentee in the last week of every month.
3. The Academic committee convenor will submit a requisition for the Teacher's Diary to the Principal as early as possible for the official procedure for the procurement of the same.
4. All 6th semester Passout students (2020) will take the membership of Alumni of RTM, Bishalgarh and a receipt book will be prepared in this regard.

Follow up action:

1. Part A is uploaded in the month of December, 2020 and Part B is under preparation and about 80% of the task is completed. It will be uploaded within the stipulated time.
2. From January 2021 a monthly mentor-mentee programme has been started and each mentor has taken the initiative for this.
3. Academic committee convenor has submitted the requisition for Teacher's Diary. The supply order is already given to the selected press.
4. 6th semester Passout students are taking membership in the Alumni Association of RTM, Bishalgarh.

Pal 07/01/21
Countersigned

07.01.2021
Coordinator, IQAC



Action taken report

19.03.2021

Resolution taken in the IQAC meeting (07.01.2021):

Following resolution has been taken:

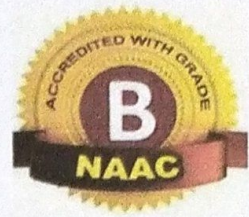
1. It has been decided in the meeting that the IQAC window will be set on the college website. It will be looked after by smt. Sankari Das Deb and smt. Taniva Choudhury within 15 days (approx.).
2. IQAC members will be visiting the departments, in groups to take the feedback about the department. The group members will be divided later on.
3. Feedback forms will be given to the Students, Parents etc. Sampling will be done at a later, tentative date- 3rd week of February.
4. Guardian's forum will be constituted (1st meeting of the forum will be 1st week of February approx.).
5. Academic calendar will be made. It will be look after by smt. Bijali Bhowmik. Other teachers will help her.
6. Criterias divided as earlier will be same as before. It will be better to make a new file for that individually.
7. Mentor-mentee meetings should be done every month and reports should be given to the academic committee.

Follow up action:

1. The IQAC window is set to our college website within the given time.
2. Members of IQAC visited the departments in several groups for student's feedback on various criteria of NAAC, regarding our college in the month of February.
3. Feedback forms of students, parents etc. were already distributed in the month of February.
4. The Guardian forum is constituted. The 1st meeting is also organised.
5. Academic calendar is under preparation and will be published very soon.
6. As per the distribution, all are working on their criteria.
Mentor-mentee meetings are regularly organised.

Pal
19.03.21
Countersigned

[Signature]
19.03.2021
Coordinator.IQAC



Action taken report

28.04.2021

Resolution taken in the IQAC meeting (19.03.2021):

Following decisions have been taken:

1. As per the letter issued by Tripura State Higher Education Council, Agartala (No. 3(8)-/TSHEC/misc. corres/20/20_42 dated 23.02.2021), a tentative budget estimate was prepared by IQAC members along with our Principal Madam and finally it was submitted to the Principal, RTM for further correspondence.

Estimated budget was-

Sl. No.	Activities	Approx fund required
1.	Seminars, workshops, symposiums & awareness programme for students	Rs. 3,00,000
2.	Awareness programme in adopted village	Rs.50,000
3.	Cultural, beautification and green campus of college premises & sports	Rs.1,00,000
4.	Language lab	Rs.1,00,000
		Total- 5,50,000

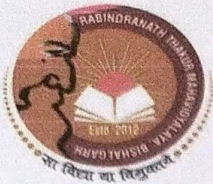
2. Student Satisfaction Survey form will be distributed to all the students within the last week of April,2021.

Follow up action:

1. A budget estimate was prepared by IQAC members and finally it was submitted to the Principal. RTM.
2. The SSS form for the 2020-2021 is prepared and will be shared to all student groups very shortly .

Pal 28.04.21
Countersigned

28.04.2021
Coordinator, IQAC



Action taken report

01.06.2021

Resolution taken in the IQAC meeting (28.04.2021):

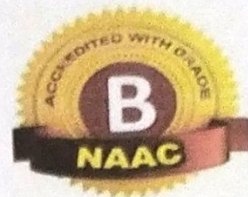
1. Criteria for AQAR were distributed for the academic session July20 – June21.
2. Basic information & uploading websites were given to smt. Taniva Choudhury.
3. Criterion-I was given to smt. Lipika Barman and Shilpi Das Sarkar.
4. Criterion-II was given to smt. Bijali Bhowmik and Keya Bhowmik.
5. Criterion-III was given to Dr. Anupam Guha and Kalyani Roy.
6. Criterion-IV was given to Gopa Sarkar and Keya Das.
7. Criterion- V was given to Anita Roy and Dr. Kalpana Das.
8. Criterion- VI was given to the Principal, DDO, Narayan Sinha , Suman Ghosh and Pramatha Roy Choudhury.
9. Criterion- VII was given to Smt. Rithi Majumder and Mousumi Sarkar.
10. Exam related information will be given by HOD's of respective departments.
11. Academic and administrative audit will be done by the Principal, secretary TC, DDO, Convenor (academic committee) and coordinator (IQAC).
12. Tentative date of submission of the materials is 05/06/2021.
13. Mentoring and departmental profile format will be given to all HOD's.
14. Academic and administrative committee has to meet and finalize the criteria and format for preparing the report of AAA.
15. Taniva Choudhury will look after all website related activities.

Follow up action:

1. Criteria were distributed and its preparation is in progress.
2. Mentoring format profiles are distributed to each department.
3. The AAA committee meeting was held on 20.05.2021 for the said audit.

GP
01.06.21
Countersigned

[Signature]
01.06.2021
Coordinator.IQAC



Action taken report

02.09.2021

Resolution taken in the IQAC meeting (01.06.2021)

1. Classes will start from 08.06.21 for all semesters.
2. For the celebration of World Environment Day '21, a Webinar will be organized and Sankari Das Deb (IQAC Coordinator) will be the convenor for the same.
3. For Blood Donor's Day '21, a Webinar will be organized and Rithi Majumder will be the convenor for the same.
4. Academic Committee convenor, Dr. Kalpana Das will act as a convenor/organizing secretary for the Workshop on Financial Literacy in collaboration with National Centre for Financial Education, Bombay on 07.06.21.

Follow up action:

1. All semester classes have started from 08.06.21.
2. World Environment Day '21 was celebrated on 05.06.21 and Dr. Shaon Ray Choudhury, Associate Professor, Tripura University was the resource person for the same.
3. A Webinar entitled 'Immunization from Womb to Tomb' was organized and Dr. Nilratan Majumder delivered his valuable lecture as the resource person on Blood Donor's Day '21.
4. Workshop on Financial Literacy in collaboration with National Centre for Financial Education, Bombay was organized in online mode with Dr. Sudipta Ghosh, NCFE as the resource person for the same.

Pa
02/09/21
Co-Principal

[Signature]
02.09.2021
Coordinator IQAC