



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>MICHAEL MADHUSUDAN DUTTA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Sucharita Chaudhuri</b>
• Designation	<b>Principal(in-charge)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03823270227</b>
• Mobile No:	<b>9436456328</b>
• Registered e-mail	<b>mmdcollege@gmail.com</b>
• Alternate e-mail	<b>sucharita187@gmail.com</b>
• Address	<b>West Jalefa</b>
• City/Town	<b>Sabroom</b>
• State/UT	<b>Tripura</b>
• Pin Code	<b>799145</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	Tripura University				
• Name of the IQAC Coordinator	Dr. Tamojoy Brahma				
• Phone No.	9436126167				
• Alternate phone No.	03823270227				
• Mobile	9436126167				
• IQAC e-mail address	mmdcollege@gmail.com				
• Alternate e-mail address	sucharita187@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.mmdcollege.in/webdocs/AQAR%202019-20.pdf">http://www.mmdcollege.in/webdocs/AQAR%202019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.mmdcollege.in/academic-calendar.php">http://www.mmdcollege.in/academic-calendar.php</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.72	2019	28/03/2019	27/03/2024
<b>6.Date of Establishment of IQAC</b>			07/05/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			6		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Seminar on Academic awareness related to NEP-2020 held on 19th September 2020. Awareness program to initiate Job opportunities held on 22nd January 2021. Seminar cum Awareness Program for Better Management of Life held on 11th February 2021. Anti Tobacco campaign for social consciousness held on 3rd March 2021. Awareness on Gender Equity held on 10th March 2021.	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
Online access for admission to be provided to the students.	Online access for admission is provided to the student by Directorate of Higher Education (Government of Tripura)
To organize meeting of IQAC with internal and external members.	6(six) numbers of IQAC meetings including internal and external members were conducted on 12/07/2020, 25/07/2020, 12/08/2020, 16/08/2020, 05/12/2020 and 16/04/2021.
To organize activities, workshop, seminars on emerging areas to benefit students	Seminar on Academic awareness related to NEP-2020 held on 19th September 2020. Awareness program to initiate Job opportunities held on 22nd January 2021. Seminar cum Awareness Program for Better Management of Life held on 11th

	<p>February 2021. Anti Tobacco campaign for social consciousness held on 3rd March 2021. Awareness on Gender Equity held on 10th March 2021. Observance of World Consumer day for awareness and exchange of ideas for better life held on 16th March 2021. National webinar on Financial awareness and consumer training held on 17th June 2021.</p>				
<p>To organize Seven days International Webinar on "The old order changeth, yielding place to new"-Pandemic and Life thereafter from 17th to 23rd August 2020.</p>	<p>Could not be conducted due to COVID-19 pandemic.</p>				
<p>Plan of activities for Parents and Alumni for stock holders</p>	<p>Activities could not be conducted due to COVID-19 pandemic.</p>				
<p>Preparation and submission of AQAR- 2018-19 and AQAR-2019-20.</p>	<p>AQAR- 2018-19 and AQAR-2019-20 submitted.</p>				
<p>2(two) internal examination of all semester to be conducted as per guideline of Tripura University.</p>	<p>Online internal examination were conducted due to COVID-19 pandemic.</p>				
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>No</p>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Nil	Nil	
Name	Date of meeting(s)				
Nil	Nil				
<p><b>14. Whether institutional data submitted to AISHE</b></p>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>24/02/2022</td> </tr> </tbody> </table>	Year	Date of Submission	2020	24/02/2022	
Year	Date of Submission				
2020	24/02/2022				

## Extended Profile

<b>1.Programme</b>	
1.1	<b>10</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>974</b>
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	<b>160</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>226</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>20</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	31
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	235971
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	06
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

MMD College follows the curriculum and syllabi offered by the University which it is affiliated to. The Institution frames specific plans through the Head of the Departments which is actualized through all the faculty members of the respective departments. Following steps are taken by each Department to make the curriculum a successful one to enrich the students:

- Departmental Meetings,
- Content Distribution of the Syllabus,
- Reviewing the Status of Library Books,
- Fixing the Examination Schedule of Internal Assessment, and
- Declaration of Result of each Sessional Examination.

Time slot of the above mentioned meetings have departmental flexibility to some extent. They are generally fixed in a manner so that the interest of the students in all respects can be maintained as per requirements. Additional meetings and corresponding actions are taken as per the requirements of the students.

The departmental routine keeping in accordance with the Master Routine of the Institution is framed by the Head of each Department at the outset of each academic session and the same is submitted to the Head of the Institution. An approved departmental routine is documented in the departmental notice board. The teaching plan is framed in Departmental Monthly Meeting of each department and followed with a process of keeping records as far as practicable. The corresponding syllabus of each semester is distributed among the respective students, both (Honours and General) during the respective classes at the beginning of each academic session. Feedbacks from the students are also collected to find any additional suggestion(s) for better academic practice. The whole process is monitored continuously and regularly headed by Teachers' Council, Academic Committee and IQAC of this institution.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The evaluation mechanism followed by the College to a large extent is in conformity with that of the affiliating university, i.e. Tripura University. Tripura University introduced Choice Based Credit System (CBCS) in 2018-19. Continuous Internal Evaluation system has been a part of the evaluation mechanism since 2014-15. The Continuous Internal Evaluation system is framed by MMD College. The pattern and schedule of the continuous Internal Assessment is announced at the beginning of the course. Teachers evaluate a student by continuous internal evaluation system (two Sessional Exams per semester) which comprises of 20% marks. The mechanisms followed for continuous internal evaluation system are written tests, class presentations/seminars, viva, home assignments, short quizzes, mini research projects. It enables the teacher to assess and evaluate the degree of overall understanding and knowledge of the students on the course taught in the classes and enhances the teaching-learning process. The remaining 80% marks are evaluated in the Final Semester Examination. The result of internal examination is prepared by College while the result of the final semester end examination is prepared by Tripura University. The individual Departments of the College show the answer sheets of the written internal examination to candidates, if asked for.



File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**B. Any 3 of the above**

Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

04

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**



**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

00

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Social Science has a vast scope of including different issues related to human values, social consciousness and ethics. The Tripura University, which the college is affiliated to, has designed the syllabi of all General and Honours Courses for the students to interact such issues within the curriculum. The Institution addresses these issues in three ways:

- Completion of the respective syllabus,
- Organizing different lecture programs in the campus and
- Conducting external programs across the community.

The curriculum consists of MIL (Modern Indian Languages) along with

Heritage and Culture, compulsory for Second Semester students. Topics included in these papers are chiefly related to language and culture and heritage of the country. There is also a compulsory paper on Environmental Studies for the Third Semester students. The curriculum also consists of Gender Studies and Human Rights as Soft Skill Study, which is compulsory for the Sixth Semester students. The syllabus of Philosophy also includes issues like Gender, Professional Ethics and Human Values. Moreover, Political Science also has some issues in its syllabus to address issues related to human values and sustainability.

The Institution also attempts to aware the students about these issues by organizing programs on gender equity through observance of 'International Women's Day', conducting survey and awareness program through Women's Cell of this College. Different Departments and the IQAC organize invited lecture programs on issues related to human values and sustainability. The institution also organizes programs by external agencies to address the issues related to gender, values, rights and duties and practice of ethics as a whole. Internal programs include quiz, debate and presentation by the students. The College always attempts to provide maximum scope for the students to be successful and responsible citizen through the curriculum.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

08

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

226

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.mmdcollege.in/naac_sss20-21.php">http://www.mmdcollege.in/naac_sss20-21.php</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

735

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

83

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After admission the institution assesses the learning levels of the students. All departments of the institute take introductory classes to bridge the knowledge gap of the enrolled students to enable them

to cope with the programme of their choice in the following ways.

- At the beginning of the commencement of classes, department-wise faculty members interact with students regarding: subjects taken and marks secured in the previous examination, computer skills, internet surfing habit for the study materials.
- Reviewing their understanding at the H.S. (+2) stage.
- After assessing their knowledge/needs and skills, faculty members like a team take some introductory classes to acquaint them with the syllabus.
- Identify educational/learning needs of advanced learners through: classroom interactions, assignments, group discussions & class tests.

The academic performance of the students from the disadvantaged sections of society, slow learners, economically weaker sections etc. who do not seem to cope up with the pace of learning. Dropout students are often identified by the faculties during personal interactions and counseling in and outside the classroom.

Following strategies are adopted for improving academic performance of the slow learners:

- Repetition & revision of a topic,
- Encouraging students to participate in classroom interactions,
- Tutorial classes, personal guidance and class tests among small groups,
- Delivering simple summary of the lecture,
- Supplying necessary study materials,
- Using teaching aids
- Practical demonstration, etc.

Respond to special educational/learning needs of advanced learners through:

- Providing guidance for reference books, tutorial classes, interactive sessions and class tests.
- Apart from classroom teaching, assignments are given to the advanced group learners.
- Addresses of relevant websites are given.

Intra-departmental seminars, wall magazine on selected reference topics are also organized /published.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
974	20

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Steps for making learning skills student-centric are interactive learning, group learning and tutorials. Participatory learning activities such as participation in intra-class quiz competition, departmental wall magazine and intra-departmental seminars using audio visual aids, project work, assignments are also encouraged.

The College provides the learning facilities like smart classrooms, well-stocked library with reading room and internet connection to make learning effective. The examination committee conducts unit tests. Students regularly attend classes where they interact with the teachers. It helps interactive learning. Students are encouraged to participate in intra-classroom quiz to monitor the academic progress which also facilitates interactive learning. Students are encouraged to use the library independently that enhances self-learning. They are encouraged to write assignments, contribute for the departmental wall magazine and the college magazine for developing independent learning. All 6th Semester students are required to prepare an individual project where there is scope for independent learning. Apart from it, the co-curricular activities such as seminars/workshops/ conferences/debates, extracurricular activities such as cultural/sports activities and competitions, extension activities under NSS activities are undertaken by the college to develop participatory learning.

Efforts are taken by the college to nurture critical thinking,

creativity and develop scientific temper among the students and some of the efforts are as follows:

- Organizing debates, seminars and lectures of eminent persons on contemporary issues in which students get a chance to explore new ideas and nurture the expert views.
- Insisting the students of 6th semester on opting projects on the topic included in the course curriculum.

Moreover, the faculty members engage the students into the following:

Various cultural programmes are organized all around the year where students not only participate but also actively involve themselves in organizing and arranging programmes are listed as below

1. Kokborok Day on 19.01.2021
2. Awareness program- Initiative for job opportunities on 22.01.2021
3. NSS Special Camp from 25.01.2021 to 30.01.2021
4. Awareness for better Management of life on 11.02.2021
5. Anti-Tobacco Campaign on 01.03.2021
6. Observance of International Women's Day on 08.03.2021
7. World Water Day on 22.03.2021
8. World Theatre Day on 27.04.2021
9. Rabindra Jayanti on 09.05.2021
10. National Youth day on 12.01.2021

Students interacted and shared knowledge with the resource persons of the above programs.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The digitization of the classrooms in MMD College began in a small way. There is a common classroom where classes could be conducted according to the nature of the subject dealt with. For the past few years, teachers have been using the projector for the students' and their own benefits. The introduction of the LCD projector, first of



all, has considerably reduced the traditional practice of giving lengthy and tedious lectures. It has also controlled the practice of evading teaching by giving notes. The balanced use of PPTs (both ready-made and self-made) by teachers offers them situations where they can teach while students can note down the important points. The fact that a large number of PPTs are in use in the College is indicative of the teachers' willingness to adopt new methods of teaching. The PPTs containing information, diagram, etc. save teachers' time and, according to learners' needs, the materials are mailed

to students for regular reference. Another innovation adopted is the use of video clippings during lectures, which has transformed the engagement level of students and enhanced their learning experience. The clippings offer stimulus variation and the monotony of teacher talk or looking at a PPT for long is reduced. The clippings, interspersed with teachers' explanations, keep the students motivated and the audio-visual experience enhances the retention of the subject taught. Almost all the teachers of the College collect clippings from the YouTube. However, the teachers are also careful not to minimize their role as an in-depth analyst of subjects and to keep technology subservient; they never allow technology to overcome their primary significance as living human beings.

The IQAC has taken initiative to open an ICT enabled classroom in the college. In a view to make teaching learning process more effective and attractive, the Cell has taken initiative to install the necessary measures in a room suitable for the process. The class has been inaugurated on 1st March, 2016. The IQAC also placed requisition to the college authority to make necessary arrangements for increasing the number of ICT enabled class rooms. The college authority sent a charter of demand to the Director of Higher Education including the above mentioned one. At few faculty members use the ICT enabled class room. It becomes a little difficult to adjust the routine within such a limited provision.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.mmdcollege.in/naac_itc-room.php">http://www.mmdcollege.in/naac_itc-room.php</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year )

### 2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data

for the latest completed academic year)

### 2.4.3.1 - Total experience of full-time teachers

152

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All the departments conduct Continuous Internal Evaluation for 20% marks for every paper in each semester following the examination pattern prescribed by the Tripura University. This system of evaluation includes a variety of test-types such as class tests, presentations, assignments, projects, viva, etc. Teachers inform the students about the pattern of the internal examinations well in advance. The schedules of these internal examinations are declared by the Examination Committee of the College. On an average, 2 internal examinations are conducted. The examination notices are displayed well in advance and sufficient time is given to the students for preparation. The notices are also displayed in the website of the College. The continuous internal evaluation conducted by the departments provides an excellent opportunity to the students to enhance their participation in classroom activities and improve the overall teaching-learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. End Semester Examinations are held at the end of the Semester as per the syllabus and time schedule of the Tripura University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. The marks of the internal examinations are shown and displayed in the College notice Board. Teachers of the concerned departments clarify any point raised by any student regarding evaluation of unit tests.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program outcomes and course outcomes for all programs offered by the College are stated and displayed on the College website. The College has maintained a website which is comprehensive and is regularly updated. Each department is given a separate page on the College website. The department wise pages provide an introduction to the courses, facilities, and faculty available in the department. A comprehensive list of the programs taught in the departments and a complete list of the faculties with their detailed bio-data to be displayed in the College website is under process. The College prospectus also gives a list of programs and courses including program code.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mmdcollege.in/naac_pco.php">http://www.mmdcollege.in/naac_pco.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The program outcomes are measured over a period of time through the performance of the students in the role they play in the various activities they get involved in. Students of the College are involved in curricular, co-curricular and extracurricular activities through their departments, NSS and different committees. Students

organize a variety of programs in their departments in the course of the year including Freshers' day, various competitions, Teachers' day, etc. In addition to this students participate on behalf of their departments in the programs organized by the College. Departments also engage in social outreach activities. Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences etc. Their performance within and outside the College in the various academic events provides another index of their learning-levels. Course outcomes are measured through the performance of the students in the class internal evaluations, and external evaluations. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance. Thus they are helped to improve their performance in the external examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

226

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.mmdcollege.in/webdocs/Annual%20Report.pdf">http://www.mmdcollege.in/webdocs/Annual%20Report.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[http://www.mmdcollege.in/naac\\_sss20-21.php](http://www.mmdcollege.in/naac_sss20-21.php)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00



File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

03

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in



**national/ international conference proceedings during the year**

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- During Covid-19 Pandemic, NSS Volunteers of M.M.D. College actively participated in the social work activities especially in Sabroom. The volunteers took part in the cleanliness drive, distributed Food, Masks, Sanitizers to the Common People in the local areas.
- NSS Unit of M.M.D. College celebrated Prabhatpheri under FIT INDIA MOVEMENT on 9th December, 2020
- The volunteers planted sapling in their locality on World Plantation Day on 21st March 2021
- Facilitation of Study Tour of Chatakchhari S B School, Sabroom with the aim of maintaining social responsibilities through cooperation/collaboration

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The policy of the institution for creation and enhancement of infrastructure to facilitate effective learning and teaching is framed in accordance with the availability of departments, faculties, staffs and students enrolment. Currently the institution has 12 (twelve) departments with adequate sitting capacity and faculties for both Honours and General classes. The College Teachers' Council along with students' representation in different

bodies of the College plays an important role in framing infrastructural development policies which are submitted to the Department of Higher Education, Government of Tripura after regulation being passed in the aforesaid council meetings. A new block of one storied building adjacent to administrative building has been completed in the year 2013-14 to provide better spaces for Library, Smart Class, Professors' Common Room, Gym Room, Examination Cell, NAAC Room, Store Room for Distance Education and Physical Education and a number of class rooms. Now policies are being framed for constructing separate buildings for Science and Commerce.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Extra-curricular activities are necessary for all round development of every student. Extra-curricular is the part of the college activities like Games and sports, NSS, etc.

**Indoor Games:** The students of the college play indoor games as a part of recreation in their leisure time in the Departmental room of Physical Education. Students participate in inter departmental indoor games competition organised by students council.

**Games and Sports:** The college takes part in inter-college sports championships organised by Tripura University in the following discipline: Football, Volleyball, Cricket, Judo, Yoga, Table Tennis and Track and Field.

**NSS Activities:** Regular activities are done by the NSS volunteers for cleaning the college campus, trimming the trees and flowers and other gardening activities. The NSS cell also organises special camp wherein the volunteers are engaged in cleaning the hospitals, temples and helping the poor students of Anganwadi centres. The students also take parts in workshops and awareness programs. The NSS cell also organises and observes different important National and International days.

**Yoga Center:** Yes (adjacent to the department of Physical Education)

**Gymnasium: Nil**

**Health and Hygiene:** The College is providing only First Aid facilities. The College has constant drinking water supply for students, teaching and non-teaching staff. There are 13 lavatories in the college for students, teaching and non-teaching staff.

**Cultural Activities:** The Students' Union Council along with Teachers' Council organises cultural activities or program to welcome the freshers every year on Freshers' Day wherein different students take part in different programs like singing, dancing and even artists from outside are invited to entertain the program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

01

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mmdcollege.in/naac_itc-room.php">http://www.mmdcollege.in/naac_itc-room.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

There is a Library Room adjusted in one of the rooms in the Academic Building to cater the need of the students and staffs. The library has sufficient numbers of books for the old syllabus but very few books for the new syllabus. The college does not have any Librarian due to which the library is maintained by ministerial staffs. Due to the constraint in the fund and vacant post of a Librarian, Integrated Library Management System (ILMS) could not be introduced. There is a Library Advisory Committee, which is functioned by the Convenor, Joint Convenor and other members. For effective and smooth functioning of Library, this committee maintains the library management in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution does not have any kind of internet facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 4.3.2 - Number of Computers

06



File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2,35,971

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- Being a Government institution, the maintenance and up gradation of infrastructural facilities of Michael Madhusudan Dutta College are generally executed by the Department of Higher Education, Government of Tripura through state agencies like Public Works Department, Tripura Housing and Construction Board, Rural Development Block, Nagar Panchayat, etc.
- The college authority looks after the emergency requirement

for repair and renovation as and when necessary depending on the availability of funds.

- All the precision equipments are calibrated periodically by the experts of the supplier companies. As far as possible, the concerned department conducts the process of calibration by using the service of the faculty concerned periodically.
- The college has a huge eco-system with natural view to keep the environment fresh.
- Sufficient water supply is available through submersible deep tube well.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

616

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to institutional website	<a href="http://www.mmdcollege.in/">http://www.mmdcollege.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

50

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

50

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**00**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**40**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Being a government institute, election to Students' Council is held as and when notified by the Directorate of Higher Education, Government of Tripura. But there has been no such notification from the Directorate in the last four years. So, there is no active Students' Council at present.

However, there are student representatives in different committees of the College, such as, IQAC, NSS Advisory Committee, College Development Committee, etc.

Some of the activities carried by the student representatives are:

- Providing assistance and guiding students during admission process
- Addressing grievances of the students and working for the welfare of the students
- Offering a helping hand to the students who are having problems in matter of academic issues
- Initiating and mobilizing students for various academic, cultural and sports events in the College
- Organizing different academic, cultural and extra-curricular activities
- Taking initiative to organize and participate in various social activities like cleanliness drive in keeping with the spirit of the Swachh Bharat Mission, blood donation camp, awareness programs and the like in collaboration with the NSS Unit of the college
- Active participation in various Sub-divisional level programs like Seminar on Consumer Rights, National voter's day, Independence Day Celebration and various other activities
- They also act as a bridge between the Teacher's Council and Students by taking part in various meetings of the ad hoc Committees of the College placing their inputs and suggestions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

08

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**There is no registered Alumni Association.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year **E. <1Lakhs**  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution



**Vision:**

- To Provide Inclusive and Quality Education to Novice Mind, Contributing towards Nation Building

**Mission:**

The mission of Michael Madhusudan Dutta College reflects the institution's commitment to develop:

- the scientific temper which broadens the logical and critical acumen,
- competence to develop competitiveness among the students,
- humanism for greater participation in nation building,
- art of preserving and protecting mother nature,
- spirit of inquiry and reform for self development,
- preparing the novice mind to deal with future course of life,
- blooming self-esteem and mental alertness through physical activities, and
- strive towards excellence in all spheres of individual and collective activit

File Description	Documents
Paste link for additional information	<a href="http://www.mmdcollege.in/mission-vision.php">http://www.mmdcollege.in/mission-vision.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

As the Head of the Institution, the Principal/Principal-in-Charge is the overseer of the whole administration and management of the college. Nevertheless, the Principal is not the lone decision maker. The Teachers' Council along with several Committees and Cells comprising faculty members assist the Principal in planning, coordinating and implementing academic, administrative and other development activities of the institution. The Teachers' Council and different Committees and Cells regularly meet the Principal to ensure that action plans are executed efficiently and effectively. At various instances, the Principal directly consult the conveners or coordinators of different Committees and Cells for resolving specific issues.

Apart from those Committees and Cells which look after curricular

and co-curricular activities, certain Committees and Cells are worth mentioning as they ensure a prevalence of harmonious work environment as well as learning environment. They are -

- Discipline Committee
- Anti-Ragging Committee
- Anti-Sexual Harassment Cell
- Women's Cell
- Grievance Redressal Cell and
- Internal Compliant Cell.

File Description	Documents
Paste link for additional information	<a href="http://www.mmdcollege.in/teacher_council.php">http://www.mmdcollege.in/teacher_council.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has several perspective plans which are developed by passing resolutions in the Teachers' Council meetings. As a statutory body, The Teachers' Council held meetings at regular interval and thereby assisting the Principal in decision making and developing plans.

Some activities which were successfully implemented were:

- Motivational Program for Personality Development organized by Women's Cell on 12th February, 2021
- Anti-Tobacco Campaign for social consciousness organized by MMD College in collaboration with SDMO, Sabroom on 1st March, 2021
- Campaign on Gender Equity as part of Observance of International Women's Day jointly organized by Department of Education, Women's Cell & IQAC, MMDC on 8th & 10th March, 2021
- Awareness Program on World Consumer's Day jointly organized by MMD College and SDM, Sabroom on 16th March, 2021
- Observance of National Constitution Day organized by the Department of Political Science on 26th November, 2020
- World Water Day to create awareness about the importance of conserving natural wealth organized by IQAC, MMD College on 22nd March, 2021

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Since the institution is a government college, the Directorate of Higher Education, Government of Tripura acts as a governing body regulating the administrative and development activities of the College following the demands, requirements and the suggestions of the Principal. Delegation of authority by the governing body and the accountability of responsibilities are carried out through the Principal. He is the official linkage between the institution and the governing body.

The Principal is vested with the authority to maneuver the different administrative departments or sections of the institution. The internal administration is set up with Establishment Section, Academic Section, Accounts Section, Cash Section, Stipend Section, Docket Section and Store Section. Also, the Principal himself acts as the DDO of the institution.

Recruitment policies and procedures, service rules and promotion of both teaching and non-teaching staff are all looked after by the governing body i.e. Directorate of Higher Education, Government of Tripura.

So far as the academic matters are concerned, the college is affiliated to Tripura University (Central University) and therefore all syllabuses of different subjects and streams are as prescribed by Tripura University. Examinations are also conducted as per the directions of Tripura University. However, subjects and seat capacity are sanctioned by the Directorate of Higher Education with prior permission to the affiliated university.

There are various bodies constituted within the institution like Teachers' Council, Students' Council, Planning and Development Committee, Discipline Committee, Anti-Ragging Committee, Sexual Harassment Cell, Grievance Redressal Cell and so forth. All these

bodies involve in various decision making process to facilitate effective administration in the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.mmdcollege.in/organogram.php">http://www.mmdcollege.in/organogram.php</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has effective welfare measures for Teaching and Non-Teaching staff. All the employees are covered under General Provident Fund (GPF) till date and are eligible to receive Gratuity, Leave Encashment and other benefits upon superannuation as per Tripura Civil Service Rules, 1988 in concurrence with the Finance Department, Government of Tripura.

Apart from those welfares from the Government, the Teachers' Council collects reasonable funds from the teaching staffs every year which are used for the welfare of the staffs like extending financial help in times of medical emergency, marriage, death, etc. Every year the College organises a grand annual feast for all teaching and non-teaching staff.

The institution has a well furnished common room for the teaching staff and separate almirahs for each department. Clean drinking water with aqua guard facility is available for the staff. Separate washrooms for male and female are available both for teaching and non-teaching staff. Also for non-teaching staff there are separate cabins for their office work. The college also has a refrigerator which is very helpful for cooling drinking water for all staffs during hot summer days.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has performance appraisal system for teaching and non-teaching staff. Promotions of faculty members are based on CAS (Career Advancement Scheme) and PBAS (Performance Based Appraisal Scheme). The Directorate of Higher Education, Government of Tripura has introduced the performance based appraisal system for the college teachers on the pattern designed by University Grants



Commission. The new system includes performance assessment on the bases of i) teaching-learning and evaluation related activities, ii) co-curricular, extension and profession related activities and iii) research and academic contribution.

The college also facilitates the staffs for professional development. Teachers are allowed to go for Orientation Programme and Refresher Courses and other Short-Term Courses as per UGC guidelines. At the same time related departments are advised to make class adjustment so that normal classes are not hampered. Faculties are motivated to participate in Seminars and Workshop etc. inside and outside the college. They are also encouraged to organize seminars and workshops in the college.

So far as the promotion of non teaching staffs are concerned, specific guidelines are available and followed. CAS is there for non-teaching staff and time-linked CAS are granted to each employee on completion of specific years of service as enmarked for each grade/post. However, the government set up Departmental Promotion Committee (DPC) through which promotions are given after examining the Annual Confidential Report (ACR) of the staffs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As Michael Madhusudan Dutta College is a government run institution, Internal Audit is carried out as decided by the State Government from time to time. An Internal Financial Audit was last done by the Directorate of Audit, Finance Department, Government of Tripura for the period from 01/06/2015 to 31/12/2020. However, the final Audit Report has not yet been received by the College.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college does not have any Resource Mobilization Policy of its own. Being a Government institution, it is fully funded by the Department of Higher Education, Government of Tripura in all respects. The principal source of fund for the college is State Government Budget and therefore, utilization of funds is ensured as per government rules and regulations. Admission fees collected from the students are not retained in the institution but remitted to the governing body. However, in case of examination fees the institution is allowed to retain a lesser portion for funding exam materials. Different committees and cells constituted in the college give their opinions for optimum utilization of funds for the interest of the students, staffs and development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC took initiative for making the students aware of the thoughts of great thinkers of the world by pasting quotations on a board namely Inspire Yourself which is kept at the entry of the academic cum administrative building. It becomes a regular practice of the institution to paste relevant quotes of different great persons on various significant days of national and international level. This practice played an important role in keeping the students in contact with the institution during their confinement at home due to Covid situation. It was a mental company of the students, teachers and other staffs of the institution as the messages were circulated in different online groups of the students and also in the digital media.

The IQAC started a competition among the students called Good Reader from 2018 - 2019 session and to be a winner a student has to lend at least fifteen books from the college library. It was initiated for growing a habit of reading among the students. Though none of the students won this competition yet, but there is an increment in lending books by the students, which is the main aim of this practice. Suspension of classes in physical mode affected the process very much. But now students are showing more interest in lending books. This practice includes lending story books, novels or books on any subjects available in the college library. This practice may be a torch bearer in fulfilling the aim of value education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has to follow the basic model of teaching learning process, structure and methodologies adopted by the affiliating university. So, the institution through its IQAC has taken initiatives for reviewing the said areas from within the allowed manner of functioning. Different issues related to academic

activities of the academic calendar and the IQAC calendar have been discussed in IQAC meetings and necessary resolutions have been taken for addressing the issues.

As the session have been hampered several times due to raising of Corona (+) cases in the state, the regular pattern of face to face teaching- learning method needed to be avoided and online process have been taken. It was noticed by the IQAC that, the online method could not be followed properly by all of the students due to different reasons. Under these circumstances, to improve the program outcome, the institution has taken initiative for arranging extra classes for all of the students when classes were allowed in physical mode.

It was also observed that due to confinement at home for almost the maximum of the session for the pandemic situation, and also for a broken economic condition of the lower income group families, most of the students have become unwilling to attend classes during the physical classes. All of the faculties kept motivating students through online class groups to increase attendance in respective classes. All of the departments arranged for repeated Internal examinations to give chances to the students for upgrading their assessment status.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.mmdcollege.in/webdocs/Annual%20Report.pdf">http://www.mmdcollege.in/webdocs/Annual%20Report.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Michael Madhusudan Dutta College is a co-education institution and as a result there is a good practice of gender equality in respect of institutional atmosphere. Selection by nomination for any participation outside or inclusion of member of a committee is done through representation of both genders.

The curricula followed are designed by the affiliating University. There is a soft skill paper of 100 marks in the final (6th) Semester on Human Rights and Gender Studies, which contains the basic concepts for gender sensitization. The NSS Unit of the college organizes awareness programs through lectures under its special camp.

In addition, as parts of co-curricular activities cultural programs and competitions are being organized for gender sensitization by the Women's Cell of the college. Some other departments also take initiatives for organizing short events for constant practice of this particular aspect of social consciousness. The IQAC takes initiative to have a revision of the basic messages of the concept of gender equality by pasting quotes from different great writings.

Annual Gender Sensitization Action Plan:

- Organizing institution/state level lecture programs for gender sensitization,
- Conducting different competitions/events among the students highlighting gender discrimination related issues,

- Arranging awareness program in adopted village.

Specific facilities provided for women in terms of:

- **Safety and Security:** The college campus is well guarded by boundary wall and there is a security guard at the gate for checking any unwanted entry during college hours. The college building and the yard area are kept sufficiently lighted if there is any event after sunset. The faculties and other staffs accompanies the girl students to reach home if required due to non availability of vehicles after completion of examination of afternoon session or any program of the college. There are separate wash rooms for girl students and female staffs.
- **Counseling:** Counseling for any required situation is done immediately. There is a Cell for grievance redress and the concerned personnel take necessary action through counseling of the concerned students, if necessary. There is a Cell for prevention of sexual harassment but no such issue came during the year 2020-21.
- **Common Rooms:** No separate Common Room for Women due to shortage of rooms in the College.
- **Day Care Center for young children:** Day Care Center facility could not be continued due to discontinuation of fund.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.mmdcollege.in/webdocs/Annual%20Gender%20Sensitization%20Action%20Plan.pdf">http://www.mmdcollege.in/webdocs/Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**E. None of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution does not have any facilities for the management of degradable and non-degradable waste. Being a Government run institution the college needs to have permission with sanctioned fund for initiating such kind of projects. But the college has not received any fund for this purpose.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered



vehicles

3. Pedestrian Friendly pathways

4. Ban on use of Plastic

5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college is the only higher education institution in Sabroom Sub-Division. As a result most of the eligible candidates irrespective of caste, creed, religion and gender take admission in this college. Eventually it becomes a centre of cohesion and positive interaction among the students. Tripura is rich in diversity of tribal and non-tribal cultural resources and famous for their co-existence. The college maintains this prestigious tradition of co-existence through inclusion of almost all types of cultural events in different programs. Students of each and every tribe and non-tribal students are free to use their community language in the campus and observance of International Mother Language Day gives them the opportunity to step ahead to take part in flourishing own mother language. This year one of the most encouraging and significant program for mutual understanding and exchange of feeling of fraternity, Fresher's Welcome could not be organized due to restrictions on mass gathering in hall programs for containing the spread of Corona virus. There were no issues registered regarding discrimination in any of the mentioned aspects.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution usually prepares an academic calendar in accordance with the action plan of the IQAC preferably at the outset of the academic session including observance of Nationally significant days through which social responsibilities and duties towards the country of a citizen have been discussed. But this year some changes needed to be made in practice as physical attendance of the students were restricted for long period due to Covid-19 Pandemic situation. It may be noted that, conducting programs through Webinar was also became difficult due to non-availability of network facility in the college. All extension service programs remained suspended for maintaining the Covid protocol of social distancing. Under these circumstances, hoisting of National Flag on all of the related days has been done. Besides, some of the events have been organized by different departments of the college whenever physical academic activities have been officially allowed.

The Department of Political Science organized a one day's Awareness Program cum Seminar on Protection of Civil Rights Act- 1955 on 11th February, 2021 which included a vast area of rules and regulations under the said Act and was very effective for general information of all to be aware of relevant issues.

Women's Cell of the College organized an State level Invited Lecture Program on 12.03.2021 for sensitizing the students about their responsibilities for maintaining gender equality in personal life and in the social life as well.

The institution organized an awareness program in collaboration with the Office of the SDM, Sabroom on Consumer's Rights on 16.03.2021, which was also informative and helpful for all to be aware of the rights and duties being a consumer.

Besides these programs, the IQAC has taken initiatives to make the students aware of the concepts of great thinkers of the world about human responsibilities. This was done mostly through one of the best practices of the college run by IQAC namely Inspire Yourself. The messages pasted on the Inspire Yourself board were circulated among the students time to time so that they can be in touch with the basic motto of human life and human aspiration.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In accordance with Covid protocols and feasibility of the institutional provisions, some of the events /days have been observed by different departments of the college.

The department of Philosophy shared a message in the board Inspire yourself to commemorate World philosophy Day on the third Thursday of November, 2020 and shared in the digital media along with memories of previous observances to make the youths aware about the basic aim of the observance.

Birthday of Swami Vivekananda was observed by IQAC as National Youth Day through pasting message on Inspire yourself board and a short

lecture program.

Kokborok Day- 2021 program was organized by the department of Kokborok in accordance with the schedule given by the State Government.

International Mother Language Day- 2021 program was organized jointly by the department of Bengali and Department of Kokborok.

International Women's Day-2021 program was organized jointly by the Women's Cell and the department of Education. The IQAC also took initiative to circulate message among all about the importance of gender equality for making developed society.

Besides celebrating or observing through hall programs and open program, faculties of the institution took initiatives to discuss about significance of selected days of National and International level.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice - I

#### 1. Title of the practice

- Green Campus

#### 1. Objective of the Practice:

- The green Campus initiative was taken to add support in environment conservation process, which was considered as a primary duty of any conscious human being.
- As a result almost 65% of the area of MMD College is covered with trees and plants of different flowers, fruits including

herbal quality.

- The principle behind this practice is to insert the concept of saving nature among the students and the neighbours as well.

#### 1. The Context:

- Environment pollution and destruction of sustainable development resources are some of the serious issues since decades and the situation caused because of human greed instead of need. The only way to repair the damage of the life line of the globe is to take effective steps and plantation is the best way to do so. This practice is also a way of teaching the young generation to become sensitive about the mother-nature.

#### 1. The Practice:

- The green campus initiative may be considered as one of the distinctive features of any higher education institution, which is a part of education system of the country. The practice of plantation in a body of teachers, office staffs and students surely leave impression on the thinking process of all. It promotes the idea of holistic development of an individual.
- Collection of selected saplings became difficult and for that, available saplings had to be planted. There are specific rules and regulations for using fund in Government run institutions and there is no allocation for this purpose. Eventually protection of the saplings was not easy for the institution.

#### 1. Evidence of Success:

- Success is a relative term to target and it can never be achieved fully in this respect. Still, the evidence is there in the campus which is full of greenery and which depicts the noticeable progress to the target. The greenery of the campus gives a feeling of pleasure to be a part of environment conservation process.

#### 1. Problems Encountered and Resources Required:

- Problem as such was there due to fund constraint regarding preparing of fencing for protecting the saplings. The Teacher's Council of the college volunteered to extend cooperation for collecting fund for the purpose in the previous year. This year plantation program in a big form

could not be done due to Covid restrictions on academic activities in physical mode. Still, caring and nurturing the existing trees were done time to time as far as practicable.

- But for collecting selected saplings and for the process of protecting the saplings resources are required.

#### 1. Notes (Optional)

- Normally every other institution do have the planning and program of keeping its campus green and no such plan of adopting or implementing this practice to other institutions were taken. But the students and faculties and the Head of Institution encouraged the visitor students of other institution during their study tour at the college for practicing this concept at their own institution too.
- The Principal-in-charge took initiative during 2018-2019 to implement a project of converting the huge planted area of the college into a Botanical Hub, which could be an effective source of educational support for the students of Science stream of this Sub-division. He also proposed to the competent authority to conduct a survey for identifying the plants categorically. But this proposal is yet to be considered.

#### BEST PRACTICE - 2

1. Title of the Practice: This title should capture the keywords that describe that practice.

#### Creative Corner.

##### 1. Objective of the Practice:

What are the objectives/ intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

- This is an initiative taken by the IQAC of this college during the academic session 2017-2018 so that the students can find an additional scope to express their creativity through different works of art and literature. It was found that the Departmental Magazine or the Wall Magazine of any department could not provide space for all willing participations and all potential works. This space may be the canvas for all.
- The concept for implementing the project is to open avenues for all of the students who are not in any open competition, but are silent creators.



### 1. The Context:

What were the contextual features or challenging issues that needed to be in designing and implementing this practice ( in about 150 words)?

The goal of education is to enable a person to cope with changing situation. To be successful in this process one has to be stable in one's inner self. Issues like environmental pollution, extinction of some rare animal species, acts of cruelty in the name of religion, drug and other addictions are some detrimental effects of target bound practice of livelihood. In the midst of all of the challenges, human beings have to be on the right track of life with their basic feelings of beauty, honesty, purity, truth etc for mental peace and serenity.

The institution has a mission to keep the students attached with the core values of life by practicing of own creations, which can help them to take the leadership for saving the environment around.

### 1. The Practice:

Describe the practice and its uniqueness in the context of India higher education. What were the constraints/ limitations, if any, faced (in about 400 words)?

The Creative Corner is a display board for pasting write-up, painting, small piece of batik work, wood-waste design or any other formal and non formal creative works done by the current students of the college. In India Visual art is included in the Bachelor Degree Course and Master's Degree Course, for which Madhyamik or equivalent degree is the minimum requirement. Sabroom Sub-Division has no higher education centre for such degrees but there are a good number of students having remarkable talent especially in painting. The vision behind the implementation of this practice is that the scope of displaying own creations can support the inner urge of creation which will surely be the means of upgrading the respective skill. As a result, the willing and talented students may avail the opportunity of getting admitted in the Course of BVA having completed the general degree course.

This academic session has been disturbed for Corona Pandemic situation. Normal physical classes were restricted for long days for the safety and security of all. Consequently regular pasting of creative works was not possible but the IQAC and the Women's Cell continued to encourage the students for going on with their works.



All of these pieces of works were kept for documentation in a befitting occasion in future.

The aim of education is to manifest the inner perfection. The college itself has the limitation of providing all kinds of scopes and opportunities to the students according to their abilities. But the institution aims to make the students aware of their own abilities and also to make them believe in the truth that every individual is a unique person to make the paths of life in a unique way.

The authority is always very cooperative for any constructive attempts towards fulfillment of the basic aim and objective of education. The Creative Corner is really at the corner. It is necessary to provide the students more space for this practice but poor infrastructure is a constraint for this.

#### 1. Evidence of Success:

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The project became popular to the students and the students with ability in these areas became interested to come forward with their creations. The institution hopes that this practice will lead the students to establish their own talent for a better future. Though the works of this session could not be displayed regularly in the board due to Corona pandemic situation, still the students continued to practice the culture motivated by the teachers, which is a sign of involvement and interest of the students. It may enable the student to develop the respective skill at any case of selection, if needed for the future studies in this field.

#### 1. Problems Encountered and Resources Required:

Please identify the problems encountered and resource required to implement the practice (in about 150 words).

- There was no problem as such in implementing the project. But the academic session of 2020-2021 was noticeably interrupted by the process of suspension of physical classes due to outbreak of Corona pandemic. So the students could not display their works as per plans and programs. Still they did not get disheartened because of the motivations by the teachers. The creative works were kept for future documentation.

There was no problem for running the project regarding resources.

#### 1. Notes (Optional):

Please add any other information that may be relevant for adopting / implementing the Best Practice in other institutions (in about 150 words).

All the faculties of this institution believe that the age group of the society that enters in regular degree course or degree program are the most potential and essential properties of the society. They can be the flag bearers of any kind of humane duties. If their talents and abilities can be nurtured properly, then social problems related to degradation of values among the youths can surely be minimized. So, other educational institutions can think about implementing similar projects in different modes and designs.

Any other information regarding Institutional Values and Best practices which the Institution like to include:

The IQAC of this institution runs another value based project namely: Inspire Yourself. This is a board for pasting quotations of inspiration, placed at the entry of the college and the quotes are being changed regularly. the IQAC is bearing the. The students are also being asked to collect suitable quotes and to submit to the IQAC, which after verification may be pasted in the board. The main aim of this endeavour is to engage students in some serious and value based readings.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

MMD College, Sabroom is situated at the extreme south of the state and a land of dwellers, a combination of different communities of Tibes of Tripura and Bengalee people. The college is the only higher education institution in the Sub-Division. As A result, students of different communities having diverse tradition of culture and history get admission in this institution.

The institution prepares an academic calendar keeping accordance with the IQAC calendar in a view to nurture the inner capacities and qualities of each of the students, which is the distinctive feature of the college. Besides celebrating/observing different significant days, the students having different cultural backgrounds are given scopes to come forward with their own views and plans for focusing respective cultural traditions.

The institution is having necessary committees constituted with the faculties for guiding the students to explore and flourish their capacities in the fields of Art, Culture and Literature. It is one of the ways of following the basic aim of national integrity through the practice of Unity in diversity.

The institution gives priority in maintaining equality in all respects for nurturing the students for their holistic education. It also aims to keep an atmosphere of fraternity and faith among the students for a better human life.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

MMD College follows the curriculum and syllabi offered by the University which it is affiliated to. The Institution frames specific plans through the Head of the Departments which is actualized through all the faculty members of the respective departments. Following steps are taken by each Department to make the curriculum a successful one to enrich the students:

- Departmental Meetings,
- Content Distribution of the Syllabus,
- Reviewing the Status of Library Books,
- Fixing the Examination Schedule of Internal Assessment, and
- Declaration of Result of each Sessional Examination.

Time slot of the above mentioned meetings have departmental flexibility to some extent. They are generally fixed in a manner so that the interest of the students in all respects can be maintained as per requirements. Additional meetings and corresponding actions are taken as per the requirements of the students.

The departmental routine keeping in accordance with the Master Routine of the Institution is framed by the Head of each Department at the outset of each academic session and the same is submitted to the Head of the Institution. An approved departmental routine is documented in the departmental notice board. The teaching plan is framed in Departmental Monthly Meeting of each department and followed with a process of keeping records as far as practicable. The corresponding syllabus of each semester is distributed among the respective students, both (Honours and General) during the respective classes at the beginning of each academic session. Feedbacks from the students are also collected to find any additional suggestion(s) for better academic practice. The whole process is monitored continuously and regularly headed by Teachers' Council, Academic Committee and IQAC of this institution.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The evaluation mechanism followed by the College to a large extent is in conformity with that of the affiliating university, i.e. Tripura University. Tripura University introduced Choice Based Credit System (CBCS) in 2018-19. Continuous Internal Evaluation system has been a part of the evaluation mechanism since 2014-15. The Continuous Internal Evaluation system is framed by MMD College. The pattern and schedule of the continuous Internal Assessment is announced at the beginning of the course. Teachers evaluate a student by continuous internal evaluation system (two Sessional Exams per semester) which comprises of 20% marks. The mechanisms followed for continuous internal evaluation system are written tests, class presentations/seminars, viva, home assignments, short quizzes, mini research projects. It enables the teacher to assess and evaluate the degree of overall understanding and knowledge of the students on the course taught in the classes and enhances the teaching-learning process. The remaining 80% marks are evaluated in the Final Semester Examination. The result of internal examination is prepared by College while the result of the final semester end examination is prepared by Tripura University. The individual Departments of the College show the answer sheets of the written internal examination to candidates, if asked for.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating**

**B. Any 3 of the above**

**University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

04

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>



**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

00

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Social Science has a vast scope of including different issues related to human values, social consciousness and ethics. The Tripura University, which the college is affiliated to, has designed the syllabi of all General and Honours Courses for the students to interact such issues within the curriculum. The Institution addresses these issues in three ways:

- Completion of the respective syllabus,
- Organizing different lecture programs in the campus and
- Conducting external programs across the community.

The curriculum consists of MIL (Modern Indian Languages) along with Heritage and Culture, compulsory for Second Semester students. Topics included in these papers are chiefly related to language and culture and heritage of the country. There is also a compulsory paper on Environmental Studies for the Third Semester students. The curriculum also consists of Gender Studies and Human Rights as Soft Skill Study, which is compulsory for the Sixth Semester students. The syllabus of Philosophy also includes issues like Gender, Professional Ethics and Human Values. Moreover, Political Science also has some issues in its syllabus to address issues related to human values and sustainability.

The Institution also attempts to aware the students about these issues by organizing programs on gender equity through observance of 'International Women's Day', conducting survey and awareness



program through Women's Cell of this College. Different Departments and the IQAC organize invited lecture programs on issues related to human values and sustainability. The institution also organizes programs by external agencies to address the issues related to gender, values, rights and duties and practice of ethics as a whole. Internal programs include quiz, debate and presentation by the students. The College always attempts to provide maximum scope for the students to be successful and responsible citizen through the curriculum.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

08

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

226

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.mmdcollege.in/naac_sss20-21.php">http://www.mmdcollege.in/naac_sss20-21.php</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**735**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

83

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After admission the institution assesses the learning levels of the students. All departments of the institute take introductory classes to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice in the following ways.

- At the beginning of the commencement of classes, department-wise faculty members interact with students regarding: subjects taken and marks secured in the previous examination, computer skills, internet surfing habit for the study materials.
- Reviewing their understanding at the H.S. (+2) stage.
- After assessing their knowledge/needs and skills, faculty members like a team take some introductory classes to acquaint them with the syllabus.
- Identify educational/learning needs of advanced learners through: classroom interactions, assignments, group discussions & class tests.

The academic performance of the students from the disadvantaged sections of society, slow learners, economically weaker sections etc. who do not seem to cope up with the pace of learning.

Dropout students are often identified by the faculties during personal interactions and counseling in and outside the classroom.

Following strategies are adopted for improving academic performance of the slow learners:

- Repetition & revision of a topic,
- Encouraging students to participate in classroom interactions,
- Tutorial classes, personal guidance and class tests among small groups,
- Delivering simple summary of the lecture,
- Supplying necessary study materials,
- Using teaching aids
- Practical demonstration, etc.

Respond to special educational/learning needs of advanced learners through:

- Providing guidance for reference books, tutorial classes, interactive sessions and class tests.
- Apart from classroom teaching, assignments are given to the advanced group learners.
- Addresses of relevant websites are given.

Intra-departmental seminars, wall magazine on selected reference topics are also organized /published.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
974	20

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Steps for making learning skills student-centric are interactive learning, group learning and tutorials. Participatory learning activities such as participation in intra-class quiz competition, departmental wall magazine and intra-departmental seminars using audio visual aids, project work, assignments are also encouraged.

The College provides the learning facilities like smart classrooms, well-stocked library with reading room and internet connection to make learning effective. The examination committee conducts unit tests. Students regularly attend classes where they interact with the teachers. It helps interactive learning. Students are encouraged to participate in intra-classroom quiz to monitor the academic progress which also facilitates interactive learning. Students are encouraged to use the library independently that enhances self-learning. They are encouraged to write assignments, contribute for the departmental wall magazine and the college magazine for developing independent learning. All 6th Semester students are required to prepare an individual project where there is scope for independent learning. Apart from it, the co-curricular activities such as seminars/workshops/conferences/debates, extracurricular activities such as cultural/sports activities and competitions, extension activities under NSS activities are undertaken by the college to develop participatory learning.

Efforts are taken by the college to nurture critical thinking, creativity and develop scientific temper among the students and some of the efforts are as follows:

- Organizing debates, seminars and lectures of eminent persons on contemporary issues in which students get a chance to explore new ideas and nurture the expert views.
- Insisting the students of 6th semester on opting projects on the topic included in the course curriculum.

Moreover, the faculty members engage the students into the following:

Various cultural programmes are organized all around the year where students not only participate but also actively involve themselves in organizing and arranging programmes are listed as

below

1. Kokborok Day on 19.01.2021
2. Awareness program- Initiative for job opportunities on 22.01.2021
3. NSS Speacial Camp from 25.01.2021 to 30.01.2021
4. Awareness for better Management of life on 11.02.2021
5. Anti-Tobacco Campaign on 01.03.2021
6. Observance of International Women's Day on 08.03.2021
7. World Water Day on 22.03.2021
8. World Theatre Day on 27.04.2021
9. Rabindra Jayanti on 09.05.2021
10. National Youth day on 12.01.2021

Students interacted and shared knowledge with the resource persons of the above programs.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The digitization of the classrooms in MMD College began in a small way. There is a common classroom where classes could be conducted according to the nature of the subject dealt with. For the past few years, teachers have been using the projector for the students' and their own benefits. The introduction of the LCD projector, first of all, has considerably reduced the traditional practice of giving lengthy and tedious lectures. It has also controlled the practice of evading teaching by giving notes. The balanced use of PPTs (both ready-made and self-made) by teachers offers them situations where they can teach while students can note down the important points. The fact that a large number of PPTs are in use in the College is indicative of the teachers' willingness to adopt new methods of teaching. The PPTs containing information, diagram, etc. save teachers' time and, according to learners' needs, the materials are mailed

to students for regular reference. Another innovation adopted is the use of video clippings during lectures, which has transformed the engagement level of students and enhanced their learning



experience. The clippings offer stimulus variation and the monotony of teacher talk or looking at a PPT for long is reduced. The clippings, interspersed with teachers' explanations, keep the students motivated and the audio-visual experience enhances the retention of the subject taught. Almost all the teachers of the College collect clippings from the YouTube. However, the teachers are also careful not to minimize their role as an in-depth analyst of subjects and to keep technology subservient; they never allow technology to overcome their primary significance as living human beings.

The IQAC has taken initiative to open an ICT enabled classroom in the college. In a view to make teaching learning process more effective and attractive, the Cell has taken initiative to install the necessary measures in a room suitable for the process. The class has been inaugurated on 1st March, 2016. The IQAC also placed requisition to the college authority to make necessary arrangements for increasing the number of ICT enabled class rooms. The college authority sent a charter of demand to the Director of Higher Education including the above mentioned one. At few faculty members use the ICT enabled class room. It becomes a little difficult to adjust the routine within such a limited provision.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.mmdcollege.in/naac_itc-room.php">http://www.mmdcollege.in/naac_itc-room.php</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

19



File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

152

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All the departments conduct Continuous Internal Evaluation for 20% marks for every paper in each semester following the examination pattern prescribed by the Tripura University. This system of evaluation includes a variety of test-types such as class tests, presentations, assignments, projects, viva, etc. Teachers inform the students about the pattern of the internal examinations well in advance. The schedules of these internal examinations are declared by the Examination Committee of the College. On an average, 2 internal examinations are conducted. The examination notices are displayed well in advance and sufficient time is given to the students for preparation. The notices are also displayed in the website of the College. The continuous internal evaluation conducted by the departments provides an excellent opportunity to the students to enhance their participation in classroom activities and improve the overall teaching-learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. End Semester Examinations are held at the end of the Semester as per the syllabus and time schedule of the Tripura University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further

improvement. The marks of the internal examinations are shown and displayed in the College notice Board. Teachers of the concerned departments clarify any point raised by any student regarding evaluation of unit tests.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program outcomes and course outcomes for all programs offered by the College are stated and displayed on the College website. The College has maintained a website which is comprehensive and is regularly updated. Each department is given a separate page on the College website. The department wise pages provide an introduction to the courses, facilities, and faculty available in the department. A comprehensive list of the programs taught in the departments and a complete list of the faculties with their detailed bio-data to be displayed in the College website is under process. The College prospectus also gives a list of programs and courses including program code.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mmdcollege.in/naac_pco.php">http://www.mmdcollege.in/naac_pco.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The program outcomes are measured over a period of time through the performance of the students in the role they play in the various activities they get involved in. Students of the College are involved in curricular, co-curricular and extracurricular activities through their departments, NSS and different committees. Students organize a variety of programs in their departments in the course of the year including Freshers' day, various competitions, Teachers' day, etc. In addition to this

students participate on behalf of their departments in the programs organized by the College. Departments also engage in social outreach activities. Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences etc. Their performance within and outside the College in the various academic events provides another index of their learning-levels. Course outcomes are measured through the performance of the students in the class internal evaluations, and external evaluations. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance. Thus they are helped to improve their performance in the external examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### **2.6.3 - Pass percentage of Students during the year**

#### **2.6.3.1 - Total number of final year students who passed the university examination during the year**

226

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.mmdcollege.in/webdocs/Annual%20Report.pdf">http://www.mmdcollege.in/webdocs/Annual%20Report.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[http://www.mmdcollege.in/naac\\_sss20-21.php](http://www.mmdcollege.in/naac_sss20-21.php)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

03

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- During Covid-19 Pandemic, NSS Volunteers of M.M.D. College actively participated in the social work activities especially in Sabroom. The volunteers took part in the cleanliness drive, distributed Food, Masks, Sanitizers to the Common People in the local areas.
- NSS Unit of M.M.D. College celebrated Prabhatpheri under FIT INDIA MOVEMENT on 9th December, 2020
- The volunteers planted sapling in their locality on World Plantation Day on 21st March 2021
- Facilitation of Study Tour of Chatakchhari S B School, Sabroom with the aim of maintaining social responsibilities through cooperation/collaboration

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

01



File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The policy of the institution for creation and enhancement of infrastructure to facilitate effective learning and teaching is framed in accordance with the availability of departments, faculties, staffs and students enrolment. Currently the institution has 12 (twelve) departments with adequate sitting capacity and faculties for both Honours and General classes. The

College Teachers' Council along with students' representation in different bodies of the College plays an important role in framing infrastructural development policies which are submitted to the Department of Higher Education, Government of Tripura after regulation being passed in the aforesaid council meetings. A new block of one storied building adjacent to administrative building has been completed in the year 2013-14 to provide better spaces for Library, Smart Class, Professors' Common Room, Gym Room, Examination Cell, NAAC Room, Store Room for Distance Education and Physical Education and a number of class rooms. Now policies are being framed for constructing separate buildings for Science and Commerce.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Extra-curricular activities are necessary for all round development of every student. Extra-curricular is the part of the college activities like Games and sports, NSS, etc.

**Indoor Games:** The students of the college play indoor games as a part of recreation in their leisure time in the Departmental room of Physical Education. Students participate in inter departmental indoor games competition organised by students council.

**Games and Sports:** The college takes part in inter-college sports championships organised by Tripura University in the following discipline: Football, Volleyball, Cricket, Judo, Yoga, Table Tennis and Track and Field.

**NSS Activities:** Regular activities are done by the NSS volunteers for cleaning the college campus, trimming the trees and flowers and other gardening activities. The NSS cell also organises special camp wherein the volunteers are engaged in cleaning the hospitals, temples and helping the poor students of Anganwadi centres. The students also take parts in workshops and awareness programs. The NSS cell also organises and observes different important National and International days.

**Yoga Center: Yes** (adjacent to the department of Physical Education)

**Gymnasium: Nil**

**Health and Hygiene:** The College is providing only First Aid facilities. The College has constant drinking water supply for students, teaching and non-teaching staff. There are 13 lavatories in the college for students, teaching and non-teaching staff.

**Cultural Activities:** The Students' Union Council along with Teachers' Council organises cultural activities or program to welcome the freshers every year on Freshers' Day wherein different students take part in different programs like singing, dancing and even artists from outside are invited to entertain the program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### **4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

01

##### **4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mmdcollege.in/naac_itc-room.php">http://www.mmdcollege.in/naac_itc-room.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

There is a Library Room adjusted in one of the rooms in the Academic Building to cater the need of the students and staffs. The library has sufficient numbers of books for the old syllabus but very few books for the new syllabus. The college does not have any Librarian due to which the library is maintained by ministerial staffs. Due to the constraint in the fund and vacant post of a Librarian, Integrated Library Management System (ILMS) could not be introduced. There is a Library Advisory Committee, which is functioned by the Convenor, Joint Convenor and other members. For effective and smooth functioning of Library, this committee maintains the library management in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution does not have any kind of internet facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

06

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

E. &lt; 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

2,35,971

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>



4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- Being a Government institution, the maintenance and up gradation of infrastructural facilities of Michael Madhusudan Dutta College are generally executed by the Department of Higher Education, Government of Tripura through state agencies like Public Works Department, Tripura Housing and Construction Board, Rural Development Block, Nagar Panchayat, etc.
- The college authority looks after the emergency requirement for repair and renovation as and when necessary depending on the availability of funds.
- All the precision equipments are calibrated periodically by the experts of the supplier companies. As far as possible, the concerned department conducts the process of calibration by using the service of the faculty concerned periodically.
- The college has a huge eco-system with natural view to keep the environment fresh.
- Sufficient water supply is available through submersible deep tube well.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

616

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to institutional website	<a href="http://www.mmdcollege.in/">http://www.mmdcollege.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

50

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

50

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

00	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
40	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
00	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	

00	
File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>
<p>5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )</p> <p>Being a government institute, election to Students' Council is held as and when notified by the Directorate of Higher Education, Government of Tripura. But there has been no such notification from the Directorate in the last four years. So, there is no active Students' Council at present.</p> <p>However, there are student representatives in different committees of the College, such as, IQAC, NSS Advisory Committee, College Development Committee, etc.</p> <p>Some of the activities carried by the student representatives are:</p> <ul style="list-style-type: none"> <li>• Providing assistance and guiding students during admission process</li> <li>• Addressing grievances of the students and working for the welfare of the students</li> <li>• Offering a helping hand to the students who are having problems in matter of academic issues</li> <li>• Initiating and mobilizing students for various academic, cultural and sports events in the College</li> <li>• Organizing different academic, cultural and extra-curricular activities</li> <li>• Taking initiative to organize and participate in various social activities like cleanliness drive in keeping with the spirit of the Swachh Bharat Mission, blood donation camp, awareness programs and the like in collaboration with the NSS Unit of the college</li> </ul>	

- Active participation in various Sub-divisional level programs like Seminar on Consumer Rights, National voter's day, Independence Day Celebration and various other activities
- They also act as a bridge between the Teacher's Council and Students by taking part in various meetings of the ad hoc Committees of the College placing their inputs and suggestions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

08

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered Alumni Association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### **Vision:**

- To Provide Inclusive and Quality Education to Novice Mind, Contributing towards Nation Building

#### **Mission:**

The mission of Michael Madhusudan Dutta College reflects the institution's commitment to develop:

- the scientific temper which broadens the logical and critical acumen,
- competence to develop competitiveness among the students,
- humanism for greater participation in nation building,
- art of preserving and protecting mother nature,
- spirit of inquiry and reform for self development,
- preparing the novice mind to deal with future course of life,
- blooming self-esteem and mental alertness through physical activities, and
- strive towards excellence in all spheres of individual and collective activit



File Description	Documents
Paste link for additional information	<a href="http://www.mmdcollege.in/mission-vision.php">http://www.mmdcollege.in/mission-vision.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

As the Head of the Institution, the Principal/Principal-in-Charge is the overseer of the whole administration and management of the college. Nevertheless, the Principal is not the lone decision maker. The Teachers' Council along with several Committees and Cells comprising faculty members assist the Principal in planning, coordinating and implementing academic, administrative and other development activities of the institution. The Teachers' Council and different Committees and Cells regularly meet the Principal to ensure that action plans are executed efficiently and effectively. At various instances, the Principal directly consult the conveners or coordinators of different Committees and Cells for resolving specific issues.

Apart from those Committees and Cells which look after curricular and co-curricular activities, certain Committees and Cells are worth mentioning as they ensure a prevalence of harmonious work environment as well as learning environment. They are -

- Discipline Committee
- Anti-Ragging Committee
- Anti-Sexual Harassment Cell
- Women's Cell
- Grievance Redressal Cell and
- Internal Compliant Cell.

File Description	Documents
Paste link for additional information	<a href="http://www.mmdcollege.in/teacher_council.php">http://www.mmdcollege.in/teacher_council.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has several perspective plans which are developed by passing resolutions in the Teachers' Council meetings. As a statutory body, The Teachers' Council held meetings at regular interval and thereby assisting the Principal in decision making and developing plans.

Some activities which were successfully implemented were:

- Motivational Program for Personality Development organized by Women's Cell on 12th February, 2021
- Anti-Tobacco Campaign for social consciousness organized by MMD College in collaboration with SDMO, Sabroom on 1st March, 2021
- Campaign on Gender Equity as part of Observance of International Women's Day jointly organized by Department of Education, Women's Cell & IQAC, MMDC on 8th & 10th March, 2021
- Awareness Program on World Consumer's Day jointly organized by MMD College and SDM, Sabroom on 16th March, 2021
- Observance of National Constitution Day organized by the Department of Political Science on 26th November, 2020
- World Water Day to create awareness about the importance of conserving natural wealth organized by IQAC, MMD College on 22nd March, 2021

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Since the institution is a government college, the Directorate of Higher Education, Government of Tripura acts as a governing body regulating the administrative and development activities of the College following the demands, requirements and the suggestions of the Principal. Delegation of authority by the governing body and the accountability of responsibilities are carried out through the Principal. He is the official linkage between the

institution and the governing body.

The Principal is vested with the authority to maneuver the different administrative departments or sections of the institution. The internal administration is set up with Establishment Section, Academic Section, Accounts Section, Cash Section, Stipend Section, Docket Section and Store Section. Also, the Principal himself acts as the DDO of the institution.

Recruitment policies and procedures, service rules and promotion of both teaching and non-teaching staff are all looked after by the governing body i.e. Directorate of Higher Education, Government of Tripura.

So far as the academic matters are concerned, the college is affiliated to Tripura University (Central University) and therefore all syllabuses of different subjects and streams are as prescribed by Tripura University. Examinations are also conducted as per the directions of Tripura University. However, subjects and seat capacity are sanctioned by the Directorate of Higher Education with prior permission to the affiliated university.

There are various bodies constituted within the institution like Teachers' Council, Students' Council, Planning and Development Committee, Discipline Committee, Anti-Ragging Committee, Sexual Harassment Cell, Grievance Redressal Cell and so forth. All these bodies involve in various decision making process to facilitate effective administration in the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.mmdcollege.in/organogram.php">http://www.mmdcollege.in/organogram.php</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The college has effective welfare measures for Teaching and Non-Teaching staff. All the employees are covered under General Provident Fund (GPF) till date and are eligible to receive Gratuity, Leave Encashment and other benefits upon superannuation as per Tripura Civil Service Rules, 1988 in concurrence with the Finance Department, Government of Tripura.

Apart from those welfares from the Government, the Teachers' Council collects reasonable funds from the teaching staffs every year which are used for the welfare of the staffs like extending financial help in times of medical emergency, marriage, death, etc. Every year the College organises a grand annual feast for all teaching and non-teaching staff.

The institution has a well furnished common room for the teaching staff and separate almshouses for each department. Clean drinking water with aqua guard facility is available for the staff. Separate washrooms for male and female are available both for teaching and non-teaching staff. Also for non-teaching staff there are separate cabins for their office work. The college also has a refrigerator which is very helpful for cooling drinking water for all staffs during hot summer days.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

05	
File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>
6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff	
<p>The institution has performance appraisal system for teaching and non-teaching staff. Promotions of faculty members are based on CAS (Career Advancement Scheme) and PBAS (Performance Based Appraisal Scheme). The Directorate of Higher Education, Government of Tripura has introduced the performance based appraisal system for the college teachers on the pattern designed by University Grants Commission. The new system includes performance assessment on the bases of i) teaching-learning and evaluation related activities, ii) co-curricular, extension and profession related activities and iii) research and academic contribution.</p> <p>The college also facilitates the staffs for professional development. Teachers are allowed to go for Orientation Programme and Refresher Courses and other Short-Term Courses as per UGC guidelines. At the same time related departments are advised to make class adjustment so that normal classes are not hampered. Faculties are motivated to participate in Seminars and Workshop etc. inside and outside the college. They are also encouraged to organize seminars and workshops in the college.</p> <p>So far as the promotion of non teaching staffs are concerned, specific guidelines are available and followed. CAS is there for non-teaching staff and time-linked CAS are granted to each employee on completion of specific years of service as enmarked for each grade/post. However, the government set up Departmental Promotion Committee (DPC) through which promotions are given</p>	



after examining the Annual Confidential Report (ACR) of the staffs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As Michael Madhusudan Dutta College is a government run institution, Internal Audit is carried out as decided by the State Government from time to time. An Internal Financial Audit was last done by the Directorate of Audit, Finance Department, Government of Tripura for the period from 01/06/2015 to 31/12/2020. However, the final Audit Report has not yet been received by the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00



File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college does not have any Resource Mobilization Policy of its own. Being a Government institution, it is fully funded by the Department of Higher Education, Government of Tripura in all respects. The principal source of fund for the college is State Government Budget and therefore, utilization of funds is ensured as per government rules and regulations. Admission fees collected from the students are not retained in the institution but remitted to the governing body. However, in case of examination fees the institution is allowed to retain a lesser portion for funding exam materials. Different committees and cells constituted in the college give their opinions for optimum utilization of funds for the interest of the students, staffs and development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC took initiative for making the students aware of the thoughts of great thinkers of the world by pasting quotations on a board namely Inspire Yourself which is kept at the entry of the academic cum administrative building. It becomes a regular practice of the institution to paste relevant quotes of different great persons on various significant days of national and international level. This practice played an important role in keeping the students in contact with the institution during their

confinement at home due to Covid situation. It was a mental company of the students, teachers and other staffs of the institution as the messages were circulated in different online groups of the students and also in the digital media.

The IQAC started a competition among the students called Good Reader from 2018 - 2019 session and to be a winner a student has to lend at least fifteen books from the college library. It was initiated for growing a habit of reading among the students. Though none of the students won this competition yet, but there is an increment in lending books by the students, which is the main aim of this practice. Suspension of classes in physical mode affected the process very much. But now students are showing more interest in lending books. This practice includes lending story books, novels or books on any subjects available in the college library. This practice may be a torch bearer in fulfilling the aim of value education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has to follow the basic model of teaching learning process, structure and methodologies adopted by the affiliating university. So, the institution through its IQAC has taken initiatives for reviewing the said areas from within the allowed manner of functioning. Different issues related to academic activities of the academic calendar and the IQAC calendar have been discussed in IQAC meetings and necessary resolutions have been taken for addressing the issues.

As the session have been hampered several times due to raising of Corona (+) cases in the state, the regular pattern of face to face teaching- learning method needed to be avoided and online process have been taken. It was noticed by the IQAC that, the online method could not be followed properly by all of the students due to different reasons. Under these circumstances, to improve the program outcome, the institution has taken initiative for arranging extra classes for all of the students when classes

were allowed in physical mode.

It was also observed that due to confinement at home for almost the maximum of the session for the pandemic situation, and also for a broken economic condition of the lower income group families, most of the students have become unwilling to attend classes during the physical classes. All of the faculties kept motivating students through online class groups to increase attendance in respective classes. All of the departments arranged for repeated Internal examinations to give chances to the students for upgrading their assessment status.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.mmdcollege.in/webdocs/Annual%20Report.pdf">http://www.mmdcollege.in/webdocs/Annual%20Report.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

#### INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Michael Madhusudan Dutta College is a co-education institution and as a result there is a good practice of gender equality in respect of institutional atmosphere. Selection by nomination for any participation outside or inclusion of member of a committee is done through representation of both genders.

The curricula followed are designed by the affiliating University. There is a soft skill paper of 100 marks in the final (6th) Semester on Human Rights and Gender Studies, which contains the basic concepts for gender sensitization. The NSS Unit of the college organizes awareness programs through lectures under its special camp.

In addition, as parts of co-curricular activities cultural programs and competitions are being organized for gender sensitization by the Women's Cell of the college. Some other departments also take initiatives for organizing short events for constant practice of this particular aspect of social consciousness. The IQAC takes initiative to have a revision of the basic messages of the concept of gender equality by pasting quotes from different great writings.

#### Annual Gender Sensitization Action Plan:

- Organizing institution/state level lecture programs for gender sensitization,
- Conducting different competitions/events among the students highlighting gender discrimination related issues,
- Arranging awareness program in adopted village.

#### Specific facilities provided for women in terms of:

- **Safety and Security:** The college campus is well guarded by boundary wall and there is a security guard at the gate for checking any unwanted entry during college hours. The college building and the yard area are kept sufficiently lighted if there is any event after sunset. The faculties and other staffs accompanies the girl students to reach home if required due to non availability of vehicles after completion of examination of afternoon session or any program of the college. There are separate wash rooms for girl students and female staffs.

- **Counseling:** Counseling for any required situation is done immediately. There is a Cell for grievance redress and the concerned personnel take necessary action through counseling of the concerned students, if necessary. There is a Cell for prevention of sexual harassment but no such issue came during the year 2020-21.
- **Common Rooms:** No separate Common Room for Women due to shortage of rooms in the College.
- **Day Care Center for young children:** Day Care Center facility could not be continued due to discontinuation of fund.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.mmdcollege.in/webdocs/Annual%20Gender%20Sensitization%20Action%20Plan.pdf">http://www.mmdcollege.in/webdocs/Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**E. None of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**The Institution does not have any facilities for the management of degradable and non-degradable waste. Being a Government run institution the college needs to have permission with sanctioned**

fund for initiating such kind of projects. But the college has not received any fund for this purpose.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**



<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="102 441 537 506">File Description</th> <th data-bbox="547 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 506 537 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 506 1436 647">No File Uploaded</td> </tr> <tr> <td data-bbox="102 647 537 748">Certification by the auditing agency</td> <td data-bbox="547 647 1436 748">No File Uploaded</td> </tr> <tr> <td data-bbox="102 748 537 851">Certificates of the awards received</td> <td data-bbox="547 748 1436 851">No File Uploaded</td> </tr> <tr> <td data-bbox="102 851 537 916">Any other relevant information</td> <td data-bbox="547 851 1436 916">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>C. Any 2 of the above</b>										
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<b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,</b>											



tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college is the only higher education institution in Sabroom Sub-Division. As a result most of the eligible candidates irrespective of caste, creed, religion and gender take admission in this college. Eventually it becomes a centre of cohesion and positive interaction among the students. Tripura is rich in diversity of tribal and non-tribal cultural resources and famous for their co-existence. The college maintains this prestigious tradition of co-existence through inclusion of almost all types of cultural events in different programs. Students of each and every tribe and non-tribal students are free to use their community language in the campus and observance of International Mother Language Day gives them the opportunity to step ahead to take part in flourishing own mother language. This year one of the most encouraging and significant program for mutual understanding and exchange of feeling of fraternity, Fresher's Welcome could not be organized due to restrictions on mass gathering in hall programs for containing the spread of Corona virus. There were no issues registered regarding discrimination in any of the mentioned aspects.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution usually prepares an academic calendar in accordance with the action plan of the IQAC preferably at the outset of the academic session including observance of Nationally significant days through which social responsibilities and duties towards the country of a citizen have been discussed. But this year some changes needed to be made in practice as physical attendance of the students were restricted for long period due to Covid-19 Pandemic situation. It may be noted that, conducting programs through Webinar was also became difficult due to non-availability of network facility in the college. All extension service programs remained suspended for maintaining the Covid protocol of social distancing. Under these circumstances,

hoisting of National Flag on all of the related days has been done. Besides, some of the events have been organized by different departments of the college whenever physical academic activities have been officially allowed.

The Department of Political Science organized a one day's Awareness Program cum Seminar on Protection of Civil Rights Act-1955 on 11th February, 2021 which included a vast area of rules and regulations under the said Act and was very effective for general information of all to be aware of relevant issues.

Women's Cell of the College organized an State level Invited Lecture Program on 12.03.2021 for sensitizing the students about their responsibilities for maintaining gender equality in personal life and in the social life as well.

The institution organized an awareness program in collaboration with the Office of the SDM, Sabroom on Consumer's Rights on 16.03.2021, which was also informative and helpful for all to be aware of the rights and duties being a consumer.

Besides these programs, the IQAC has taken initiatives to make the students aware of the concepts of great thinkers of the world about human responsibilities. This was done mostly through one of the best practices of the college run by IQAC namely Inspire Yourself. The messages pasted on the Inspire Yourself board were circulated among the students time to time so that they can be in touch with the basic motto of human life and human aspiration.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators**

**B. Any 3 of the above**

and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In accordance with Covid protocols and feasibility of the institutional provisions, some of the events /days have been observed by different departments of the college.

The department of Philosophy shared a message in the board Inspire yourself to commemorate World philosophy Day on the third Thursday of November, 2020 and shared in the digital media along with memories of previous observances to make the youths aware about the basic aim of the observance.

Birthday of Swami Vivekananda was observed by IQAC as National Youth Day through pasting message on Inspire yourself board and a short lecture program.

Kokborok Day- 2021program was organized by the department of Kokborok in accordance with the schedule given by the State Government.

International Mother Language Day- 2021 program was organized jointly by the department of Bengali and Department of Kokborok.

International Women's Day-2021program was organized jointly by the Women's Cell and the department of Education. The IQAC also took initiative to circulate message among all about the importance of gender equality for making developed society.

Besides celebrating or observing through hall programs and open

program, faculties of the institution took initiatives to discuss about significance of selected days of National and International level.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice - I

#### 1. Title of the practice

- Green Campus

#### 1. Objective of the Practice:

- The green Campus initiative was taken to add support in environment conservation process, which was considered as a primary duty of any conscious human being.
- As a result almost 65% of the area of MMD College is covered with trees and plants of different flowers, fruits including herbal quality.
- The principle behind this practice is to insert the concept of saving nature among the students and the neighbours as well.

#### 1. The Context:

- Environment pollution and destruction of sustainable development resources are some of the serious issues since decades and the situation caused because of human greed instead of need. The only way to repair the damage of the life line of the globe is to take effective steps and plantation is the best way to do so. This practice is also a way of teaching the young generation to become sensitive

about the mother-nature.

1. The Practice:

- The green campus initiative may be considered as one of the distinctive features of any higher education institution, which is a part of education system of the country. The practice of plantation in a body of teachers, office staffs and students surely leave impression on the thinking process of all. It promotes the idea of holistic development of an individual.
- Collection of selected saplings became difficult and for that, available saplings had to be planted. There are specific rules and regulations for using fund in Government run institutions and there is no allocation for this purpose. Eventually protection of the saplings was not easy for the institution.

1. Evidence of Success:

- Success is a relative term to target and it can never be achieved fully in this respect. Still, the evidence is there in the campus which is full of greenery and which depicts the noticeable progress to the target. The greenery of the campus gives a feeling of pleasure to be a part of environment conservation process.

1. Problems Encountered and Resources Required:

- Problem as such was there due to fund constraint regarding preparing of fencing for protecting the saplings. The Teacher's Council of the college volunteered to extend cooperation for collecting fund for the purpose in the previous year. This year plantation program in a big form could not be done due to Covid restrictions on academic activities in physical mode. Still, caring and nurturing the existing trees were done time to time as far as practicable.
- But for collecting selected saplings and for the process of protecting the saplings resources are required.

1. Notes (Optional)

- Normally every other institution do have the planning and program of keeping its campus green and no such plan of adopting or implementing this practice to other

institutions were taken. But the students and faculties and the Head of Institution encouraged the visitor students of other institution during their study tour at the college for practicing this concept at their own institution too.

- The Principal-in-charge took initiative during 2018-2019 to implement a project of converting the huge planted area of the college into a Botanical Hub, which could be an effective source of educational support for the students of Science stream of this Sub-division. He also proposed to the competent authority to conduct a survey for identifying the plants categorically. But this proposal is yet to be considered.

#### BEST PRACTICE - 2

1. Title of the Practice: This title should capture the keywords that describe that practice.

#### Creative Corner.

1. Objective of the Practice:

What are the objectives/ intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

- This is an initiative taken by the IQAC of this college during the academic session 2017-2018 so that the students can find an additional scope to express their creativity through different works of art and literature. It was found that the Departmental Magazine or the Wall Magazine of any department could not provide space for all willing participations and all potential works. This space may be the canvas for all.
- The concept for implementing the project is to open avenues for all of the students who are not in any open competition, but are silent creators.

1. The Context:

What were the contextual features or challenging issues that needed to be in designing and implementing this practice ( in about 150 words)?

The goal of education is to enable a person to cope with changing situation. To be successful in this process one has to be stable



in one's inner self. Issues like environmental pollution, extinction of some rare animal species, acts of cruelty in the name of religion, drug and other addictions are some detrimental effects of target bound practice of livelihood. In the midst of all of the challenges, human beings have to be on the right track of life with their basic feelings of beauty, honesty, purity, truth etc for mental peace and serenity.

The institution has a mission to keep the students attached with the core values of life by practicing of own creations, which can help them to take the leadership for saving the environment around.

#### 1. The Practice:

Describe the practice and its uniqueness in the context of India higher education. What were the constraints/ limitations, if any, faced (in about 400 words)?

The Creative Corner is a display board for pasting write-up, painting, small piece of batik work, wood-waste design or any other formal and non formal creative works done by the current students of the college. In India Visual art is included in the Bachelor Degree Course and Master's Degree Course, for which Madhyamik or equivalent degree is the minimum requirement. Sabroom Sub-Division has no higher education centre for such degrees but there are a good number of students having remarkable talent especially in painting. The vision behind the implementation of this practice is that the scope of displaying own creations can support the inner urge of creation which will surely be the means of upgrading the respective skill. As a result, the willing and talented students may avail the opportunity of getting admitted in the Course of BVA having completed the general degree course.

This academic session has been disturbed for Corona Pandemic situation. Normal physical classes were restricted for long days for the safety and security of all. Consequently regular pasting of creative works was not possible but the IQAC and the Women's Cell continued to encourage the students for going on with their works. All of these pieces of works were kept for documentation in a befitting occasion in future.

The aim of education is to manifest the inner perfection. The college itself has the limitation of providing all kinds of scopes and opportunities to the students according to their



abilities. But the institution aims to make the students aware of their own abilities and also to make them believe in the truth that every individual is a unique person to make the paths of life in a unique way.

The authority is always very cooperative for any constructive attempts towards fulfillment of the basic aim and objective of education. The Creative Corner is really at the corner. It is necessary to provide the students more space for this practice but poor infrastructure is a constraint for this.

#### 1. Evidence of Success:

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The project became popular to the students and the students with ability in these areas became interested to come forward with their creations. The institution hopes that this practice will lead the students to establish their own talent for a better future. Though the works of this session could not be displayed regularly in the board due to Corona pandemic situation, still the students continued to practice the culture motivated by the teachers, which is a sign of involvement and interest of the students. It may enable the student to develop the respective skill at any case of selection, if needed for the future studies in this field.

#### 1. Problems Encountered and Resources Required:

Please identify the problems encountered and resource required to implement the practice (in about 150 words).

- There was no problem as such in implementing the project. But the academic session of 2020-2021 was noticeably interrupted by the process of suspension of physical classes due to outbreak of Corona pandemic. So the students could not display their works as per plans and programs. Still they did not get disheartened because of the motivations by the teachers. The creative works were kept for future documentation.

There was no problem for running the project regarding resources.

#### 1. Notes (Optional):

Please add any other information that may be relevant for adopting / implementing the Best Practice in other institutions (in about 150 words).

All the faculties of this institution believe that the age group of the society that enters in regular degree course or degree program are the most potential and essential properties of the society. They can be the flag bearers of any kind of humane duties. If their talents and abilities can be nurtured properly, then social problems related to degradation of values among the youths can surely be minimized. So, other educational institutions can think about implementing similar projects in different modes and designs.

Any other information regarding Institutional Values and Best practices which the Institution like to include:

The IQAC of this institution runs another value based project namely: Inspire Yourself. This is a board for pasting quotations of inspiration, placed at the entry of the college and the quotes are being changed regularly. the IQAC is bearing the. The students are also being asked to collect suitable quotes and to submit to the IQAC, which after verification may be pasted in the board. The main aim of this endeavour is to engage students in some serious and value based readings.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

MMD College, Sabroom is situated at the extreme south of the state and a land of dwellers, a combination of different communities of Tibes of Tripura and Bengalee people. The college is the only higher education institution in the Sub-Division. As A result, students of different communities having diverse tradition of culture and history get admission in this institution.

The institution prepares an academic calendar keeping accordance with the IQAC calendar in a view to nurture the inner capacities

and qualities of each of the students, which is the distinctive feature of the college. Besides celebrating/observing different significant days, the students having different cultural backgrounds are given scopes to come forward with their own views and plans for focusing respective cultural traditions.

The institution is having necessary committees constituted with the faculties for guiding the students to explore and flourish their capacities in the fields of Art, Culture and Literature. It is one of the ways of following the basic aim of national integrity through the practice of Unity in diversity.

The institution gives priority in maintaining equality in all respects for nurturing the students for their holistic education. It also aims to keep an atmosphere of fraternity and faith among the students for a better human life.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The current academic session faced a very threatening condition of life and sustenance due to outbreak of Covid- 19. Due to repeated suspension of physical classes, some of the programs of current session could not be conducted. Keeping in mind the periodic relapsing of the disease the number of programs in the plans for the next academic session are reduced. It is decided that if situation permits then programs may be increased as per discretion of the authority.

Followings are the Future Plans:

Institution level:

- Awareness programs on different significant days through lectures both internal resources and invited persons
- Projection of documentaries on process of conserving environment and the protecting nature.
- Workshop on Job opportunities
- Workshop on skill development for employment generation

Extension Service:

- NSS Programs as per guidelines.
- Awareness/Skill Development program in selected institutions of the Sub-Division

The basic aim of IQAC is to provide the students and also all of the teaching and non-teaching staffs of the institution a rational and integrated atmosphere of learning and working respectively. The programs which are planned for the next year are the tokens of this practice. There will be more such programs if overall situation allows.

NAAC