

Self appraisal report by Public Authority

Year:*

2019-2020



Search

Organisation and Function**Year(2021-22)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	https://tripurauniv.ac.in/
1.1.2	Head of the organization	1.28	Fully Met	1.28	https://tripurauniv.ac.in/Page/ViceChancellor
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	https://tripurauniv.ac.in/Page/VisionAndMission
1.1.4	Function and duties	1.28	Fully Met	1.28	https://tripurauniv.ac.in/Content/pdf/Tripura
1.1.5	Organization Chart	1.28	Fully Met	1.28	https://tripurauniv.ac.in/Page/Organizational
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	1.28	Fully Met	1.28	https://tripurauniv.ac.in/Page/AllCommittees
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.2.4	Exercised	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura
1.2.5	Work allocation	1.54	Fully Met	1.54	Yes, as per requirement of institution
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]				
1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Page/EC_AC_Proc
1.3.2	Final decision making authority	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Page/ViceChancellor https://tripurauniv.ac.in/Content/pdf/Tripura
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	As per normal office procedure, and citizen
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/UGC% https://tripurauniv.ac.in/Content/pdf/Tripura
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Content/pdf/Tripura
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	https://tripurauniv.ac.in/ https://tripurauniv.a
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	As per normal office procedure, and citizen
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	https://tripurauniv.ac.in/Page/AddStudentG https://tripurauniv.ac.in/Page/ComplainReg https://tripurauniv.ac.in/Page/internal_comp https://tripurauniv.ac.in/Page/anti_ragging_ https://tripurauniv.ac.in/Page/grievances_c
1.5	Rules, regulations, instructions manual and records for discharging functions[§				
1.5.1	Title and nature of the record/ manual /instruction.	1.92	Fully Met	1.92	https://tripurauniv.ac.in/Content/pdf/Tripura https://tripurauniv.ac.in/Page/RulesRegulat https://tripurauniv.ac.in/UploadFile/AdminP

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	https://tripurauniv.ac.in/Content/pdf/Tripura https://tripurauniv.ac.in/Page/RulesRegulat https://tripurauniv.ac.in/UploadFile/AdminP
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	https://tripurauniv.ac.in/Content/pdf/Tripura https://tripurauniv.ac.in/Page/RulesRegulat https://tripurauniv.ac.in/UploadFile/AdminP
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	As per requirement of the Institution
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)				
1.6.1	Categories of documents	3.85	Fully Met	3.85	Establishment - Registrar, Finance -Finance Examination. Library-Librarian
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	https://tripurauniv.ac.in/Page/Registrar http https://tripurauniv.ac.in/Page/Examinations
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public				
1.7.1	Name of Boards, Council, Committee etc.	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Page/CouncilandCo
1.7.2	Composition	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Page/CouncilandCo
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Content/pdf/Tripura
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	As defined in the Act and Statutes
1.7.5	Powers and functions	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Content/pdf/Tripura
1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Page/EC_AC_Proc
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Page/EC_AC_Proc
1.7.8	Place where the minutes if open to the public are available?	0.96	Fully Met	0.96	https://tripurauniv.ac.in/Page/EC_AC_Proc
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	3.85	Fully Met	3.85	https://tripurauniv.ac.in/Page/AdminHome t https://tripurauniv.ac.in/Page/LBCCContactU

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	https://tripurauniv.ac.in/Page/AdminHome https://tripurauniv.ac.in/Page/LBCContactU
1.9	Monthly Remuneration received by officers & employees including system of co				
1.9.1	List of employees with Gross monthly remuneration	3.85	Fully Met	3.85	https://tripurauniv.ac.in/Page/MonthlyRemu
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	As per prevalent Govt. rules (CCS Rule)
1.10	Name, designation and other particulars of public information officers[Section				
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3.85	Fully Met	3.85	https://tripurauniv.ac.in/Page/RTI
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	https://tripurauniv.ac.in/Page/RTI
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	No Action has been initiated during the ass
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	Nil
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	1.92	Fully Met	1.92	https://tripurauniv.ac.in/UploadFile/AdminP59bdde134eb6.pdf

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	https://tripurauniv.ac.in/UploadFile/AdminP59bdde134eb6.pdf
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	CPIO/APIO undergoes for training in regular attended a training by NAHRD, New Delhi
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	https://tripurauniv.ac.in/Content/pdf/RTI/rti-
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Partially Met	3.85	As and when required by the institution
Total		100		96	

Self appraisal report by Public Authority

Year:*

2019-2020

Search

Budget and Programme

Year(2021-22)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.1	Budget allocated to each agency including all plans, proposed expenditure and disbursements made etc.[Section 4(1)(b)(xi)]				
2.1.1	Total Budget for the public authority	10	Fully Met	10.00	https://tripurauniv.ac.in/Page/Annual_Report
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	https://tripurauniv.ac.in/Page/Annual_Report
2.1.3	Proposed expenditures	10	Fully Met	10.00	https://tripurauniv.ac.in/Page/Annual_Report
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	https://tripurauniv.ac.in/Page/Annual_Report
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	https://tripurauniv.ac.in/Page/Annual_Report
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	16.67	Fully Met	16.67	Met from non salary expenditure, no separate purpose
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	16.67	Fully Met	16.67	https://tripurauniv.ac.in/Page/Tender https://sso.gem.gov.in/ARXSSO/oauth/dc

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	0	Not Applicable	0	
2.3.2	Objective of the programme	0	Not Applicable	0	
2.3.3	Procedure to avail benefits	0	Not Applicable	0	
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0	
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0	
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0	
2.3.7	Eligibility criteria for grant of subsidy	0	Not Applicable	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	0	Not Applicable	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the authority [Section 4(1) (b) (xiii)]				
2.5.1	Concessions, permits or authorizations granted by public authority	0	Not Applicable	0	
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	0	Not Applicable	0	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]				
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	50	Fully Met	50.00	https://tripurauniv.ac.in/Page/Annual_Report

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
Total		133		133	
Previous (/question/audit-report?year=2022&id=1)			Next (/question/audit-report?year=2022&id=2)		

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Self appraisal report by Public Authority

Year:*

2019-2020

Search

Publicity Band Public interface

Year(2021-22)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1	Particulars for any arrangement for consultation with or representation by the the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No				
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12.5	Fully Met	12.50	https://tripurauniv.ac.in/Content/pdf/Tripura https://tripurauniv.ac.in/Page/RulesRegulation https://tripurauniv.ac.in/Page/Forms http: https://tripurauniv.ac.in/Page/Notification https://tripurauniv.ac.in/Page/AllSeminar
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	12.5	Fully Met	12.50	https://tripurauniv.ac.in/Page/RTI
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	0	Not Applicable	0	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	0	Not Applicable	0	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	Not Applicable	0	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	Not Applicable	0	
3.2	Are the details of policies / decisions, which affect public, informed to them[Se				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	16.67	Fully Met	16.67	https://tripurauniv.ac.in/Page/EC_AC_Pro https://tripurauniv.ac.in/Page/RulesRegul https://tripurauniv.ac.in/Page/Notification
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	16.67	Partially Met	8.34	https://tripurauniv.ac.in/Page/Notification
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	16.67	Fully Met	16.67	External Members from state govt, stude NGOs have been included in various dec https://tripurauniv.ac.in/Page/Notification https://tripurauniv.ac.in/Page/Counciland
3.3	Dissemination of information widely and in such form and manner which is eas 4(3)]				
3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	https://tripurauniv.ac.in/ https://twitter.com https://www.facebook.com/tucentralunive
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	https://tripurauniv.ac.in/
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	Available in University offices, Central Lib
3.5	Whether information manual/ handbook available free of cost or not [Section 4				
3.5.1	List of materials available Free of cost	25	Fully Met	25.00	Records of Books, manuals, manuscripts https://tripurauniv.ac.in/Home/CentralLibr
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	https://tripurauniv.ac.in/Page/Prospectus
Total		225		217	
Previous (/question/audit-report?year=2022&id=2)					

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Self appraisal report by Public Authority

Year:*

2019-2020

Search

E-Governance**Year(2021-22)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR c				
4.1.1	English	14.29	Fully Met	14.29	https://tripurauniv.ac.in/
4.1.2	Vernacular/ Local Language	14.29	Fully Met	14.29	Signages are displayed in Bengali, Hindi and Boards in Hindi and English
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR d				
4.2.1	Last date of Annual updation	28.57	Fully Met	28.57	July, 2022
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	https://tripurauniv.ac.in/
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	https://tripurauniv.ac.in/
4.3.3	Location where available	9.52	Fully Met	9.52	https://tripurauniv.ac.in/
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1				
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	https://tripurauniv.ac.in/Page/department https://tripurauniv.ac.in/Page/Contact_Us
4.4.2	Details of information made available	7.14	Fully Met	7.14	https://tripurauniv.ac.in/
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	As per Govt. of India Office working hour
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	https://tripurauniv.ac.in/Page/Contact_Us https://tripurauniv.ac.in/Page/RTI https://tripurauniv.ac.in/Page/LBCContac

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	https://tripurauniv.ac.in/Page/AddStudent https://tripurauniv.ac.in/Page/ComplainRe https://tripurauniv.ac.in/Page/internal_cor https://tripurauniv.ac.in/Page/grievances_ https://tripurauniv.ac.in/Page/anti_ragging grievance drop box is available in admini
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	https://tripurauniv.ac.in/Page/QuarterlyRe
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Partially Met	1.79	Projects are undertaken and completed v term
4.5.4	List of schemes/ projects/ programme underway	3.57	Partially Met	1.79	Available in the project section of Univers taken to digitize the records
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Partially Met	1.79	Available in the Engineering Cell of Unive are taken to digitize the details of the con
4.5.6	Annual Report	3.57	Fully Met	3.57	https://tripurauniv.ac.in/Page/Annual_Rep
4.5.7	Frequently Asked Question (FAQs)	3.57	Fully Met	3.57	https://tripurauniv.ac.in/Page/FAQ
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	3.57	Partially Met	1.79	Under process of implementation
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]				
4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	https://tripurauniv.ac.in/Page/RTI

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	https://tripurauniv.ac.in/Page/RTI
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	Reply send to MoE, Govt. of India and U questions are asked
Total		200		193	
Previous (/question/audit-report?year=2022&id=3)			Next (/question/audit-rep		

Self appraisal report by Public Authority

Year:*

2019-2020

Search

Information as may be prescribed**Year(2021-22)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F				
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	https://tripurauniv.ac.in/Page/RTI
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	Third party audit carried out during Octob https://tripurauniv.ac.in/Content/pdf/RTI/321.pdf
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	20	Fully Met	20.00	Date of appointment of Nodal Officer: 27/ Officer https://tripurauniv.ac.in/Page/RTI
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	20	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	20	Not Met	0	
Total		100		60	
Previous (/question/audit-report?year=2022&id=4) Next (

Self appraisal report by Public Authority

Year:*

2019-2020

Search

Information Disclosed on own Initiative

Year(2021-22)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act information				
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	Fully Met	25.00	All information are displayed in the Unive is accessible to public https://tripurauniv.ac.in
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2019) included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ				
6.2.1	Whether STQC certification obtained and its validity	12.5	Fully Met	12.50	Valid upto 21/07/2024 https://tripurauniv.ac.in/Content/pdf/STQC
6.2.2	Does the website show the certificate on the Website?	12.5	Fully Met	12.50	https://tripurauniv.ac.in/Content/pdf/STQC
Total		50		50	
Previous (/question/audit-report?year=2022&id=5)					