TRIPURA UNIVERSITY

(A Central University)

STANDARD SYSTEMS AND PROCESSES

RULES AND REGULATIONS FOR HOSTEL

Rules and Regulations of Hostel
for
Gents and Women Hostellers

Tripura University
(A Central University)
Suryamoninagar
Tripura West, 799022

HOSTEL ADMINISTRATION:

The following officers/staff constitute the Hostel administration:
a) Vice-Chancellor -   Chairman
b) Dean, Students' Welfare-   Member
c) Respective Wardens-   Member
d) Matron-   Member
e) Dy. Registrar (Academic)-   Convener

I. Appointment of Wardens:

The Wardens of the hostels shall be appointed by the Vice-Chancellor for a period of three years, on such terms and conditions as may be prescribed by the Executive Council from time to time.

II. Powers and functions of the Wardens:

The Wardens of the hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the duties laid down in the Ordinance B-6 of Tripura University (Under Section 31(1) (h) of the TU Act, 2006).

III. Prefect and Hostel Management Committee:

a) For smooth management of each hostel, the Warden will be assisted by the Prefect & Hostel Management Committee which may consist of:
i) Warden – Chairperson
ii) Prefect – Member
iii) Three Hostel Boarders of the hostel, one of whom shall be the mess manager/secretary – Members
b) The Hostel Management Committee shall be appointed by the Warden and its term of office shall be one year. One or more Prefects may be appointed by the Warden either by himself or to be selected by the boarders from amongst themselves. Prefect(s) shall be responsible for maintaining discipline in the hostel and assist wardens for smooth running of Hostel.

ADMISSION PROCEDURE INTO PG HOSTELS:

Applications for Admission to PG Hostels shall have to be made in prescribed form and selection of candidates shall be done by a Committee consisting of the Inspector of Colleges, Dean (Students' Welfare), Deputy Registrar (Academic), and Wardens, of the respective Hostel and in accordance with the rule framed for the purpose by the Board of Residence.

Selection Criteria for Admission into PG Hostels:

1. Boarders of the hostel shall be selected on the basis of the following criteria:

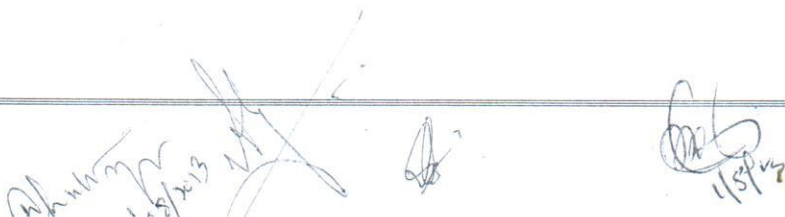| A. Distance from Home to TU	Maximum Weightage
1. 0 to 40 KM	0
2. 41 to 80 KM	20
3. 81 to 120 KM	30
4. 121 to 160 KM	40
5. 161 and above	50
B. Income	
1. Antyodaya Anna Yojana Card (AAY)/Annapurna Card holder	50
2. BPL Card Holder	40
3. Adhoc BPL	35

- In such cases where weightage for marks happens to be the same, then preference shall be given to the students on the basis of distance.

2. A student selected for admission to the hostel shall have to submit an affidavit along with the prescribed application form and an affidavit by his/her Parent / Guardian signed by the Notary Public/Oath Commissioner for hostel accommodation, that he/she is aware of the Anti-Ragging Law in this regard and agrees to abide by the punishment meted out if he/she is found guilty of ragging and/or abetting ragging.

3. Admission to the Hostels is for one academic year only (i.e. August to July). A student shall cease to be a boarder of the Hostel on the expiry of that academic year and shall have to apply again for re-admission in prescribed format to the Warden.

The boarders will vacate rooms each year after completion of July semester exam and the rooms will be reallocated to the Hostel Boarders. If required, the Warden may refuse re-admission/reallocation to a boarder in consultation with the Selection Committee without showing any reason.

The hostels shall remain completely closed during *Puja* and summer vacations.

3. Those boarders who drop out from or become unsuccessful in July / December end semester Examination of the University while staying in the hostel, their boardership shall stand cancelled.

4. Seats shall be reserved for ST/SC and other as per UGC norms. However, the reserved seats remaining unfilled shall be treated as open for other categories of boarders.

REGULATIONS / DIRECTIVE FOR BANNING RAGGING & ANTI-RAGGING MEASURES

1. Ragging is Strictly Prohibited: Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such Hostel Boarders or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do, is strictly forbidden. If anyone is found guilty of being directly/indirectly involved or abetting in ragging, he/she shall be punished/rusticated/ expelled/suspended from the University and shall also be liable to prosecution in terms of the Hon'ble Supreme Court in Civil Appeal No. 887 of 2009.

Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for a period ranging from 6 months to 10 years & fine up to Rs. 50,000/-.

Hostel Boarders can drop their complain in the Anti-Ragging Complaint Box at Students Activity Centre, Tripura University or e-mail at gentshosteltu@gmail.com

(a) No one, particularly senior Hostel Boarders will be permitted to enter the freshers' hostel/room at any time. Similarly fresher Hostel Boarders are not permitted to visit hostels/room of senior Hostel Boarders. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers' hostels. Responsible security guards will be detailed by Dy Director / Asst Director Security. The duty roster of the security guards for freshers' hostel will be given to Anti-Ragging Control Rooms in both sectors.

All Day Scholars are required to leave the hostel premises latest by 08:00 PM (05:00pm for Ladies' Hostel). Entry / presence of Day Scholars in the Campus shall not be permitted beyond 08:00 PM (05:00pm for Ladies' Hostel) and on holidays unless specifically allowed under the authority and prior permission of the respective Warden. Strict disciplinary action shall be taken if a day scholar is seen in the Hostel premises after 08:00 PM (05:00pm for Ladies' Hostel) or on holidays without proper authority.

All hostel Hostel Boarders will abide by the Hostel Rules in addition to the Anti-Ragging Regulations.

Terms of Reference
(a) Supreme Court Orders
(b) UGC Regulations and Guidelines
(c) Tripura Govt. orders (Please see Annexure-I)

ACCOMMODATION:

1. Hostel accommodation is available to a student who is registered in the University as a regular student. Accommodation shall not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of University shall automatically cease to be a member of the hostel.

2. No boarder shall have the right to occupy a room during vacation (as per Tripura University Holiday List).

3. If hostel vacancy is available after allotment to PG Students, accommodation will be provided to Ph.D. scholars / Project staff / Research Associate for a maximum length of 2years. They shall be treated as per the other PG Boraders of thr hostel.

4. The Hostel administration will generally provide for each occupant one cot, table, chair and almirah. On arrival a student will report to the Warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

ALLOTMENT OF ROOMS

The allotment of rooms, seats and directions as to the use of lavatory, bathing place, kitchen, store room, dinning room and roof etc. shall be entirely at the discretion of the Warden of the Hostel.

1. The Hostel administration, in case of shortage of seats, can allot more than the allotted capacity of the seats in a room.

2. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Dean (SW) / Warden.

3. If the status of any boarder changes during the period of stay in the hostel, he/she is required to inform the Warden immediately and should vacate the hostel. If the Hostel administration finds at any point of time that any hostel resident is not eligible for hostel accommodation or if it is found that the testimonials furnished by him/her are false and he/she is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.

4. Vandalism is a very serious offence. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from him/group. Repetition of damage to the hostel property will result in expulsion from the hostel. Boarders found guilty of committing such an offence can be evicted from the hostel.

5. Before vacating the rooms, the electrical installations, including the fan, furniture etc. should be checked and reported intact by the Warden. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from Warden.

6. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Lap tops, Computers and Books. In case of theft or loss of any item the hostel authorities/University shall not be responsible for such loss. The boarders are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.

CODE OF CONDUCT:

Hostel Administration shall take the final decision in case of any dispute related to hostel rules and regulations of the University.

1. Boarders are expected to behave properly; conduct themselves with integrity and dignity; and maintain discipline and decorum in the hostel complex.

2. Every hostel shall be looked after by the Warden of the hostel. A roll shall be called both in the morning and evening and every boarder must be present in the Hostel to respond to the call.

3. a) No boarder shall remain absent from the hostel during night between 09.00 pm to 06.00 am and for girls 07:00 pm to 06:00 am unless he/she has obtained night out pass from the respective hostel Warden.
b) Hostel Boarders should return to the hostel by the stipulated time. Occasionally, if at all the boarder expects to be late (not beyond 10:00 pm for gents and 08:00pm for girls), he/she should obtain a late night pass from the Warden in advance and this pass must be produced to the security guard on returning to the hostel.

4. Hostel Boarders who require to attend wedding and other social functions or have to go outstation shall have to obtain prior require permission of the Warden, subject to receipt of written request for the same from parents of the student.

5. The University timings are 10.00 am to 5.00 pm. **Host**el Boarders are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should communicate the information to the Warden in writing and take prior permission.

6. Hostel Boarders having any Chronic/Communicable disease are not allowed to stay in hostel. Boarders falling sick or feel symptoms of sickness should report to Warden for evacuation to hospital. Ambulance-Service is available in the campus.

7. a) Parents/Guardians/Visitors can meet the boarders in the Hostel Visitors' Room with the permission of the Warden before 7.00 pm for gents and before 05:00pm for girls. No Parent/Guardian/Visitor/Guest is allowed to stay in their hostel room. Lady(s) / Gent(s) visitors are not allowed to visit Hostel Boarders (Gents/Ladies) in their living rooms and. Parent/Guardian/Visitor/Guest will have to be accommodated in the University Guest House for night stay on availability.

b) Outsiders, whether friends or relatives of the Hostel Boarders are not as a rule allowed to reside in the hostel. In urgent cases, such as serious illness of a boarder, relatives may be allowed to stay with the prior permission of the Warden for a period of not exceeding three days. In case of Ladies' Hostel only women are allowed and only gents are allowed for Gents' Hostel.

c) As a rule Gents visitor shall not be allowed to enter the room of the Ladies' Hostel. In urgent cases only the Warden may allow the mother/sister of a sick boarder to visit her or to take her to her room. However, they may see the boarders in the Visitor's Room.

d) All visitors must register at the guard house and provide all details and documents as requested by Security before entering the hostel complex. All visitors must leave the hostel complex by 8:00 pm (05:00pm for Ladies' Hostel).

e) Boarders are not permitted to allow visitors of the opposite sex into rooms at any time or for whatever reason. Any boarder found violating this rule will be evicted from the hostel.
Non-Hostel Boarders are prohibited to enter (at day time or for night stay) in the hostel without the permission of Warden. The student who violates this is answerable to the Warden and liable to disciplinary action.

8. a) The hostel boarders shall not remove any fittings from any other room or common area and get them fitted in his/her room. Any damage and violation of this rule shall make the boarder liable to a fine of Rs.500/- or double the cost of the item thus damaged or removed, whichever is more.

b) No furniture shall be removed from one place to another without the permission of the Warden.

9. **Ragging in any form is strictly prohibited in the hostel. Any violation of this by the senior Hostel Boarders will be dealt with very severely as per the University norms and guidelines issued from time to time by the competent authorities.**

10. *Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, shall be considered to be part of this mal-practice, and shall also be punished accordingly.*

11. *When the boarders committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.*

12. All hostellers are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to the Deputy Registrar (Academic)/Authority.

13. Smoking, Gambling in any form such as playing cards, consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things shall not only be asked to vacate the hostel but also may be rusticated from the University.

14. Taking part directly/indirectly in any movement or agitation or strike of Hostel Boarders in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the Authority is subversive to the discipline of the University.

15. Discussion on politics and religion is completely forbidden in the hostel. Parties, social or political gatherings/meetings in the hostel complex are not permitted without the prior and written consent of the Warden. Boarders should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

16. No notice shall be displayed by hostel inmates in the institute/hostel notice board without the countersignature of hostel warden.

17. The use of audio systems which may cause inconvenience to other occupants are not allowed. Hostel Boarders should not view objectionable videos.

18. In case any boarder has to stay out of hostel for a day or more for genuine reasons, he/she has to take prior permission from the Warden. If the boarder does not take permission from Warden, his/her boardership shall stand cancelled and he/she shall be expelled from the hostel.

19. If a boarder absents himself/herself in the hostel for one month or more without the prior permission of the Warden, his/her seat will be treated as vacant from the beginning of the next month.

20. No boarder shall rebuke or chastise a guard, a cook, a servant, attendant or any employee of the hostel for any reason whatsoever. If necessary he/she may complain to the Warden of the concerned hostel. No boarder shall employ a darwan or University employee for his personal business.

21. No collective worship shall be permitted in any form in any hostel without the written permission of the Warden of the Hostel.

22. a) The University/Hostel authorities shall conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action shall be taken against him/her. The hostel rooms are subject to inspection by the University/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons, objectionable documents and articles etc., are kept in the room.

B) Wardens are authorised to visit each and every room of the hostel without any notice to the hostellers at any point of time.

23. All Boarders have to give an Undertaking to the respective Warden to obey the hostel rules and regulations of the University.

24. Use of any electrical appliances except table-lamp and mobile-charger, is prohibited. Cooking in room is strictly prohibited.

25. The hostel management reserves the right to revise the rules and regulations from time to time and shall keep the boarder informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules shall not be accepted as an excuse.

26. Any complaints, suggestions or enquiries are always welcome.

DISCIPLINARY MEASURES

1 Any boarder who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual shall be liable to the following punishments

a) Expulsion from the hostel.

b) A record of his / her misconduct shall be made to his department.

c) The cost of damage shall be fully recovered from him/her together with penalty.

d) He/she shall also be fined in such amount as is commensurate with the offence committed.

e) The privilege of appearing for campus interviews shall be denied, when he/she reaches the final year.

f) No recommendations shall be given to him/her for studies abroad.

g) Rustication from the University.

2 Any boarder found hosting / harbouring an offender shall also be liable to the punishments mentioned in rule 1.

3 Availing room service or taking food or mess utensils to the room shall attract a fine and disciplinary action by hostel administration, if repeated.

4 Any breach of the conduct rules or any act of indiscipline shall invite an enquiry that shall be conducted by the Hostel Administration. If the boarder is found guilty, then the Hostel Administration shall take such disciplinary action as it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

MESS FUNCTIONING

1. All the inmates of a hostel shall compulsorily become a permanent member of the mess.

2. Each hostel mess shall be run as a co-operative mess by the Hostel Boarders (inmates of the hostel) under the supervision of Mess Supervisor and Wardens.

3. Each hostel mess shall have a mess committee consisting of four inmates of the hostel to be nominated by the warden.

4. The purchase of all other items shall be done by at least two members of the mess committee along with the mess supervisor from the local market.

5. All the vouchers shall be signed by the persons who did the purchase on that day.

6. The mess committee shall also prepare the weekly menu in advance and display it on the notice board.

7. Hostel Boarders are not permitted to cook any food in the mess or in their rooms. Use of Hitter is strictly prohibited, violation of this may make the boarders liable to a fine of Rs.500/-.

9. Food shall be provided to the Boarders at least three times in a day as Breakfast, Lunch and Dinner.

10. MESS TIMINGS
The mess timings are as follows and the Hostel Boarders should adhere to these timings:
BREAKFAST: 8.30 – 9.30 am
LUNCH*: 12.00 – 1.30 pm
DINNER: 7.30 – 9.30 pm
* Subject to variations, if timing of classes change due to any reason.

HOSTEL FEES

9.1 Hostel Caution money Rs.1000/-(Refundable).
9.2 Room Rent/Hostel fee (per semester): As per University norms.
9.3 Electricity Charges (per semester): As per University norms.
9.4 Hostel Maintenance Charges (at the time of admission only): As per University norms
9.5 Mess Advance: Rs.1000/-pm.
The above charges are subject to changes from time to time as decided by the Administration.

RULES AND REGULATIONS FOR LIBRARY

CENTRAL LIBRARY
TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY)

LIBRARY RULES & REGULATIONS

The Calcutta University Post Graduate Centre (CUPGC), Agartala, Tripura, converted into the Tripura University (State) on 2nd October 1987. Again, it was converted into Central University on 2nd July, 2007. The library caters to the need for information on all the subjects. The Library is presently housed in its own 03 storied building having 5415 Sq. meter total floor area out of which 2700 Sq. meter (approx.) are occupied by other wings of the University. It is a fully open access library.

The library strives hard to meet the users' pressing demands by rendering various services both through manual & IT-based systems with the combined efforts of all the library staff members. We are progressing steadily towards fuller automation of the library.

Over the years, the Central Library has developed a lot and may claim to be one of the State's richest higher educational libraries. The Central Library acts as a crucial resource and learning centre of the University to meet its clientele' information needs for the university's growth and overall development. The collection and dissemination of data and information and the creation and sharing of knowledge are the Central Library's success in the present era of learning.

Before constructing the library's own building, the Central Library was housed in different buildings and locations with an acute shortage of space and technical manpower. The Library is shifted to its own newly constructed three-storied building in June 2005, having 5415 Sq.mt. Total floor area out of which 2700 sq. meter occupied by the other wings of the University. The Central Library building is the most spacious in the state. The library is well furnished with modern furniture and fixtures. The students heavily use the library facilities, research scholars, faculty members, and visiting faculty members. Moreover, organizations also use the library facilities.

The Central Library is the learning hub for the faculty, students, and researcher scholars. The Library has adequate collections of Print Books (142000+), eBooks (31000+), Online Databases (24), Manuscripts (164+), 8000+ online journals, Reference Books (15000+), 8000 Ph.D theses (202), Print Journals(69+), Print Magazines (24), Newspapers (14), CD-ROM (1140+), etc. The Library using ILMS-KOHA for the Library Automation. The users have access to online resources through Remote Access. The Central Library is a member of Shodhganga, INFLIBNET.

The Tripura University Library strives hard to meet the users' pressing demands by rendering various services both through manual and IT-based systems by active staff members.

The library collections of the Central Library, Tripura University, are national property and, as such, are subject to special protection. These that all members may obtain the maximum benefits from library facilities. All members should exercise self-discipline, respect, and consideration for others when using the library.

LIBRARY WORKING HOURS

Monday to Friday	Saturday & Sundays
09.30AM-08.00 PM	11AM-4PM

- ❖ Bona-fide library members can access the University library on Saturday and Sunday for reading purposes only.

- ❖ The Library will remain closed on National, and other University notified holidays.

- ❖ Lunch Break from 01.30 PM to 02.00 PM

LIBRARY MEMBERSHIP

- Library membership is open to Faculties, Officers, Students, Research Scholars, Guest teachers, and Non-teaching staff members.

- The Central Library's off-line facilities provided to outside scholars engaged in serious reading and research for a short span of time.

- Whenever a member leaves/retire, he/she has to obtain a No Dues Certificate.

- Library cards are Non-Transferable.

LOSS OF LIBRARY MEMBERSHIP CARDS

- ❖ The membership card and any passwords issued by the Library will be the member's responsibility to whom they are issued. If the approved library membership card is lost, or stolen, the member will be held responsible until the loss has been reported in writing to the Library Authority.

- ❖ In case of replacement of Library Card, the user is obliged to pay Rs 30.00 per card.

TERMINATION OF MEMBERSHIP

Library Membership shall be terminated for any of the following reasons:

- If the subscription becomes overdue, the Central Library will not serve any notice regarding expire of the membership.

- Member requested in writing for termination of membership and has returned all borrowed items, Library Membership Card, and Receipt of the Security Deposit.

- If the member becomes of unsound mind or insolvent or convicted of a criminal offense.

- The Library Authority shall have the power to terminate any individual or institution's membership without assigning any cause.

NUMBER OF BOOKS AND LOAN PERIODS

Category	Number of Books	Loan Periods	An overdue charge of Rs. 0.50(Students) per day per volume will be collected for returning the books after the due date borrowed by them.
All regular Teaching Faculty	20	01 Year	
Contractual/Guest Faculty	05	30 Days	The Loan period may be shortened by the librarian if the books are on special demand.
Officers	05	01 Year	
Non-Teaching Staffs	03	30 Days	
Research Scholar	05	14 Days	Books given for loan may be renewed for a further period provided no other reader has reserved the same.
Pre-PhD. Research Scholar	02	14 Days	
Post Graduate Students	04	14 Days	A member can reserve a book which is on loan, by filling a prescribed form available at circulation section.
			The Librarian reserves the right to recall any books from any member at any time.

LOSS OF BOOKS

- Loss of book by the borrower should be reported to the Circulation immediately to avoid fine. Further, the borrower shall either replace the book within 14 days or give seven times the book's cost.

- If the book of a multi-volume set is damaged or lost, the library member shall be liable to replace the whole set or pay seven times the same cost.

GENERAL RULES

- Members shall observe silence in the reading halls;
- Don't use the cell phone in the Library;
- Members shall not engage in conversation in any part of the library to cause annoyance to any other reader;
- Members shall not smoke or spit in any part of the library;
- Members shall not write upon, damage, or mark any book belonging to the library;
- Members shall not shelve books and periodicals as that disturb the prescribed order. Please keep the books on the reading table;
- Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the Librarian;
- The members caught tearing pages/stealing books will be suspended forthwith from using the library facilities, and further disciplinary action will be initiated against them by the University and also the borrower shall either replace the book within 15 days or 7 times the cost of the book as well as same for multi volumes set of books;
- Readers are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter;
- Members shall not bring personal belongings (including Books and other printed material) and library books borrowed by them inside the library;
- Members leaving the library should stop at the exit so that the material borrowed or taken out of the library by them may be checked;
- Upon any infringement of the library rules, members shall forfeit the privileges of admission and membership of the library;
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff, or behaving indecently.
- Members will not be allowed to use the library in the absence of the membership card.
- A borrower should not borrow documents in other's name.
- Member must report any mutilation found in books before borrowing. Otherwise, the last borrower is liable to pay for damages when the books are returned and/or the Library authority finds the mutilation.

E- RESOURCES

The use of online resources is governed by copyright law and by the terms of the license agreement between Tripura University and the publishers.

- Internet facility is open for the registered users of the Library only. No outsider will be allowed to use this facility.
- Readers are allowed to search the content of the online services.
- Readers can download, save, and print limited data and articles for personal and academic uses only.
- Users are advised to identify unauthorized users since this facility is for the registered users.
- It is our collective responsibility, as far as the safeties of the systems is concerned. Please bring to the notice of the Librarian any misuse of the systems.
- Librarian reserves the right to stop extending this facility to a person found misusing, apart from initiating action as per the rules by the University Authorities

- Readers are not allowed to download the entire collection of data, or entire issues of a journal or conference is a violation of copyright law.
- E-Resources are not use for any commercial purposes.

LIBRARY MATERIAL- NOT FOR CIRCULATION

1. Reference Books,
2. Serial Publications,
3. Thesis Dissertations
4. CD/DVD
5. Loose issues
6. Bound volumes of periodicals.

REPROGRAPHY SERVICES

Working Hours: 10 AM to 5 PM (Monday to Friday)

- Photocopy/Xerox facility is available inside the library to copy library material at the rate of Rs 0.50 per page, keeping in mind the Copy Right Act.
- Lamination facility is available;
- Spiral Binding, Stick Binding is available.

LIBRARY INFORMATION

- All general notices about Central Library and Library Resources will be available on the information display board.

- Members may request notices to be sent by post. However, the Library is unable to accept responsibility if a member does not receive a particular notice by a certain time or at all.

GENERAL GUIDELINES FOR SECURITY PERSONNEL POSTED AT CENTRAL LIBRARY, TRIPURA UNIVERSITY

Security of the library resource is very important as the information in these resources is priceless. It is also the responsibility of the concerned to keep the environment peaceful and safe. Hence, it is important for the security staff to monitor the library premises round the clock and support the library staff to enforce the library code of conduct. The following guidelines are created to help the security to staff to understand their duty and responsibility in the library. This is not exhaustive and will only provide broad guidelines. They will have to perform the duties as per the time to time instruction of the librarian or Security Officer.

DUTIES AND RESPONSIBILITIES DURING WORKING HOURS

1. Before opening the Main Gate, Security staff should check if the gates were properly locked. If it is improper or any irregularities it should be immediately reported to Librarian and Security Officer.

2. The opening and closing hours of the library main gate and counter to be mentioned in the library log register and signature of any library staff present during that time should be obtained in the register.

3. Allow only Cleaning Personnel inside the library buildings for cleaning works. Visitors and users should be allowed to sections of library only when the staffs of concerned section arrive or any of the library officers instruct to allow.

4. The security staff should ensure all the lights are switched off and windows are closed before closing the library. They should also ensure the Officers cabin/library office/library sections are locked after the section staffs leave the office.

5. Library Users should be allowed inside library during the Library Opening Hours only after checking the University/Library Identity Cards or any other Photo Identity proofs.

6. The security staff, in circulation counter should ensure that all users sign-in and sign-out in the visitor register kept for different category of the users.

7. The security staff in circulation counter should check the due date stamp in all the books which user carry out. If any books are not issued (Checked-out) and not carrying due date stamp it should be reported immediately to staff in the circulation counter. No user should be allowed to carry out the books from the library without issue (Check-out) in the library counter.

8. Personal books or Issued books are not allowed to take inside the stack area/reading rooms. The user will have to obtain permission from the librarian to take personal or issued books inside stack area or reading rooms. Notebooks, syllabus, Laptops, Mobile phones are allowed carry inside the stack area at the user's responsibility. Mobile should be in silent or switched off mode.

9. No users are allowed inside the circulation counter in the absence of counter staff or without the permission of counter staff.

B. ⟶ 18/02/2020

10. The personal belongings of the users are to be deposited in the property counter. No valuable items/money/jewelry/mobile phones are advised to be kept in the property counter. If any of such items kept, it is at the risk of owners. The users will be provided with token after depositing their belongings. The belongings to be returned upon producing the token provided to them. If the tokens are lost by the users, they should be guided to contact library counter for the next course of action.

11. The security staff posted in the stack area of the library should go round the library periodically to monitor the activities of the users. If any untoward incidents, it should be immediately reported to the section in-charge or librarian based on the severity of the problem.

12. No physical assets of the library should be moved outside the library without the permission of librarian.

13. The keys of the Officers cabin/Library office/sections of the library/Toilets (if locked) should be deposited by staff before leaving the office. These should be open by only by the authorized authority/staff of this section/cabin/office. Library conference rooms/halls should be open with appropriate permission of the authority. The keys of these conference rooms should be never handed over to any staff/person. The security staff should retain the keys with them after opening/closing of these conference rooms.

14. The users should be guided to help desk/library counter/library office for any enquiry. In case of medical emergency the security staff should call first aid Centre and then inform any officers in the library and also security officer.

15. The security staff should monitor, investigate and report fire and security alarms on a weekly basis.

Duties during Non Working Hours

1. During holidays or non-working hours, security staff should use back entrance and should not open main gate. No visitors/users are allowed inside the library without the librarian's permission. Only library staff are allowed to enter inside the library. In case of emergency the security staff should inform security officer or librarian for further instructions.

2. Before opening the Main Gate, Security staff should check if the gates were properly locked. If it is improper or any irregularities it should be immediately reported to Librarian and Security Officer.

3. The security should keeps proper vigilance of the library & periodically patrol in and out of the library to check the safety of library and library resources. Incase at any untoward incidents, it should be reported immediately to security officer/ librarian.

4. Maintained the Log Register for Opening and Closing of Central library.

5. Before closing the library, it must be ensured that all the Lights, Fans/ACs, window, doors are properly locked and closed.

PURCHASE AND WORK MANUAL

No. TU/FIN/PC(Non-Aca)/19/Vol-V/17   Date: 25.01.2021

NOTIFICATION

It is hereby notified for information of all concerned that the Hon'ble Vice-Chancellor, Tripura University has been pleased to re-constitute the following committees of Tripura University as per Purchase & Works Manual with immediate effect:

1. **Central Purchase Committee (CPC)**

   a. The Pro-Vice-Chancellor or in absence
      of Pro Vice Chancellor senior most professor   Ex-Officio Chairman
   b. The Registrar, Tripura University   Member
   c. The Controller of Examinations, Tripura University   Member
   d. The Director of College Development Council,   Member
      Tripura University
   e. Prof. Swapan Majumber, Deptt. of Chemistry,   Member
      Tripura University
   f. Prof. Prallad Debnath, Deptt. of Commerce, Tripura University   Member
   g. Finance Officer or his nominee   Ex officio Member Secretary

2. **Academic Purchase Committee of the Faculties of Science & Engineering**

   a. The Dean Faculty of Science, Tripura University   Ex-Officio Chairman
   b. Prof. Ajay Krishna Saha, Deptt of Botany, Tripura University   Member
   c. Prof. R. N. Datta Purkayastha,
      Deptt. of Chemistry, Tripura University   Member
   d. Prof. Samir Kr. Sil, Deptt. of Human Physiology,   Member
      Tripura University
   e. Dr. Shaon Roy Chaudhuri, Deptt. of Microbiology,   Member
      Tripura University
   f. Head of the Departments Concerned   Member
   g. Finance Officer or his nominee   Ex officio Member Secretary

3. **Academic Purchase Committee of the Faculties of Arts & Commerce**

   a. The Dean Faculty of Arts & Commerce, Tripura University   Ex-Officio Chairman
   b. Prof. Sukhendu Debbarma, Deptt of History, Tripura University   Member
   c. Prof. Ashish Nath, Deptt. of Economics, Tripura University   Member
   d. Prof. Ashes Gupta, Deptt. of English, Tripura University   Member
   e. Prof. Nutankumar S. Thingujam Deptt. of Psychology,
      Tripura University   Member
   f. Head of the Departments Concerned   Member
   g. Finance Officer or his nominee   Ex officio Member Secretary

4. **Local Purchase Committee:**

   a. The Finance Officer   Ex-Officio Chairman
   b. Controller of Examinations, Tripura University   Member
   c. Prof. Swapan Majumder, Deptt. of Chemistry,   Member
      Tripura University   Member
   d. Joint Registrar(Admn.)/ Dy. Registrar, Tripura University   Member
   e. The Dy. Registrar (Finance) or in his absence
      Asstt. Registrar (Finance)   Ex officio Member Secretary
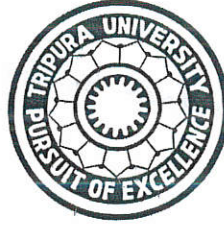
5. Purchase Committee for Directorate of Distance Education, Tripura University:

a.	The Pro-Vice-Chancellor or in absence of Pro Vice Chancellor senior most professor	Ex-Officio Chairman
b.	The Registrar, Tripura University	Member
c.	The Finance Officer, Tripura University	Member
d.	The Dean, Faculty of Science, Tripura University	Member
e.	The Dean, Faculty of Arts7 Commerce, Tripura University	Member
f.	Prof. Ashish Nath, Deptt. of Economic, Tripura University	Member
g.	Dr. Y.V. Krishnaiah, Deptt. of Geography & Disaster Management, Tripura University	Member
h.	The Director, DDE, Tripura University	Ex officio Member Secretary

6. The Tender Acceptance committee for Engineering Cell:

a.	The Registrar, Tripura University	Chairman
b.	The Finance Officer or his representative	Member
c.	The Jt. Registrar/ Deputy Registrar (Administration	Member
d.	Head of the Departments Concerned	Member
e.	The Executive Engineer	Ex officio Member Secretary

All the members of the above committees other than the Ex-Officio, Head of the Departments concerned hold the office for a term of 3(three) years from the date of issue of this notification.

This is issued with the approval of the Hon'ble Vice-Chancellor.

25/12/21

[N. REANG]
Dy. Registrar & Dy. Finance Officer (I/C)

To

All Members of the Committee_____

Copy for information and necessary action to:
1. Dean, Faculty of Science, Tripura University
2. Dean, Faculty of Arts & Commerce, Tripura University
3. The Registrar, Tripura University.
4. Dean, Students Welfare, Tripura University
5. All Heads of Academic Departments_____, Tripura University.
6. All Officers_____, Tripura University
7. All Branches/Sections_____, Tripura University
8. P.S to the Hon'ble Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor, Tripura University.
9. Sri Suman Das, Sr. Technical Assistant please uploaded the same in Tripura University Website.

TRIPURA UNIVERSITY

(A Central University)

PURCHASE AND WORKS MANUAL

No. TU/FIN/PC(Non-Aca)/19/Vol-IV/15   Date: 8th November,2017

1. There shall be the following purchase committees to deal with purchase of goods, services and works for the University:

I. Central Purchase Committee (CPC)

There shall be a Central Purchase Committee (CPC) in the University. It shall be the responsibility of the CPC to examine the comparative statements prepared on technical / financial parameters given in the Notifications inviting Tenders/Quotations/AMC etc. for purchase of goods/services/equipment etc. as well as for repair/maintenance works under all central proposals for office/academic departments and make necessary recommendations related thereto

A.   The composition of the committee shall be as under:

i.	The Pro-Vice-Chancellor or in absence of Pro Vice Chancellor senior most professor	Ex-Officio Chairman
ii.	The Registrar	Member
iii.	Two Professors nominated by the V.C.	Member
iv.	The Director of College Development Council	Member
v.	The Controller of Examinations	Member
vi.	One expert having special knowledge in the item (where necessary) to be nominated by the V.C.	Member
vii.	Finance Officer or his nominee	Ex officio Member Secretary

- The term of office of the members shall be 03 years other than Ex-offico & HOD(s) Concerned from the date of issue of notification.
- The recommendation of the Central Purchase Committee shall be placed before the Vice-Chancellor for approval.
- All purchases should be made subject to availability of fund.
- Five members shall form quorum for a meeting.

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Finance Officer,
Tripura University

(Sanit Debroy)
Registrar (I/C)
Tripura University
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II. Academic Purchase Committee for the Faculty of Science & Engineering and Faculty of Arts & Commerce and other Department as an when it will be created

There shall be an Academic Purchase Committee for the Department Science and Engineering and Department of Arts & Commence and other Department as an when it will be created.

It shall be the responsibility of the Academic Purchase Committee to prepare the NIT/NIQ, to examine the comparative statements prepared on technical/financial parameters as per Notifications inviting Tenders/Quotations/AMC etc. for purchase of goods/services/equipment etc. as well as for repair/maintenance works under all proposals for the academic departments of the Faculty concerned and make necessary recommendations.

A. The composition of the committee shall be as follows:

i.   The Dean of the Faculty concerned   Ex-Officio Chairman

ii. Concerned HOD   Member

iii. Two Professors nominated by the V.C.   Member

iv. Two Associate Professors nominated by the V.C.   Member

v.   The Finance Officer or his nominee   Ex officio Member Secretary

- The term of office of the members shall be 03 years other than Ex-offico & HOD(s) Concerned from the date of issue of notification.
- Five members shall form quorum for a meeting.

III. The Local Purchase Committee:

A. The composition of the committee shall be as follows:

i.   The Finance Officer   Ex-Officio Chairman

ii. Two faculty of the University

    nominated by the V.C   Member

iii. Jt. Registrar/ Dy. Registrar   Member

iv. The Dy. Registrar (Finance) or in his absence

    Asstt. Registrar (Finance)   Ex officio Member Secretary

- The term of office of the members shall be 03 years other than Ex-offico from the date of issue of notification.
- All purchase above Rs.25000.00 and upto 250000.00
- Three members shall form quorum for a meeting.

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IV. Committee for purchase of goods/services/equipments for Project(s):

A. The composition of the committee shall be as follows:

i.	The Pro-Vice-Chancellor or in absence of Pro- Vice Chancellor senior most professor	Ex-Officio Chairman
ii.	Dean of the Faculty concerned	Member
iii.	The Finance Officer	Member
iv.	One Professor nominated by the V.C.	Member
v.	Concerned Principal Investigator(s)	Member
vi.	The Dy. Registrar (Finance) or in his absence Asstt. Registrar (Finance)	Ex officio Member Secretary

- The term of office of the members shall be 03 years other than Ex-offico & PI concerned from the date of issue of notification.
- Five members shall form quorum for a meeting.

V. Purchase Committee for Directorate of Distance Education, Tripura University:

A. The composition of the committee shall be as follows:

i.	The Pro-Vice-Chancellor or in absence of Pro Vice Chancellor senior most professor	Ex-Officio Chairman
ii.	The Registrar	Member
iii.	The Finance Officer	Member
iv.	The Director, College Development Council	Member
v.	One professor nominated by the V.C.	Member
vi.	One Associate Professor nominated by the V.C.	Member
vii.	The Director, DDE	Ex officio Member Secretary

- The term of office of the members shall be 03 years other than Ex-offico from the date of issue of notification.
- Five members shall form quorum for a meeting

2. The above Committees shall be responsible for procurement of Goods & Services as defined hereunder:

The term 'goods' includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machineries, equipment etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library.

The term 'services' includes services of outsourcing staff of securities, sweeping cleaning etc. Annual Maintenance, Repair & Maintenance, Agreements etc.

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3. The procedure to be followed in making procurement for the university School/ Department/Centre/Division/Sections/should conform to the following yardsticks:

(i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Faculty/ School / Department/ Centre/Division/Section.

(ii) The specifications so worked out should meet the basic needs of the Faculty/school/Department /Centre /Section without including superfluous and non-essential features, which may result in unwarranted expenditure.

(iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;

    a. Offers should be invited following a fair, transparent and reasonable procedure;

    b. The procuring authority should be satisfied that the selected offer adequately meets the requirements in all respect

    c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;

    d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

    e. Faculty/School / Department/Centre/Division/Section with the approval of competent authority may procure DGS&D/Government e-Marketplace (GeM) rate contracted goods from the required goods directly from firms/suppliers. The price to be paid for such goods shall not exceed those stipulated in the rate contact.

(iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. Department may also recommend the register suppliers of goods which are specifically required by the Department or Office.

4. **Purchase of goods**

4.1. **Purchase of goods without obtaining any quotation or bids up to the value of Rs. 25,000/-**

Purchase of goods up to the value of Rs. 25,000/- (Rupees twenty five thousand) on each occasion may be made without inviting quotations/ tender or bids. The purchasing authority shall certify as per GFR rules 155 "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned". Alternatively, purchase may be done through GeM.

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4.2. Purchase of goods costing Rs. 25,001/- and upto Rs. 2,50,000/-

Goods costing Rs. 25,001/- (Rupees twenty five thousand one) and up to Rs.2,50,000/- (Rupees two lakh fifty thousand) on each occasion may be purchased on the basis of at least three quotations from reliable firms having trade license, PAN Card, GST registration number, wherever necessary together with acceptable credentials which shall be opened in presence of the Committee members. In such cases of procurement shall be finalized on the recommendations of a duly constituted Local Purchase Committee (LPC). The Local Purchase Committee will ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The specifications so worked out should meet the basic needs of the organization without including superfluous and non-essential features. Care should be taken to avoid purchasing quantity in excess of requirement. Normally the lowest quotation is to be accepted, if the quality and specifications are otherwise comparable.

In these cases, notices inviting quotations shall be displayed in office notice boards, the University website.

4.3. Purchase of goods/services costing Rs. 2,50,001/ - and up to Rs.15,00,000/-.

Goods /Services costing Rupees **Rs. 2,50,001/** and up to **Rs. 15,00,000/-**.shall be purchased by obtaining Bids/Tenders/EOI etc.

In these cases, notices inviting quotations/ bids shall be displayed in office notice boards and the University website, in addition notice may be briefly inserted in Local News Paper depending upon the nature of works/articles/services.

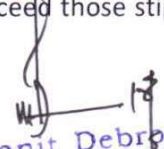**4.4. Purchase of goods/services costing Rs. 15,00,001/ - and above :**

Goods/services costing Rs.15,00,001/- and above shall be procured by floating of Tenders/Quotation/EOI etc. through University Website and CPP Portal (eprocurement.gov.in) as well as newspaper.

Note : In all cases, the quotations/bids/tenders shall be received from at least three quotationers/ bidders/ tenderers. If, in any case, the number of eligible participants become less than three then tender should be invited afresh except some exceptional cases (In some emergency situation Quotation/ Tender/EOI etc. can be considered in first attempt but proper reason/ justification should be recorded in the minutes). If the response to the re-tender is also less than three participants, tender should be invited afresh again. If the response to the third tender/bid/quotation is also less than adequate, then it may be accepted with the approval of the Vice- Chancellor.

4.5. Purchase of goods directly under Directorate General of Supplies & Disposals (DGS&D) / Govt. E- Market place (GeM) and National Informatics Centre Services Incorporated (NICSI) rate contract.

Order for any value may be given only to the firm enlisted in DGS&D/GeM and NICSI schedule of rate contracts. The firm may directly or through his authorized supplier may supply the items. The prices to be paid for such goods shall not exceed those stipulated

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in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract.

In other words, materials, for which the Director General of Supplies & Disposals (DGS & D/GeM) and National Informatics Centre Services Incorporated (NICSI) rate contracts are available, can be purchased directly from the enlisted agencies of DGS & D and NICSI at approved rate contracts.

Construction, Repair, Renovation and Allied matters

5. WORK CONTRACTS FOR ENGINEERING CELL:

All works Contracts of construction, renovation and its related works awarded to vendors irrespective of the amounts shall be supervised by the University Engineering Cell. Executive Engineer/In-charge of Engineering Cell will certify the works bill before it is sent to the Finance Branch for payment along with relevant document.

5.1. Work contracts up to the value of Rs. 25,000/-:

Work contracts up to the value of Rs.25,000/- (Rupees twenty thousand) on each occasion may be made without inviting quotations/tenders or bids by the Executive Engineer/In-charge of Engineering Cell of the University with prior approval/financial concurrence of the authority. The Executive Engineer/In-charge shall certify as per Rule 155 of GFR 2017.

In case of petty works, detailed drawings, designs, calculations etc. are not necessary.

5.2. In respect of Work Contracts costing Rs. 25,001/- (Rupees twenty five thousand one) and up to Rs. 2,50,000/- (Rupees two lakh fifty thousand).

Work contracts may be made on the basis of quotation (at least three quotations) from reliable firms having acceptable credentials, which shall be opened in the presence of willing agents. In such cases of by invitation of quotation works shall be finalized on the recommendations of a duly constituted Tender Acceptance Committee. The Committee shall ascertain the reasonableness of rate, quality and specifications and identify the appropriate vendor/contractor.

Normally the lowest quotation is to be accepted, if the quality and specifications are otherwise comparable.

In these cases, notices inviting quotations shall be displayed in office notice boards and the University website.

5.3. In respect of Work Contract costing Rs. 2,50,001/- and up to Rs. 15,00,000/-, the Engineering Cell shall obtain bids/tenders.

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In these cases, notices inviting quotations/bids/tenders shall be displayed in office notice boards and the University website. In addition notice may be briefly inserted in Local News Paper depending upon the nature of works/articles/services.

5.4. **Work Contract costing Rs. 15,00,001/ - and above:**

Works costing Rs. 15,00,001/- and above shall be procured by floating of Tenders/Quotation/EOI etc. through University Website and CPPP (eprocurement.gov.in) as well as newspaper.

Note: In all cases, the quotations/bids/tenders shall be received from at least three quotationers/bidders/tenderers. If, in any case, the numbers of eligible participants become less than three, then tender should be invited afresh except some exceptional case (In some emergency situation Quotation/ Tender/EOI etc. can be considered in first attempt but proper reason/ justification should be recorded in the minutes). If the response to the re-tender is also from less than three participants, tender should be invited afresh. If the response to the third tender/ bid is also less than three, then it may be accepted with the approval of the Vice-Chancellor.

Further Note: No Construction/Renovation/Repairing work costing above rupees Seventy five lakh shall commence unless work has been approved by the Building Committee of the University. If, in the opinion on the Chairman of the Building Committee, any emergency arises that requires immediate action to be taken, V.C shall take such action and report the same to the Building Committee at its next meeting. All quotation/tender shall be place before the Tender Acceptance Committee. The Tender Acceptance committee comprising of the following member:

1.	The Registrar	Chairman
2.	The Finance Officer or his representative	Member
3.	The Jt. Registrar(Dev. & Planning)	Member
4.	HOD Concerned	Member
5.	The Executive Engineer	Member Secretary

- Three members shall form quorum for a meeting.
- The term of office of the members shall be 03 years from the date of issue of notification

5.5. The UGC Guidelines for construction of buildings should be strictly followed in case of construction of new buildings.

Note: In all above cases Financial Concurrence/Approval from the appropriate authority is required.

6. **PREPARATION OF ESTIMATE BY THE ENGINEERING CELL**

The Engineering Cell shall prepare the cost estimates based on accepted principles.

- All care should be taken to assess the quantities of the item of work close to reality to the extent possible.

- Preparation of detailed design and estimates shall precede any sanction for works.

- Tripura State Public Works Department (PWD) or Central Public Work Department (CPWD) schedule of rates will be followed in preparation of estimates. Wherever rates are not available in Tripura State Public Works Department (PWD) or Central

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Suryaman   2022

Public Work Department (CPWD) schedule of rates, the estimates may be prepared in accordance with other established Government department schedules or in case no such records is available, then they may be based on the sum total of cost of material, labour, overheads and profits (limited to 15%) involved in the item, based on local prevailing market rates.

- No work should be undertaken before issue of administrative approval and financial sanction by the competent authority on the basis of estimates framed. Contract document should be executed in cases of turnkey works or agreements for maintenance of equipment, provision of services, etc. No work of any kind should be commenced without proper execution of an agreement/contract document. Normally, lump sum contracts should not be entered into except in the cases of absolute necessity. Where lump sum contracts become unavoidable, full justification should be recorded. The proposal should be comprehensive and based on detailed drawings, designs, etc. In the absence of detailed drawings, a tentative estimate may be made on the basis of preliminary drawings.

- In case of maintenance/repair work where the quantities cannot be anticipated reasonably and when the extent of damage is not known, the basis of quantity of estimation may be furnished along with the proposal. But before price bid opening, a detailed estimate should be place for comparison with price bids.

- **REVISED ESTIMATE/DEVIATION STATEMENT**

  It may be necessary during the course of execution that a change is made either in the method of execution of the work or the scope of the work may have been enlarged or new additions/alterations to the original contemplation are required to be implemented. In such cases, a Review Committee shall examine the issue and it shall have powers to accept variation within 10% of the approved estimates. In such an event, the original estimate shall be recast and revised estimates shall be prepared for approval. Normally, revised estimate should not exceed 10% of the original cost. Revised estimate above 10% of the original cost shall be referred to higher competent authority. The revised estimate should focus on the elements of excess & savings and list of items, giving the total impact of the revised estimate.

7. **BUY-BACK OFFER**

When it is decided with the approval of the competent authority to replace any existing old item(s) with new and better one(s), the purchasing department should take all possible efforts to trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly.

8. **IMPORTS**

The following points are to be strictly adhered to for imports:

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- When it is contemplated to obtain bids from abroad, the minimum period of submission of bids should be four weeks.
- Imports should normally be made directly from the foreign manufacturing company. In the event a purchase is made through an Indian agent of the foreign company, the proof that the Indian agent is an authorized agent of the foreign company, must be an essential part of the documents pertaining to the purchase. Any agency commission which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which allows payment in foreign currency).
- Copy of the agency agreement between the foreign principal and the India agent showing relationship between them and their mutual interest in the business is to be ascertained.
- Nature of after-sales service to be rendered by the Indian agent needs to be clearly specified.
- Wherever required, the University shall avail the services of clearing/consolidation agents for foreign consignments arriving by air/sea. Such clearing agents shall be hired (on specific contract with the University) on term basis or single consignment basis whichever may be advantageous to the University. The department concerned should initiate necessary steps to ensure clearance of consignment from appropriate authority and arrange way bills, etc. for transportation in time to avoid any demurrage whatsoever.
- Generally all import contracts are concluded on Free on Board (FOB)/Free Alongside Ship (FAS) basis. In case of air-consignment, air- lifting of imported goods from abroad will be preferably done through the National Carrier i.e., Air India.
- However, before processing/finalization of any case, the Government instructions in this regard are to be checked and complied with.
- Where delivery of imported goods is required by the Tripura University on Cost, Insurance and Freight (CIF)/Carriage and Insurance paid (CIP) basis, the supplier shall arrange and pay for marine/air insurance making the purchaser the beneficiary. Where delivery is on Free on Board (FOB)/Free Alongside Ship (FAS) basis, marine/air insurance shall be the responsibility of the University.
- The supplier shall not arrange part-shipment without the express/prior written consent of the University.
- **Notification and Documents after Dispatch of Goods**

  Immediately after dispatch, the supplier shall notify the University the complete details of dispatch and also supply relevant documents in terms of the contract.

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- **Currency**

  The tender documents are to specify the currency (currencies) in which the tenders are to be priced. As a general rule, domestic tenderers are to quote and accept their payment in Indian currency; Indian agents of foreign suppliers are to receive their agency commission in Indian currency; costs of imported goods, which are directly imported against the contract, should be quoted in foreign currency (currencies) and paid accordingly in that currency (those currencies); and the portion of the allied work and services, which are to be undertaken in India (like installation &commissioning of equipment) are to be quoted and paid in Indian currency.

- **Customs Duty**

  In respect of imported goods, the tenderers shall also specify separately the total amount of customs duty included in the quoted price. The tenderers should also indicate correctly the rate of customs duty applicable for the goods in question and the corresponding Indian Customs Tariff Number. Where customs duty along with Countervailing Duty (CV duty) is payable, the contract should clearly stipulate the quantum of duty payable etc. in unambiguous terms. The standard clauses to be utilized for this purpose are to be incorporated in the tender enquiry documents.

  The government has allowed exemption from payment of customs duty in respect of certain types of goods for use by the following organizations:

  (a)   Scientific and technical instruments imported by Research Institutes.

  (b)   Hospital equipments imported by Government Hospitals.

  (c)   Consumable goods imported by a public-funded Research Institution or a University.

  However, to avail of such exemptions, the organizations are required to produce "Customs Duty Exemption" certificate and "Not Manufactured in India" certificate at the appropriate time.

  The relevant contemporary instructions covering these aspects should be incorporated in the tender enquiry document and in the resultant contract.

- **Terms of Payment**

  Cases where Installation, Erection and Commissioning (if applicable) are not the responsibility of the Supplier : 100% net Free on Board (FOB)/Free Alongside Ship (FAS) price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers' test certificate, etc.

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Cases where Installation, Erection and Commissioning are the responsibility of the Supplier :

80%-90% net Free on Board (FOB)/Free Alongside Ship (FAS) price shall be paid against invoice, inspection certificate (where applicable), shipping documents, etc. and the balance within 21-30 days of successful installation and commissioning at the consignee's/University's premises and acceptance by the University.

Payment of Agency Commission against Free on Board (FOB)/ Free Alongside Ship (FAS) Contract:

Entire 100% agency commission is to be paid after all other payments have been made to the supplier in terms of the contract.

Payment of agency commission shall be made after full completion of delivery process of procurement.

9.   TENDER/BID DOCUMENT

The tender papers are very important documents on which invitation of tender and subsequent agreements with the vendor/contractor are based. This forms an integral part of the contract and therefore it should be clear, specific and comprehensive.

- It should be ensured that the Tender document is complete in all respects and consists of the Notice Inviting Tender (NIT), Instructions to Bidders, Scope of work, General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Technical specifications (if any), bill of quantities, drawings, etc. as relevant for various category of procurement and works contracts.
- Measures to be adopted in the event of breach of contract and method of settling dispute and termination of the contract shall also to be clearly incorporated in the tender document.
- Time of completion is the essence of any contract. The same must be clearly spelt out in the Notice Inviting Tender (NIT). It must clearly provide for penalties to be levied on the contractor for non-fulfillment of contractual obligations within the stipulated time.

- The Notice Inviting Tender (NIT) has also to clearly show to whom the tender is to be addressed. The place and time of receipt of the tender also should be clearly mentioned in the Notice Inviting Tender (NIT).

10.   SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract (SCC) for any tender is specific to that tender only. This cannot be common to all tenders. However, if similar tenders are invited at the same time, many provisions of the Special Conditions of Contract (SCC) may be common. The Special Conditions of Contract (SCC) have to be formulated specifically as per the requirement of the work.

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11. **TENDER ENQUIRY**

This system may ordinarily be adopted when estimated value of goods to be procured/ Work Contract value rupees five lakh and above. The tender enquiries should be hosted on Tripura University Website for wider participation.

12. **SINGLE TENDER ENQUIRY**

The single tender system may be adopted in case of purchase of articles which are specifically certified to be of proprietary nature by the indenting department or when it is certified by the indenting department that a particular brand item is required to be purchased in the interest of the University.

Purchase through Single Tender Enquiry may also be adopted when:

(a)   It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.

(b)   In case of emergency, the required goods are necessarily to be purchased from a particular source subject to the reason for such decision being recorded and approval of the Vice-Chancellor obtained.

(c)   For standardization of machinery or components or spare parts to be compatible to the existing sets of machinery/equipment [on the advice of a competent technical expert and approved by the Vice-Chancellor], the required goods are to be purchased only from a selected firm.

A certificate in the following form is to be provided by the indenting department with countersignature of the Head/In-charge of an Academic or Administrative department/Principal Investigator/Project Coordinator, et al., before procuring the goods from a single source/Proprietary Article Purchase through Single Tender.

(i)The indented goods are manufactured by M/s ....

(ii)No other make or model is acceptable for the following reasons:

....
....
....

(Signature with date and designation of the Head/ In-charge of an Academic or Administrative department/Director of the Centre/Principal Investigator/Project Coordinator, et al., for project purchases)

Single source procurement (awarding of contract on nomination basis) can also be made in rare and exceptional cases like:

When the supplier or contractor has exclusive rights in respect of the goods or services and no reasonable alternative or substitute exists.

For instance

(i)   Where the procurement is possible from a single source only.

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(ii) Where the person, supplier, agency or contractor has exclusive rights or expertise in respect of the goods and services and no reasonable alternative or substitute exists.

(iii) Where notification for tender was floated on several dates but there were no bidders, etc.

(iv) during natural calamities.

This normal rule may be departed from and such contracts may be awarded through negotiations, with the approval of the Vice-Chancellor.
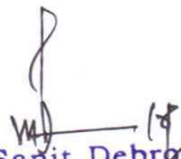
13. **PUBLICATION OF TENDER**

Note I

Tender notice shall always be given due publicity in the manner indicated above and detailed below. The use of intermediate general suppliers should be discouraged. Open Tender/EOI/Quotations for supply of articles or stores or for execution of works shall be invited in the following manner:

Sl. No.	Item	Manner of Tender
1	For procurement of articles or stores or for execution of works and services with estimated value upto Rs.25000.00	Purchase of goods or works up to the value of Rs. 25,000/- on each occasion may be made without inviting quotations/ tender or bids. The purchasing authority shall certify as per Rule 155 of GFR 2017. That the purchase has been made at reasonable market price in such cases of purchase from the open market without tender/ quotation.
2.	For procurement of articles or stores or for execution of works and services exceeding Rs. 25,000.00 and up to Rs. 2,50,000/-	In these cases, notices inviting Quotations/EOI/Tender shall be displayed in office notice boards and the University website.
3	For procurement of articles or stores or for execution of works and services estimated value exceeding rupees 2,50,000/- upto Rs.15,00,000/-	In these cases, notices inviting quotations/bids/tenders shall be displayed in office notice boards and the University website. In addition notice may be briefly inserted in Local News Paper depending upon the nature of works/articles/services.
4	For procurement of articles or stores or for execution of works and services with estimated value exceeding Rs.15,00,000/- and above	Tenders/EOI/Quotations shall be briefly inserted in three news papers out of which one may be National news paper depending upon the nature of works/articles/services. Details of the same shall be uploaded in University Website and in CPP Portal.

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Note II

A minimum period, as stated below, shall be allowed for submission of the tenders from the **final** publication date.

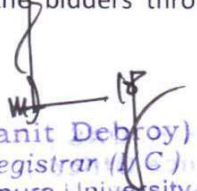| Sl. No.	Item	Minimum period for submission of tender from the last date of publication
1	For supply of articles or stores or for execution of works and services with estimated value not exceeding rupees five lakh.	One Week
2	For supply of articles or stores for execution of works and services with estimated value up to rupees ten lakh	Two Weeks
3	For supply of articles or stores or for execution of works and services with estimated value up to rupees one crore.	Three Weeks
4	For supply of articles or stores or for execution of works and services with estimated value exceeding rupees one crore.	Four Weeks

Note III

In case of any emergencies such as sudden failure of machines, etc. when it is not possible to make the purchases after calling tenders or quotations, the University may purchase directly fittings, sanitation and sewage plant fittings and parts for pumps, compressors, engine and motors in use in the water supply and Conservancy work in the establishment after getting due financial concurrence. A certificate should always be recorded in each such occasion by the concerned Departments/Branches.

14.   **RECEIPT OF TENDERS AND THEIR ACCEPTANCE**

The following procedure shall be followed in connection with the receipt and opening of tenders and their acceptance.

- The acceptable mode of receipt of tender enquiries is through Speed Post or deposit in the prescribed Tender Box of the concerned department as specified in Tender documents.
- Tenders issued and received are to be entered in the Tender Register chronologically specifying the date and time of receipt.
- As far as possible the tenders are to be opened on the due date and time specified in the Notice Inviting Tender (NIT). If the tenders are not opened on the due date and time specified, specific approval of the Vice- Chancellor is to be taken, furnishing reasons for extending the date of opening. The extended date and time of opening of the tender should be communicated to all the bidders through

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website/newspaper(s) in case of open tender sufficiently in advance before the extended date and time of opening.

- In case of two parts tendering, the Techno-Commercial bid will be opened first and after Techno-Commercial evaluation, the Price Bids of only technically qualified bidders will be opened. All the tenders received shall be serially numbered and signed in all pages by the Officials opening the tenders.

- The authorized representatives of the bidders should be permitted to attend the bid opening and put their signature on the comparative statement.

- Once the tender/offer has been opened, no alteration or modification to bids shall be allowed.

- Officials opening the tenders should invariably put dated initial on corrections/additions in the essential parts of the tender documents and also date and initial on each page of the tender documents irrespective of the fact whether they contain or do not contain any corrections or overwriting, etc.

- GST and Income Tax clearance certificate should be furnished by the contractors for contract value above rupees fifty thousand.

15.   EVALUATION OF TENDER

- **Single Part Tender**
- **Two Part Tender**

For high value purchase exceeding rupees ten lakh or for purchasing plant, machinery, equipment, etc., of complex and technical nature, bids may be invited in two parts as under depending upon the nature of the works/articles/ services:
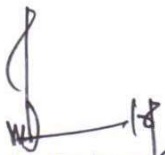
(a)The technical bid consisting of all technical details along with commercial terms and conditions,

(b)Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate cover duly super scribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids shall be opened by the authorized Committee at the first instance and evaluated by a competent Committee. At the second stage, financial bids of only the technically acceptable offers shall be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation, the lowest rate financial bid from among the technically qualified bidders shall be accepted.

- Techno-commercial evaluation shall be done by the authorized Committee.

- During evaluation, if any technical or commercial clarifications are required, the same shall be obtained either through correspondence or discussions with tenderers. The proposal for acceptance of techno-commercial bids shall be recommended by the Committee. Price bids of only Techno-commercially is acceptable parties will be opened.

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- After opening of the price bids, a comparative statement is to be prepared and signed by members of the authorized Committee.

  Bidders are not allowed to revise price bids after opening of Technical Bid.

16. SCRUTINY OF TENDERS

All the tenders received shall be scrutinized by the authorized Committee and the lowest offer shall normally be considered, if it is consistent with the specifications and requirements of the department. In the event of selection of offer higher than the lowest, specific reasons and justifications for rejecting each lower offer shall be placed on record and such recommendations shall be submitted for approval of the Vice-Chancellor.

17. COMPLETION CERTIFICATE

Before final payment is released to the contractor/vendor, he has to produce a Completion Certificate as the proof of total completion of work /service. The said Completion Certificate shall be issued to the contractor/vendor by the Executive Engineer in the case of work done under Engineering Cell and by the concerned Head/In-charge of the Academic or Administrative department of the University/Principal Investigator/Project Coordinator, et al. in the case of services rendered/ purchases.

18. EXCESS OVER ESTIMATES

In case any excess expenditure is anticipated during execution of the work, necessitating preparation of revised estimates/ deviation statement and also in respect of maintenance works, additions and alterations (if any) to the work envisaged, they need to be recorded in writing and approval of the Vice-Chancellor shall be obtained from time to time.

19. EXTENSION OF TIME

Time is the essence of all contracts and therefore the time required for completion for each contract is to be carefully fixed taking into account the availability of material, local conditions, hindrances due to rain and standard of finishing expected. The contract should provide suitable penalty to be levied due to delay on the part of the contractor/vendor. Wherever slippage is noticed on the part of the contractor/vendor, the same should be brought to the notice of the contractor/vendor in writing. This would ensure that no act is done to nullify or vitiate the provision of the contract connected with the time factor. The authority empowered to execute the contract shall keep a close watch over the work by the contractor/vendor and no extension should ordinarily be granted.

- Reasonable mobilization time, as provided in the contract, from the date of order, shall be permitted to the contractor/vendor. However, the effective date of the contract shall be reckoned from the date of order.

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- Any lapse on the part of the contractor/vendor in execution of the work should be intimated to him immediately in writing. Any continuing lapse may be viewed seriously and the matter should be brought to the notice of competent authority for taking remedial action as deemed fit.

- If the work is delayed due to happening of any of the following events, the contractor/vendor shall immediately give notice thereof in writing to the University but shall nevertheless use his best efforts to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of University to proceed with the work/job :

(a) Abnormally inclement weather for a considerable time.

(b) Serious loss or damage.

(c) Delay on the part of other contractors engaged by the University in executing the work, which does not form part of the contract.

(d) Any other cause which is considered to be beyond the reasonable control of the contractor/vendor.

- The request in writing for time extension has to be made within fifteen days of the happening of the event causing delay to the University, giving full justification for the same.

- The subject matter of according extension on repetitive manner and on casual grounds such as labour problem, etc. must not be entertained.

20. TENDER FEE, EARNEST MONEY DEPOSIT AND PERFORMANCE SECURITY

20.1. Tender Fee

Price of tender document should take care of the preparation and delivery cost only. If it is too high, it will discourage the prospective bidders to purchase the document and participate in the bidding process. The tender fee is to be fixed on case to case basis. Tender Fee is to be deposited through Account Payee Demand Draft/ Pay Order in favour of Finance Officer, Tripura University.

20.2. Earnest Money Deposit

Depending on the type of goods to be purchased or work to be done, Earnest Money Deposit (EMD), also known as Bid Security, may be obtained from the bidders except those who are registered with Directorate General of Supplies & Disposals (DGS&D), and registered under National Small Industries Corporation (NSIC) or any Government organization to safeguard against a bidder withdrawing/altering his bid during the bid validity period. The bidders are required to furnish Earnest Money Deposit (EMD) along with their bids. Amount of Earnest Money Deposit (EMD) should ordinarily be between five per cent and ten per cent of the estimated value of the goods to be purchased or work to be done.

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The Earnest Money Deposit (EMD) may be accepted in the form of Account Payee Demand Draft, Banker's Cheque or a Bank Guarantee in acceptable from any of the Nationalized Banks, safeguarding the purchaser's interest in all respects. The Earnest Money Deposit (EMD) shall remain valid for a period of ninety days beyond the final tender validity period.

20.3. Refund of Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than sixty days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security from him as stipulated in the contract.

20.4. Forfeiture of Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

20.5. Performance Security

To ensure due performance of the contract, performance security is to be obtained from the successful bidder awarded the contract except those who are registered with National Small Industries Corporation (NSIC). Performance Security should be of an amount of ten to fifteen per cent of the value of the contract. Performance Security should be furnished in the form of an Account Payee Demand Draft, or Bank Guarantee from a Nationalized Bank in an acceptable form safeguarding the interest of the University in all respects. Performance Security is to be furnished within a specified date (generally twenty one days after notification of the award) and it should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.

20.5.1. Refund of Performance Security

Performance Security should be refunded to the supplier without any interest, whatsoever, after he duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

20.5.2. Forfeiture of Performance Security

Performance security is to be forfeited and credited to Tripura University in the event of a breach of contract by the tenderers, in terms of the relevant contract.

20.6.1 Works Register for Engineering Cell

Engineering Cell shall maintain Works Register incorporating details of work executed during the financial year in a comprehensive manner highlighting:

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1. The description of work taken up

2. The **NIT** No. and date

3. The Work Order No. and date

4. The value of the work order

5. The name of the agency

6. The rate and time contract stipulation

7. The details of technical sanction and administrative approval

8. The Completion Certificate and details of release of security deposit

The maintenance of such Works Register would facilitate the task of watching the details of works undertaken and execution effected.

20.6.2 Security Deposit Register

The maintenance of Security Deposit Register by the concerned Departments is essential in recording the transaction of security deposit received and released periodically. Concerned Departmental Head should look after the aforesaid aspect and recommend release of security deposits at regular intervals. The non-enlisted cases should also be recorded with appropriate reasons thereof.

21. ADVANCE PAYMENT TO SUPPLIER /CONTRACTOR

Ordinarily, payments for supplies made or services rendered should be released to the vendor/service provider only after the supplies have been made or services have been rendered. However, it may become necessary to make advance payments in the following types of cases:

- Advance Payment demanded by firms holding maintenance contracts for Computer Networking, Website maintenance, Pest Control, maintenance of sophisticated and costly equipment and machinery like Elevators, Transformers, Vehicle, CCTV, Air-conditioners, Servers, Computers, Printers, UPS, EPABX Telephone System, Fax Machines, Photocopiers, Water Coolers and Purifiers, Office Equipment, and other costly equipments.

- Advance payment demanded by firms against fabrication contracts, turn-key contracts, etc.

  Such advance payments should not exceed the following limits:

- Thirty percent of the contract value to private firms on submission of bank guarantee of equal amount in favour of the University.

- Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking (PSU).

- In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

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- In case of foreign transaction 100% advance payment may be made after opening of Letter of Credit (LC)/Telegraphic Transfer (TT)/ Wire Transfer as per terms and conditions of foreign transaction as demanded by the vendor.

In exceptional cases, concerned department may, with the approval of the Vice-Chancellor, relax the ceilings mentioned above.

22. POST-TENDER NEGOTIATIONS

There should be no post-tender negotiations except in certain exceptional situations as listed below:

- Procurement of proprietary items;
- Procurement of items with limited sources of supply; and
- In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item - thus jeopardizing the essential operations, maintenance and safety - negotiations would be permitted for the supply/services of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through re-tendering following the normal tendering process.

23. PENALTY CLAUSES

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier/contractor to take care of delays in supplies and performance, for which the supplier/contractor is responsible. The delay attributable to casual reasons is not tenable and deserves application of penal clause.

24. ENLISTMENT OF CONTRACTORS/VENDORS

The University units/branches/cells shall maintain a comprehensive list of vendors/contractors to whom enquiries can be sent in case of Urgent Tender Enquiry and shall call for applications from time to time through usual enquiry/advertisements/ website, etc. for enlistment of vendors/contractors for various categories of procurement, civil and electrical works. The list of approved vendors/ contractors shall be reviewed periodically, preferably once in a calendar year, and kept up to date. If a vendor/contractor is enlisted with State/Central Government, Railways or Public Works Department (PWD), Central Public Works Department (CPWD) due recognition is to be given to that. Any addition to the list of vendors/ contractors at any time can be done by scrutinizing all the eligibility criteria.

The guiding principles that may be adopted for the enlistment of vendors/contractors are broadly enumerated in the following paragraphs:

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- **Financial soundness**

Assessment of financial soundness of vendors/ contractors is an important factor to be considered before enlisting them. In support of their financial soundness, vendors/ contractors should be required to submit yearly appraisal from their bankers, audited Annual Accounts and other documentary evidences as applicable.

- **Technical competence**

Vendors/contractors should have satisfactorily executed similar work of value not less than 75% of the value of tender during the last three years before the submission of their applications for enlistment. Their capacity may be assessed by verification of certificates and testimonials regarding satisfactory completion/ execution of such contracts from their principals.

- **Manpower**

Certain jobs/service contracts, depending on their magnitude, may warrant employment of suitable, experienced and qualified technical personnel by vendors/contractors. In all such cases, before enlisting vendors/contractors, it is to be seen whether the vendors/ contractors have on their rolls the required number of such technical personnel. In order to verify this, the vendors/ contractors may be required to submit, with their application for enlistment, full details about their organization and list of key personnel.
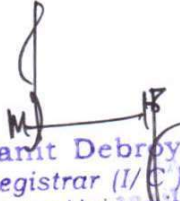
25. **MAINTENANCE CONTRACT/SERVICE CONTRACT**

It may be necessary to enter into maintenance/service contract especially for maintenance of Computer Networking, University Website, Pest Control, maintenance of sophisticated and costly equipment and machinery like Elevators, Transformers, CCTV, Air- conditioners, Servers, Computers, Printers, UPS, EPABX Telephone System, Fax Machines, Photocopiers, Water Coolers and Purifiers, Office Equipment and other costly equipment.

The following procedure is to be followed while entering into any maintenance contract/service contract:

As far as possible, the University will give preference to the manufacturer of the product/exclusive service provider.

Before finalization of maintenance/service contract, service provider's performance, clients' list, performance certificates, company's profile, etc. should also be evaluated. On the basis of performance report and company's profile and rates, the contract should be awarded after approval by the Vice-Chancellor. The Departmental Head/In-charge of an Academic or Administrative department of the University/Principal Investigator/ Project Coordinator, et al. will certify and give specific comments on performance of the service provider during contract period for the extension/ renewal of the contract with the same service provider.

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26. **OUTSOURCING OF SERVICES FOR CLEANING, SECURITY, CARHIRING ETC.**

Tender Enquiry is to be published in newspaper and University website for engagement of agency for outsourcing of services for cleaning, security, vehicle hiring etc.

Procurement of service of consultants for the purpose of project planning, feasibilities studies, project management, advisory services etc. may be made as and when needed and so approved by the Vice - Chancellor.

Before finalization, agency's performance, Clients' list, performance certificate, profile of the agency, etc. should be evaluated properly. On the basis of performance report the service contract may be issued for a maximum period of three years at a time.

It is to be ensured that the service provider to whom the work has been awarded complies with all the statutory requirements as prescribed under labour and other laws such as ESI Act, PF Act, etc.

27. **Repeat Orders**

- Repeat Orders are those orders, which are placed on the parties at the same rate, terms and conditions of the previous order.

- Repeat order may be placed by appropriate authority of the indenting department of the original order within in year of placing the original order.

28. **PURCHASE OF BOOKS AND JOURNALS FOR LIBRARIES OFTHE UNIVERSITY**

Library Committee is the sole authority to recommend for purchase of books, e-books, journals, e-journals etc. However, books, journals, e- books etc. are not store items, it is not feasible to obtain quotations as the rates are per-determined by the publishers. Regarding purchase of books, journals and periodicals etc. for the libraries of the University, purchase procedure would be followed as per General Financial Rules, Govt. of India.

29. **PURCHASES UNDER PROJECTS**

If the purchase is made wholly from the funds provided by the sponsor(s) and the sponsor(s) does (do) not specify any procedure to be followed, the purchase procedure to be followed would be as per the University purchase procedure.

30. **DISPOSAL OF OBSOLETE MATERIALS / ITEMS, ETC.**

An item may be declared obsolete/unserviceable, if the same is of no use to the administrative/academic department of the University. Under such circumstances, the materials/items should be disposed of in the best interest of the University. The materials/items to be declared obsolete/unserviceable should be examined by a Committee to be appointed by the Vice-Chancellor. The said Committee would declare the materials/items as obsolete/ unserviceable or otherwise and order their disposal.

The obsolete/unserviceable materials should be disposed of as and when required through tender notice to be published in the University website and newspapers.

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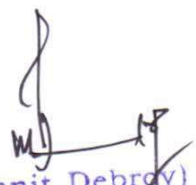Registrar (I/ C)
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31. **EMERGENCY PROVISION**

The Finance Committee, Tripura University, may relax the application of the aforesaid rules in emergency cases

32. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2017) as issued and amended from time to time.

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GUEST HOUSES

GENERAL GUIDELINESTO BOOK ACCOMMODATION AT TRIPURA (CENTRAL) UNIVERSITY GUEST HOUSE

With an objective of IRG, it is proposed that guidelines to book accommodation at Tripura University Guest House may be updated as follows and uploaded on the University website. Following guidelines are proposed:

The Tripura Central University, Agartala permits use of Guest House to specific class of persons while staying at Tripura, subject to following, but not exclusive of following conditions:

1. The person should be employee of Central /Tripura state government, Universities, or colleges or at Agartala in connection with official/research work in Tripura University.

2. Except case based exigencies, permission shall be given for maximum of five days stay at a single stretch.

3. The person desirous of availing of the facility should apply in advance to the office of Registrar either through mail or hardcopy with full personal and professional details including that of companion(s), and the purpose of visit/stay at the Agartala/University. Applications only routed through proper channel or recommended by the permanent employees of Tripura University would be considered. All booking will be made through the office of Registrar.

4. In exceptional situations and overriding conditions, the approval may be canceled and in that case, intimation shall be sent in the same manner in which the request was made. University shall not be responsible for any loss/delay/misplacement in any manner or whatsoever reasons.

5. The University has laid down certain Dos and DON'Ts while at the Guest House so as to ensure pleasure and comfortable stay to every guest, a copy of which is available in each room and is fixed at the display board.

6. In pursuance to cashless policy of Tripura University, It is strictly directed that all payments to the Guest House must be made through digital mode, but in exceptional case cash may be also paid to the Reception Counter of Guest House.

7. Guests are welcome with suggestions/ complaints to improve the services in the Guest House.

8. All general government rules/orders/guidelines shall prevail.

TRIPURA UNIVERSITY

Guest House

Form for Reservation of Accommodation

Name of the Guest : _____

Designation (with complete official address) : _____

Address : _____

Telephone No. : _____

Nationality : _____

Name and relationship of the accompanying : _____

person _____

Date and time of arrival : _____

Date and Time of Departure : _____

Purpose of visit : _____

No. of Rooms required : _____

Mode of payment

     Personal : _____

     University/Department : _____

Advance Paid : _____

Any serious illness: Yes/No : _____

Date   Signature of the Guest

Booked /Recommended by

Official/Personal

Name and designation of Tripura University Employee

DO'S

PLEASE

(i) Enter the Guest House only with clear approval for its use.

(ii) Stay only for the period having prior approval and check out as the room might be booked for some other guest.

(iii) Seek prior approval in case stay needs extension.

(iv) Keep the approval letter and ID during the entire stay in the Guest House and show them, if requested by University's officials.

(v) Maintain proper decorum and silence while at corridors/lobby/any other common place and due courtesy be shown to other guests.

(vi) Use the TV & music in your room so as not to disturb others.

(vii) Be polite to receptionist/caretaker/ housekeeping attendants/ other officials on duty and in case of any inconvenience, ask for being connected to appropriate Officials of the University.

(viii) Take every care to ensure that no water/electricity/complimentary consumables etc are wasted or linens/mattresses unnecessarily soiled or misused.

(ix) Handle gadgets like TV, Tea flasks etc. with reasonable care and keep remote controls at proper place before leaving the room.

(x) Inform staff on duty at least one hour before checkout so as necessary billings etc. can be readied.

(xi) The daily checkout hours shall be as on Guest House Notice Board.

(xii) Settle all bills before checkout.

(xiii) Cooperate in implementing any other matter which may be essential to improve the general harmony and discipline within the Guest House

DON'TS

PLEASE

(i) Do not stay in the room beyond the period for which approval was given and do not use the lobby/ reception/common space beyond such reasonable time as could be necessary for the stay within the Guest House.

(ii) Stay only in the specified room and do not swap or share others' rooms.

(iii) While at stay in the Guest House, do not stay outside late night and if unavoidable, the receptionist/ caretaker/other official on that behalf must be informed well in advance.

(iv) Do not ask University's employees on duty at the Guest House to bring items (including food, tea etc.) from outside.

(v) Do not expect room services except those complimentary like morning tea, newspapers, refill of consumables.

(vi) Do NOT pay any tips.

(vii) Do not unnecessarily stroll around and lounge outside your room.

(viii) Do not remove newspapers/magazines/brochures from lobby.

(ix) Do not consume cigarettes, betel leaves, alcohol in lobby, common places and rooms of the Guest House and also do not keep alcohol bottles in your baggage during stay in the guest house.

(x) Do not keep cash or costly items like jewels etc in the room and the University or any of its employee/ outsourced workers shall not be responsible for any losses.

(xi) Do not discard bed sheets, pillow covers etc. for daily washing if they can be continued more than for one day(s) by the same guest because unnecessary use of detergent should be avoided as an environmental policy.

RESIDENCE ALLOTMENT RULES
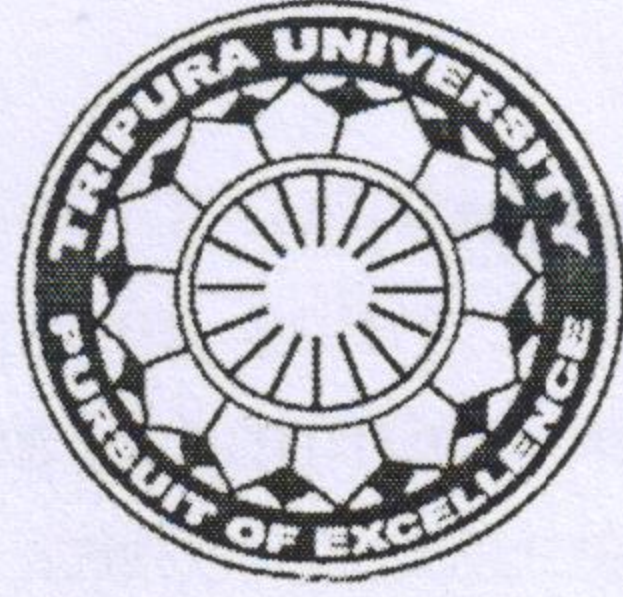
REVISED TRIPURA UNIVERSITY RESIDENCE ALLOTMENT RULES 2016
(Revised in 2021 and approved in 35th Executive Council dated 29.01.2021)

1. TITLE AND SCOPE:
1.1.	These Rules shall be called the "Rules for Allotment of Residential Accommodation".
1.2.	These Rules shall come in to force with immediate effect.
1.3.	With its coming into force, these Rules shall supersede the earlier Rules of allotment of Quarters.
1.4.	Allotment already made under the provisions of the earlier Rules shall continue to be valid.
1.5.	These Rules shall apply to the regular employees of the University.
1.6.	It shall not be obligatory on the part of the UNIVERSITY to provide residential accommodation for its entire staff.
1.7.	The allotment of residences will be made on the basis of availability of residential accommodation as per the rules.
1.8.	The regular employees of the University will be considered for allotment of residential accommodation under the administrative control of the TRIPURA UNIVERSITY.

2. DEFINITIONS:
2.1	"University" means Tripura University.
2.2	"Employees" means the employees of the University.
2.3	"Allottee" means an employee to whom residential accommodation is allotted
2.4	"Family" means the wife or husband, as the case may be, and children, parents, brothers and sisters residing with and are dependent of an employee.
2.5	"License Fee" means the amount payable by the allottee for a residence allotted to him/her under these rules, exclusive of electricity charges.
2.6	"Pay" means Pay in pay band (PB) plus GP/AGP/level of pay in the pay matrix of the Allottee as may be modified from time to time by Government.
2.7	"Entitlement" means the highest type of accommodation that an employee is eligible.
2.8	"Subletting" or sharing of accommodation by an allottee with another person with/ without payment of License fee is not permissible but does not include any sharing of accommodation with casual guests or with close relatives and personal servants.
2.9	"ASA" means Automatic System of Allotment of Quarters to the employee of the University under this rule.

3. Classification of accommodation-
The classified types of accommodation in Tripura University general pool are Type I, Type II, Type III, Type IV.

Provided that type I to IV accommodations shall be classified as lower type of accommodation and from Type V and above accommodation shall be classified as higher type of accommodation.

4. Classification of hostel accommodations-
(a)	Double Suite;
(b)	Single Suit with Kitchen;
(c)	Single Suite without Kitchen; and
(d)	Working Girls Hostel.

5.   **Entitlement for types of accommodation.-**

(1)   Save as otherwise provided in these rules an applicant shall be eligible for allotment of residence of the type as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-

TABLE I

Type of Residences (1)	Existing Grade Pay/ Basic Pay (2)	Level in the pay matrix (3)
I	Rs. 1800	1
II	Rs. 1900, Rs. 2000, Rs. 2400 and Rs. 2800	2, 3, 4, 5
III	Rs. 4200, Rs. 4600, Rs. 4800 And Rs. 5400	6, 7, 8, 9
IV	Rs. 5400 & above	10 & above

(2)   Save as otherwise provided in these rules an allottee shall be eligible for allotment of hostel accommodation as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-

TABLE II

Type of hostels (1)	Existing Grade pay/pay scale (2)	Level in the pay matrix (3)
Single suite (without kitchen)	Rs. 4200 and above	Level 6 and above
Single suite (with kitchen)	Rs. 4200 and above	Level 6 and above
Double suite	Rs. 5400 and above	Level 9 and above
Working Girls Hostel	All lady employees without limit of emoluments shall be eligible	All lady employees without limit of emoluments shall be eligible

(3)   The assessment of priority date and preparation of waiting lists for different types of accommodations shall be as under:

(a)   The priority date in respect of type I to type III accommodation shall be determined on the basis of the date of joining of the employee in the T.U. service and the eligibility for the type of accommodation shall be decided as per level of the applicant in the pay matrix:

Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such applicant.

(b)   The priority date in respect of type IV and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.

(c)   The inter-se seniority for the type IV and above accommodation shall be considered on the basis of the following factors, namely:-

(i) where the priority date of two or more applicants is the same, the applicant having the higher level of pay shall be senior in the waiting list;

(ii) where the priority date and the pay in the level of two or more applicants are the same, the applicant who has joined the T.U. service earlier shall be senior in the waiting list; and

(iii) where the priority date, pay in the level and the date of joining the T.U. service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.

(d)   The applicants entitled for type IV accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type III accommodation:

(4) Personal Pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.

(5) Non Practicing Allowance (NPA) or any other such component of pay shall not be considered for the purpose of determining the inter se seniority in the waiting list.

PART II
ALLOTMENT PROCEDURE

6. Application for accommodation

(1) Every T.U. regular employee on joining duty on his first appointment may make an application online or manually through his office to the Registrar for allotment of accommodation to which he is eligible under these rules and the entitled type of accommodation shall be offered as per the priority date in accordance with these rules having regard to the allottee's preference:

Provided that no application shall be entertained for accommodation within six months of the date of superannuation.

(2) Applications received prior to the specified bidding date shall be included in the respective unified waiting list and considered for allotment in the next bidding cycle subject to fulfillment of terms and conditions for allotment as per these rules.

(3) The applicant shall furnish various particulars in form specified by the T.U. which shall be verified by the office of the applicant and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation, if allotment was made based on incorrect information.

7. Preparation of waiting lists for various types of accommodation.-

(1) A unified waiting list shall be prepared for each type of accommodation.

(2) A unified waiting list shall have names of the applicants applied for initial as well as for change of accommodation and shall be prepared as per entitlement for a type of accommodation.

(3) The names of applicants entitled for Type IV & above accommodation shall be included in all unified waiting lists of below types of accommodation for which they are eligible.

(4) The names of applicants entitled for Types II, III accommodation shall be included in all unified waiting lists of one type below accommodation for which they are eligible.
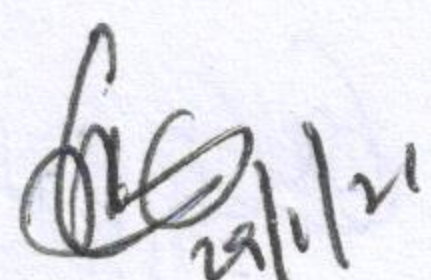
8. Deletion of names of non-serious applicants from unified waiting lists.-

The names of applicants, who have neither updated their personal data nor opted for any accommodation during the past one year, shall be automatically deleted from the unified waiting list:

Provided that the applicant whose name is deleted may get his name activated again by filling prescribed form and such applicant shall be considered in the unified waiting list of the respective type of accommodation.

9. Offer of allotment of accommodation.-

(1) Save as otherwise provided in these rules, accommodation falling vacant in all types including hostel accommodation will be allotted by the Registrar's Office through **Automated System of Allotment** to the applicant applying for initial allotment or for change of accommodation from the unified waiting list for that type of accommodation under these rules.

(2) The Registrar may, in emergent circumstances where the accommodation in occupation of the allottee is required to be vacated, allot him an alternate accommodation of the same type or

the type next below the type of accommodation in occupation of the allottee, subject to availability.

10. Period for which allotment subsists.-

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till he/she is in the University service:

(a) the expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;

(b) it is cancelled by the T.U. Authority or is deemed to have been cancelled under any provisions in these rules;

(c) it is surrendered by the allottee;

(d) the allottee ceases to occupy the accommodation.

11. Acceptance of allotment.-

(1) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation through automated system or by manual system of allotment, as the case may be.

(2) The allottee may accept the allotment of the accommodation by himself or through an authorized representative within specified time limit.

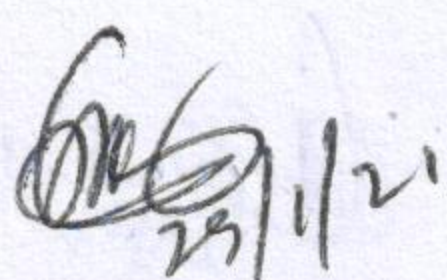**12. Allotment of accommodation on re-development or any other purpose.-**

(1) Where an entire residential block is required to be vacated for re-development or any other purpose, the allottees of such block shall be placed enbloc over the unified (change/initial) waiting list for same type of accommodation and the allotment shall be done through ASA or manually, as may be applicable;

(2) Where there is no sufficient vacancy in the concerned type of accommodation to relocate the allottees of such block, the entire bidding process for other applicants in the Unified waiting list may be frozen in respect of such type of accommodation for such period as may be deemed necessary.

13. Declaration by an applicant owning a house at the place of posting.-

(1) An employee owning a house either in his own name or in the name of any member of his family at the place within AMC or 15 KM radius from Tripura University, shall inform the fact to the Registrar at the time of applying for accommodation:

Provided that where an employee or any member of his family becomes owner of a house at the place within AMC or 15 KM radius from Tripura University after an accommodation is allotted to him under these Rules, the allottee shall inform the fact to the Registrar within a period of one month from the date of possession of the house.

(2) A higher rate of licence fee, as specified by the Registrar from time to time shall be applicable to the allottees under this rule.

(3) An employee not owning a house either in his own name or in the name of any member of his family at the place within AMC or 15 KM radius from Tripura University shall be given preference over employee under 13 (1).

14. Eligibility of allottees married to each other.-

(1) No employee of the T.U. shall be allotted an accommodation under these rules if the spouse of such Tripura University employee has already been allotted an accommodation, unless such accommodation is surrendered:

Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of -

(i) an order of judicial separation made by any Court; or

(ii) an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the

accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.

(2) Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation.

(3) If one of the accommodation is not surrendered within the stipulated period as required by sub-rule (2), the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the T.U. authorities may decide, shall be deemed to have been cancelled on the expiry of such period.

(4) Notwithstanding anything contained in sub-rules (1) to (3),
(i) if a wife or husband, as the case may be, who is an allottee of an accommodation under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender anyone of the accommodation within one month of such allotment:
Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.
(ii) where two allottees, in occupation of separate accommodations at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, anyone of them shall surrender anyone of the accommodation within one month of such marriage.

(5) If an accommodation is not surrendered as required under sub-rule (4), the allotment of the accommodation in the University general pool shall be deemed to have been cancelled on the expiry of such period.

PART III
SEPARATE POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES
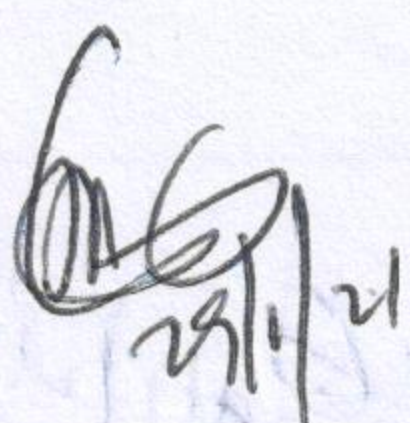
15. Allotment to women employees (Ladies Pool).-

(1) Notwithstanding anything contained in these rules, "Ladies Pool" shall be maintained separately for married lady employees and for single lady employees and the allotment under these rules shall be made in the ratio of 2: 1 between married lady employees and single lady employees.
Explanation.-For the purposes of this rule,-
(i) "Married lady employee" means a lady employee whose marriage is subsisting and who is not judicially separated from her husband;
(ii) "Single Lady employee" means an unmarried lady employee and include a widow with or without children.

16. Allotment in Tenure Officers Pool (for Registrar, Controller of Examinations, Finance Officer etc.)-

(1) Notwithstanding anything contained in these rules, a Tenure Officers Pool shall be maintained for the officers of the T.U.:
Provided that the allotment of accommodation to the officers shall be restricted to the number of residential units prescribed for them.

(2) The inter se seniority of the officer eligible for allotment of accommodation in the 'Tenure Officers Pool' shall be determined under these rules and in relation to their counterparts on the basis of their seniority in their respective services.

(3) The number and types of accommodation to be placed in these pools shall be determined by the T.U. from time to time.

PART IV
OUT OF TURN ALLOTMENT IN CERTAIN CATEGORIES

17. **Reservation in allotment to Scheduled Castes and Scheduled Tribe employees.-**

(1) 10% in Types 'I' and 'II' and 5% in Types 'III' and 'IV' of General Pool Accommodation is reserved for SC/ST employees subject to their eligibility for allotment in their entitled types and in their turn from the separate waiting list to be maintained for the purpose. Vacancies available in the quota reserved for them would be allotted in the ratio of 2:1 to the SC and ST employees respectively. If there is no SC employee, the quota reserved for SC would be allotted to ST employee.

A 60-point roster will be maintained for the purpose of allotment of quarters. For Types 'I' and 'II' accommodation, vacancies at point Nos. 10, 20, 40 and 50 will be for SC employees and point No. 30 and 60 for ST employees; for Types 'III' and 'IV' accommodation, point No. 20 and 40 will be for SC employees and point No. 60 for ST employees. SC/ST employees will also be considered for allotment in their turn along with general category employees.

(2) Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of University general pool residential accommodation, shall be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule.

(3) The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from University general pool.

(4) The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the office of the applicants from their records at the time of acceptance of allotment of the accommodation by the office of the applicant or by the Registrar, wherever applicable.

PART V
RETENTION OF ACCOMMODATION

18. **Concessional period of retention.-**

(1) The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation on the happening of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in column (3) thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his family:

<div align="center">Table</div>

Sl No.	Event	Permissible Period for Retention of the Residence
1	Vacation/leave of all types excluding sabbatical leave/study leave/maternity leave	For full period of leave
2	Training/QIP scheme	For full period of leave/training
3	Proceeding elsewhere under approval of faculty exchanged programme	For full period of leave/programme
4	Retirement or terminal leave	Maximum upto 12 months (on payment of normal licence fee for first 6 months, twice the normal license fee for the next 4 months and 4 times the normal license fee for last 2 months)
5	Death of the Allottee during service	24 months with normal licence fee Note: in case the allottee is not a regular T.U. employee viz. consultant/contractual appointee/co - terminus staff of Ministers

		or other dignitaries, etc., retention will be allowed for 6 months on payment of normal license fee by the family.
6	Resignation, Dismissal, Removal or Termination of service or unauthorized absence without permission	One month
7	Leave on medical grounds	For the full period of leave
8	On proceeding on Foreign service in India/Deputation	6 Months
9	On lien	Maximum 12 months on normal licence fee. Any employee on lien is not surrendering quarter after 12 months, then Tripura University may charge a panel rent as decided by the authority. All the dues shall be realized from the employee on lien before transferring his/her service book to his/her new employer.
10	Maternity Leave/Study Leave/Sabbatical Leave	Actual period of leave or two years, whichever is earlier.
11	Leave preparatory to retirement	For the full period of leave on full pay subject to a maximum of 180 days (including permissible period in case of retirement)
12	Deputation outside India	For the period of deputation on payment of normal licence fee but not exceeding 6 months
13	Deputation outside India as United Nation volunteer	For the maximum period of 1 year on payment of normal license fee, provided the residential accommodation is required for use of family

(2)   The licence fee free allottees of University general pool residential accommodation shall be allowed to retain the accommodation for a period of one month on retirement:
Provided that on expiry of one month period, the allottee shall pay licence fee for retention of accommodation as prescribed in these rule.

(3)   All allottees of general pool residential accommodation shall furnish a self-certificate to the Registrar in case they are on leave for more than six months and retention of accommodation is required for family.

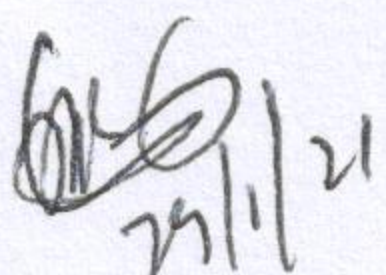**19.   Retention of accommodation on death, retirement.-**

(1)   In the event of retirement the allottee shall be allowed the facility of retention of accommodation under occupation for the period permissible under these rules on payment of prescribed licence fee.

(2)   In the event of death of an allottee while in service, the family of the allottee shall be allowed the facility of retention of accommodation under occupation for the period permissible under these rules on payment of prescribed licence fee:
Provided that the extended period of retention under these rules shall not be allowed in the event of death of an allottee in cases where the deceased allottee or his dependent family members own a house within AMC or 15 KM radius from Tripura University.

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PART VI
CHANGE OF ACCOMMODATION

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20.   Change in same type or entitled higher type of accommodation.-

(1)   An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.

(2)   Only one change shall be allowed in the same type of accommodation to the allottee.

(3)   An allottee, who intends to change the accommodation already allotted to him shall make an application in the form specified by the Registrar, and thereafter, the name of such allottee shall be included in the concerned type unified waiting list.

(4)   The priority date or the inter-se seniority of the allottees in the waiting list for change of accommodation in respect of Type I to Type IV shall be as applicable to initial allotment.

(5)   If an allottee fails to accept a change of residence offered to him/her within 10 (ten) days of the receipt of such Offer of allotment, he/she shall not be considered again for a period of one year for change of allotment of that type.

(6)   An allottee who after accepting a change of residence fails to take possession of the same shall be charged licence fee in addition to his/her present quarter which is already in his possession and the allotment of which shall continue to subsist.

21. CHANGE OF RESIDENCE IN THE EVENT OF DEATH OF A MEMBER OF FAMILY

Notwithstanding anything contained in this rule, an employee may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence provided that the change will be given in the same type of residence.

22. MUTUAL EXCHANGE OF RESIDENCE

An allottee to whom residence of the same type has been allotted under these rule may apply for permission to mutually exchange their residence. Permission for mutual exchange may be granted if both the employees are reasonably expected to be on duty at Tripura University and to reside in their mutually exchanged residences for at least one year from the date of approval of such change.

23. Change of accommodation on medical grounds.-

(1)   Change on medical grounds shall be given only if the allottee concerned has already availed of one change in the same type of accommodation admissible under these rules:

Provided that if the allottee has not already availed one change, the application for change on medical grounds shall be referred to the Committee constituted for the purpose.

24. Appeal

(a) An appeal against a decision of the Registrar shall lie with the Vice-Chancellor.

(b) Such an appeal shall be made by the aggrieved person within 15 days of the notification/ order issued by the authority.

25. RESPONSIBILITY OF THE OCCUPANT

1   The allottee to whom a residence has been allotted shall maintain the residence and premises in a clean condition.

2   No allottee shall sublet the whole or part of his residence allotted to him, failing which the authority may cancel the allotment order.

3   No allottee shall be allowed to construct any additional accommodation in his residence, failing which the authority may cancel the allotment order.

4   If any major damage to the residence or any modification or alterations are made to the residence, the allottee will be responsible for this and will be liable for cancellation of allotment order by the authority.

5   No allottee shall be allowed to use his residence for commercial or political purpose, failing which the authority may cancel the allotment order.

6.   While taking possession of the allotted quarter, the employee must satisfy himself that the allotted quarter is

(a) Neat and Clean

(b) All the fixtures for electric appliances, fans, etc. and sanitary fixtures are in working condition;

(c) Electric meter reading is recorded by appropriate person.

Unless satisfied, the employee should not take the key from the campus-in-charge.

26. ALLOTMENT ON PRIORITY FOR ESSENTIAL SERVICES

Allotment on priority basis over others shall be made to such employees whose presence in the University Campus is considered essential for management and supervision of University work and building etc., under the following categories so as to enable him/her to make himself/herself available for duty at any time of the day or night as the requirement may be:

a. The Campus In-Charge -1;
b. Medical Officer -1;
c. Nurse -1;
d. Security Officer/Security Inspector - 1;
e. Mechanic - Electrical- 1;
f. Mechanic - plumber   - 1;
g. Pump house operator - 1;
h. Warden(s)/Assistant Warden(s) of hostel(s)
i. The employees who are blind, deaf or orthopedically handicapped who find it very difficult to move freely, shall be given ground floor houses as per his/her entitlement and seniority, provided he/she prefer for ground floor.
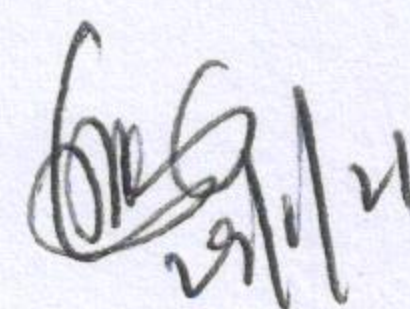
The Vice-Chancellor may, at his/her discretion, allot the available earmarked quarters any time under this provision to any employee of Tripura University either from teaching or non-teaching staff.

27. PROVISIONS RELATING TO LICENCE FEE:

1   Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date of allotment in case of a house already vacant or the eighth day from the date of intimation about vacant possession.

2   An employee who, after acceptance, fails to take possession of that accommodation within 10 (ten) days from the date of receipt of the allotment letter, shall be charged licence fee from such date upto a period of 15 (Fifteen) days provided nothing contained herein shall apply where the University Engineering Cell certifies that accommodation is not yet ready for occupation and as a result of which the officer does not occupy the accommodation within the period specified.

3   Where an employee, who is in occupation of a residence, is allotted another residence and he/she – occupies the new 'residence' the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He may, however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting.

4   The salary section will deduct the HRA received by the allottee and will be reflected in the salary slip of the allottee.

5   The licence fee for various types of residences shall be charged as per the rates prescribed by the Government of India from time to time and as adopted by the University Authority.

28. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

1   An allottee may at any time surrender an allotment by giving intimation so as to reach the Registrar/Campus-in-charge and the concerned maintenance sub-division at least 3 (three) day before the date of vacation of residence. The allotment of the residence shall be deemed to be cancelled from the date on which the letter is received by the Registrar or the day specified in the letter whichever is later.
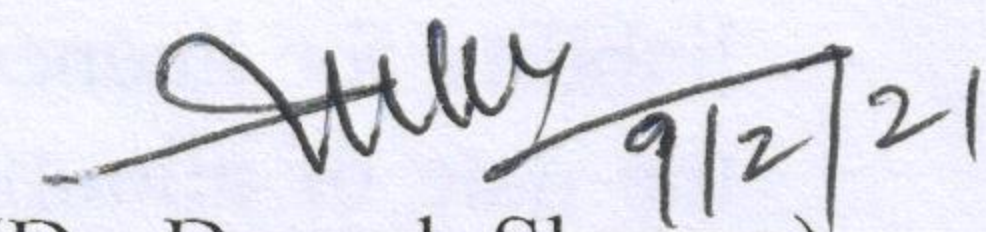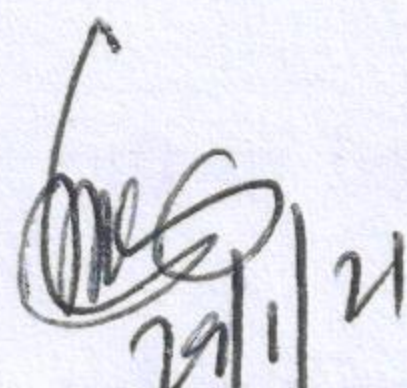
2   If he/she fails to give due notice he shall be responsible for payment of licence fee for the number of days by which the notice given by him falls short. Provided that the Registrar may accept a notice for a short period.

3   An allottee who surrenders the residence under rule 27.1 or 27.2, shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.

4   While vacating the quarter an employee who was residing in the quarter must ensure that the quarter is
(a)Neat and Clean;
(b) All the fixtures for electric appliances, fans, etc. and sanitary fixtures are in working condition;
(c) Electric meter reading is recorded by appropriate person.

Unless satisfied, the Executive Engineer or Campus-in-charge should not take the key of the quarter from the employee. The employee is liable for the charges for repairing damages noticed by the campus-in-charge during moving out inspection. Regarding this damage charge the decision of the executive engineer is final. The employee must also submit electric fee clearance and licence fee

29.   INTERPRETATION OF RULES

If any question regarding the interpretation of these Rules arises, it will be decided by the Vice-Chancellor keeping in view the recommendations of the House Allotment Committee, if any. Further, wherever rules for allotment of residences of the University are silent on any subject, the Vice-Chancellor shall finally decide on the matter. The Vice-Chancellor may also bring any matter in this regard to the Executive Council if he/she considers it necessary.

9/2/21
(Dr. Deepak Sharma)
REGISTRAR

TRIPURA UNIVERSITY
(A Central University)
SURYAMANINAGAR -799022

APPLICATION FORM FOR ALLOTMENT OF RESIDENCE

(TO BE FILLED IN BY THE APPLICANT)

1. **NAME IN BLOCK LETTERS** _____

2. Designation _____

3. (a) Basic Pay _____

   (b) Scale of Pay _____

   (c) Date of Birth _____

4. Mobile/Telephone No. _____

5. Date of joining into regular service _ _ / _ _ / _ _ _ _ _

6. Date from which continuously employed
   in Tripura University _ _ / _ _ / _ _ _ _ _

7. Have you applied for allotment of residence in the past?
   If yes, give the date of first application _____

8. Type of House applied (Please √ the box)
   (All details are compulsory)

	Type	Grade pay under 6th CPC / Level in pay matrix under 7th CPC		Date from which basic pay is drawn in the basic range
☐	I	GP upto Rs.1800/-	L-1	_ _ / _ _ / _ _ _ _
☐	II	GP from Rs.1900/- to Rs.2800/-	L-2 to 5	_ _ / _ _ / _ _ _ _
☐	III	GP from Rs.4200/- to Rs.5400/-	L-6 to 9	_ _ / _ _ / _ _ _ _
☐	IV	GP/AGP from Rs.5400/- and above	L-10 and above	_ _ / _ _ / _ _ _ _

8. Category :

   General ☐   SC ☐   ST ☐   PwD ☐

9. Whether in Emergency services (as identified under Clause 26 of the Allotment Rules)

10. Whether eligible for allotment under 'Special Pool'

11. (a) Gender :   Male ☐   Female ☐

    (b) Marital status :   Married ☐   Unmarried ☐

12. Date of retirement or superannuation   __ __ / __ __ / __ __ __ __

13. (a) Are you/your spouse occupying house allotted by the University, Central/State Govt., Autonomous Bodies, etc in which public funds are invested .

    Yes ☐   No ☐

    (b) If yes, state the name of allottee, Quarter No., Locality, Type and Pool

    _____

14. (a) Are you debarred from allotment of residence   YES ☐   No ☐

    (b) if, yes, upto which date _____

    (c) If any license fee is outstanding against the applicant in respect of house occupied previously and
    since vacated.   Yes ☐   No ☐

15. Are you willing to avail next below type Quarter?   Yes ☐ No ☐

    If yes, reason therefor _____

Date :   Signature of applicant
Place :   Name

DECLARATION

I agree to abide by the Rules for the allotment of University residences as amended from time to time*.
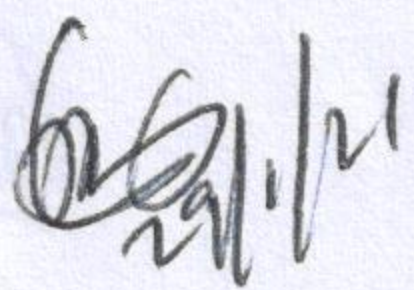
Date :   Signature of applicant
Place :   Name

_____

* A declaration about non-resident at Agartala Municipal Corporation area or within 15 KM radius of the University campus is required to be attached along with the application.

RULES AND REGULATIONS FOR CREDIT BASED PROGRAMME

TRIPURA UNIVERSITY

(A Central University)
SURYAMANINAGAR - 799022

RULES AND REGULATIONS OF CREDIT BASED SIX-SEMESTER DEGREE PROGRAMME OF B.A/B.SC/B.COM.(GENERAL AND HONOURS)
(Effective from 2014-2015 Session)

PART-A

DEGREE AND DURATION OF STUDIES
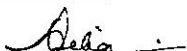
1.1 **SHORT TITLE, DEFINITION AND COMMENCEMENT :**

    i) These Regulations shall be called "The Regulations of Credit based Six-Semester Degree Programmes of BA/BSc/B.Com (General and Honours).

    ii) These regulations shall be applicable to the students enrolled for BA/B.Sc./B.Com (General & Hons) Programmes of Tripura University in the Credit based Semester System.

    iii) These Regulations shall come into effect from the Undergraduate Academic Session 2014 – 2015.

1.2 There shall be programmes of study leading to the Degrees of Bachelor of Arts (BA), Bachelor of Science (B.Sc.), Bachelor of Commerce (B.Com), Bachelor of Arts with Hons (BA(Hons)), Bachelor of Science with Hons (B.Sc.(Hons)), Bachelor of Commerce with Hons (B.Com(Hons)). Each program shall be of Six Semesters duration leading to either Three Year Degree Programme (General) (TDPG) or Three Year Degree Programme (Honours) (TDPH) Degree in respective programmes under Tripura University.

E:\MyDocument_Arrange\RULES & REGULATIONS\Semester System BA BSC Bcom Rules 2014 edited 08-08-2014.docx| Tripura University

1.3 *Definitions :*

a)	Academic Year	An 'academic year' means a period of twelve months consisting of two Semesters.
b)	Course	'Course' means a segment of subject matter to be covered in a Semester. A course may be considered as a paper in conventional education system.
c)	Compulsory	'Compulsory' courses mean such courses that a student has to compulsorily study during the Semesters as prescribed by the University.
d)	Credit	'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course. 1 Credit is a measure consisting of 1 contact hour per week in Theory, 2 contact hours per week in Practical and 3 contact hours per week in Field Study. For Theory/Practical papers for 100 marks, there will be 4 credit usually. For Project paper the credit will be 6 and for FNDC (English)/FNDC (Computer Skill) the credit will be 5 each.
e)	Credit Grade Point	'Credit Grade Point' (P) of a course is the value obtained by multiplying the Grade Point (G) by the credit (Cr) of the course: $P = G \times Cr$.
f)	CGPA	'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of Credit Grade Points in all courses taken by a student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
g)	Grade	'Grade' in a course/programme is a letter symbol (O, A+, A, B+, B, C, F) which indicates the comparative level of performance of a student in a course/programme.
h)	Grade Card	'Grade Card' is a card containing grades secured by a student in each Course/Programme in a Semester-based Programme, together with his/her SGPA and CGPA.
i)	Programme	'Programme' means the entire course of study and examinations in a particular filed of study.
j)	Subject	A 'subject' is the main discipline of a department of study. If there is only one course in a subject in any Part, the course shall be treated as a subject.
k)	SGPA	'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of Credit Grade Points (P) obtained by a student in the various courses taken in a Semester by the total number of credits taken by him/her in that Semester. The Grade Point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a Semester.

1.4 There shall be six Semesters in both TDP (General) and TDP (Hons) of Three Year duration. In each year there shall be two Semesters :

First Year : First and Second Semester

Second Year : Third and Fourth Semester

Third Year : Fifth and Sixth Semester.

1.5 Semesters classification :

- Odd Semesters (First, Third and Fifth) : July – December
- Even Semester (Second, Fourth and Sixth) : January – June.

1.6 The Academic Calender and schedule for Semester system has been shown as **Annexure-I**.

1.7 The Degrees of Arts or of Science or of Commerce in TDP (General) & TDP (Honours) shall be awarded only on successful completion of all the Semester Examinations. The Final results will be given on the basis of marks/grade obtained in 1st , 2nd ,3rd, 4th, 5th and 6th Semester Examinations taken together.

1.8 In case of Arts or Science Programme the term "Subject" occurring in the following paragraphs shall mean a "Specified subject of study", whereas in case of Commerce it shall mean concerned "Group of subjects".

2 ELIGIBILIGY FOR ADMISSION

2.1 Any student passing H.S(+2) examination or its equivalent with at least 4 subjects including English from any recognized Board/Council shall be eligible for admission to the 1st Semester of the B.A/B.Sc/B.Com (Honours/General) Programme of studies subject to availability of seats and restriction of combination of subjects as laid down in Clause-5. However, no student shall be allowed for admission into 1st Semester course of studies after a lapse of more than 5(five) years from the year of passing the previous qualifying examination.

(**Explanation :** The year of admission shall not be taken into account while calculating five years from the year of passing the previous qualifying Examination).

2.2 Any student passing H.S(+2) examination or its equivalent with at least 4 subjects including English from any recognized Board/Council shall be eligible for admission to the 1st Semester of the B.A(Hons)/B.Sc(Hons)/B.Com (Honours) programme of studies subject to availability of seats and restriction

of combination of subjects as laid down in Clause-5 and provided that he/she has secured in that examination, at least,

a) 40% marks in aggregate and 45% marks in the subject in which he/she seeks Honours.

Or

b) 35% marks in aggregate and 50% marks in the concerned subject (Group & Course).

2.3 a) Any one securing at least 50% marks in aggregate shall be eligible for taking Honours in a subject, which he/she did not study in H.S.(+2) examination or its equivalent, subject to restriction of combination of subjects as laid down in clause 5.

b) A student seeking admission to B.Com (Honours) programme must fulfill the conditions as laid down below in addition to conditions laid down in Clause 2.2 :

(a) has secured at least 40% marks in Mathematics at Madhyamik or its equivalent examination.

OR

(b) must have passed H.S(+2) or equivalent examination with Mathematics

OR

(c) must have passed the two Commerce papers.

c) Admission test be taken by the college in case the number of students seeking admission to Honours programme exceeds the number of intake capacity in a particular Honours subject approved by the University.
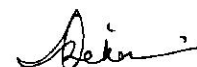
or

d) Honours will be offered to the students on the basis of an index to be prepared by adding marks of individual subject in which a student intends to take Hons to the aggregate marks.

2.4 A student shall not be allowed to take Honours in a subject in which he/she has failed in H.S(+2) examination or its equivalent but subsequently passed as a compartmental candidate.

2.5 All admission processes to First Semester classes in the affiliated Degree Colleges shall be completed latest by 10th July of each academic year. In case of other Semesters, provisional admission to subsequent Semester classes be completed within fifteen days from the date of completion of previous Semester examination.

2.6   A student shall have to apply with 1 copy of recent Passport Size Photo for University Registration in prescribed form within 30 days from the last date of admission. No application for registration will be entertained after the expiry of this stipulated period.

2.7   A student shall be allowed to change a subject(s)/stream within 15 days from his/her admission to the College, subject to the restriction of combination of subjects laid down by the respective college. No such change shall be entertained once application for University registration is forwarded to the University from the college.

2.8   No student shall be allowed to prosecute two regular programmes offered by the Tripura University simultaneously.

2.9   In regard to marks bar for admission against reserve seats / quotas for ST/SC/PH/OBC candidates the guidelines/instructions of UGC will be followed from time to time.

2.10   The study of Vocational course shall be guided by the relevant rules and regulations of the UGC issued from time to time and adopted and notified by the University.

3.1   Structure of courses of the programmes :
       TDPG and TDPH shall have following components :
       i.   Compulsory (Foundation) Courses
       ii.   Honours Courses
       iii.   Core (Elective) Courses
       iv.   Soft Study Courses
       The Soft study courses and Foundation courses are meant to develop the students' communicative skill and social awareness at Undergraduate level.

3.2   A student admitted to General Program (TDPG) shall study Three Core (Elective) subjects in addition to Foundation Courses. Each Core subject will have total 500 marks (i.e. five courses of 100 marks each).

3.3   A student admitted to TDP (Honours) shall study Honours subject of 800 marks (i.e. 8 courses of 100 marks each) along with two core (Elective) subjects of 500 marks each (i.e. five courses of 100 marks each) in addition to Foundation Courses.

3.4   A student of TDP (General) shall have a Project paper of 100 marks (of 6 credits) on any on any topic of the Core (Elective) subjects he/she studied at TDP(G)

whereas TDP (Honours) student also shall have a project paper on any topic of his/her Honours subject.

3.5 In addition to Core (Elective) subjects, Foundation Courses and Project a student of TDP (General) and TDP (Honours) shall study 3(three) and 2(two) Soft-Study courses respectively as would be available in the concerned colleges. The schedule of Soft Study Courses are shown in **Annexure-II.**

3.6 Since the Semester involved continuous assessment there would be no scope for a student to appear as a private student in any subject.

3.7 A student must pass all his/her Semester examinations within six years from the date of admission to the first Semester classes.

4.1 Students performance should be monitored throughout the Semester by continuous assessment in the theory and practical courses. Evaluation of the student performance in each of the theory and practical course will be based on the following :
Internal Evaluation : 20% marks
External Evaluation : 80% marks

4.2 Internal Evaluation shall be based on two sessional examinations and Seminar/Group Discussion etc. The schedule for Internal Evaluation is given **Annexure – III.**

4.3 The medium of instructions for TDP(General) and TDP(Hons) shall be in English and the candidates will be required to answer preferably in English other than language subjects. The question papers shall be set only in English (Other than language subjects) for Honours as well as General papers of different subjects.

LIST OF SUBJECTS

4.4 The subjects available / would be available for studying in BA/B.Sc under (TDPG and TDPH) have been classified in three broad groups as below :

SCIENCE GROUP(B)	INTERMADIATE GROUP(C)	ARTS GROUP (A)
Physics	Mathematics	Bengali
Chemistry	Statistics	English
Botany	Economics	Sanskrit
Zoology	Psychology	Pali
Human Physiology	Geography	Hindi
Environmental Science	Economics	Philosophy
*Electronics	Defence Studies	Political Science
*Microbiology	Computer Science	Education
*Biotechnology	* Geology	History
*Biochemistry	Physical Education	Kokborak
*Molecular Biology	* Anthropology	Sociology
		* Public Administration
		* Journalism & Mass Communication
		* Social work
		Music
		Communicative English
		* Women's Studies
		* Human Development
		* Human Rights

* Yet to be introduced.

4.5 The subjects available / would be available for studying TDPG and TDPH in Commerce have been classified under four broad groups as below :

Group= A	Accountancy
Group = B	Management*
Group=C	Finance*
Group=D	Marketing*

* Yet to be introduced.

4.6 A student seeking Honours in Commerce shall have to take any one Group mentioned in clause 4.5 and as will be available in an affiliated College.

4.7 B.A (General), B.A. (Honours), B.Sc(General) and B.Sc (Honours) Degree shall be awarded according to the combination of subjects, taken by a candidate, as noted below:

COMBINATION OF SUBJECTS AND DEGREES
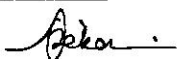
For TDP Honours

Hons. Subject	Elective (Core) Subjects		Degree Awarded
	E1	E2	
Science B	Science B	Science B	B.Sc.(Hons)
Science B	Inter/C	Inter/C	B.Sc(Hons)
Inter/C	Science B	Science B	B.Sc(Hons)
Inter/C	Science B	Inter/C	B.Sc(Hons)
Inter/C	Inter/C	Inter/C	B.Sc(Hons)
Inter/C	Inter/C	Arts/A	B.Sc(Honos)
Inter/C	Arts/A	Arts/A	BA(Hons)
Arts/A	Arts/A	Arts/A	BA (Hons)
Arts/A	Inter/C	Arts/A	BA(Hons)
Arts/A	Inter/C	Inter/C	BA(Hons)

For TDP General

Elective (Core) Subjects			Degree Awarded
E1	E2	E3	
Science/B	Science/B	Science/B	B.Sc(General)
Science/B	Science/B	Inter/C	B.Sc(General)
Inter/C	Inter/C	Inter/C	B.Sc(General)
Inter/C	Inter/C	Arts/A	B.Sc(General)
Arts/A	Arts/A	Arts/A	BA (General)
Arts/A	Arts/A	Inter/C	BA(General)

* E1/E2/E3 denote Elective (core) subjects.

5. RESTRICTION ON COMBINATION OF SUBJECTS

5.1 There shall be the following restriction on combinations of subjects in TDP (General) and TDP (Honours):-

i. Subjects under Group -A cannot be taken with Group B.

ii. Psychology cannot be taken with Botany/Zoology.

iii. If a student desires to take Physics and/or Statistics in TDP (General) as elective subject, he/she shall have to study Mathematics as one of the three elective subjects.

iv. A student shall not be allowed to offer more than two language subjects as electives.

v. Subject taken as Honours shall not be taken as an Elective Subject.

vi. If a student desires to take Environmental Science as one of the Elective subjects, he/she shall have to study two more Elective subjects out of the following five(5) Elective subjects:-

> Zoology
> Botany
> Human Physiology
> Physics
> Chemistry

5.2 If a student desires to take honours in a subject under column – A, he/she shall have to take the subject/subjects mentioned under the correspondence column-B as elective subject against particular Honours subject not in contravention to 5.1 (v).

	A	B
i.	Physics	Mathematics
ii.	Chemistry	Mathematics
iii.	Statistics	Mathematics
iv.	Microbiology	Chemistry
v.	Computer Science	Mathematics/Statistics
vi.	Electronics	Physics & Mathematics

5.3 A student shall have to pass the following subject(s) in the H.S(+2) or its equivalent examination as indicated under column –B if he/she desires to take particular elective subject in TDP(G) and TDP(H) under column-A.

	A	B
i.	Physics	Physics & Mathematics
ii.	Chemistry	Chemistry & Mathematics
iii.	Mathematics	Mathematics
iv.	Botany/Zoology/ Human Physiology	Biological Science, Chemistry & Physics
v.	Statistics	Mathematics or Statistics
vi.	Geography	Geography or Physics or Chemistry or Mathematics or Eco-Geography or Economics
vii.	Electronics	Physics and Mathematics
viii.	Computer Science	Mathematics/Computer Science Physics.

5.4 The College authority may further restrict the choice of combinations of subjects according to the infrastructural facilities and faculties available in the concerned college.

5.5 Following Courses (100 marks for each course) are compulsory for all students :

1) Foundation-I – English [1st Semester]

2) Foundation-II – *MIL (Group-A)+**HAC (Group-B) [2nd Semester]

3) Foundation-III - Environmental Studies [3rd Semester]

4) Foundation-IV - Computer Skills [4th Semester]

5) Foundation-V - Public Administration [5th Semester]

* MIL (Modern Indian Languages) : 50 Marks

(Student will choose any one of the following :

Bengali,

Alternative English,

Kokborok,

Hindi)

** HAC (Heritage and Culture) : 50 Marks

6.0 STRUCTURE OF SYLLABUS, QUESTION PATTERN & DISTRIBUTION OF MARKS.

6.1 **STRUCTURE OF SYLLABUS:**

GENERAL PROGRAMME

A. For courses of 100 marks without practical component :

    i. Internal Assessment : 20 marks
    ii. For rest 80 marks there shall be 4 units of 20 marks each.

B. For courses of 100 marks with practical component :

    iii. Internal Assessment : 20 marks (10 marks Theory + 10 marks Practical)

    iv. For rest 80 marks will have 2 components :
        1. Practical : 40 marks
        2. Theory : 40 marks

For 40 marks of Theory there will be two units of 20 marks each.

HONOURS PROGRAMME

A. For courses of 100 marks without practical component :

    v. Internal Assessment : 20 marks
    vi. For rest 80 marks there shall be 4 units of 20 marks each.

B. For courses of 100 marks with practical component :

    vii. Internal Assessment : 20 marks (12 marks Theory + 08 marks Practical)

    viii. For rest 80 marks will have 2 components :
        1. Practical : 32 marks
        2. Theory : 48 marks

For 48 marks of Theory there will be two units of 24 marks each.

6.2 QUESTION PATERN:

1. There will be no Multiple Choice type of Questions (MCQ) in Honours and paper(s) having Practical component.

2. In other papers, 50% marks of theory component will be earmarked for MCQ type of Questions and for remaining 50% the questions will be of Broad / Descriptive type. The MCQ type of questions and Broad / Descriptive Questions will be set covering all the units of a course/paper.

GENERAL PROGRAMME

A. For courses of 100 marks without practical component :

    i. Internal Assessment : 20 marks

    ii. For rest 80 marks : 40 marks of MCQ type (40 questions of 1 mark each with four alternative answers for each question) + 40 marks of Broad/Descriptive type.

    iii. Two questions of 10 marks each will be set from each unit out of which one question will be attempted by the candidate. That is, a student will answer four questions, one from each unit out of eight questions from four units.

    iv. Each question of 10 marks may be subdivided into 02 to 03 parts having maximum of five marks in a part.

Unit	No. of Questions		Marks
	To be Set	To be answered	
1	2	1	10x1=10
2	2	1	10x1=10
3	2	1	10x1=10
4	2	1	10x1=10
4	8	4	40

B. For courses of 100 marks with practical component :

    i. Internal Assessment : 20 marks (10 marks Theory + 10 marks Practical)

    ii. For rest 80 marks there will be 2 components :
        1. Practical : 40 marks
        2. Theory : 40 marks

iii. For 40 marks of Theory there will be three questions of 10 marks from each unit out of which a student will answer two questions. That is, a student will answer four questions, taking two from each unit out of six questions from two units.

| Unit | No. of Questions | | Marks |
	To be Set	To be answered	
1	3	2	10x2=20
2	3	2	10x2=20
2	6	4	40

HONOURS PROGRAMME

A. For courses of 100 marks without practical component :

i. Internal Assessment : 20 marks

ii. For 80 marks of theory there shall be 3 questions of 10 marks each from each unit out of which a student will answer two questions. That is, a student will answer eight questions, taking two from each unit out of twelve questions.

| Unit | No. of Questions | | Marks |
	To be Set	To be answered	
1	3	2	10x2=20
2	3	2	10x2=20
3	3	2	10x2=20
4	3	2	10x2=20
4	12	8	80

B. For courses of 100 marks with practical component :

i. Internal Assessment : 20 marks (12 marks Theory + 08 marks Practical)

ii. For 48 marks of theory there will be 3 questions from each unit of twelve marks each out of which a student will answer two questions of twelve marks each. That is, a student will answer

four questions taking two from each unit out of six questions from two units.

Each question of twelve marks may be subdivided into 2 to 3 marks having maximum of six marks for a part.

Unit	No. of Questions		Marks
	To be Set	To be answered	
1	3	2	12x2=24
2	3	2	12x2=24
2	6	4	48

6.3   DURATION OF EXAMINATION:

    ❖ For paper of marks more than 50: 3 hours.   (General and Honours)
    ❖ For paper of marks upto 50 :   2 hours.   (General and Honours)

6.4   The questions of Foundation and Soft Study Courses will be of MCQ type. Each question will have four alternative answers.

6.3 Distribution of Marks :

i. <u>B.A. , B.SC., B.COM. PROGRAMME</u>

Programme	Total marks	Total Credit
General	2400	100
Major (Honours)	2600	108

ii. <u>SEMESTER WISE MARKS DISTRIBUTION</u>

Semester	General Programme	Honours Programme
I	400	400
II	400	400
III	400	400
IV	400	400
V	400	500
VI	400	500
Total (I to VI)	2400	2600

iii. a. <u>B.A. (GENERAL) SUBJECTWISE / COURSEWISE MARKS DISTRIBUTION</u>

Semester	Paper	Marks	Semester	Paper	Marks
S1	C1P1 (4)	100	S3	C1P3(4)	100
	C2P1(4)	100		C2P3(4)	100
	C3P1(4)	100		C3P3(4)	100
	FNDC-I (Compulsory Eng.) (5)	100		FNDC-IV : EVS(4)	100
S2	C1P2(4)	100	S4	C1P4(4)	100
	C2P2(4)	100		C2P4(4)	100
	C3P2(4)	100		C3P4(4)	100
	FNDC-II : MIL+HAC(4)	100		FNDC-V : Computer Skills(5)	100
S5	C1P5(4)	100	S6	Project(6)	100
	C2P5(4)	100		SS-1 (4)	100
	C3P5(4)	100		SS-2 (4)	100
	FNDC-III : Public Administration (4)	100		SS-3(4)	100

NB.: Bracketed figs show Credit of each Course / Paper.

SS – Soft Study Courses

b. B.COM (GENERAL) SUBJECTWISE MARKS DISTRIBUTION

Semester	Paper	Marks	Semester	Paper	Marks
S1	G1P1 (4)	100	S3	G1P3(4)	100
	G2P1(4)	100		G2P3(4)	100
	G3P1(4)	100		G3P3(4)	100
	FNDC – I : (Compulsory Eng.) (5)	100		FNDC – IV : EVS(4)	100
S2	G1P2(4)	100	S4	G1P4(4)	100
	G2P2(4)	100		G2P4(4)	100
	G3P2(4)	100		G3P4(4)	100
	FNDC – II : MIL+HAC(4)	100		FNDC – V : Computer Skills(5)	100
S5	G1P5(4)	100	S6	Project(6)	100
	G2P5(4)	100		SS-1 (4)	100
	G3P5(4)	100		SS-2 (4)	100
	FNDC – III : Public Administration (4)	100		SS-3(4)	100

c. B.SC. (GENERAL) SUBJECTWISE MARKS DISTRIBUTION

Semester	Paper	Marks	Semester	Paper	Marks
S1	C1P1(4)	100	S2	C1P2(4)	50+50(Pr)
	C2P1(4)	100		C2P2(4)	50+50(Pr)
	C3P1(4)	100		C3P2(4)	50+50(Pr)
	FNDC – I : FNDC (English) (5)	100		FNDC – II : FN (MIL)+HAC(4)	100
S3	C1P3(4)	50+50(Pr)	S4	C1P4(4)	50+50(Pr)
	C2P3(4)	50+50(Pr)		C2P4(4)	50+50(Pr)
	C3P3(4)	50+50(Pr)		C3P4(4)	50+50(Pr)
	FNDC – III : EVS(4)	100		FNDC – IV : Computer Skills(5)	100
S5	C1P5(4)	50+50(Pr)	S6	Project(6)	100
	C2P5(4)	50+50(Pr)		SS-1 (4)	100
	C3P5(4)	50+50(Pr)		SS-2 (4)	100
	Public FNDC – V : Administration(4)	100		SS-3(4)	100

iv. a. B.A. (HONS) SUBJECTWISE / COURSEWISE MARKS DISTRIBUTION

SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI
FNDC – I : Eng(5)	FNDC – II : MIL+HAC(4)	FNDC – III : EVS(4)	FNDC – IV : Computer Skills(5)	H5(4)	H7(4)
C1P1(4)	C1P2(4)	C1P3(4)	C1P4(4)	H6(4)	H8(4)
C2P1(4)	C2P2(4)	C2P3(4)	C2P4(4)	C1P5(4)	Project(6)
H1(4)	H2 100(4)	H3(4)	H4 100(4)	C2P5(4)	SS-1 (4)
				FNDC – V : Public Administration(4)	SS-2 (4)

b. B.COM. (HONS) SUBJECTWISE / COURSEWISE MARKS DISTRIBUTION

SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI
FNDC – I : Eng(5)	FNDC – II : MIL+HAC(4)	FNDC – III : EVS(4)	FNDC – IV : Computer Skills (5)	H5(4)	H7(4)
G1P1(4)	G1P2(4)	G1P3(4)	G1P4(4)	H6(4)	H8(4)
G2P1(4)	G2P2(4)	G2P3(4)	G2P4(4)	G1P5(4)	Project(6)
H1(4)	H2 100(4)	H3(4)	H4 100(4)	G2P5(4)	SS-1 (4)
				FNDC – V : Public Administration (4)	SS-2 (4)

NB.: Bracketed figs show Credit of each Course / Paper.

SS – Soft Study Courses

c. B.SC. (HONS) SUBJECTWISE / COURSEWISE MARKS DISTRIBUTION

SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI
FNDC – I : Eng(5)	FNDC – II : MIL+HAC(4)	FNDC – III : EVS(4)	FNDC – IV : Computer Skills (5)	C1P5 [50+50(Pr)] (4)	H7(4)
C1P1(4)	C1P2(50+50(Pr)(4)	C1P3[50+50(Pr)] (4)	C1P4[50+50(Pr)] (4)	C2P5[50+50(Pr)] (4)	H8[100(Pr)] (4)
C2P1(4)	C2P2(50+50(Pr)(4)	C2P3[50+50(Pr)] (4)	C2P4[50+50(Pr)] (4)	FNDC – V :Public Administration(4)	Project(6)
H1[100] (4)	H2 [60+40(Pr)] (4)	H3[60+40(Pr)] (4)	H4 [60+40(Pr)] (4)	H5(4)	SS-1 (4)
				H6[100(Pr)] (4)	SS-2 (4)

- 'Pr' stands for Practical
- SS – Soft Study Courses
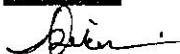
NB.: Bracketed figs show Credit of each Course / Paper.

PART-B

Examination Regulations for B.A./B.Sc./ B.Com. (Honours and General) Programmes of Studies introduced from the Academic Session 2014-2015 under Credit Based Semester Examination System.

GENERAL PROVISIONS

7.1   A student may be considered eligible to appear at any Semester examination held at the end of the Semester provided she/he has secured Pass marks in Internal Assessment and has attended 75% of the total classes held, both in theory and practical separately in each Semester and has fulfilled all other conditions as laid down in these Regulations. Percentage of attendance in a subject / group of subjects in a Semester shall be calculated from the date of commencement of classes in colleges in the respective Semester, and not from the date of admission of a student in that particular Semester.

7.2   A student may also be allowed to sit for any Semester Examination as a Non-Collegiate candidate, if he/she has attended minimum 65% of classes held in Theory and Practical separately in each Semester and on deposits of requisite amount of fees determined by the University from time to time.

7.3   A student having attendance below 65% (65% Theoretical & 65% Practical classes) of the classes held in any Semester shall be declared as Dis-Collegiate and he/she shall not be allowed to appear at the Semester-I / Semester-II / Semester-III / Semester-IV/ Semester-V and Semester-VI Examinations and shall have to be readmitted.

7.4   A student will be eligible to appear as a student in the End-Semester Examination of the University if he / she secures atleast 40% marks (i.e. 8 marks) in the Internal Assessment portion. That is, **no student will be allowed to appear in the End-Semester Examination of the University if he/she fails to secure minimum 40% marks in the Internal Assessment portion.**

7.5   It shall be duty of the Principal of the concerned College/Institute to announce in consultation with the Heads of the Departments the names of students who are found not eligible to appear in the End-Semester Examinations in the various courses due to non-fulfillment of the criteria of internal assessment and attendance.

7.6 The students shall be informed in advance about the schedule of Internal Assessment.

7.7 The affiliated colleges shall have to submit the Internal Assessment marks in prescribed mark-slips to the Controller of Examinations seven days before the commencement of End-Semester Examination of the University.

7.8 A student having practical paper shall have to submit compulsorily the Practical Note Books signed by the concerned Teacher at the time of examination. No student shall be allowed to appear in the Practical Examinations if he/she fails to produce laboratory / Practical Note Book duly signed by the subject teachers of the concerned College.

8.1 Principals of respective colleges will arrange to submit the filled in application forms along with requisite fees after due authentication of the entries of the application form to the Office of the Controller of Examinations, TU within the stipulated date to be fixed by the Controller of Examinations.

8.2 **No Application Form will be entertained after the expiry of the stipulated date.**

8.3 At the time of filling up of application form a student shall have to read the instructions carefully laid down for appearing at the examination.

8.4 Admit Card for an examination shall not be issued in favour of a student unless his/her application is duly filled-up in all respects particularly in regard to:

a) date of admission to the class of the concerned Semester, b) year of first appearance in the examination of the Semester concerned and c) year (s) of appearance in the Semester-I/ Semester-II/ Semester-III/ Semester-IV/ Semester-V and Semester-VI Examinations, as the case may be, together with the results thereof and such other information as may be required from time to time and duly endorsed by the Principal testifying his/her a) good conduct, b) satisfactory performance at the Internal Assessment Examinations and requisite attendance record in theoretical and practical classes in each of the subjects in which he/she intends to appear.

8.5 A student appearing at any Semester Examination of the B.A./B.Sc./B.Com./ (Honours and General) courses shall submit with his/her application form such fees as may be prescribed from time to time by the University.

8.6 A student who fails to pass/qualify or to present himself/herself at an examination or does not fulfill the requirements for the receipt of an Admit Card shall not be entitled to claim refund of fees.

8.7 A student who applies for admission to subsequent examination(s) shall be required to pay on each occasion such fees as prescribed by the University from time to time.

8.8 A student declared as Person with Disability (PWD) and Blind by the appropriate authorities, shall be exempted from paying the fees for University Examinations. An Amanuensis may be engaged for writing answer on behalf of such PWD/Blind Student with the prior written permission of the Controller of Examinations, TU. Such Amanuensis shall be entitled to remuneration to be paid by the University as may be prescribed.

9.1 A student who (i) has completed his/her course of study of a Semester but fails to enroll himself / herself to appear at any Semester examination, or (ii) fails to appear at the Examination after getting duly enrolled, or (iii) has been declared "Failed" in that Examination, may be allowed to appear at the subsequent examinations within his/her stipulated chances as a continuing student on submission of prescribed Application Forms and Fees within the stipulated date determined by the University.

9.2 A student shall be deemed to have appeared at an examination whenever Admit Card is issued in his/ her favour by the University.

9.3 **An examination shall be held always under the current syllabus.**

10 There will be no Post-Publication Re-Examination of Answer Scripts. However, a student may apply for Inspection of Answer Scripts of Theory paper only as per relevant rules in this regard.

11. Practical examination of a Semester shall ordinarily be held prior to the Semester-end examinations.

12. **Examination and Evaluation :**

a) **End-Semester Examinations** : The Controller of Examinations shall make necessary arrangement for notifying the dates of the End-Semester Examinations as per the Academic Calendar notified by the University.

b) **Improvement Examination** : A student after passing the 6th Semester Examination may opt for 'Improvement Examinations' once in any two theory courses (Papers) of any of the six Semesters after passing the Sixth Semester Examination. However, the higher marks secured by the student shall be retained. Such a student shall have to apply in the prescribed form alongwith requisite fee for Improvement Examinations within the stipulated date fixed for the concerned Semester Examination. **No Improvement examination shall be allowed in the practical examinations.**

13. **Results** :

a) A student shall be declared as Passed in a course (Paper) in a Semester Examination, provided he/she secures atleast 40% marks in the Course (Paper) including Internal Assessment.

Further provided that in case of Course(Paper) having Practical component a student shall have to secure 40% Marks separately in Theory and Practical component.

b) A student shall be declared as Successful (S) in a Semester Examination, provided he/she passess all the courses (papers) of a Semester independently.

Provided however that a student shall be declared as Qualified with Back paper(s) (Q) in a Semester, if he/she has not more than two back papers in a particular Semester and not more than six cumulative back papers in all Semesters taken together inclusive of the Back Paper in the current Semester subject to conditions laid down in (d) below.

c) A student qualified to the next higher Semester with Back Paper(s) is considered eligible to appear at the higher Semester Examination provided he / she fulfil all other conditions laid down in this regulations. Such a student has to appear only in the Back Paper(s) of earlier Semester examination along with the appropriate higher Semester Examination (i.e. Odd to Odd and Even to Even).

d) A student will be declared as Qualified in a Semester Examination if

   i. The number of Back Papers in a Semester Examination does not exceed two;

   ii. The number of Cumulative Back Papers however be four at maximum in the stage of Second Semester and ,

   iii. From 3rd Semester Examination onward the number of Cumulative Back papers will be Six at the maximum.

f) The result of student of Sixth Semester shall be declared as Result withheld (RW) if -

    i.   He/she has passed all the courses (Papers) of Six Semester but has back paper(s) in any previous Semester.

    ii.   He/she has four back papers of previous Semesters and a maximum of two Back Papers of Sixth Semester.

    iii.   In case of RW result, Mark Sheet will not be issued until a student clears the Back Paper(s). In such cases, the date of publication of final result will be the date on which the student will clear the Back Paper(s).

f) A student shall be declared to have passed the Six-Semester BA/B.Sc./B.Com programme provided he/she has passed all the Semester examination separately.

14. Pass marks secured by a student in any Semester examination in any course(paper) will remain at his/her credit.

15. a) The Grade for each course (paper) would be decided on the basis of the percentage of marks obtained in the End-Semester Examinations as per following table :

Percentage/Mark	Grade Point	Grade	Description
80 and above	8.00 – 10.00	O	Outstanding
70 to 79.99	7.00 – 7.99	A+	Excellent
60 to 69.99	6.00 – 6.99	A	Very Good
55 to 59.99	5.50 – 5.99	B+	Good
50 to 54.99	5.00 – 5.49	B	Fair
40 to 49.99	4.00 – 4.99	C	Average
Below 40	0	F (fail)	Failed

b) **Semester Result :**

SGPA From - to	Letter Grade
8.00 – 10.00	O
7.00 – 7.99	A+
6.00 – 6.99	A
5.50 – 5.99	B+
5.00 – 5.49	B
4.00 – 4.99	C
0	F (fail)

The Semester Grade Point Average (SGPA) will be calculated as an weighted average of all the grade point of the Semester courses. That is, SGPA = Sum of

Credit Grade Point of all courses of the Semester divided by Total Credit of the Semester.

Here, Credit Grade Point = Grade Point X Credit. (C x G$_p$)

c) **Final Result** :

CGPA From - to	Letter Grade	Classification of Final Result	
		General	Hons
8.00 – 10.00	O	First Division with Distinction	First Class with Distinction
7.00 – 7.99	A+		
6.00 – 6.99	A	First Division	First Class
5.50 – 5.99	B+	Higher Second Division	Higher Second Class
5.00 – 5.49	B	Second Division	Second Class
4.00 – 4.99	C		
0	F (fail)	Failed	Failed
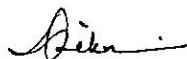
The Cumulative Grade Point Average (CGPA) = Sum of Credit Grade Points of all courses of Six Semesters divided by number of total credits of all Semesters.

16. A student who passess with any Back Paper or appears at any Improvement Examinations will not be considered for Rank / Medal etc. That is, a student who passes in the first attempt without any Break will be eligible for Medal / Rank etc.

17. In case of Honours programme, final result of a student will be declared on the basis of total marks obtained in Honours subjects provided he/she passes all other courses.

18. For interpretation of any clause mentioned in the present Rules and Regulations and for settlement of any dispute the decision of Vice-Chancellor, Tripura University shall be considered as final.

ACADEMIC CALENDAR AND SCHEDULE FOR SEMESTER SYSTEM

(A)	Admission	by July 10
(B)	Semester I/III/V duration	July – December
	Sessional Examination 1	September
	Sessional Examination 2	November
	End Semester Examination	December
	Announcement of Results	by January
(C)	Semester II/IV/VI duration	January - June
	Sessional Examination 1	February
	Sessional Examination 2	April
	Final Semester Examination	by June 30
	Announcement of Results	by July

Note : The exact date of the seasonal examinations shall be fixed by the concerned teachers / colleges and that of the final Semester examination by the Controller of Examinations, Tripura University. The Controller of Examinations would announce the results of the final examinations.

SOFT STUDY COURSES

(Students pursuing in Honours Programme will select 2 and General Programme students will select 3 courses out of the following courses at the beginning of the 6th Semester)

- Entrepreneurship Development
- Human resource Development and studies
- Human Rights and Gender Studies
- North-East region studies
- Constitution of India & Planning
- Health and Hygiene
- Travel & Tourism
- Journalism
- International Relations
- Data Analysis
- Society & Technology
- E-Communication
- E-Marketing

(New courses on Soft Study may be included from time to time with the approval of Academic Council)

Rules for Internal Assessment in B.A./B.Sc./ B.Com. Programmes in Semester System

1. The marks alloted for Internal Assessment (20%) in each course shall be based on the following:

    a) Sessional Examination I (Written)- 40% of the marks alloted for internal assessment.
    b) Sessional Examination-II (Written)- 40% of the marks alloted for internal assessment.
    c) Seminar/ Group Discussion- 20% of the marks alloted for internal assessment.

    Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answerscripts for each paper shall be done by the concerned teacher(s) as a part of his/her/their normal duty. The teacher concerned shall fix the date of the sessional examination of each course complying with the Academic Calendar of the University. The students shall have to write the answers in the scripts provided and duly authenticated by the college/ institute concerned.

2. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary. After this, the answer scripts should be collected back from the students.

3. There shall be no provision for "repeat"/ "betterment" in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion

4. The marks of internal assessment secured by a student shall be carried over to next legitimate chances.

5. If a course is taught by more than one teacher then the concerned teachers shall combinely conduct the process of internal assessment.

6. If any student fails to appear in internal assessment, he/she shall not be eligible to appear in the end Semester examinations of the. course(s) concerned: The colleges/ institutes shall notify the same prior to filling up forms for examinations.

7. At the end of the Semester (before the end-Semester examinations begin) the concerned College shall submit the internal assessment marks in proper mark sheets to the University. The University may call the answer scripts from the colleges/ institute at any time during the academic sessions.

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MINUTES OF THE MEETING

INFORMATION SYTEM COMMITEE

Members present:

1.	Prof. A. Mukherjee, Pro-Vice-Chancellor, TU	Chairman
2.	Sri. Onkar Sadhan Adhikari, Registrar, TU	Member
3.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
4.	Sri. Guruprasad Chakraborty, Dy. Librarian, TU	Member
5.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
6.	Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU	Convener

1. Opening of EOI for setting up of virtual classroom.

Sealed tender box was opened and listed the names of the bidders/firms those who had submitted the EOI. However, EOI of two bidders/firms was not opened due to late submission of the EOI.

List of Bidders/firms whose EOI was opened.
i. M/s Intec Infonet Pvt. Ltd., Kolkata
ii. M/s Future Netwings, Kolkata
iii. M/s Webel, Kolkata
iv. M/s Advantage, Guwahati
v. M/s G.S. Computel Pvt. Ltd., Kolkata
vi. M/s Track Infovision Pvt. Ltd., New Delhi
vii. M/s Digital solutions, Kolkata
viii. M/s Dorling Kindersley(India) Pvt. Ltd., Noida
ix. M/s NCS Computech Ltd, Kolkata
x. M/s Mahabharat computech Pvt. Ltd., Kolkata
xi. M/s Accel Frontline, Kolkata
xii. M/s WzerTech Informatics Pvt. Ltd.
xiii. M/s CMS computers Ltd, Kolkata

List of Bidders/firms whose EOI was not opened due to late submission.
i. M/s Mahabir Systems, Assam
ii. M/s i-GranQee Software Technologies Pvt. Ltd, Tamilnadu

It was decided that a comparative statement of the bidders will be prepared by three members committee as given below. It was requested to the three members committee to submit the comparative statement on or before 29th September 2014.

Three Members committee:
i. Sri. Guruprasad Chakraborty, Dy. Librarian, TU
ii. Sri. Sakti Debbarma, Sr. System Analyst, TU
iii. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU - Convener

2. Opening of limited tender for Video Conferencing Unit.

The committee received 5 nos. of tender from the following bidders and it were opened.
i. M/s Mahabharat Computech Pvt. Ltd., Kolkata
ii. M/s Cybernet, Kolkata
iii. M/s Accel Frontline, Kolkata
iv. M/s G.S. Computel Pvt. Ltd., Kolkata
v. M/s Peetel Solutions Pvt. Ltd., Kolkata

Shibendu Debbarma
16|9|14
16/9/14

As per the comparative statement (annexure A), it was found that M/s G.S. Cmputel Pvt. Ltd., Kolkata (L1) became the lowest bidder with a total amount of Rs. 4,83,250.00. The committee recommends to procure one video conferencing unit from M/s G.S. Computel Pvt. Ltd., Kolkata at the earliest.

3. TCS's proposal for setting up of MAC center at Tripura University.

Tata Consultancy Services (TCS) had submitted a proposal for setting up of Model Assessment Center (MAC) at Tripura University instead of Media access Center as noted in the 6th meeting with 275 computers and other facilities. The proposal was accepted by the Committee. The MoU will be submitted to Registrar, Tripura University for necessary action for signing of the MoU between Tripura University and TCS. As per the sample copy of the MoU sent by TCS, **Tripura University has to provide the following** infrastructure and items:
i. Space for 275 computers
ii. Computer table and chair as per the model given in the document.
iii. Electricity & electrification.
iv. Seating space for TCS associates.
v. Two Godrej Almirah
vi. DG set (82.5 KVA if 275 computers in the same building, If it is in two buildings then two DG set of 30 KVA for 100 computers and 50 KVA for 175 computers will be required). Fuel charge will be borne by TCS as per their usage.
vii. AC for the computer labs.
TCS would provide:
i. 275 computers and maintenance.
ii. Networking equipments and LAN configuration to all these computers and maintenace.
iii. UPS and maintenance
iv. Laptop server.
v. Surveillance Camera.
vi. Web Camera
vii. Biometric devices.
viii. DG fuel charges as per usage.
It was decided that Finance Officer will be requested for purchase of the items as soon as possible after signing of the MoU between Tripura University and TCS.
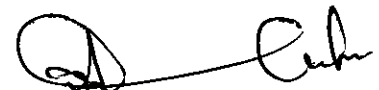
4. Payment of M/s ViaVitae Solutions.

To consider the proposal received Sr. System Analyst, Computer Center, TU regarding payment of Rs. 7500 for configuring and tune new VPS and transfer all the VPS from old to new server; Rs. 25000 for registration and implementation of google apps for Tripura University; Rs. 600 for one year domain renewal charges to M/s ViaVitae Solutions Kolkata.

After deliberation the committee decided that the matter was pending for a long time and all the documents were submitted to the Tripura University for their services, the payment be released to M/s ViaVitae solutions.

The meeting ended with a vote of thanks to the chair.

(Shibendu Debbarma) 16/9/14
Convener

(Prof. A. Mukherjee) 16/9/14
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Minutes of the 8th meeting of the Information System Committee held on 17-10-2014 at 15:00 PM in the Chamber of Pro-Vice Chancellor, Tripura University

Members present:

1.	Prof. A. Mukherjee, Pro-Vice-Chancellor, TU	Chairman
2.	Sri. Onkar Sadhan Adhikari, Registrar, TU	Member
3.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
4.	Sri. Guruprasad Chakraborty, Dy. Librarian, TU	Member
5.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
6.	Dr. Anirban Guha, Assistant Professor, Dept. of Phy., TU	Member
7.	Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU	Convener

1. Network security equipment

The Committee decided to cancel the tender due to 100 percent non-compliance in the specification of the equipment offered by the lowest bidder. It was also decided that a fresh limited tender will be called for the network security equipment in two bid system (Technical bid and Financial bid separately). The financial bid of those bidders/firms will be opened if they qualify successfully in the technical bid.

2. EoI for virtual E-Classroom.

The committee received comparative statement of the bidders/firms in regards to the EoI for setting up of Virtual classroom at Tripura University. After deliberations on the comparative statement, it was decided the following bidders/firms will be called for technical presentation.

i. M/s Accel Frontline, Kolkata.

ii. M/s G.S. Computel, Kolkata.

iii. M/s Future Netwings, Kolkata.

For the presentation, one expert from outside the state will be nominated by Vice-Chancellor, Tripura University.

3. Equipment purchase for Finance Section.

A file note was received by the committee for purchase of sever, software and accessories for implementation of financial software. It was decided that the committee recommends purchase of the equipments except the item in sl. no 4.

4. MoU with TCS for setting up of Model Assessment Center (MAC).

The MoU sent by TCS is not acceptable by Tripura University. However, if TCS agrees to Tripura University terms & conditions then MoU may be signed between Tripura University and TCS. It

was decided by the committee that Registrar, Tripura University will be requested to sent a letter to TCS in this regard.

5. Purchase of display Signage for Central Library.
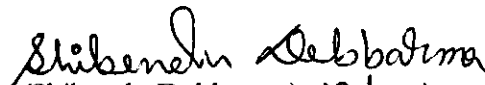
The purchase order was issued to M/s G.S. Computel, Kolkata. However, M/s G.S. Computel, Kolkata informed that the product brand mention in the purchase order was not supplied by them as the product is no more available in the market. Instead of it M/s G.S. Computel, Kolkata offered us the same product of another make/brand.
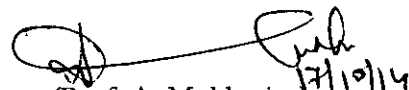
The Committee decided to prepare the price comparison between the two products at the earliest.

6. Payment release to M/s RICOH, Guwahati.

M/s RICOH had delivered 3 servers as per the purchase order vide no. F.TU/FIN/NIT/13/III dated 07TH August 2013to the Tripura University successfully. The committees decided that as per the terms & conditions of the purchase order Tripura University may release 50% of the payment to M/s RICOH on equipment delivery to Tripura University.

The meeting ended with a vote of thanks to the chair.

(Shibendu Debbarma) 17|10|14
Convener

(Prof. A. Mukherjee) 17|10|14
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Minutes of the 10th meeting of the Information System Committee held on 02-12-2014 at 03:00 PM in the Council Hall, Tripura University

<u>Members present:</u>

1.	Prof. Anjan Mukherjee, Pro-Vice-Chancellor, TU	Chairman
2.	Sri. Onkar Sadhan Adhikari, Registrar, TU	Member
3.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
4.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
5.	Dr. Anirban Guha, Assistant Prof., Dept. of Physics, TU	Member
6.	Prof. K.N. Jena, Dept. of Political Science, TU	Member
7.	Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU	Convener

Minutes of the 9th meeting of the Information System Committee was reported and confirmed.

1. Payment of Via-Vitae Solution:

As per the document put in the file vide no F.TU/FIN/Web/33/Vol-II/14 (Maintenance of Tripura University Website) Annual Maintenance Contract (AMC) with M/s Via Vitae solutions for maintenance of Tripura University website was completed successfully for the period 01-05-2014 to 31-10-2014. Finance Officer, TU may be requested to take necessary action for release of payment to M/s Via Vitae solutions for maintenance of Tripura University website for the period 01-05-2014 to 31-10-2014.

2. Tripura University Domain name shifting to ac.in (ERNET):

The matter was discussed and the committee decided to write letter to ERNET regarding our website domain name shifting to ac.in and solution for shifting our existing mail server running with domain name as @tripurauniv.in which is known to everyone.

3. Financial bid for Virtual E-Classroom:

It was decided by the committee that Sri. Shibendu Debbarma be requested to prepare a draft technical terms and conditions for the financial bid document and submit it to Finance Officer, TU for calling financial bid from the 2 (Two) successful bidders as approved in the 9th meeting of Information System Committee.
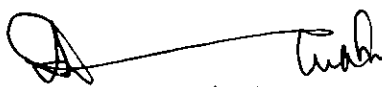
4. Up-gradation of existing campus network:
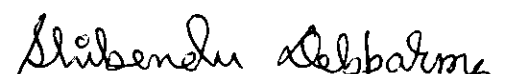
The committee is of the opinion to upgrade the existing campus network for better delivery of Internet and other services. This up-gradation includes software, network applications like VLAN and network hardware's.

Sri. Sakti Debbarma, Sr. System Analyst, Dr. Anirban Guha, Assistant Prof., Department of Physics and Sri. Shibendu Debbarma were requested to prepare a draft proposal in consultation with NIC and submit the proposal in the next meeting.

5. Redundancy link for Internet Bandwidth:

A second link for Internet Bandwidth for Tripura University is required to provide Internet to all students, faculty, officers, staffs, quarters, guest house, hostels etc in the campus. The committee decided to call for an Expression of Interest (EoI) from reputed ISPs.

Sri. Sakti Debbarma, Sr. System Analyst, CC, TU was requested to prepare a draft EoI for internet Bandwidth and submit to this committee for necessary action within 10 days.

6. Purchase of WiFi Access points and license:

An intend for purchase of additional 12 numbers of Access Points (AP) and 25 WiFi Access License from c, Sr. System Analyst, CC, TU dated 01-12-2014 was received by the Information System Committee.

Sri. Sakti Debbarma explained about its requirement in new Science building of Tripura University for creation of WiFi LAN for Internet.

The committee decided to purchase additional 12 nos of AP and 25 WiFi Access License. Finance Officer, TU be requested for purchase of additional 12 nos of AP and 25 WiFi Access License for the new Science building.

7. EoI for Teacher's Recruitment application software Development:

A File was received from Director, IQAC, TU vide no TU/REG/ASD(T)/01/14 regarding EoI for the online Teacher's Recruitment application software development.

The Committee decided and requested the following officials to prepare a draft EoI in this regard and submit the draft EoI to this committee for necessary action within 5 days.

     i. Director, IQAC, TU - Chairman
     ii. Joint Registrar, ADM-1, TU
     iii. Convener, Information System Committee, TU
     iv. OSD, Finance, TU - Convener

8. Temporary wireless point to point Connectivity for Internet Access between Engineering building and New Science building:
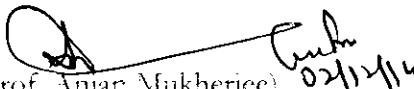
Sri. Sakti Debbarma, Sr. System Analyst, CC, TU had collected three quotations from the local market for temporary connectivity for Internet Access for the New Science building by wireless point to point connectivity.

The Three quotations were opened and comparative statement (in Annexure A) was prepared and M/s S.R. Communication, lowest bidder. The Finance Officer, TU be requested to take necessary action for placing work order.

9. Oracle presentation on 8th December 2014:

A presentation by M/s Oracle for automation is organized on 8th December 2014. All the members of the Information system committee and Controller of Examinations, TU, Finance Officer, TU and Director, CDC, TU will be requested to present in the presentation by Oracle in the Council hall, TU at 12:00 noon.

     The meeting ended with a vote of thanks to all present in the meeting.

(Prof. Anjan Mukherjee)   02/12/14   (Shibendu Debbarma)
Chairman   Convener

Members present:

1.	Prof. A. Mukherjee, Pro-Vice-Chancellor, TU	Chairman
2.	Sri. Onkar Sadhan Adhikari, Registrar, TU	Member
3.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
4.	Prof. Kashi Nath Jena, Director, DDE, TU	Member
5.	Sri. Guruprasad Chakraborty, Librarian-in-Incharge, TU	Member
6.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
7.	Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU	Convener

Approved
2/1/15

1. Action taken and Confirmation of the 10th meeting.

It was reported action taken and 10th meeting of Information System Committee was confirmed.

2. VIDEO CONFERENCE FROM RASHTRAPATI BHAVAN ON 10 JAN. 2015.

It was decided to hold the video conference in the Council Hall, Tripura University on proposed date as per letter from Rashtrapati Bhavan. Sri. Sakti Debbarma, Sr. System Analyst, Tripura University was requested to arrange for the video conference on 10th January 2015.

3. Opening of Financial bids for Virtual E-Classroom.

Two nos. of Financial bids from the following bidders were received by the Committee and was opened by the committee accordingly.

i. M/s Accel Frontline, Kolkata.
ii. M/s G.S. Computel Pvt. Ltd., Kolkata

A comparative statement was prepared and enclosed with minutes (Annexure A).

As per the comparative statement (annexure A), it was found that M/s G.S. Computel Pvt. Ltd., Kolkata (L1) became the lowest bidder combining with a total amount of Rs. 2,63,87,408.00. Rate of M/s G.S. Computel Pvt. Ltd., Kolkata is accepted. The committee recommended to procure Software's and Hardware's for virtual E-Classroom from M/s G.S. Computel Pvt. Ltd., Kolkata at the earliest.

4. Re-tendering of Network security equipment.

It was decided to re-tender for network security equipment. Sri. Sakti Debbarma, Sr. System Analyst, Tripura University was requested to prepare the tender document and submit the tender document to the committee at the earliest to publish the tender document in Tripura University Website and Local newspaper.

5. Digital Display for Central Library.

It was decided to cancel the former tender regarding the purchase of digital display for central library. It was further decided to re-tender for digital display and Sri. Guruprasad Chakraborty, Librarian-in-Charge, TU was requested to prepare the tender document and submit the tender

Shibendu Debbarma
02/01/2015

document to the committee at the earliest to publish the tender document in Tripura University Website and Local newspaper.

6. Misc.

i. Renewal of Tripura University website domain name, hosting server (VPS) and SSL:

It was resolved to renew as per the followings:
a) Tripura University website domain name may be renewed for another 1 year.
b) Hosting Server (VPS) and SSL may be renewed for another 6 months.

In the mean time process of new tender document will be prepared for the new domain name and new proposed website.
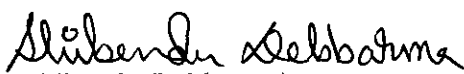
Sri. Sakti Debbarma was requested to prepare the draft tender in consultation with Vice-Chancellor, TU.
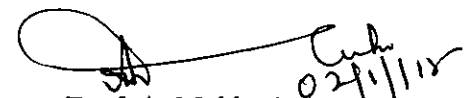
ii. Automation of TU Central Library:

A committee comprising of the following members will prepare the EOI and submit the draft EOI to the Information System Committee.

a) Dr. Partha Sarathi Mukhopadhyaya, Associate Prof. & Head, Library and Information Science, Kalyani University (External Expert) b) Sri. Sakti Debbarma, Sr. System Analyst, TU c) Sri. Shibendu Debbarma, Assistant Professor, Dept. of IT, TU d) Dr. Utpal De, Assistant Professor Dept. of Chemistry, TU e) Representative for Finance Branch, TU. f) Sri. Guru Prashad Chakraborty, Librarian (I/c), Central Library, TU (Convener).

The meeting ended with a vote of thanks to the chair.

(Shibendu Debbarma) 02|01|2015
Convener

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Minutes of the 12th meeting of the Information System Committee held on 06-02-2015 at 11:30 AM in the Chamber of Pro-Vice-Chancellor, Tripura University

Members present:

1.	Prof. A. Mukherjee, Pro-Vice-Chancellor, TU	Chairman
2.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
3.	Sri. Guruprasad Chakraborty, Librarian-in-Incharge, TU	Member
4.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
5.	Sri. Shibendu Debbarma, Assistant Prof., Dept. of IT, TU	Convener

1. Action taken and Confirmation of the 11th meeting.

It was reported action taken and 11th meeting of Information System Committee was confirmed.

2. Internet User Authentication Policy of Tripura University.

It was discussed on the draft policy of the Internet user authentication policy of Tripura University submitted by Computer Center, Tripura University. The committee found the draft Internet user authentication policy of Tripura University satisfactory and the committee decided to adopt the Internet user authentication policy of Tripura University **(enclosed in Annexure A)** from 15th of March 2015 after approval of the Internet user authentication policy of Tripura University document from Vice-Chancellor, Tripura University.

3. Proposal for Bio-metric attendance.

With reference to the Government of India directives, Tripura University decided to implement Biometric (finger print scan type) attendance system at Tripura University. The committee decided to implement the Biometric (finger print scan type) attendance system phase wise. In the initial phase the Biometric (finger print scan type) attendance system will be installed in the following locations of Tripura University.

i. Administrative building. (2 nos)
ii. Controller of Examinations building. (1 no)
iii. Central Library (1 no)

A tender document has been prepared by the committee for procurement of 4 nos of the Biometric (finger print scan type) attendance system.

It was decided by the Information System Committee to float the tender document for procurement of 4 nos of the Biometric (finger print scan type) attendance system in Tripura University website after taking necessary approval from the Tripura University authority.

4. Digital Display for Central Library.

Librarian-in-Charge, Central Library, TU had submitted draft tender document for purchase of Digital display for Central library. The committee had requested for few corrections and modification in the tender document. Librarian-in-Charge, Central Library, TU was requested to resubmit the tender document after necessary corrections and modifications in the tender document and submit it to the committee to publish the tender document in Tripura University Website and Local newspaper at the earliest.
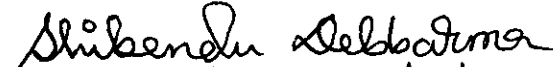
Shibendu Debbarma
06/2/2015

5. Computerization of the Central Library, TU.

With ref. to the 11th meeting of the Information System Committee, TU, a committee was formed for drafting the EoI document for computerization of the Central Library, TU. Accordingly the said committee had drafted the EoI document and accepted by the Library up-gradation and modernization committee, TU.

The Information System Committee, TU decided to publish the EoI document in Tripura University Website and national newspapers at the earliest.

The meeting ended with a vote of thanks to the chair.

(Shibendu Debbarma)   06/02/2015
Convener

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Members present:

1. Prof. A. K. Ghosh, Vice-Chancellor, TU
2. Prof. A. Mukherjee, Pro-Vice-Chancellor, TU
3. Sri. Onkar Sadhan Adhikari, Registrar, TU
4. Sri. Guruprasad Chakraborty, Dy. Librarian, TU
5. Sri. Sakti Debbarma, Sr. System Analyst, TU
6. Dr. Anirban Guha, Assistant. Prof., Dept. of Phy, TU
7. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU

Action taken report of the 12th Meeting.

i. Item no. 1 confirmed. Four letter department code to be used.

ii. Item no. 2: To purchase Bio-metric attendance system along with 4 nos of CC TV. Confirmed.

iii. Item no. 3: confirmed.

iv. Item no. 4: confirmed.

Agenda:

1. EOI for Computerized automation of the Central Library, TU.

It was resolved that the draft EOI submitted by Library up-gradation and modernization Committee is acceptable and necessary action to be taken for approval from Tripura University authority before publishing the EOI in local newspaper and TU website.
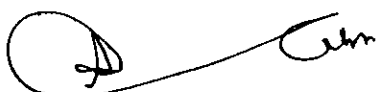
2. Procurement of Bio-Metric attendance:

It was resolved that a draft tender document will be prepared by the IS Committee for procurement of 4 nos. of Bio-Metric attendance device and 4 nos. of CC TV camera and discuss on the draft tender in the next meeting of the committee.

3. Setting up of LAN and re-arrangement of stack room along with electrification in Central Library:

A proposal was submitted by Librarian (I/c), Central Library, TU for setting up of LAN re-arrangement of stack room along with electrification in Central Library.

It was resolved that, Librarian (I/c), Central Library, TU may draw an advance amount for setting up of LAN re-arrangement of stack room along with electrification in Central Library as Rs. 25000/- for re-arrangement of stack room along with electrification and Rs. 50000/- for setting up of LAN.

Misc:
4. Centralized Server for Software and Antivirus:

It was resolved to explore for setting up of Centralized Server for Software and Antivirus in the computer Center, TU and submit the report in the next meeting.

5. Upgradation of TU Campus Network:

It was resolved to request authority for fund allocation for upgradation of Tripura University campus Network. It is also resolved that prof. Y.N.Singh,IIT Kanpur be invited to Tripura University as an external expert to finalize design of Upgradation work of Tripura University Campus Network. from unmanaged network to managed network with core swithes and VLan.
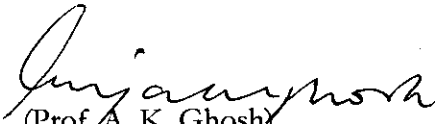
6. Moodle Installation for running online courses:
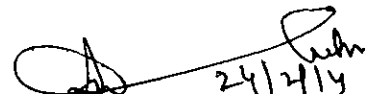
Dr. Anirban Guha, Assistant Professor, Dept. of Physics was requested to coordinate for installation of Moodle software in our server.

7.. Purchase of Anti plagiarism software:

It was resolved to explore anti plagiarism software available in the market and submit a report for purchase of anti plagiarism software for Tripura University.

The meeting ended with a vote of thanks to the chair.

(Prof. A. K. Ghosh)
Vice-Chancellor, TU

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Minutes of the 14th meeting of the Information System Committee held on 10-04-2015 at 12:30 PM in the Council Hall, Tripura University

Members present:

1.	Prof. Anjan Kumar Ghosh, Vice-Chancellor, TU	President
2.	Prof. Anjan Mukherjee, Pro-Vice-Chancellor, TU	Chairman
3.	Sri. Onkar Sadhan Adhikari, Registrar, TU	Member
4.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
5.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
6.	Dr. Anirban Guha, Assistant. Prof., Dept. of Phy, TU	Member
7.	Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU	Convener

Action taken report of the 13th Meeting.

i. Item no. 1 To place the draft EOI to TU authority for approval. It will be published in local/national newspaper and TU website after the approval.

ii. Item no. 2: short notice for quotation will be notified in our TU website.

iii. Item no. 3: confirmed.

iv. Item no. 4: deferred to next meeting.

v. Item no. 5: confirmed.

vi. Item no. 6: Dr. Anirban Guha, Assistant Professor, Department of Physics, TU will be the coordinator for moodle administration.

vii. Item no. 7: confirmed and it will be placed in the committee constituted for purchase of Plagiarism software.

Agenda:

1. Finalization of location for Virtual class room studio.

distance education

It was resolved that one room in the old mathematics department will be allotted for setting up of virtual class room studio. It was also decide that Mr. L.B. Prasad or M/s Adobe/M/s G.S. Computel may be contacted for setting up of studio.

2. Finalization of draft EOI for TU website.

A draft document was submitted and accepted by the committee and resolved that the same document to be submitted to TU authority for approval.

3. Internet connectivity to academic building XI and new registrar branch.

It was decided that Sr. System Analyst, Computer Center, TU will arrange the internet connectivity to **academic building XI and new registrar branch** by taken advance amount at the earliest.

4. Finalization of draft tender for procurement of Biometric attendance system.

A draft document was submitted and accepted by the committee and resolved that the same document to be submitted to TU authority for approval.

5. Finalization of comparative statement submitted by sub-committee for purchase of network security equipment.

Deferred to next meeting.

6. Discussion on the letter received from M/s G.S. Computel.

A letter from M/s G.S. Computel Pvt. Ltd. was received by Accounts Officer, TU and placed in this committee wherein it was mentioned that as per the purchase order vide no. F.TU/FIN/E-Classroom/301/14 dt. 19.01.2015, that M/s G.S. Computel Pvt. Ltd wants to supply laptop with specification **Core-i 5 instead of Core-i 3 with a same price** vide their letter no GSCPL/HP/TU/09-3-1/14-15 dated 25.03.2015.

The committee decided to accept the offer as Core-i 5 is higher technology than Core-i3 and in the same price.

7. Redundancy Internet bandwidth from PGCIL.

A proposal was received from PGCIL for internet bandwidth. Dr. Anirban Guha, Assistant Professor, Dept. of Physics, TU was requested to coordinate with PGCIL and submit a report in the next meeting.
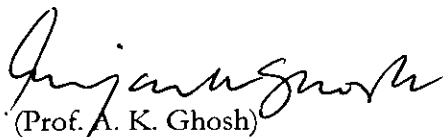
9. Payment release to M/s G.S. Computel.
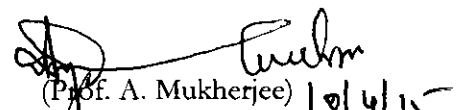
An invoice was received from M/s G.S. Computel Pvt. Ltd. by the Finance Officer for payment of purchase of Virtual class room software and hardware vide no. M/1218/14-15 dated 30.03.2015.

It was also informed that the software and hardware delivery by M/s G.S Computel Pvt. Ltd. & received report by Sr. System Analyst, Computer center, TU was submitted to Finance Officer (I/c), TU.

In view of above, the committee decided to request authority to release 40% payment to M/s G.S. Computel Pvt. Ltd. as per the purchase order and MoU signed between Tripura University and M/s G.S. Computel.

The meeting ended with a vote of thanks to all.

(Prof. A. K. Ghosh)
President

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Minutes of the 15th meeting of the Information System Committee held on 13-05-2015 at 03:30 PM in the Council Hall, Tripura University

Members present:

1.	Prof. Anjan Mukherjee, Pro-Vice-Chancellor, TU	Chairman
2.	Sri. Uttam Kumar Das, Finance Officer (I/c), TU	Member
3.	Sri. Sakti Debbarma, Sr. System Analyst, TU	Member
4.	Sri. Guruprasad Chakraborty, Librarian (I/c), Central Library, TU	Member
5.	Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU	Convener
6.	Sri. Ratan Nag, Site Engineer (Electrical), TU	Spl. Invitee

Action taken report of the 14th Meeting.

i. Item no. 1: confirmed.
ii. Item no. 2: confirmed.
iii. Item no. 3: confirmed.
iv. Item no. 4: confirmed.
v. Item no. 5: confirmed.
vi. Item no. 6: confirmed.
vii. Item no. 7: confirmed.
viii. Item no. 8: confirmed.
ix. Item no. 9: confirmed.

1. Opening of digital display tender.

With reference to the tender no. F.TU/FIN/Library/3012/2015 dated 6-5-2015 the tender box was opened in presence of the committee. The committee found only one tender from M/s Art Lions, Agartala.

The committee opined that due to single tender, comparative statement could not be done and the tender was not opened. It was resolved that fresh quotation be invited immediately.

2. Proposal for setting up of common computing facility in academic building XI.

The committee after deliberations on the necessity of setting up of common computing facility in academic building XI, it was decided before placing the proposal to the authority the following needs to be done.
i. To explore space availability. In this regard convener of this committee was requested to explore availability of space in academic building XI in consultation with Space Committee, TU and report in the next meeting.
ii. To take the views of all the HoD's of academic building XI on setting up of common computing facility. All the HoD's of academic building XI may be invited as spl. invitee in the next meeting of Information System Committee.

3. Proposal for requirement of UPS in academic building XI and virtual class room studio.

13/05/2015

The committee discussed about power back-up for computers & laboratory equipments for the departments in the academic building XI and for virtual class room. The committee decided the followings.

i. 20 KVA UPS in the existing Mathematics department will be used for virtual class room.
ii. 2x10 KVA UPS may be purchased for Mathematics department in the Academic building XI.
iii. Department of Chemistry, Botany and English have their existing UPS.
iv. 3 KVA UPS with minimum 60 minute back up is required for each of the department of Sanskrit, Bengali, History, Hindi, Philosophy, Political Science, Physical education, and Statistics.

The Finance Officer, TU, TU may be requested for necessary action and approval for purchase the required UPS for the academic building XI at the earliest.

4. Comparative statement for purchase of firewall.

A comparative statement was submitted for purchase of firewall. It was found that M/s G.S. Computel Pvt. Ltd, Kolkata became the lowest bidder (L1) with his quoted rate of Rs. 20,15,541/- only.

The committee decided to accept the comparative statement and request Finance Officer, TU to take necessary action for purchase of the same firewall from M/s G.S. Computel Pvt. Ltd., Kolkata at the earliest.

5. Proposal for CCTV camera and other accessories for COE branch, Registrar branch, Finance Branch and DDE, TU.

As per the survey report submitted by Computer Center, TU, the committee decided to provide CCTV camera and other accessories to the followings:
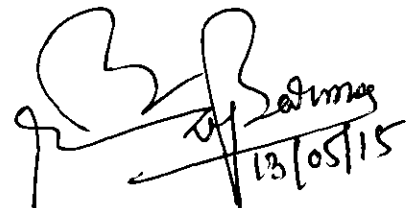
i. CoE branch - 16 nos of CCTV camera and other accessories required.
ii. Registrar branch - 07 nos of CCTV camera and other accessories required.
iii. DDE - 10 nos of CCTV camera and other accessories required.
iv. Finance branch - 05 nos of CCTV camera and other accessories required.

6. Extension of services of M/s Via Vitae, Kolkata in regards to TU website and domain.

A file from Finance Officer, TU was placed before the committee in regards to extension and payment for services of M/s Via Vitae, Kolkata in regards to VPS (maintenance of TU website) and domain registration.

It was resolved by the committee that since the committee had already initiated the process for EoI for a fresh TU website development, maintenance and domain, this process will take a few months to complete, the services of M/s Via Vitae, Kolkata may be extended for another six months upto 11.01.2016. Finance officer, TU be requested to take necessary action in this regard and release of their payment.

7. Requirement of additional accessories for setting up of Virtual Class room studio.

An intend was received from Sr. System Analyst, Computer Center, TU for additional accessories with financial involvement of estimated Rs, 4 Lakh required for setting up of virtual class room. The committee accepted the intend as it is required for setting up of virtual class room studio.
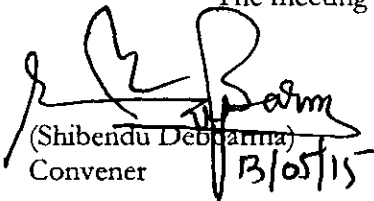
Finance Officer, TU will be requested for purchase of the additional accessories required for setting up of virtual class room at the earliest.
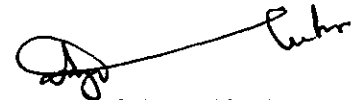
9. An intend from JMC department, TU for 2 LED TV.

An intend from JMC department, TU received by the Finance Officer, TU for 2 nos of LED TV was placed before the committee.

The Committee decided that since this requirement is for academic purpose, 2 nos of LED TV may be purchased for JMC department, TU. Finance Officer, TU may be requested to take necessary action in this regard.

The meeting ended with a vote of thanks to the chair.

(Shibendu Debbarma)
Convener
13/05/15

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Members present:

1. Prof. A. K. Ghosh, Vice-Chancellor, TU
2. Prof. A. Mukherjee, Pro-Vice-Chancellor, TU
3. Sri. Guruprasad Chakraborty, Dy. Librarian, TU
4. Sri. U.K. Das, Finance Officer (I/c), TU
5. Sri. Sakti Debbarma, Sr. System Analyst, TU
6. Dr. Anirban Guha, Assistant. Prof., Dept. of Phy, TU
7. Prof. K.N. Jena, Prof., Dept of Pol. Sc., TU
8. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU
9. Dr. K.B. Jamatia, Director, DDE, TU – Spl. Invitee.

Action taken report of the 15th Meeting.

Minutes of the 15th meeting was confirmed.

Agenda:

1. Discussion on experts report and improvement of TU campus network.

It was decided that the present TU campus network will be upgraded in accordance to the suggestions suggested by Dr. Y.N. Singh, IIT Kanpur (external expert) in phase manner. Sri. Sakti Debbarma, Sr. System Analyst, TU had submitted a phase wise up-gradation of TU campus network.

2. Discussion on the adoption of new policy of Central Govt. on OSS.

It was resolved that the new policy of Central Govt. on OSS should be followed by this University for purchase as mentioned in the said policy.

3. Discussion on TU Website maintenance.

It was resolved that the EOI for the design of new Tripura University site shall be floated immediately.

4. Issues regarding virtual classroom setup.

It was discussed about additional requirement of accessories for setting up of virtual class room and virtual class room training to the faculties. It was resolved that the proposal submitted by Sr. System Analyst, TU for requirement of accessories for virtual classroom be sent to the central purchase committee, TU for purchase of the accessories. Sr. System Analyst, TU was also requested to make a schedule for the virtual class room training to the faculties.

5. Discussion on computerization of Central Library and digital display.

It was resolved to float the EOI on computerization of Central Library immediately. Finance Officer (I/c) be requested to take necessary action for the publishing of EOI.
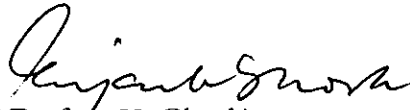
6. It is resolved that Proposal of PGCL (a Govt. of India Undertaking) regarding installation 150 mbps additional Internet link @ Rs.17lakh per year is recommended and proposal may be sent to central purchase committee for their consideration.
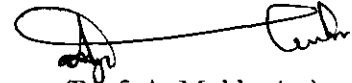
7.It is resolved that two computer professionals among which one certificate holder and one computer graduate may be outsourced for smooth maintenance of computer networks of Tripura University,

8.It is resolved that an external expert in the field of video studio be invited to finalise the design of Virtual class room studio.

The meeting ended with a vote of thanks to the chair.

(Prof. A. K. Ghosh)
Vice-Chancellor, TU

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Members present:

1. Prof. A. K. Ghosh, Vice-Chancellor, TU
2. Prof. A. Mukherjee, Pro-Vice-Chancellor, TU
3. Sri. U.K. Das, Finance Officer (I/c), TU
4. Sri. SaktiDebbarma, Sr. System Analyst, TU
5. Dr. AnirbanGuha, Assistant. Prof., Dept. of Phy, TU
6. Sri. ShibenduDebbarma, Assistant. Prof., Dept. of IT, TU

Action taken report of the 16th Meeting.

Minutes of the 16th meeting was confirmed.

Agenda:

1. Discussion on central computing facility.

It was decided to declare eight central computing lab under administrative control of Computer Center in the locations as given below ;
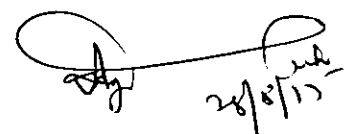
i. Academic building 6 (Existing computers of Computer Centre)
ii. Central Library building (Existing Computers of ground floor & Ist floor)
iii. Academic building 6 (Existing Computers of 2nd floor of Physics Dept.)
iv. Academic building 9 (Existing Computers of IT Dept.)
v. Academic Building 7(Existing Computers of Geography & Disaster management Dept.)
vi. Academic building 11 (Existing Computers Mathematics Dept.)
vii. Academic Building 10 (Existing Computers Management Dept.).
viii. Academic building 2 (Existing Computers of Commerce Dept.)
It is also resolved that 15 new ACER computers delivered in the Central library kept packeted be shifted to Central Computer lab at Mathematics Dept.

Registrar be requested to notify all the departments about these central computing labs. To look after the above declared computer center's 8 manpower shall be outsourced from the existing firm M/S S.Basuthakur & co.)who has already out sourced 10 manpower . Finance officer will be requested for outsourcing 8 computer technical persons before visit of NAAC team.

It was decided to provide 4 printers and 1 scanner for printing and scanning facility to the students and research scholars in four of the computer center's with payment of Rs. 1 per page. There should be log book to be maintained for computing services, printing and scanning in each of the Central computer Lab.

It was decided to install open source operating systems in all the computers and other proprietary operating systems may installed with proper justification. The required operating system and particular software may be installed in those computers by the department only. It was also decided to assign specific time slots to departments who wants to use the cental computer labs. Faculty, students, research scholars should not install any software in those computers of the central computer labs of Computer center.

Open source anti-virus be installed in all the computers of the computer centers.

- If there is any views comment on these arrangement of central computing labs by any HOD/faculty ,it may be refered to Vice-Chancellor, TU.

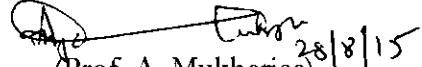## 2. Discussion on the setup of WiFi campus network.

With ref. to the letter vide no. F.No. 16-28/2009-DL/TEL dated 24th August 2015 from MHRD, Govt. of India, it was reported that this University had already installed WiFi and invested more than Rupees Fifteen Lakhs till date and required more fund to complete total WiFi installation in the campus.

It was decided to prepare a proposal on WiFi campus network for this University and submit it to the Government of India before 11th September 2015 for funding.

Sr. System Analyst, TU was requested to prepare the proposal and submit it to the TU authority for submission to the Government of India.

The meeting ended with a vote of thanks to the chair.

(Prof. A. K. Ghosh)
Vice-Chancellor, TU

(Prof. A. Mukherjee) 28|8|15
Chairman

Copy to: P.S. to the Vice-Chancellor for his kind information.

Minutes of the 19th meeting of the Information System Committee held on 11-12-2015 at 04:00 PM in the Chamber of Pro-Vice-Chancellor, Tripura University

Members present:

1. Prof. A. Mukherjee, Pro-Vice-Chancellor, TU.
2. Sri. U.K. Das, Finance Officer (I/c), TU.
3. Sri. Sakti Debbarma, Sr. System Analyst, TU.
4. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU.

Action taken:

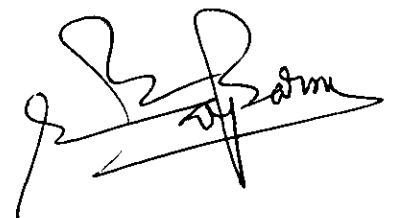Minutes of the 18th meeting confirmed.

19th meeting resolution:

1. Discussion on demonstarion from eligible vendors of EOI of TU **Website upgradation** .
   Deferred to next meeting.

2. Discussion on tender called for computerization of Central Library.
   Deferred to next meeting.

Misc.

3. A file note vide no. F.TU/FIN/E-classroom/301/14 dated 27/11/2015 was received from Finance branch, TU by the committee regarding balance payment of Virtual class system setup installation and the proceedings of the meeting of the technical committee vide no. F.TU/FIN.E-classroom/301/14 dated 21.08.2015 for the installation, commissioning, training etc. have been completed and the system is functioning satisfactorily. It was resolved that the balance payment of Virtual class System may be released to M/s G.S. Computel Pvt. Ltd., Kolkata as per terms and conditions.

4. A file note vide no. F.TU/CC/Website maintenance/2015 dated 10/12/2015 was received from Sr. System Analyst, Computer center, TU by the committee regarding renewal of AMC for Tripura University Website (Both English and Hindi version) and Renewal of Domain name and Virtual Private Server for Tripura University Website (Both English and Hindi version).

   The committee resolved that the renewal of AMC for Tripura University Website (Both English and Hindi version) may be done as per earlier approved rate in favour of Via Vitae Solutions, Kolkata.

   The committee also resolved that the renewal of of Domain name and Virtual Private Server for Tripura University Website (Both English and Hindi version) may be done as per earlier approved rate in favour of Via Vitae Solutions, Kolkata.
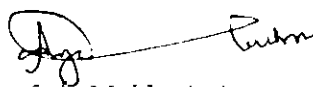
5. Accessories Wacom - DTU1631 amount Rs.63,525/- and Anti virus Quick heal server edition (3 years) quantity 6 nos amount Rs. 27,000/-(@Rs.4,500/-) from Supplier of Virtual class system, G.S. Computel Pvt. Ltd. ,Kolkata as these are absolutely necessary for the Virtual class system.
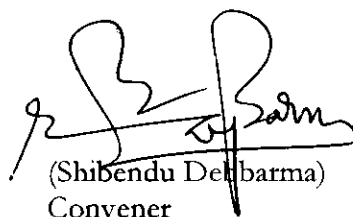
    The committee resolved that the Finance Officer, TU be requested for necessary action and release of the payments against the bills.

6. A file note vide no. F.TU/FIN/Molecular Biology/277/13 dated 20/05/2015 was received from Finance branch, for payment against the purchase order no. F.TU/FIN/Molecular Biology/277/13/I dated 31.03.2015 for supply of Discovery Studio software for Bioinformatics – Ds Protein for academic research. It was resolved by the committee that the payment may be released to M/s Dassault Systems Biovia K.K., Thin Park Tower, 2-1-1 Osaki, Shinagawaku, Tokyo 141-6020, Japan as per terms and conditions of the purchase order.

The meeting ended with a vote of thanks to the chair.

(Prof. A. Mukherjee)
Chairman

(Shibendu Debbarma)
Convener

Copy to: PA to Vice-Chancellor for his kind information.
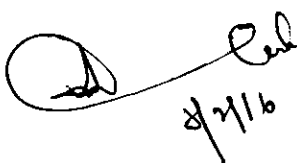
Members present:

1. Prof. Anjan Kumar Ghosh, Vice-Chancellor, TU
2. Prof. A. Mukherjee, Pro-Vice-Chancellor, TU.
3. Sri. Onkar Sadan Adhikari, Registrar, TU
4. Sri. U.K. Das, Finance Officer (I/c), TU.
5. Sri. Sakti Debbarma, Sr. System Analyst, TU.
6. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU.
7. Sri. Ashish Choudhury, Information Scientist, TU – Special Invitee.
8. Sri. Surendra Kr. Pal, Assistant Librarian, TU – Special Invitee.

Action taken:

Minutes of the 19th meeting confirmed.
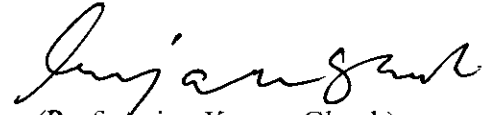
20th meeting resolution:

1. EoI called for TU Website maintenance vide no. F.TU/FIN/NIT/13(5) dated 08-07-2015 were scrutinized by a committee. Based on the report of the scrutiny committee the following bidders (in Annexure A) were found eligible for presentation in presence of Information System Committee on 26th February 2016 at Tripura University. Convener of Information System Committee was requested to send the notice for presentation on 26th February 2016 at Tripura University to the eligible bidders.

2. EoI called for TU Central Library computerization vide no. F.TU/FIN/Library/312/15 dated 14-07-2015 were scrutinized by a committee. Based on the report of the scrutiny committee the following bidders were found eligible (in Annexure B) for presentation in presence of Information System Committee and Library modernization and up-gradation committee on 29th February 2016 at Tripura University. Convener of Information System Committee was requested to send the notice for presentation on 29th February 2016 at Tripura University to the eligible bidders.

3. MoU with NKN:
   Tripura University was requested for signing MoU with Ernet for NKN services. The committee resolved to send the MoU copy to the MoU committee. Tripura University for necessary action. Sr. System Analyst, Tripura University was requested to submit the MoU copy of NKN to the MoU Committee of Tripura University.

4. A file note vide no. F.TU/CC/Website maintenance/2015 dated 10/12/2015 was received from Central Purchase Committee, Tripura University for technical feasibility to purchase few managed switches for campus network. The committee discussed on the technical feasibility with regards to upcoming WiFi network to installed at TU campus by Government of India through ERNET. The committee decided to report about the technical feasibility and its urgent requirement to the Central purchase committee.

5. Sr. System Analyst was requested by the committee to submit report on bandwidth utilization and utilization of TU E-class/Virtual classroom in the next meeting.

The meeting ended with a vote of thanks to the chair.

(Prof. A. Mukherjee)

(Prof. Anjan Kumar Ghosh)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Members present:

1. Prof. Anjan Kumar Ghosh, Vice-Chancellor, TU
2. Prof. Anjan Mukherjee, Pro-Vice-Chancellor, TU
3. Sri. Onkar Sadhan Adhikari, Registrar, TU
4. Sri. Uttam Kumar Das, Finance Officer (I/c), TU
5. Prof. K.N. Jena, Dept. of Pol. Sci., TU
6. Sri. Sakti Debbarma, Sr. System Analyst, TU
7. Dr. Anirban Guha, Assistant. Prof., Dept. of Phy, TU
8. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU

Action taken report of the 20th Meeting.

Confirmed.

Agenda:

1. Network equipment requirement for Internet in Music Department.

It was resolved that Internet connectivity will be provided in the existing building of department of Music, Tripura University. In this regard, Finance Officer, TU be requested to take necessary action at the earliest

2. Decision on calling financial bid from 3 successful bidders as recommended for TU new website development.

The committee discussed on the report submitted by the sub-committee and resolved that the financial bid from the three successful bidder will be called soon (Report in annexure A). In this regard, Finance Officer, TU be requested to take necessary action at the earliest for calling financial bids from the three successful bidders.

3. Technical view on mobile jammer.

D.O. letter from Prof. Jaspal S. Sandhu, UGC vide no. D.O.No.F.1-1/2016(Secy) dated 10ᵗʰ February, 2016 was placed before the committee and discussed on the needs of the mobile jammer in Tripura University. It was resolved that as per the decision of the Government of India, Mobile jammer during examinations if required will be rented from the agencies empanelled by the Government of India.

4. Decision on requirement of high end server by various departments.

A proposal letter was placed before this committee on the requirement of high end server by various departments of the Tripura University. It was resolved that requirement of high end server will be explored based on the types of experiments to be done by it and also individual faculties of the

concerned departments will be requested for more detailing on the requirement of this high end server.

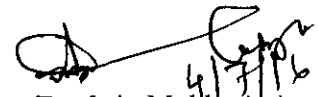**5.** Proposal of Sr. System Analyst, TU for Campus LAN.

It was resolved that an auditing of the existing campus LAN will be done by third party experts. Based on the report of the auditing experts a fresh proposal will be prepared and be submitted to the authority for further necessary action.

6. Misc.: CC TV camera for University Gates.

It was discussed and decided to install CC TV cameras in the TU Gates. Specification of the CC TV camera will be submitted in the next meeting. Dr. Anirban Guha was requested to prepare specification of the CC TV camera in consultation with Security Officer, TU.

The meeting ended with a vote of thanks to the chair.

(Prof. A. K. Ghosh)
Vice-Chancellor, TU

4/7/16

(Prof. A. Mukherjee)
Chairman

Copy to: PA to Vice-Chancellor for his kind information.

Members present:

1. Prof. A. Mukherjee, Pro-Vice-Chancellor, TU.
2. Sri. OnkarSadanAdhikari, Registrar, TU
3. Sri. U.K. Das, Finance Officer (I/c), TU.
4. Sri. SaktiDebbarma, Sr. System Analyst, TU.
5. Sri. ShibenduDebbarma, Assistant. Prof., Dept. of IT, TU.
6. Dr. AnirbanGuha, Assistant Prof., Dept. of Phy., TU.

Action taken report of 21st meeting:

Against item no. 1: Finance Officer, TU be requested to place the work order within 5 days.

Against item no. 2: Finance Officer, TU be requested to issue the financial bid to the selected vendor within 10 days.

Against item no. 3: reported & confirmed.

Against item no. 4: Convener, Information System Committee, TU be requested to send letter to the respective departments in this regard.

Against item no. 5: Convener, Information System Committee, TU& Sr. System Analyst, TU be requested to explore with ETDC in this regard.

Against item no. 6: Report submitted by Dr. AnirbanGuha was read out and it will be discussed further with the main agenda item no. 1 of the meeting.

22nd meeting resolution:

1. A proposal was received from M/s Webel Technology Limited (A Govt. of West Bengal Undertaking) Plot-5, Block-BP, Sector-V, Salt Lake City, Kolkata-700 091 (vide letter no WTL/PSM/TU/NW/001/16-17 dated 06-09-2016, copy enclosed). The proposal was submitted after detail survey of our University campus to understand the scope of the project and its requirement.

    After detail discussion on the proposal submitted by M/s Webel Technology Limited along with the report of Dr. AnirbanGuha, the committee resolved that the project may be done through M/s Webel Technology Limited in 3 phases. In phase I, (a) CCTV be installed in 4 University Gate having its control panel in the TU security officer's room, (b) CCTV in Guest House having its control panel in the Guest House, (c) CCTV in academic building XI having its control panel in that building itself (d) CCTV in Sports Office to cover the road in front of it having its control panel in the Sports Office. All the installation should be done separately. However it should have all the provision to upgrade and connect to TU campus fiber network in future. In phase II CCTV for the inside road connecting upto academic building XI& hostels. In phase 3 reaming places of the campus.

The Committee also resolved that the proposal be sent to the Finance Officer, TU for placing it in the Central purchase committee, TU for procurement.
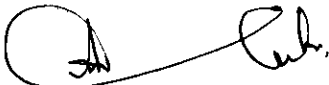
2. A proposal was placed by the Sr. System Analyst, TU (email dated 5-6-2016, copy enclosed) for immediate requirement of UPS and other surge protection items for the networking equipment's.

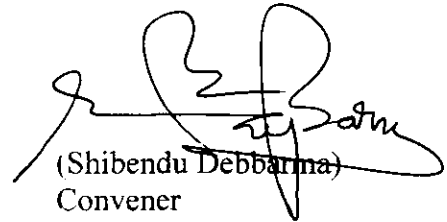   It was referred to Finance Officer, TU for procurement of UPS and other items.

3. Misc:
   It was reported by Sr. System Analyst, TU, that digital attendance system has been deployed in the Registrar branch, TU w.e.f. 1st September 2016.

   The meeting ended with a vote of thanks to the chair.

(Prof. A. Mukherjee)
Chairman

(Shibendu Debbarma)
Convener

Copy to: PA to Vice-Chancellor for his kind information.

TRIPURA UNIVERSITY

Suryamaninagar

Proceedings of the 23RD meeting of the Information System Committee held on 5th January,2017 in Council hall of Administrative building of Tripura University. The meeting was presided by Hon'ble Vice-Chancellor, Tripura University.

Member present:

1. Prof. Anjan Kumar Ghosh	Vice-Chancellor,T.U.	President
2. Prof. Anjan kumar Mukherjee	Pro-Vice-Chancellor,T.U	Chairman
3. Sri U.K. Das	Finance Officer (I/C) ,T.U	Member
4. Sri Sakti Debbarma	Sr.System Analyst ,T.U.	Member
5. Surajit Bhattacharjee	Asst. Professor ,T.U.	Special Invitee
6. Sri Ashish Choudhury	Information Scientist ,T.U.,	Special Invitee
7. Sri Pranay Paul	Asst. Registrar(FIN), T.U	Special Invitee
8. Sri Pranesh Debnath	Asst. Registrar(FIN), T.U	Special Invitee
9. Sri Suman Das	Tech. Asst.,T.U.	Special Invitee
10. Sri B.N.Chaudhuri	OSD(Finance),T.U.	Special Invitee

1. A presentation was done by Luminous Infoways, Bhubaneswar on Inventory Management System of Tripura University. The committee satisfied with the presentation out of three quotations.

2. A demonstration was given by Data flow, Howrah regarding development of new Website of Tripura University. Committee approved the demonstration of the Web Site and recommended to issue the work order to Dataflow, Howrah who have been already recommended by purchase committee for development of new website for Tripura University.

3. Discussion was done on proposal of renew of AMC of M/S Via Vitae for existing Website and renew of Domain name and Virtual Private Server. Committee recommended to renew AMC of M/S Via Vitae for existing Website and renew of Domain name and Virtual Private Server. Committee recommended to renew the proposals for six month only.

The meeting ended with Vote thanks to the Chair.

(Sakti Debbarma)   S. 1.17 .

SrSystem Analyst& Convener(I/C)

(Prof. Anjan kumar Mukherjee)

Pro-Vice-Chancellor,T.U ,Chairman

Members present:

1. Prof. Anjan Kumar Ghosh, Vice-Chancellor, TU.
2. Prof. Anjan Mukherjee, Pro-Vice-Chancellor, TU.
3. Sri. U.K. Das, Finance Officer (I/c), TU.
4. Sri. Sakti Debbarma, Sr. System Analyst, TU.
5. Sri. Shibendu Debbarma, Assistant. Prof., Dept. of IT, TU.
6. Sri. Ashish Choudhury, Information Scientist, TU. ----------- Spl. Invitee
7. Sri. Surajit Sarkar, Security Officer, TU. ----------- Spl. Invitee

Action taken report of 24th meeting:

Reported and confirmed.

25th meeting resolution:

1. Sr. System Analyst, TU briefed about the progress work of M/s NICSI and M/s RailTel. M/s NICSI had already started their work for WiFi Passive LAN installation in the campus. However, for Active LAN in OPEX Model M/s RailTel had communicated through email to Sr. System Analyst, TU that they had received our letter on 6th March 2017. M/s RAILTEL had requested to consider the date of commencement of their work from 6th March 2017 for calculation of duration of project execution time.

   The Committee resolved that the commencement of the work of M/s RAILTEL be considered w.e.f. 6th March 2017. A copy of the letter should be sent to MHRD also.
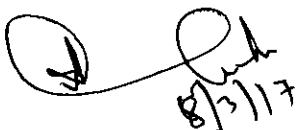
2. Sr. System Analyst, TU had also told the committee that M/s NICSI had requested for space to accommodate their workers in the ground floor of newly constructed Guest house of Tripura University for one month.

   The committee resolved that M/s NICSI may be allowed to use the ground floor of the Guest house to accommodate their workers for one month with a payment of seed amount from M/s NICSI. The amount be decided by the Finance Officer, TU.

3. Security Officer, TU had briefed about the progress of the 1st phase CC TV installation in the TU campus. CC Cameras were fitted in the TU Entrance gate's with control panel in the Security Officer's Chamber, TU. However, functioning of the total system could not be checked due to lack of electric supply in the installations. It was also reported Engineering Cell, TU had already started the work and it will be completed soon.

   Misc:

4. A file vide no. TU/FIN/CCTV/364/16 was received from Finance branch, TU regarding enhanced work of 1st phase CCTV installation & commissioning which amounts to ₹ 25,18,400/- by M/s Webel Technology Limited(A Govt. of West Bengal Enterprise)

It was resolved that the enhanced work order be issued to M/s Webel Technology Limited, Kolkata. However, enhanced work should start after completion of the 1st phase CCTV installation & commissioning.

5. It was resolved that the Bio-Metric attendance system of TU to be expended to other branches/offices and staffs of TU. It was decided to install similar Bio-Metric attendance in the two Front gates of Tripura University so that all the staffs have access and give their daily attendance.

    It was also decided to install one such Bio-Metric attendance system in the Technology building (IT building), TU as pilot phase.

6. Similar file vide no. TU/FIN/CCTV/364/16 was received from Finance branch, TU regarding 50% payment release to M/s Webel Technology Limited, Kolkata against delivery of 1st phase CCTV equipment's.

    It was resolved that 50% payment be release to M/s Webel Technology Limited, Kolkata as per terms & conditions of the work order.

7. MOOC & online Course:
    It was reported that as per MHRD guidelines every Central University has to upload online courses, video lecture's in the Swayam platform.

    It was resolved that an incentive of ₹ 10,000/- for preparing & uploading MOOC/online course of 40 (video/Text) lecture's (40 hrs) will be given to the faculty. Registrar, TU be requested to circulate notification to all the departments regarding the above incentive.

    Tripura University is going to conduct workshop "How to write MOOC" in the month of July 2017. NPTEL team will also visit this University in the 3rd week of April 2017. Private firm/institutions may be involved for preparation of MOOC.
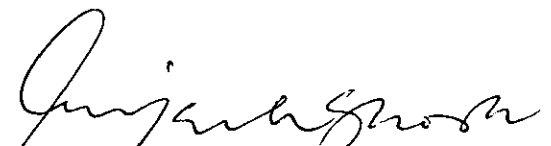
8. Finance Branch, TU had requested for approval of the specifications given in annexure A (Desktop computers for departments & Offices), annexure B (Laptop Computers for Faculty) and annexure C (Tablet PC for faculty) to procure Desktop, Laptop and Tablet PC's.

    The committee approved the annexed specifications of Desktop computers, Laptop computers and Tablet PC's for procurement by Tripura University.

9. An EOI be called for SMS service for use by Tripura University.

    The meeting ended with a vote of thanks to the chair.

(Prof. A. Mukherjee)   (Prof. A.K. Ghosh)   8/3/17
Chairman   Vice-Chancellor

Copy to: PA to Vice-Chancellor for his kind information.

Proceedings of 27th meeting of the Information System Committee held on 2nd May,2017 at the chamber of Pro-Vice-Chancellor,Tripura University.

Members Present:

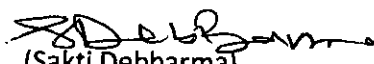|		
1.Prof. Anjan Mukherjee	Pro-Vice-Chancellor,T.U.	Chairman
2.O.S. Adhikari	Registrar,T.U.	Member
3.U.K.Das	Finance Officer,T.U.	Member
4.Dr.Mrinal Kanti Bhowmik	Asst. Prof,CSE Dept,T.U.	Special Invitee
5.Alok Roy	Asst. Prof,IT Dept,T.U.	Special Invitee
6.Ashish Roychowdhury	Information Scientist,T.U.	Special Invitee
7.Sakti Debbarma	Sr.System Analyst,T.U.	Member & Convener(I/C)

Resolutions:

Agenda 1. To consider the acceptance of Wi-Fi Access point lay out design submitted by Railtel Vendor Vedang Ltd.It is resolved that of the Wi-Fi Access point lay out design with minimum 130 nos Access Point submiied by Railtel Vendor Vedang Ltd. be accepted subject to fulfilment of all service levels conditions mentioned in the purchase order O.F.TU/FIN/WI-FI368/16 Dtd.21.02.17 and if necessary quantity of Access point are to be increased.

Agenda 2. To Consider the specifications of desktops submitted by internal experts for purchase through floating tender.It is resolved that the enclosed document of specifications of desktops submitted by internal experts for purchase through NIQ be accepted.

Agenda 3. To consider the demand for additional material submitted by NICSI for WI-FI Campus connect project .It is resolved that the demand for additional material submitted by NICSI for WI-FI Campus connect project be accepted and forwarded to NICSI for necessary action.

Agenda 4. To consider the quotation submitted by Webel Technology Dept.(A Govt. Of West Bengal Undertaking) for managed switches.I t is resoved that 4 nos Layer 2 managed switches WS-C2960X-24TS-L whith GLC-LH-SMD (@Rs 94500+28500)(Item 2) from the submitted quotation of Webel Technology ltd. be purchased to replace defective switches existing LAN network.

The meeting ended with vote thanks to the chair.

(Sakti Debbarma)   02.5.17.

Member & Convener(I/C) ,ISC

(Anjan Mukherjee)   02|05|17

Pro-Vice-Chancellor &

Chairman ,ISC

TRIPURA UNIVERSITY

SURYAMANINAGAR-799022

Proceedings of 28th meeting of the Information System Committee held on 24th August,2017 at the chamber of Pro-Vice-Chancellor,Tripura University.

Members Present:

1.Prof. Anjan Mukherjee	Pro-Vice-Chancellor,T.U.	Chairman
2.U.K.Das	Finance Officer,T.U.	Member
3.Dr.Mrinal Kanti Bhowmik	Asst. Prof,CSE Dept,T.U.	Special Invitee
4.Ashish Roychowdhury	Information Scientist,T.U.	Special Invitee
5.Suman Das	Tech. Assistant(IT)	Special Invitee
6.Sakti Debbarma	Sr.System Analyst,T.U.	Member & Convener

Resolutions:

Agenda : 1 : Domain name for new Website of TU.

a. It has been decided that the domain name of new website of Tripura University will be represented/proposed as www.tripurauniv.ac.in. The proposed domain name will be purchased from Ernet for duration of 2(two) years.
The AMC of existing website www.tripurauniv.in will be extended to M/S Viavitae,Kolkatta for further period of six months as per approved rate of previous year,

b. Proposal submitted by "Data Flow System,West Bengal " amounting Rs. 82,500/- for annual rent charge of Website VPS server space for hosting the new website is approved and will be paid by the University.

Agenda : 2: Launching of MHRD Wi-Fi.

It is noted by the members that connectivity of active devices for MHRD Wi-Fi project in the University is not yet tested as on date though installation of active devices by RailTel is going on. It is also decided that Wi-Fi facility in University Campus, will be inaugurated on 2nd October 2017 (Foundation Day of University) by MHRD over video conferencing system in the "Council Room" of administrative building of Tripura University.

Misc.

3.Proposal of G.S Computel regarding Annual Maintenance Contract (AMC) of University Local Area Network, including existing Wi-Fi network , and Cyberoam Firewall amounting is Rs. 27500 per month is approved for 1(one) year.

The meeting ended with vote of thanks to the chair.

(Sakti Debbarma) 24.8.17
Convener

(Prof. Anjan Mukherjee) 24|8|17
Chairman

TRIPURA UNIVERSITY

SURYAMANINAGAR-799022

Proceedings of 29th meeting of the Information System Committee held on 18th December ,2017 at the Council room of Tripura University.

Members Present:

1.Prof. Anjan Mukherjee	Pro-Vice-Chancellor,T.U.	Chairman
2.U.K.Das	Finance Officer,T.U.	Member
3.Champeswar Misra	Dy. Librarian ,T.U.	Member
4.Dr. Anirban Guha	Asst. Professor ,T.U.	Member
5.Ashish Roychowdhury	Information Scientist,T.U.	Special Invitee
6.Munindra Misra	Hindi Officer T.U.	Special Invitee
7.Suman Das	Tech. Asst,T.U. .	Special Invitee
8.Joyanta Datta	Statistical Officer	Special Invitee
9.Suman Das	System Analyst(Contract)	Special Invitee
10.Sakti Debbarma	Sr.System Analyst,T.U.	Member & Convener(I/C)

Resolutions:

Agenda 1. To discuss about the live demonstration of new website www.tripurauniv.ac.in of Tripura University by Dataflow System,Kolkata.

Hon'ble Vice-Chancellor was invited and present at the live demonstration of Website.
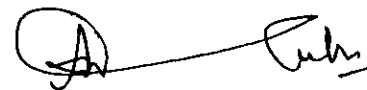
It is resolved that the new website www.tripurauniv.ac.in developed by Dataflow System,Kolkata is satisfactory and be launched at the earliest.

Agenda 2. To discuss about bill(For the period September 15,2017-November 30,2017) of MHRD Wifi System.

I t is resoved that Feed back report about the MHRD WIFI Service be taken from the departments for payment of the bill.

The meeting ended with vote of thanks to the Chair.

(Sakti Debbarma) 18. 12. 17.

Convener(I/C)

(Prof. Anjan Mukherjee)

Pro-Vice-Chancellor & Chairman

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar - 799 022

No. TU/ISC/2014-15   Date: 27-03-2018

Proceedings of the 31st meeting of the **Information System Committee** held on 27.03.2018 at 12.30 PM in the Chamber of the Pro Vice-Chancellor.

MEMBERS PRESENT

1.	Prof. A. Mukherjee, Pro-Vice Chancellor, Tripura University	Chairman
2.	Prof. A. Guha, Depttt. of Physics, Tripura University	Member
3.	Sri U.K. Das, Finance Officer, Tripura University	Member
4.	Sri M.M. Reang, Jt. Registrar, Tripura University	Spl. Invitee
5.	Prof. Sukanta Banik, Dean Faculty of Science	Spl. Invitee
6.	Sri Suman Das, Technical Assistant, Tripura University	Spl. Invitee
7.	Sri. M. Mishra, Hindi Officer, Tripura University	Spl. Invitee
8.	Smt. S. Debbarma, Director, CDC, Tripura University Tripura University	Convener

PROCEEDINGS

1. **To Consider the revised proposal for renew of antplagarism software for Central Library**

   Deferred

2. **To discus on New Website www. tripurauniv.ac.in**

   It is resolved that the old website www.tripurauniv.in will be continue for another three months and a link of new website tripurauniv.ac.in is to given in the home page of old website www.tripurauniv.in.

3. **To discuss about proposals of bidders of Accounting Software in the Finance Branch.**

   It is repoted that the service of the existing software firm namely s Luminous Infoways Pvt. Ltd., Jaydev Vihar, Bhubaneswar relating to Accounting Software of Tripura University Finance Branch is not satisfactory. Moreover, as per the terms & conditions of the maintenance work of Accounting Software, the firm supposed to be deployed 02 (two) technical experts in University but the firm has provided one technical expert throughout the Financial Year and also increase the maintenance charge every year from Rs. 468000 to Rs.520000.00 to Rs.572000.00. It has been also observed the lots of mistake on the part of vendor regarding day to day maintenance, preparation of report, finalization of Accounts etc. which was also been noted by the AG Audit. Finance section has communicated with some company's who have been working in the similar kind of work. Finance has received 3 nos. of proposals from the following firms:

   1. *VIA VITAE CONSULTING SERVICES 121/A Maharaja Nandan Kumar Road(South) Kolkata 700 108*
   2. *VIA VITAE SOLUTIONS EC - 202 (Ground Floor), Sector - I, Salt Lake City, Kolkata - 700 064*
   3. *PROJECT PLUS CONSULTANCY SERVICES E/3, Katjunagar; Jadavpur; Kolkata 700 032.*
      Lowest bidder is VIA VITAE SOLUTIONS

      i. *Rate for maintenance and Up gradation Existing Accounting Software fixed Rs.5.00 Lakhs including two manpower;*
      ii. *For other additional works for Integration of Remuneration Billing of Controller Branch, establishment section, Data exchange of leave record, pension, gratuity etc. of Registrar Branch, Integration and preparation of Annual Accounts Rs.5.00 Lakhs. Total Financial Involvement is Rs. 10.00 Lakhs.*

   The committee also observed that M/s VIA VITAE SOLUTIONS has been working on Admission system in Regular mode & Distance Mode successfully.
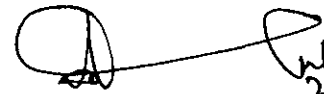
4. *Misc. I*   *The Corrigendum order issued by the Finance Branch vide Order No..FTU/FIN/Website/33/Vol-II/14 dated 5th March, 2018 given to Via Vitae Solutions for Renewal of Virtual Private Server and Domin Name of Tripura University for 3 months is repoted and approved by the Committee.*

Misc-II   *The proposal submitted by the Sr. System Analyst, Tripura University to procure 5 Nos. 16 Ports unmanaged 1 GB Network Switch and 2 Nos. IO Box be purchased from Bhowmik Computer, Agartala who has quoted the lowest rate out of 3 bidders. The lowest rate are as follows:-*

Sl No	Particulars	Qty	Rate	Amt.
01.	16 Ports unmanaged 1 GB Network Switch	05	7650.00	38250.00
02.	IO Box	02	300.00 + GST	600.00

The meeting ended with a vote of thanks to the chair

[S. Debbarma]   27.3.18
Convener(i/c)

[Prof. A. Mukherjee]
Chairman

Copy to:

1. All Members_____

2. P.S. to the Hon'ble Vice-Chancellor, Tripura University

TRIPURA UNIVERSITY

Suryamaninagar

Proceedings of the 32nd meeting of the Information System Committee held on 29th May,2018 in the chamber of Pro-Vice-Chancellor, Tripura University. The meeting was presided by Pro-Vice-Chancellor, Tripura University.

Member present:

1. Prof. Anjan Mukherjee	Pro-Vice-Chancellor,T.U	Chairman
2. Sri U.K. Das	Finance Officer ,T.U	Member
3.Champeswar Misra	Dy.Librarian,T.U.	Member
4.Dr. Anirban Guha	Asst. Proffesor,T.U.	Member
5. Dr. Mrinal Kanti Bhowmik	Asst. Professor , Dept. of CSE,T.U.	special Invitee
6. Ashish Choudhury	Information Scientist,T.U.	Special Invitee
7. Sri Sakti Debbarma	Sr.System Analyst ,T.U.	Convener(I/C)

At the out set the proceedings of the 31st meeting were confirmed and following resolutions were taken.

Agenda 1:
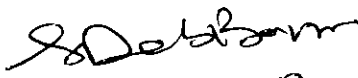
To consider the proposal submitted by G.S. Comptel Pvt. Ltd.,Kolkata for renewal of 3 years Subscription of network security System,Firewall(UTM) CVS-1000NGXP-R36 as per existing approved rate of Rs.873441.18 + GST.

Resolution:

Sr, System Analyst informed the members that in 2015 a tender (Tender no. F.TU/FIN/Networking/279/Vol-II/15 dtd 25.2.15) was floated for purchase of firewall(UTM) to install in Network server room of Tripura University to provide security and protect from external attack through Internet to university network and all computers connected to Tripura University campus network . On recommendation of Information System Committee the lowest bidder, G.S. Computel PVT LTD,Kolkata was selected by purchase committee and purchase order was given to install CR-1000NGXP firewall(UTM) vide Purchase order no. FIN F.TU/FIN/Networking/279/Vol-II/15/I dtd. 11.6.2015.The firewall system was installed in July 1st,2015.

Comprehensive subscription of above purchase order. Is valid for 3 year period only i.e.Subscription value is going to expire in June 30,2018.So a proposal is received from the existing supplier to renew the said subscription as per previously approved rate.

On above circumstances the Committee recommended the submitted proposal for renew of subscription.

2.MISC Agenda:

To discuss about Upgradation of active components work of Campus Network of Tripura University
Resolution:

It was resolved that NICSI ,New Delhi ,Govt. of India may be contacted for proposal for above work.

The meeting ended with vote thanks to the chair.

(Sakti Debbarma) 09.6.18

SrSystem Analyst& Convener(I/C)

(Prof. Anjan Mukherjee) 11.18

Pro-Vice-Chancellor,T.U ,Chairman

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Date: 30-10-2018

Proceeding of the 33rd meeting of Information System Committee held on Tuesday, 30th October 2018 in the Registrar Branch, Administrative Building, Tripura University.

List of Members present.

i.	Prof. Sukanta Banik,	Dean of Science, TU	- Chairman
ii.	Shri Sanit DebRoy,	Registrar, TU	- Member
iii.	Shri Uttam Kumar Das,	Finance Officer, TU	- Member
iv.	Shri Champeswar Mishra,	Deputy Librarian, TU	- Member
v.	Shri Sakti Debbarma,	Sr. System Analyst, TU	- Member
vi.	Dr. Anirban Guha,	Asstt. Professor, Deptt. Of Physics, TU	- Member
vii.	Shri Ashish Choudhury	Information Scientist, TU	- Convener

At the outset, the Chairman welcomed all the members present in the meeting and then proceeded with following agendas.

Item 1: Discussion on automation of migration process of Tripura University.

The existing workflow of the migration process is discussed in the meeting. Before finalizing the automation of the students migration related work, it is decided that Controller of Examination and Deputy Registrar (Academics) be requested to present all the relevant documents related to automation of registration and migration process.

Item 2: Up gradation and extension of the Ethernet LAN of Tripura University.

Senior System Analyst briefed all the members the present condition of campus wide Local Area Network (LAN) and WiFi network. In connection with extension and reviving the active devises of the LAN, the proforma invoice received earlier from National Informatics Centre Services Incorporated (NICSI) is placed before the Committee. The Committee decided that NICSI be requested to demonstrate before the Committee the whole project as early as possible.

It is also decided that correspondence be made with Joint Secretary / Deputy Secretary of Ministry of Human Resource Development to let us know whether the University can proceed based on the reply

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received by Sr. System Analyst from the consultant, MHRD, NMEICT Project vide email dated 8th September 2018.

Item 2: Miscellaneous

The newly appointed Convener of the Committee has been advised to preserve all the minutes and records of the meeting held in the past.

There being no further business to transact, the meeting concluded with vote of thanks to the Chair.

(Ashish Choudhury)
Information Scientist
& Convener

6.11.2018

(Prof. Sukanta Banik)
Chairman

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Date: 26-02-2019

Proceeding of the 34th meeting of Information System Committee held on Tuesday, 26th February 2019 in the Registrar Branch, Administrative Building, Tripura University.

List of Members present.

i.	Prof. Sukanta Banik,	Dean of Science, TU	- Chairman
ii.	Dr. K.B. Jamatia,	Registrar, TU	- Member
iii.	Shri Uttam Kumar Das,	Finance Officer, TU	- Member
iv.	Shri Sakti Debbarma,	Sr. System Analyst, TU	- Member
v.	Dr. B. Sanjay	Librarian	- Special Invitee
vi.	Dr. Mrinal Kanti Bhowmik	Asstt. Professor	- Special Invitee
vii.	Shri Ashish Choudhury	Information Scientist, TU	- Convener

At the outset, the Chairman welcomed all the members present in the meeting and then proceeded with following agendas.

Item 1: To confirm the proceedings of the previous meetings held on 30th October 2018 and the Urgent meeting held on 5th December 2018.

The proceeding of the previous meetings held on 30th October 2018 and 5th December 2018 were confirmed.

Item 2: To consider the proposal of AMC of Koha, Library Management Software installed in Central Library.

The four quotations obtained in connection with Annual Maintenance of "**Koha: OpenSource Library Management Software**" installed in the Central Library were placed before the members. It is decided that the Lowest (L1) bidder namely Avior Technology Pvt. Ltd. Kolkata may be given supply order with the quoted price of Rs. 30000/- (Rupees thirty thousand only) plus admissible tax.

Item 3: Miscellaneous

i. As per decision of the meeting of Information System Committee held on 5th December 2018, the Technical Committee so formed was requested to evaluate the survey report and solution submitted by

26-02-2019.

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TechJockey and the proforma invoice submitted by NICSI (Govt. of India undertaking) for upgradation of active devices of campus-wide Local Area Network.

In view of the same, it is also decided to consider the similar proposal received from Webel Electronics Communication System Ltd. (Govt. of West Bengal undertaking) for upgradation of active devices of campus-wide Local Area Network of Tripura University with a request to the Sub-committee to evaluate all the three documents and submit a comprehensive evaluation report.

ii. In connection with extension of passive work for extension of WiFi System in newly built Girls Hostel and Academic Building 12, three quotations obtained from different vendors were placed in the meeting. The Committee recommended the lowest bidder M/S Secured Solution, Ramthakur Palli, Agartala for the work.

iii. In connection with extension of Ethernet LAN in the Laboratory of Department of Management and in Central Library, three quotations obtained from different vendors were placed in the meeting. The Committee recommended the lowest bidder M/S Secured Solution, Ramthakur Palli, Agartala for the work.

iv. The proposal for renewal of Annual Maintenance of CCTV systems installed in Registrar Branch, Controller Branch, Finance Branch and Central Library was placed in the meeting. The Committee recommended for renewal of AMC for those CCTV systems.

There being no further business to transact, the meeting concluded with vote of thanks to the Chair.

26-02-2019.
(Ashish Choudhury)
Information Scientist
& Convener

(Prof. Sukanta Banik)
Chairman

*****

Date: 27-06-2019

Proceeding of the 35th meeting of Information System Committee held on Wednesday, 26th June 2019 in the Registrar Branch, Administrative Building, Tripura University.

List of Members present.

i.	Prof. Sukanta Banik,	Dean of Science, TU	- Chairman
ii.	Prof. M.K. Singh,	Registrar(i/c), TU	- Member
iii.	Shri Uttam Kumar Das,	Finance Officer, TU	- Member
iv.	Shri Sakti Debbarma,	Sr. System Analyst, TU	- Member
v.	Sri Champeswar Mishra	Deputy Librarian	- Member
vi.	Dr. Mrinal Kanti Bhowmik	Asstt. Professor	- Special Invitee
vii.	Shri Ashish Choudhury	Information Scientist, TU	- Convener

At the outset, the Chairman welcomed all the members present in the meeting and then proceeded with following agendas.

Item 1: To confirm the proceedings of the previous meetings held on 26th February 2019 and the Urgent meeting held on 10th June 2019.

The proceeding of the previous meetings held on 26th February 2019 and 10th June 2019 were confirmed.

Item 2: Discussion on extension and upgradation of active portion of Campus-wide LAN / WiFi.

(a) A proforma invoice was received from National Informatics Centre Service Inc.(NICSI) : A Government of India Enterprise under NIC, Ministry of Electronics and Information Technology regarding up-gradation of Campus-wide Local Area Network / WiFi network of Tripura University. The proposal was placed before the Information System Committee and after threadbare discussion it was decided to place the fund for an amount of Rs 3,63,21,203.00 including TDS and other charges. The said fund will be utilized from the earmarked fund of UGC for installation of Campus-wide WiFi and LAN up-gradation.

(b) A discussion on extension of passive components of Campus-wide WiFi Network inside Academic Building-12 and newly constructed Girls Hostel held. The quotation obtained in this

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connection from Webel Technology Limited (A Government of West Bengal Undertaking) was approved by the Committee amounting Rs. 10,27,118.40 for carrying out the work.

Item 3: Miscellaneous.

i. In connection with upgradation of 30 nos. of RAM modules in the computers of Department of Management, TU, three quotations and comparative statement obtained and prepared were placed before the Committee. The Committee recommended to go with L1 bidder i.e. M/S Secure Solution, Ram Thakur Palli, Agartala for purchase and upgradation of RAM amounting Rs. 88750/- (Rupees Eighty eight thousand seven hundred and fifty only).

ii. Sr. System Analyst proposed repairing and replacement of some unmanaged network switches in the campus-wide LAN. Three quotations and comparative statement so obtained and prepared were placed before the Committee. The Committee decided to go with L1 bidder i.e. M/S Bhowmik Computer, Melarmath Agartala for purchase of 6 network switches amounting Rs. 54162/- (Rupees fifty four thousand one hundred and sixty two only).

There being no further business to transact, the meeting concluded with vote of thanks to the Chair.

27.06.2019.

(Ashish Choudhury)
Information Scientist
& Convener

27.06.2019

(Prof. Sukanta Banik)
Dean of Science
& Chairman

*****

Date: 05-10-2020

Proceeding of the 36th meeting of Information System Committee held on Monday, 5th October, 2020 in the Office of Finance Branch, Administrative Building, Tripura University.

Members present in the meeting:

i.	Prof. Sukanta Banik,	Dean of Science, TU	- Chairman
ii.	Prof. K.B. Jamatia,	Registrar(i/c), TU	- Member
iii.	Shri Sakti Debbarma,	Sr. System Analyst, TU	- Member
iv.	Shri Nirmal Reang	Deputy Finance Officer, TU	- Member
v.	Shri Champeswar Mishra	Deputy Librarian, TU	- Member
vi.	Dr. Anirban Guha	Assistant Professor, TU	- Member
vii.	Shri Ashish Choudhury	Information Scientist, TU	- Convener

At the outset, the Chairman welcomed all the members present in the meeting and then proceeded with the following agendas.

Item 1: To confirm the proceeding of the 35th meeting of Information System Committee held on 26th June 2019.

The proceeding of the 35th meeting of Information System Committee held on 26th June 2019 was confirmed.

Item 2: Decision/ Recommendation of Annual Maintenance Contract (AMC) of 100 nos. Dell make Optiplex Computers.

The Senior System Analyst appraised all the members about the expiry of Annual Maintenance Contract (AMC) of Dell Optiplex Computers (Quantity=100) & also Computers of other make installed in various departments of Tripura University. A proposal obtained by him for the renewal of AMC of those PCs was also placed in the meeting.

Resolved that instead of bringing the computers under AMC, the Committee recommended repair of those computers on case to case basis based on the requirement. So, the concerned department be requested to place requisition to the Finance Branch for repair of their computers.

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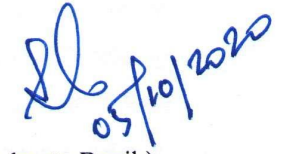ई-मेल / E-Mail: dean_science@tripurauniv.in
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Item 3: To discuss and finalise service/AMC of printers installed in various departments.

The matter of bringing the printers installed in various departments under AMC was also placed in the meeting. The Committee unanimously recommended repair of those printers on case to case basis based on requirement. In such case, requisition of repairing of printer is to be placed before Finance Branch.

The meeting ended with a vote of thanks to the Chair.

05/10/2020.

(Ashish Choudhury)
Information Scientist
& Convener

05/10/2020

(Prof. Sukanta Banik)
Dean of Science
& Chairman

*****

INTERNAL SECURITY MEASURES

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar– 799022
Tripura

No.F.TU/REG/G-Admn/04/2015 (Vol-IV)   **Date: 4th June, 2020**

Manual on Internal Security Administration of the Tripura University

This manual brings out in-built safeguards to help in its internal administration within the framework of the Tripura University Act, 2006 as well as various rules and regulations notified by the Tripura University and the UGC and Government (Both State and Central) from time to time. The purpose of this manual is to enable security staff of the university to exercise their power and discharge their responsibilities in conformity with the avowed objectives of the force, guide internal security staff and disciplinary authorities in running their offices efficiently and effectively with the aim to facilitate functional aspects of working of the outsourcing manpower of security in the expeditious and correct disposal of their day to day work.

(1) General Administration: It is that function of command which deals with organization, discipline and well-being of security manpower and provision, maintenance and movement of internal security staff including outsourcing manpower and material. All ranks are subject to the Tripura University Act and Rules and to such rules and regulations as may be laid down from time to time by the authority of the Tripura University for maintenance of good order and discipline. All ranks on first arrival to assume security duty will make themselves acquainted with the standing orders of the University so that these are compiled with at all times during their attachment in this University. It includes management and execution of all security matters pertaining to security coverage including personnel management, discipline, logistics, welfare as well as well-being, and redressal of grievances.

(2) Contents: The following areas have been covered in this manual:
     a. Responsibilities and Duties of Staff.
     b. Maintenance of Posts and Deployment of Manpower.
     c. Inspection and Visits.
     d. Welfare and Redressal of Grievances.

2 (a). Responsibilities and Duties of Staff:
Security Officer is responsible to look after areas covered in para (2) of this manual and help University Administration for planning, control, and command. Security inspector(s) is responsible for the execution of the administrative policies including training system and physical fitness of the staff and outsourcing security manpower. Security inspector(s) is to be assisted by security staff. Security staff in lower rank will ensure deployment of outsourcing manpower, carry out instructions, report problem areas and suggest remedial measures at field level. Commanding Officer including Security Inspector(s) are responsible to prepare operational profile about university system, its terrain, security layout of the campus, area map, vulnerable areas, road network, demographic profile of the area, deployment detail, likely pattern of operations, contingency plan, patrolling and observation plans, and problem being faced during conduct of duties. Documents like visitors' book, guest book, in-out pass registers,

Id-card registers, duties and guard register are being maintained and area of responsibility patrolled and safety and security of the unit is ensured. All aspects of security consciousness must be inculcated through training and strict observance of rules. The drill of activities like briefing, checking and training, firefighting, and quick response task be laid down. They must respect the law in letter and spirit. All ranks on arrival for duty be briefed and made conversant with the Standing Orders and instructions by the respective Officer Commanding. And finally, it is the duty of all Officers and Junior Staff to keep themselves legally well-informed and maintain good rapport with local civil and police administration so that they are able to take appropriate action within the legal framework.

2 (b). Maintenance of Posts and Deployment of Manpower:

The data pertaining to number of guard posts/units including patrolling party and the list of security staff and the outsourcing manpower must be made available. Nominal Roll of all internal staff and outsourcing manpower must be maintained at HQ level and at Sub-Unit/Post level as follows-

Nominal Roll of -------------------Post/Unit/Party -------------------Date

S. No	Post No	Rank	Name	Available	Not Available	Reason for Non-Availability	Remarks

Signature of Preparer   Signature of Verifying Officer   Signature of Approval Authority

Security Staff assigned to keep record must ensure details of deficiencies and surpluses at each unit /post, patrolling party, covered unit and HQ with reasons of deficiencies and action taken by unit/sub-unit to make up deficiencies. The problem areas must also be brought to the notice of the higher authority. The data given in the nominal roll must be checked with Master Ledger/Register and should be recorded in summary and be placed regularly before the authority. Details of instructions, distributed work load details, reserve of special unit, training unit, leave registrar, causality register, record of training and courses, stores record including fire extinguisher, camera, and other equipment and materials, MT log book, Condemnation Board proceedings, etc. be updated regularly. Long roll be made as per nominal roll and entries of individuals posted out are to be deleted immediately. All entries of punishments/ rewards should be recorded in respective performance profile and or service records.

2 (c). Inspection and Visits:

Inspection and visit be done regularly to ensure that security staff remain fit and alert at all times to carry out assigned role and task and the discrepancies if any are removed in time. Any Official of the University including Security personnel during inspection and visit will point out deficiency and defect noticed by them during their course of visit and suggest the correct action to be taken. Security Officer and Staff should ensure quality of the work done by the unit/post, its combat worthiness and its preparedness to meet contingencies. Visit can be done any number of time and staff can be detailed frequently with a view to assess unit problems and initiate remedial measures. Inspection Note, Inspection File/ Visit Register and Progress Report File with details of inspection points pending with reason duly typed and checked and action taken on point observed be made available as when required.
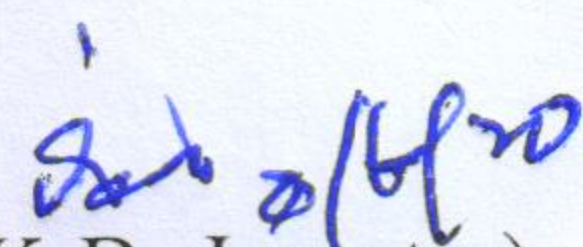
2(d). Welfare and Redressal of Grievances:

It is important to improve the work performance, morale and efficiency of the unit. The main area of care and concern are physical fitness, accommodation, dressing room/ rest room and welfare. Consolidated welfare scheme be drawn and Welfare Committee meetings be held in time and proceedings of the meeting be submitted to the Authority through chain of command which merit consideration at appropriate levels of administration. Minimum primary medical and health care be provided to boost. Along with health and hygiene education, regular medical inspection of all ranks be done regularly. It is essential for Commanders at all levels to ensure that genuine concern and problems of troops serving under command are attended on priority. The staff stay closer to the troops should know the problems and convey to their senior Commander. The senior commander during their briefing, conference, visit and inspection should talk to the troops to ascertain the genuine problem areas. Every week one day will be observed as Security Officer's interview day, and in emergency case interview can be sought any day. Commanders at all levels should explain to troops various channels being followed for redressal of grievances and warn them not to resort to unethical means of writing anonymous complaints. Such complaints reflect poor discipline and lack of character and no action is supposed to be taken on anonymous complaints. However, if Officer Commanding desire they can investigate the complaint without prejudice to ascertain the facts for future course of action.

3. **Security Officer and Security Inspector(s)** should also follow the terms and conditions of their working laid down in their appointment letters.

4. **Security Officer and Security Inspector(s)** should also comply with any other duty assigned to them by the University Authority

This will come into force with immediate effect.

This is issued with the approval of Hon'ble Vice Chancellor, Tripura University.

(Dr. K.B. Jamatia)
Registrar (i/c)
Tripura University

Copy to:
1. The Head/Head (i/c), Department of _____, T.U. with a request to circulate the order among the faculty members/staff/students.
2. All Officers/Branches/Section, Tripura University...
3. The Security Officer, Tripura University.
4. The Security Inspector, Tripura University.
5. Sri Suman Das, Sr. Technical Assistant, T.U. for uploading in T.U. website.
6. P.S. to the Vice-Chancellor, T.U. for kind information of Hon'ble Vice-Chancellor.