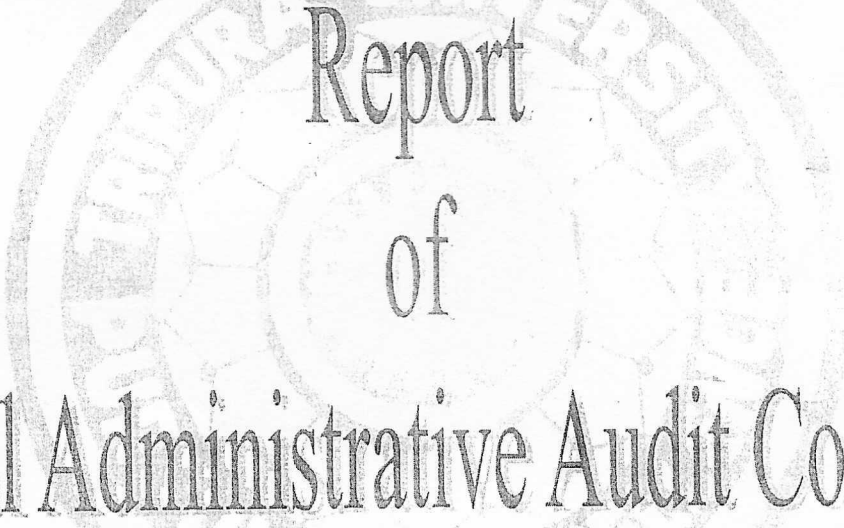


त्रिपुरा विश्वविद्यालय  
(केन्द्रीय विश्वविद्यालय)  
सूर्यमणिनगर-799022, त्रिपुरा, भारत  
**TRIPURA UNIVERSITY**  
(A Central University)  
Suryamaninagar-799022, Tripura, India



Report  
of  
External Administrative Audit Committee

**2020-2021**

# Report of External Administrative Audit Committee

---



त्रिपुरा विश्वविद्यालय/ TRIPURA UNIVERSITY  
केन्द्रीय विश्वविद्यालय / A Central University)  
सूर्यमणिनगर /Suryamaninagar, त्रिपुरा /Tripura799022 -

## Report of External Administrative Audit Committee

The External Administrative Audit Committee comprising of the following members conducted audit on 13<sup>th</sup> December 2021 at 10.30 am onwards.

1. Prof. K. R. Sambasiva Rao, Hon'ble Vice-Chancellor, Mizoram University – Chairperson
2. Dr. A. Ranganath, Registrar, ICFAI University – Member
3. Dr. Deepak Sharma, Registrar, Tripura University – Member

The audit was conducted for the following divisions by the committee:

1. Establishment & Recruitment
2. Finance
3. Health Centre
4. Engineering
5. Library
6. Stores
7. Security
8. PRO
9. Computer Centre
10. Placement cell
11. House Keeping

# Report of External Administrative Audit Committee

## ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2020-21

Sr.	Institutional Data	
1	Name of the University Address Telephone No. Website	TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY) SURYAMANINAGAR- PIN-799022  <a href="http://www.tripurauniv.ac.in">www.tripurauniv.ac.in</a>
2	Name of the Vice Chancellor	PROFESSOR GANGA PRASAD PRASAIN
3	Name of the Registrar	DR DEEPAK SHARMA
4	Year of Establishment Tripura University	1987/2007
5	Date of Visit of the Committee Name of the Auditor	13-12-2021 1. Prof. K. R. Sambasiva Rao, Vice Chancellor, Mizoram University – Chairperson 2. Dr. A. Ranganath, Registrar, ICFAI University– Member 3. Dr. Deepak Sharma, Registrar, Tripura University- Member
6	Number of full time Teachers	PERMANENT: 154 Nos. CONTRACTUAL: 05 Nos. GUEST: 42 Nos.
7	Number of Non –Teaching staff	PERMANENT: 186 Nos. MRW/DRW: 81 Nos. CLTS: 04 Nos.
8	DUTY CHART	ATTACHED HEREWITH

## Report of External Administrative Audit Committee

ADMINISTRATIVE OFFICE AUDIT REPORT		
Sr.	Particular	Observation on Key Aspects
1.	General Administration Dr Somdev Banik	<ul style="list-style-type: none"> <li>• Fees collection –online</li> <li>• Roll numbers generation –online</li> <li>• General Register -</li> <li>• Transfer Certificate – Online under process</li> <li>• P.F statement: online and manual</li> <li>• Pension cases: Manual</li> <li>• Income Tax: online</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Application process migration certificates may be made online to facilitate the applicants especially those visiting the University from far flung areas.</li> <li>• For reasons of accuracy and transparency, a dedicated software may be developed for pension related matters.</li> </ul>
2.	Selection, Advertisements and Interview Procedures	<p>Government guidelines</p> <ul style="list-style-type: none"> <li>• Advertisement draft in two News Papers (Regional &amp; English )</li> <li>• Selection committee is appointed by University following due process.</li> <li>• Interviews are conducted through an open and transparent system.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• To videograph the proceeding of the selection committee.</li> </ul>
3.	Teaching Staff Approvals: Mr. M.M. Reang (Joint Registrar)	<ul style="list-style-type: none"> <li>• Appointment letter.</li> <li>• Job acceptance letter from employee</li> <li>• Approved draft of advertisement</li> <li>• Printed Copy of Advertisement published in news papers</li> <li>• Copy of documents of Educational</li> </ul>

## Report of External Administrative Audit Committee

		<p>Qualification</p> <ul style="list-style-type: none"> <li>• Copy of Verification reports of NET/ SET/ PhD/ M. Phil from respective University.</li> <li>• Confirmation.</li> <li>• All CAS promotions to teachers are done as per UGC Norms.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Service contract stating details of service conditions may be signed between the University and the selected faculty.</li> </ul>
4.	<p>Non - Teaching Staff Appointments and Promotions Dr K. B. Jamatia</p>	<p>Advertisement in two News Papers (Regional &amp; English )</p> <ul style="list-style-type: none"> <li>• Interviews are conducted.</li> <li>• Interview chart is prepared.</li> <li>• Selection report is prepared</li> <li>• Appointment letter.</li> <li>• Job acceptance letter from the employee approval.</li> <li>• Confirmation.</li> <li>• Time Bound Promotions:</li> <li>• Category &amp; Seniority wise promotions.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• To videograph the proceeding of the selection committee.</li> </ul>
5.	<p>Statistical Information, AISHE, TU, NIRF, NAAC Mr. Jayanta Datta</p>	<p>Statistical information is filled on University web site student on roll in Sept/Oct (online data) every year</p> <ul style="list-style-type: none"> <li>• AISHE (online data).</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Data related to student progression may also be collected by the Statistical Officer.</li> </ul>

## Report of External Administrative Audit Committee

6.	<p>Service Books and Leave Records (Teaching and Non – Teaching Staff) Shri. Muneendra Mishra</p>	<ul style="list-style-type: none"> <li>• Service Books are maintained as per Rules</li> <li>• Service records are completed manually</li> <li>• Leave Records are maintained manually.</li> <li>• Leave statement are issued annually.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Leave application system may be digitalized and made available online.</li> </ul>
7.	<p>Admissions Procedures Dr. Somdev Banik</p>	<ul style="list-style-type: none"> <li>• Students fill the Admission form through TU admission portal.</li> <li>• Online Admission forms are filled on digital portal.</li> <li>• Admission tests are conducted in offline mode.</li> <li>• Results of the entrance tests are declared online and admissions are done in an open and transparent manner.</li> <li>• Submission of registration of the confirmed student.</li> <li>• Generation of Roll No. and examination registration.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Entrance tests for various academic programmes may be held online concurring the schedule of other central universities.</li> <li>• Online tests may be conducted by a third party like NTA.</li> </ul>
8.	<p>Examinations Prof. Chinmoy Roy</p>	<ul style="list-style-type: none"> <li>• Odd and Even Semester examinations are conducted by the University.</li> <li>• Generation of Exam forms for University Exam online.</li> <li>• Exam form inward process followed by generation of Hall Ticket, Attendance sheet, Uploading Internal Marks on portal.</li> <li>• Mark sheets and Ledger is prepared by university.</li> </ul>
9.	<p>Transcripts, Bonafide certificate</p>	<p><b>Recommendation:</b></p>

## Report of External Administrative Audit Committee

	Recommendations etc. Prof. Chinmoy Roy	<ul style="list-style-type: none"> <li>• Application process may be made online.</li> </ul>
10.	Inward and Outward Registers	<ul style="list-style-type: none"> <li>• University maintains Inward and Outward Registers manually.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Develop software to maintain recordings digitally.</li> <li>• Items with bar code may also be scanned and recorded</li> </ul>
11.	Dead Stock Registers	<ul style="list-style-type: none"> <li>• University prepares Dead Stock Register manually.</li> </ul>
12.	Records of Minutes the Executive Council, Academic Council, Dean's Committee, Finance Committee Internal Quality Assurance Cell, Governing Body.	<ul style="list-style-type: none"> <li>• Records of minutes are maintained manually.</li> <li>• Academic Committee</li> <li>• IQAC - regularly.</li> <li>• Finance Committee – Regularly</li> <li>• Office conducts meeting when required (General Accounts &amp; Budget Meeting)</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Action taken of the meeting proceedings may also be uploaded in the University website.</li> </ul>
13.	Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Softwares	<ul style="list-style-type: none"> <li>• Purchase of new equipments is recorded in the dead stock register.</li> <li>• New purchases are numbered.</li> </ul> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• For quickness QR scanner may be used for scanning items with bar code.</li> </ul>

## Report of External Administrative Audit Committee

14.	<p>Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. Mr. Nirmal Reang</p>	<ul style="list-style-type: none"> <li>• All accounts are maintained in dual mode - manually as well as digitally.</li> <li>• Vouchers &amp; Reconciliation are made manually.</li> <li>• Salary Registers of Full-Time faculty and Non-teaching staff are computerized in Excel-Sheet.</li> <li>• Challan is issued to students for payment of fees in Bank.</li> <li>• Fee Register &amp; Daily Fee collection Register is maintained in Excel format.</li> </ul> <p>Pay slips available online Income tax statement Provident fund statement</p>
15.	<p>Teachers Workload and Class Time Tables</p>	<ul style="list-style-type: none"> <li>• As per UGC norms and updated copy is maintained in the office of Vice Chancellor</li> </ul>
16.	<p>Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CCTV, Fire Extinguishers, Computers and Printers</p>	<ul style="list-style-type: none"> <li>• Yes.</li> </ul>
17.	<p>Employee Welfare</p>	<p>For the benefit of Teaching and Non-Teaching Staff, University Staff Welfare fund has been created.</p>
18.	<p>Workshops attended by non-teaching staff</p>	<p>The staff has attended workshops and seminars.</p>
19.	<p>Training attended by non-teaching staff</p>	<p>It was observed in the audit that the staff are sincere and dedicated towards their work. Two training programs viz, two-days Professional Development Program (16-17 January 2021) and one day program on Google Suite have been organized. However, more training and work exposure should be given that would enhance their productivity.</p>
20.	<p>Knowledge of Typing / Computers - non teaching staff</p>	<p>Staff members were well acquainted with computer knowledge and software in the office.</p>



# **Report of External Administrative Audit Committee**

---

Some general observations:

## **Establishment & Recruitment**

The committee appreciated the procedure of filing and maintaining the records and training of the employees. The Committee noted that there is a shortage of officers and staff in the administrative section. But it was encouraging to note that the efforts are being done to do recruitment. However, it was pointed out that the some crucial assignments are being handled by the MTS. MTS should be replaced by the clerical staff asap. The Committee also suggested to maintain a grievance redressal system at the section level.

## **Health Centre**

The Committee appreciated the filing system and the record of medicines. However, the committee advised to prepare a schedule to issue advisories as a precautionary measures especially in view of COVID. Emergency medicines like anti-venom drugs should be kept in the health centre. Special task force in view of the Covid was formed and an isolation ward was created in the campus.

## **Engineering**

The Committee appreciated the filing system and maintenance of records. However, the committee suggested to improve the system of maintenance of stock and complaint registers. The manual system of tendering should be discontinued asap and orders should be placed using GeM portal or e-tendering.

## **Library**

The committee appreciated following points:

### **Strength**

- Fully computerized Library having Integrated Library Management System-Koha
- More access to digital contents such as e-books, e-debases, e-Journals, backfiles, etc.
- 24 X 7 accesses of Online Resources and other library facilities using Remote Access Platform
- Wi-Fi enabled Library to access Library services, resources, and other support
- Introduced Single Smart Card for accessing the Library
- Library used Online Attendance Management System (OAMS) for accessing the Library
- Access to Online Public Access Catalogue (OPAC) both in Internet and Intranet
- Manuscript Resource Centre having rare manuscripts of North-East region.
- Career Guidance Corner for Competitive Examination, UGC/CSIR NET, etc.
- Extended Plagiarism Checking Services to all faculty members of the University
- Implemented IRINS, VIDWAN to enhance research visibility of the University

## **Report of External Administrative Audit Committee**

---

- Conducted Common Membership Drive to create awareness among users
- Ramp facilities for Physically Challenged users
- Green Library Initiative such as solar power backup

However, the Committee drew attention to the following points:

- Requirement of Lift facility for more access to services and support of the Library
- Advance Security System-RFID to be introduced
- Self Check-in/Out Kiosk required to be introduced for self-issue and return of books.
- Requirement of adequate space for further expansion of different services and support for users.

### **Stores**

The Stores is being looked after by the Finance Branch. The in-out movement of stock items is done only through proper entry in the stock register. The system of Annual purchase is being adopted as per the GeM guidelines. The committee noted following points: Checking of performance tracking of the suppliers and records of periodical re-evaluation of suppliers is not shown by the store department. Correct description especially of the makes is not being maintained. Gate pass entry for repairable/returnable items is not being maintained. No caution take disposal/repair has been done. No item has been written off.

### **Guest House**

The Committee appreciated the maintenance of guest house, cleanliness, quality control of food of mess. However, the committee suggested to strengthen the inspection process of eatables. Moreover, the guest house records should be shared with the office of Registrar. The Committee noted that the building of the old Guest house should be made functional.

### **Hostels:**

There are a total of five hostels: Hostel for Research Scholars (men and women), postgraduate students (boys and girls). There are separate wardens for each of the hostels and render

### **House Keeping**

It is being done by two Housekeeping agencies, viz. Sulabh and NABS. There is a designated Campus incharge who regulates the cleanliness. There are duty charts pasted on the back side of the washroom doors.

### **Examination**

The committee observed the process and procedure of examination & evaluation and found it excellent. They also appreciated the maintenance of records. There is an excellent system of declaration of results online.

---

## Report of External Administrative Audit Committee

### GeM

The Committee appreciated the efforts of the GeM cell in making the GEM system implemaintenance and updation of minute book and safety measures for documents and suggested to prepare the duty chart.


### Transport

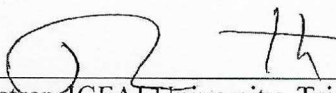
The committee observed the proper distribution of work and adherence to duty chart. Log book, fuel record and other records are well maintained.

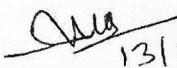
### Security

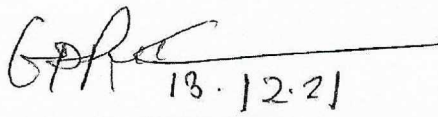
The committee appreciated the security system of the University which has been found to be satisfactory. All strategic locations are manned by the security guards. The team of security guards is supervised by well-trained and experienced Security Officer and Security Inspector. Training has been given to staff of University regarding firefighting system.

Name and Signature of External Auditor and Team Leader:

i   
Chairperson, External Audit Team

ii:  13/12/21  
Registrar, ICFAT University, Tripura - Member.

iii  13/12/21  
Registrar, Tripura University - Member

 13.12.21  
Head of the Institution



# त्रिपुरा विश्वविद्यालय/ TRIPURA UNIVERSITY

(केन्द्रीय विश्वविद्यालय / A Central University)

सूर्यमणिनगर / Suryamaninagar, त्रिपुरा/ Tripura- 799022

F.NO.TU/REG/WA/01/2014

Date: 27.07.2021

## Work Allotment

For the smooth functioning of the work of the Registrar's Branch reallocation of duties of staff has been made as under:

Section	Works allocated	Name & Designation	File be routed through
Establishment Section	Maintenance of updated seniority lists of teaching staff, appointment of Deans/HoDs according to provisions of Statutes, maintenance of service books, Personal files and APAR of Teaching staff and dealing with leave related matters, LTC claims/ leave encashment on availing LTC/HLTC, matters of promotion (CAS of teaching) and any work as assigned by the Registrar/Vice Chancellor	1. Sri Bijay Debray, Assistant 2. Smt. Lilypar Hrangkhawl, Laboratory Assistant 3. Sri Sukanta Choudhury DRW (Gr-C) 4. Smt. Shreyashi Sinha, DRW (Gr-C) 5. Sri Nitai Deb, Out-sourced staff	Sri. M.M. Reang, Joint Registrar
	Retirements, settlements, pensionary benefits, counting of past service for pension purposes and any work as assigned by the Registrar/Vice Chancellor	1. Sri Badal Chandra Das, UDC 2. Smt. Pinki Debbarma, UDC	Sri Muneendra Mishra, Assistant Registrar (i/c) Sri. M.M. Reang, Joint Registrar
	Online Leave Management System and any work as assigned by the Registrar/Vice Chancellor	Smt. Pinki Debbarma, UDC	Sri Bijay Debray, (for teaching) Sri Khagendra Reang (for Non-teaching) Sri. M.M. Reang, Joint Registrar Dr. K.B. Jamatia, Joint Registrar
	Maintenance of updated seniority lists of non-teaching staff, maintenance of service books, Personal files and APAR of non-teaching staff and dealing with leave related matters and Non-Teaching staff, LTC claims/ leave encashment on availing LTC/HLTC, matters of promotion (DPC/MACPS) of non-teaching staff and any work as assigned by the Registrar/Vice Chancellor	1. Sri Khagendra Reang Sr. Technical Assistant 2. Sri Manas Kumar Pal, UDC 3. Smt. Pinki Debbarma, UDC 4. Sri Raju Ghosh Banik MTS 5. Sri Debabrata Biswas, Out-sourced staff	Sri Muneendra Mishra, Assistant Registrar (i/c) Dr. K.B. Jamatia, Joint Registrar

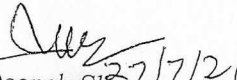
	Complaints /Disciplinary matters/Suspensions and any work as assigned by the Registrar/Vice Chancellor	PA to Registrar		Dr. K.B. Jamatia, Joint Registrar
	Appointment of Nodal Officer & Maintenance of file centrally and any work as assigned by the Registrar/Vice Chancellor	Smt. Lilypar Hrangkhawl, Laboratory Assistant	Sri Muneendra Mishra, Assistant Registrar (i/c)	Sri. M.M. Reang, Joint Registrar
	Issue of ID cards and any work as assigned by the Registrar/Vice Chancellor	Om Prakash Jha, Junior Translation Officer	Surajit Sarkar, Security Officer	Dr. K.B. Jamatia, Joint Registrar
Reservation Cell	Maintenance of reservation rosters and any work as assigned by the Registrar/Vice Chancellor	1. Sri Suman Das, Sr. Technical Assistant 2. Smt. Maumita Deb, Statistical Assistant		Sri. M.M. Reang, Joint Registrar
Recruitment & Promotion Section	All direct recruitment of teaching and any work as assigned by the Registrar/Vice Chancellor	1. Sri Newin Mog, Assistant Manager 2. Sri Ranadhir Bhattacharjee, MTS	Sri. M.M. Reang, Joint Registrar	Registrar
	All direct recruitment of non-teaching staff, and any work as assigned by the Registrar/Vice Chancellor	1. Sri Newin Mog, Assistant Manager 2. Sri Ranadhir Bhattacharjee, MTS	Dr. K.B. Jamatia, Joint Registrar	Registrar
Administration Section	General administration, Central receipt and dispatch of dak, maintenance stock-register and any work as assigned by the Registrar/Vice Chancellor	1. Smt. Dipika Debnath, MTS 2. Sri Tanmay Das, Library Attendant 3. Sri Pinak Parial, DRW (Gr-C)	Sri Muneendra Mishra, Assistant Registrar (i/c)	
	Sanitation, house-keeping, horticulture, Security and any work as assigned by the Registrar/Vice Chancellor	Sri Subrata Nandi, Security Inspector	Surajit Sarkar, Security Officer	
	Guest House, Health Centre, University Auditorium and any work as assigned by the Registrar/Vice Chancellor	Sri Newin Mog Assistant Manager	Sri Muneendra Mishra, Assistant Registrar (i/c)	
	Providing and maintenance of official vehicles and any work as assigned by the Registrar/Vice Chancellor	Sri Subrata Nandi, Security Inspector	Sri Muneendra Mishra, Assistant Registrar (i/c)	
	PRO Office (Advertisement), Press release and any work as assigned by the Registrar/Vice Chancellor	Sri Om Prakash Jha, Junior Translation Officer will also works as PRO	Sri Muneendra Mishra, Assistant Registrar (i/c)	
	Right to Information, monitoring and any work as assigned by the Registrar/Vice Chancellor	Sri Uttam Biswas DRW (Gr-C)	Surajit Sarkar, Security Officer	Dr. Somdev Banik, CPIO

Hindi Cell	Implementation of official language and any work as assigned by the Registrar/Vice Chancellor	Sri Om Prakash Jha, Junior Translation Officer	Muneendra Mishra, Assistant Director(OL)	
Academic and Councils Section	Preparation of agenda, recording of minutes of various Authorities and other Meetings and maintenance of records thereof, follow up action etc., convocation related works including Act, Statute, Ordinance			Registrar
Property/ Estates Section	Maintenance of all property records, supervision of engineering related works and any work as assigned by the Registrar/Vice Chancellor	Sri Newin Mog Assistant Manager	Executive Engineer	
	Maintenance of seniority for the purpose of allotment of official accommodation, allotment of staff quarters and any work as assigned by the Registrar/Vice Chancellor	Sri Newin Mog Assistant Manager	Executive Engineer	
Legal section	Court cases filed against university and any work as assigned by the Registrar/Vice Chancellor	Sri Kundan Pandey, Law Officer (Part-time)	Sri Muneendra Mishra, Asst. Registrar (i/c)	Dr. K.B. Jamatia, Joint Registrar
Statistical Section	Maintenance of statistics of entire university, IQAC, NAAC documents, seminars/workshops/conference, NIRF, AICTE, AISHE, NCTE, MoUs, Preparation of Annual Report and provide required data as and when required and maintenance of all project related files any work as assigned by the Registrar/Vice Chancellor	Smt. Maumita Deb, Statistical Assistant	Sri Jayanta Datta Statistical Officer	
Registrar's Section	Maintenance Registrar's diary, Entertaining visitors, tracking important papers/files, coordination with Vice Chancellor's office	Sri Arindam Chowdhury, LDC (PA to Registrar) / Smt. Sudha Yadav, Hindi Typist		
	Typing of letters/documents in hindi	Smt. Sudha Yadav, Hindi Typist		
Website Section	Uploading of information/Notices etc. in the University website, Data compilation, All India survey on Higher Education, Uploading of data in MHRD/UGC portal and any work as assigned by the Registrar/Vice Chancellor	Sri Suman Das, Sr. Technical Assistant		
MHRD/UGC section	MHRD, UGC, Parliamentary question and correspondence and any work as assigned by the Registrar/Vice Chancellor	1. Sri Arindam Chowdhury, LDC 2. Sri Ranadhir Bhattacharjee, MTS		
GeM	GeM related works and any work as assigned by the Registrar/Vice Chancellor	Sri Jayanta Datta, Nodal Officer for GeM	DDO	Dr. K.B. Jamatia, Joint Registrar
Misc Cell	Any other assignment given by the Registrar/Vice Chancellor (not mentioned in the list)			Dy. Finance Officer / Registrar
		1. Sri Subrata Nandi, Security Inspector 2. Smt. Shreyashi Sinha, DRW (Gr-C)		

This shall come into effect immediately and will continue until further order.

Copy to:

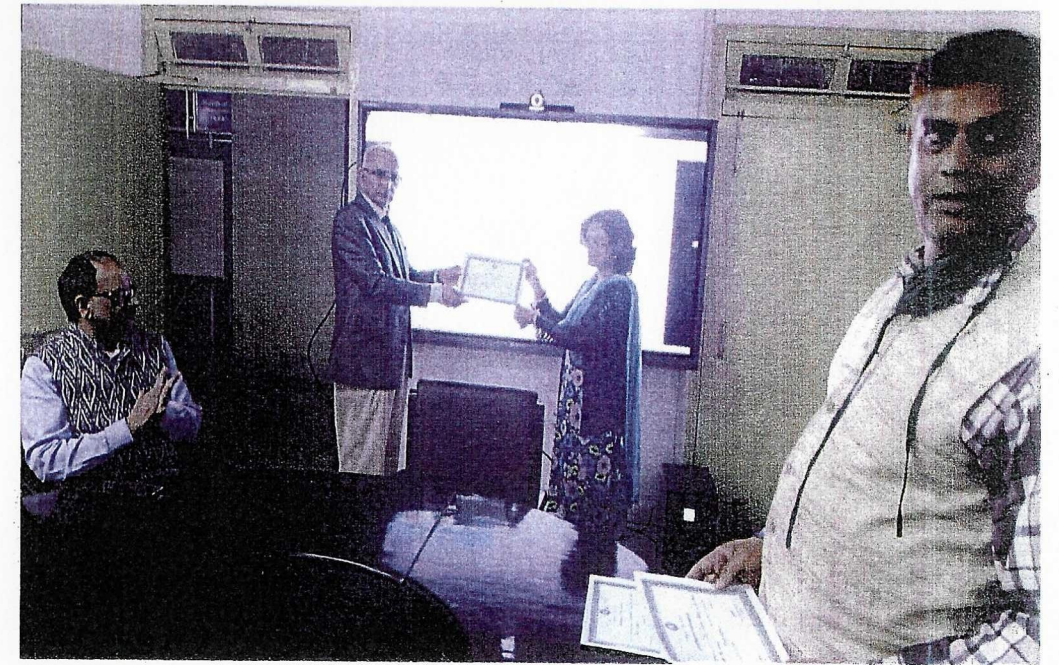
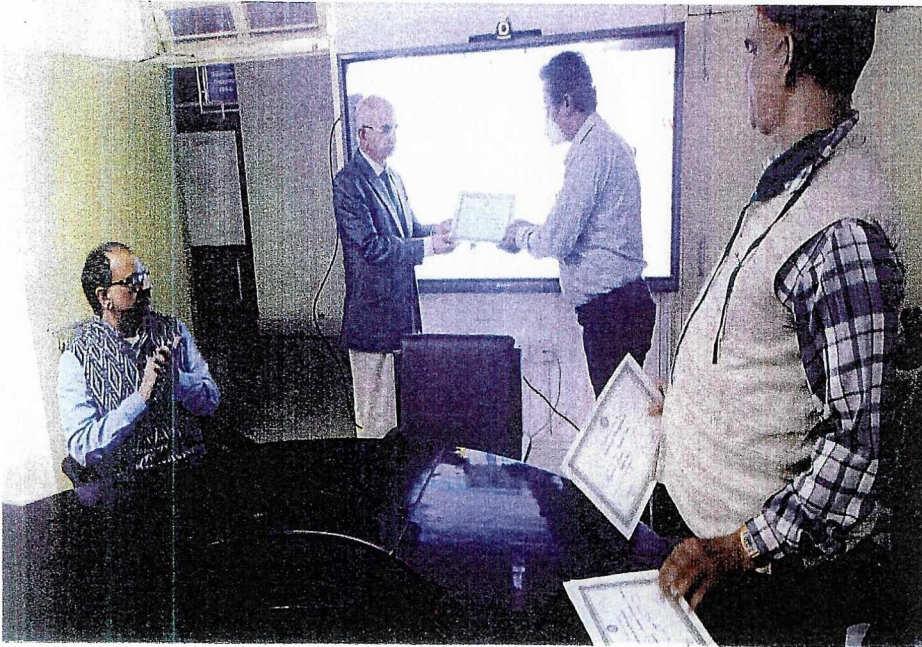
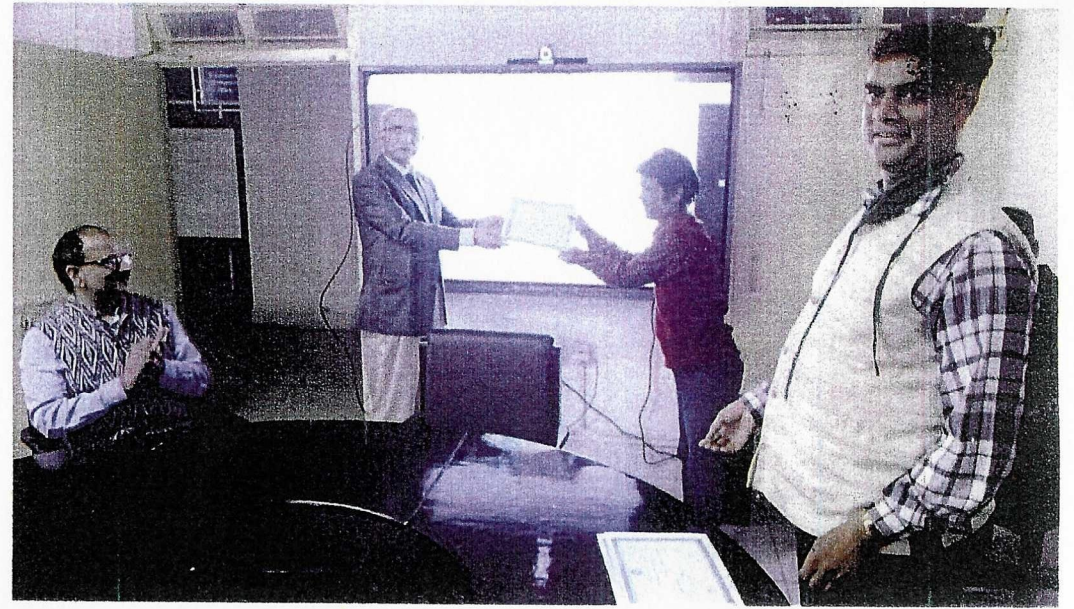
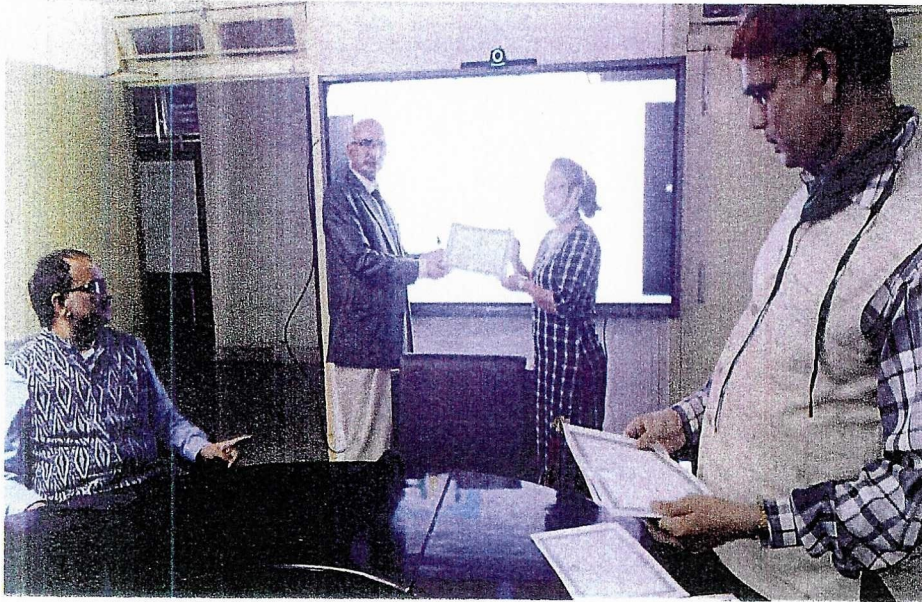
All concerned for information.

  
(Dr. Deepak Sharma)  
Registrar

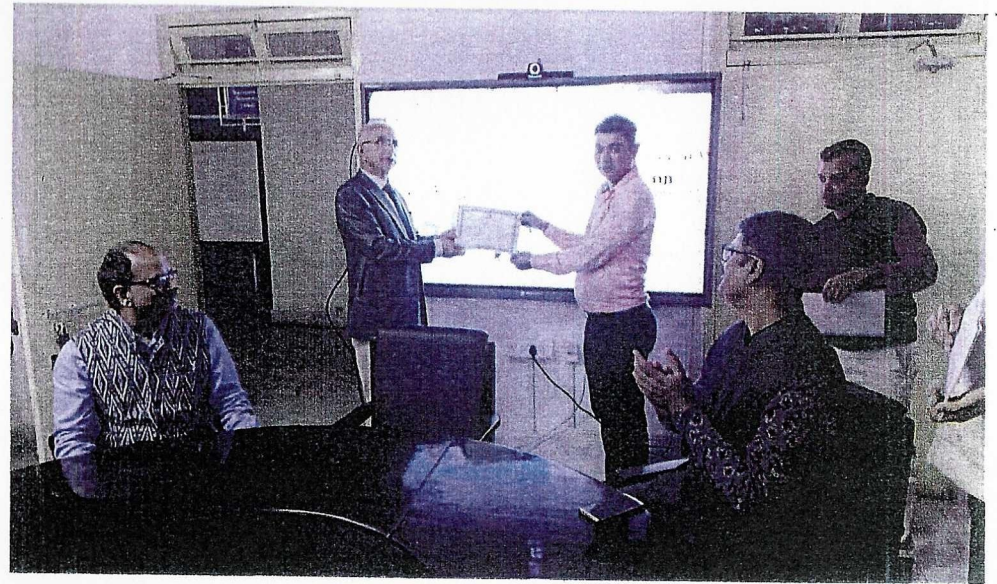
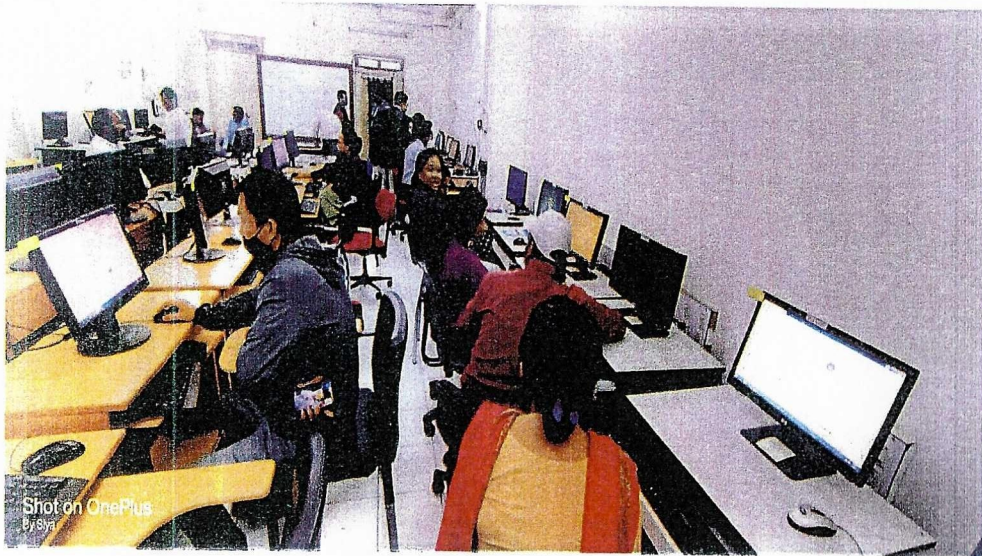
### 3<sup>rd</sup> DECEMBER, 2021 FRIDAY: WORKSHOP ON GOOGLE DRIVE

With the initiative of Dr. Deepak Sharma, Registrar and kind support of Prof. Ganga Prasad Prasain, Hon'ble Vice-Chancellor, Tripura University, a workshop on 'Google Drive' was conducted for the non-teaching staff of the University in the Department of Business Management, Tripura University, Academic Building No.10. All the non-teaching staff members including the Registrar's Branch participated in the said workshop. The workshop was facilitated by Prof. Debarshi Mukherjee & Dr. Nirmalya Debnath, Faculty members of Department of Business Management, Tripura University, and the workshop was divided into two sessions. The first session was on getting familiarise with the basics of Google Drive and the second session was conducted in the laboratory to give hands on experience to the participants. At the end of the workshop certificates were awarded to all the participants.









## 4<sup>th</sup> DECEMBER, 2021 SATURDAY: WEEDING OUT DRIVE

A Special Drive, initiated by Dr. Deepak Sharma, Registrar, Tripura University was carried out in the Registrar's Branch of Tripura University with an objective to weed out old records/files, and files of temporary nature. During the drive old records/files without any significant need were identified, and recorded by the staff members in accordance with the instructions received from the authority. And these documents were moved to the Branch Record Room for future reference if such need arises. Further, scrap material and obsolete items were discarded to improve space and cleanliness at the workplace.

All the staff members rendered their assistance with full cooperation and enthusiasm. The special drive was a success because of the overall cooperation and team effort. Although it was a day of physical labour and a sacrifice of an off day, a deep sense of accomplishment and satisfaction was expressed by the staff members as they realise the purpose and need for such an endeavour.

### *Glimpses of the Day*

