



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MICHAEL MADHUSUDAN DUTTA COLLEGE
<ul style="list-style-type: none"> <li>• Name of the Head of the institution</li> </ul>	Dr. Sucharita Choudhuri, Principal-in-Charge (During the Period), Dr. Tamojoy Brahma, Principal-in-Charge (During the Period), Dr. Anupam Guha, Principal (During Submission)
<ul style="list-style-type: none"> <li>• Designation</li> </ul>	Principal
<ul style="list-style-type: none"> <li>• Does the institution function from its own campus?</li> </ul>	Yes
<ul style="list-style-type: none"> <li>• Phone no./Alternate phone no.</li> </ul>	03823270227
<ul style="list-style-type: none"> <li>• Mobile No:</li> </ul>	9436470859
<ul style="list-style-type: none"> <li>• Registered e-mail</li> </ul>	mmdcollege@gmail.com
<ul style="list-style-type: none"> <li>• Alternate e-mail</li> </ul>	guha_anupam@yahoo.com
<ul style="list-style-type: none"> <li>• Address</li> </ul>	West Jalefa
<ul style="list-style-type: none"> <li>• City/Town</li> </ul>	Sabroom
<ul style="list-style-type: none"> <li>• State/UT</li> </ul>	Tripura
<ul style="list-style-type: none"> <li>• Pin Code</li> </ul>	799145
<b>2.Institutional status</b>	
<ul style="list-style-type: none"> <li>• Type of Institution</li> </ul>	Co-education
<ul style="list-style-type: none"> <li>• Location</li> </ul>	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Tripura University				
• Name of the IQAC Coordinator	Dr. Tamojoy Brahma (During the Period), Dr. Dipankar Deb (During the Period), Dr. Jayanti Bhattacharjee (During Submission)				
• Phone No.	8837456566				
• Alternate phone No.	03823270227				
• Mobile	8837456566				
• IQAC e-mail address	iqacmmdc@gmail.com				
• Alternate e-mail address	mmdcollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.mmdcollege.in/webdocs/AQAR%202020-21.pdf">http://www.mmdcollege.in/webdocs/AQAR%202020-21.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			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<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>		
<p>1. National Webinar on Intellectual Property Rights Awareness, National Webinar on Financial Education on Indian Securities Market</p> <p>2. Workshop on Paper bag and flower making with final semester students of MMDC. 3. One Day Workshop on Communication Skill Development, Awareness &amp; Interaction Program on Women Sensitization and motivation as part of extension activity. 4. Painting/Pencil Sketch Competition, Speech Competition as a part of observance of World Philosophy Day. 5. Observance of Teachers' Day, International Mother Language Day, International Women's Day.</p>		
<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 provided to the students 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 18/07/2021, 05/10/2021, 11/01/2022, 07/03/2022, 01/04/2022 and 20/05/2022.
To organize activities, workshops, seminars on emerging areas to benefit students	National Webinar on Intellectual Property Rights Awareness , Financial Education, Workshop on Paper bag and flower making with the final semester students of MMDC, One Day Workshop on Communication Skill Development, Awareness & Interaction Program on Women Sensitization and motivation as part of extension activity, Painting/Pencil Sketch Competition, Speech Competition as a part of observance of World Philosophy Day, Observance of Teachers' Day, International Mother Language Day, International Women's Day.
2(two) internal examinations of all semester to be conducted as per guidelines of Tripura University.	Internal examinations were conducted.
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	20/01/2023

**15. Multidisciplinary / interdisciplinary**

For holistic academic growth of the students, multidisciplinary undergraduate education has been proposed by the National Education Policy, 2020 which gives freedom to the student to choose their preferred options from the range of programs offered by the institution. The Principal-in-charge along with one faculty member participated in the two days workshop organized by TU on 22nd and 23rd February, 2022. A brief discussion was done by the Principal-in-charge about the concept note of the workshop in the next meeting of Teachers' Council, MMDC. Prof. Harekrishna, Department of Statistics, Faculty of Engineering & Technology, Chaudhary Charan Singh University, Meerut and Prof S. K. Dubey, Department of Higher Education M.P., Bhopal recommended certain structures for successful implementation of NEP-2020 for Tripura University. Accordingly, Dean of faculty of Science, Arts and Commerce framed task force and subsequently Board of Under-Graduate Studies (BUGS) for different subjects had been constituted. The different Board of Under-Graduate Studies (BUGS) prepared the syllabus for different semesters of their respective subject. Some faculty members of the college are members of BUGS. Michael Madhusudan Dutta College, affiliated to Tripura University (TU) will adopt the structure proposed by the National Education Policy, 2020 as and when instructed by TU and Directorate of Higher Education, Tripura.

**16. Academic bank of credits (ABC):**

The institutional preparedness in implementation of Academic Bank of Credits depends upon the guidelines of Tripura University and Department of Higher Education, Government of Tripura. For this purpose, a centralised database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously can be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system is to be created.

**17. Skill development:**

Proper synergy between skill development and industry and vocational education and mainstream education in phased manner is the need of

the hour. A workshop was organized by the Internal Quality Assurance Cell with the willing students of final semester class from 27.04.2022 to 28.04.2022 at MMD College, for skill development and capacity building. The students learnt the skill of making paper bags and different types of artificial flowers using coloured papers, waste materials. The theme of the workshop was chosen with a view to enlighten the students about the importance of environmental sustainability because recycling is the key to reducing wastage. The workshop also introduced the students to different avenues of self-employment involving low budget raw materials and waste materials.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

In order to promote/integrate the local language, art and culture, various literary activities, seminars, webinars, workshops, etc in local languages are organised. All faculty members deliver their classroom lectures in bilingual mode (English and vernacular). The college offers Honours course in Bengali, Sanskrit and General course in Kokborok in addition to other Humanities departments that integrate Indian knowledge system in its curriculum. The college observes International Mother Language Day, Kokborok Day, Rabindra Jayanti to promote appropriate integration of Indian Knowledge system. A National Webinar was organised jointly by the Department of Bengali and IQAC, MMD College, Sabroom, South Tripura in collaboration with Kabi Nazrul Mahavidyalaya, Sonamura, West Tripura on 19.07.2021.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

LOCF (Learning Outcome based Curriculum) aims to bring about uniformity in syllabus for all programs in all the affiliated colleges of Tripura. Variety of approaches in teaching-learning process like lectures, seminars, tutorials/workshop/practical and project based learning field work, technology enabled learning internship and apprenticeship and research work is practiced in the institution. All the programmes offered by the college follow their respective POs, PSOs, and COs for curricula management. The performance of students in the internal assessments, University examinations, progression to higher education and employment status gives a measure of the attainment of outcomes.

#### **20.Distance education/online education:**

The institute has a distance education centre run by Tripura University. Virtual platform became an effective measure to carry out interaction with various stakeholders during the Corona

pandemic. Existing Whatsapp groups along with other virtual platforms such as ZOOM, Google Meet, were adopted to continue the interactive teaching learning process. National level webinars were conducted. The Department of Economics and IQAC of Michael Madhusudan Dutta College, Sabroom in collaboration with Ambition Learning Solution, Mumbai organized a National Webinar on Financial Education on Indian Securities Market on 9th August, 2021 which introduced the students to the basic idea of investment and financial planning.

Some faculty members of the college have developed e-content in their respective subjects. The institution is preparing to make available all such types of e-content materials prepared by faculty members to all students through online mode to meet the future challenges.

### Extended Profile

#### 1.Programme

1.1	10
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	932
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	160
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	233
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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	24	
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	812171	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	6	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
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 Tripura University (A Central University). The Institution frames specific plans through the Head of the Department which is actualized through all the faculty members of the respective departments. The college		



works as per the academic calendar of Tripura University.

Following steps are taken by the institution to successfully implement the curriculum for the betterment of the students.

- • Departmental Meetings
- • Content distribution of the syllabus.
- • Reviewing the status of Library books
- • Fixing Exam schedule of Internal Assessments
- • Declaration of Result of each Internal Assessment

The Routine Committee prepares the Master Routine of the Institution. The departmental routine in conformity with that of 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. The HODs conduct the Departmental meetings to distribute syllabus at the beginning of the Session. Departmental meetings take place to review the completed syllabus.

The Examination committee prepares the routine for the internal examination with a discussion with the teachers of the respective departments.

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 college adheres to the academic calendar for conduction of continuous internal evaluation guidelines 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 pattern and tentative schedule of the continuous Internal Assessment is announced at the beginning of the course.

There are two Sessional examinations comprising 20 percent marks, in each semester that is followed by final examination as per Tripura University routine. The remaining 80 percent marks are evaluated in the Final Semester Examination. The exact date for internal

Examination is finalized by the college examination committee. Continuous evaluation process is followed through written tests, class presentations/seminars, viva, home assignments, short quizzes, research project works, and interaction with the students is followed. The record of internal assessment is maintained at college level and also submitted in the University portal within due time. The examination committee sends the information to the University about the students who are appearing for the examination. After receiving the approved list of the students from the University, the college prepares sitting arrangement charts, invigilation duty charts, etc.

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 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**

B. Any 3 of the above

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)**

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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**

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**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

The Tripura University, which the college is affiliated to, has designed the syllabi of all General and Honours Courses for the students to integrate 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) Heritage and Culture, compulsory for Second Semester students, EVS (Environmental Studies) compulsory for Third Semester, Human Rights and Gender Studies, Disaster Management and Society and Technology which are offered as Soft Study courses for 6th semester students.

NSS Unit of our college regularly participates in cleaning the college campus. The college conducts tree plantation programme with the help of all the students and faculty members of the college.

The Institution organizes programs on gender equity through observance of 'International Women's Day', conducting survey and awareness program through Women's Cell of this College. The institute organizes invited lecture programs on issues related to human values and sustainability. Students actively participate in the celebration of various programmes like, National Education Day, World Philosophy Day, International Mother's Language Day, National Sports Day, Independence Day, Republic Day, Kokborok Day etc.

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

10

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	C. Any 2 of the above
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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**

**D. Feedback collected**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.mmdcollege.in/naac_sfs21-22.php">http://www.mmdcollege.in/naac_sfs21-22.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

72

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

- 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, and 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.

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

- • Repetition & revision of a topic,
- • Encouraging students to participate in classroom interactions,
- • Class tests
- • 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.
- • Providing addresses of relevant websites.

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
932	24

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

Interactive learning, group learning are some steps taken for making learning skills student-centric. 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 classroom, library with reading room. The examination committee conducts two sessional examinations. Students regularly attend classes where they interact with the teachers. 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. They are encouraged to write assignments, contribute for the departmental wall magazine and the college magazine. All 6th Semester students are required to prepare an individual project. 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 Unit are undertaken by the college to develop participatory learning. The college organizes debates, seminars and lectures of eminent persons on contemporary issues. Various cultural programmes are organized all round the year where students not only participate but also actively involve themselves in organizing and arranging programmes.



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 IQAC has taken initiative to open an ICT enabled classroom in the college. With 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 was 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. For the past few years, teachers have been using the projector for the students and their own benefits. Almost all the teachers of the College share informative video and audio clippings from 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 introduction of the LCD projector 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.

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**

24

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

24

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

13

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

168

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 percent 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, two(02) 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 / Departmental 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 programme outcomes are measured over a period of time through the performance of the students 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 participate in the programs organized by the College. Students also organize a variety of programs. Program specific outcomes are measured through both academic and nonacademic performances of the students. The performance of the students in the internal and final examinations,

participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Students are 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 through internal evaluations, and final 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. Teachers provide critical inputs to the students on the basis of this performance.

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

182

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%202021-22.pdf">http://www.mmdcollege.in/webdocs/Annual%20Report%202021-22.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\\_sss21-22.php](http://www.mmdcollege.in/naac_sss21-22.php)

<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
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>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
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
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
04	

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

02

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

- Shri Bhupendra Kumar Tripura, senior most Teacher of Sabroom, Nagar Panchayat, was felicitated on 08.09.2022, by IQAC Members of MMDC.

- The students of MMDC attended Honourable Chief Minister's Interaction program at Belonia Town Hall, South Tripura on 02.04.2022 along with other two (02) Colleges of South Tripura. This program was organized by Government of Tripura.
- A one day workshop on Communication Skill Development was held on 04.04.2022 with the students of Brajendranagar H.S School, Sabroom. This program was organized by IQAC, MMDC.
- An Awareness and Interaction program on Women Sensitization & Motivation was held on 20.04.2022 at East Manughat English Medium High School, Sabroom South Tripura. This program was organized by IQAC, MMDC.

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

00

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	No File Uploaded

### 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

04



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
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

301

File Description	Documents
Report of the event	<a href="#">View File</a>
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.

A provision is made by the institution for the creation and enhancement of infrastructure that facilitates effective learning and teaching based on the availability of departments, faculties, staff and students. At the moment, the institution has 12 (twelve) departments with adequate sitting capacity and faculties for both Honours and General subjects. After regulations are passed at the aforementioned council sessions, the Department of Higher Education, Government of Tripura receives the policies that have been developed by the College Teachers' Council and student representation in various College bodies. In order to better accommodate the 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, a new block of one-storied buildings adjacent to the administrative building was finished in 2013-2014. At the moment, policies for developing separate structures for science and commerce are being developed.

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.

**Extracurricular activity:** The extracurricular activities of the college include athletics, games and sports, NSS, Cultural club etc.

**Indoor Games:** The students of the college enjoy indoor games and participate in Inter-departmental Indoor Games Competition organised by Department of Physical Education and students' council.

**Cultural Activities:** College cultural committee, N.S.S. Unit and students of the college organize cultural activities. N.S.S. unit recently organized a one week workshop on Rabindra Sangeet and Mime events.

**Games and Sports:** Department of Physical Education has organized in-campus tournaments in various sports discipline (Indoor and outdoor).

**Gymnasium:** Nil

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

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

**Cultural Activities:** The College has an auditorium to organize various cultural activities.

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 to the need of the students and staff. The library has sufficient numbers of books for the old syllabus but very few books for the new syllabus of all semesters. With the help of college Development Committee this year few new books were purchased for few departments based on new syllabus. The college does not have any Librarian due to which the library is maintained by ministerial staff. 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, for effective and smooth functioning of Library in the college. With the effort of Library Committee, the college has started Question Bank portal in the college website for the betterment of the students of our

college.

Integrated Library Management System (ILMS) though has not been introduced in the college library system but the college has already initiated communication with the higher authority and the agencies to introduce the same in near future.

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

21

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)**

812171

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.

- As the institution is run by the Government, the maintenance and up gradation of infrastructural facilities of the College are generally looked after 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 only looks after the emergency requirement for repair 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**

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
643	
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>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
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>
<b>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>	<b>C. 2 of the above</b>



File Description	Documents
Link to institutional website	<a href="http://www.mmdcollege.in/">http://www.mmdcollege.in/</a>
Any additional information	No File Uploaded
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**

00

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

00

File Description	Documents
Any additional information	No File Uploaded
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

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

10

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	No File Uploaded
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 .
- Mobilizing students for various academic, cultural and sport events in the College.
- Organizing different academic, cultural and extracurricular 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.

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

04

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

#### **Our Vision:**

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

#### **Our Mission:**

The mission-vision statement 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 activity.

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 consults 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, namely, Discipline Committee, Anti-Ragging Committee, Prevention of Sexual Harassment Cell, Women's Cell, Grievance Redressal Cell and Internal Complaints Committee.

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 assisted the Principal in decision making and developing plans. Some activities which were successfully implemented were:

- Observance of World Philosophy Day on 18th November, 2021 by Department of Philosophy, MMDC
- Observance of National Constitution Day organized by the Department of Political Science on 26th November, 2021
- Observance of International Women's Day organized by IQAC, MMDC on 8th March, 2022
- One Day Workshop on Communication Skill Development on 04.04.22 by IQAC
- Awareness & Interaction Program on Women Sensitisation and motivation on 20.04.2022 by IQAC
- Workshop with final semester students of MMDC on Paper bag and flower making on 27.04.2022 & 28.04.2022
- International Mother Language Day on 29.04.22 by Dept. of Bengali & Dept. of Kokborok
- International Yoga Day organized by Dept. of Physical Education, IQAC and NSS Unit of the college on 21st June, 2022

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mmdcollege.in/webdocs/The%20Institutional%20Strategic%20Perspective%20Plan%202021-22.pdf">http://www.mmdcollege.in/webdocs/The%20Institutional%20Strategic%20Perspective%20Plan%202021-22.pdf</a>
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. 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. Recruitment policies and procedures, service rules and promotion of both teaching and non-teaching staff are all looked after by the governing body. So far as the academic matters are concerned, the college is affiliated to Tripura University (Central University) and therefore syllabi 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 from the affiliating university. There are various committees within the institution, which involve in various decision making processes 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	<a href="#">View File</a>
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 the Teaching and the 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 community every year which are used for the welfare of



the staff like extending financial help in terms of medical emergency, marriage, death, etc. Every year the College organises a grand annual get-together for all teaching and non-teaching staff. The institution has a well furnished common room for the teaching staff and separatealmirahs 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 for multipurpose.

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 college also facilitates the staff 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 staff 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 earmarked 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 staff.

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, staff 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. 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 borrowing books by the students, which is the main aim of this practice. Now students are showing more interest in borrowing books. This practice includes borrowing 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 have been discussed in IQAC meetings and necessary resolutions have been taken for addressing the issues.

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,**

**B. Any 3 of the above**

**national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.mmdcollege.in/webdocs/Annual%20Report%202021-22.pdf">http://www.mmdcollege.in/webdocs/Annual%20Report%202021-22.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 that nourishes good practice of gender equity in respect of institutional atmosphere and also tirelessly strives to promote the same. The curricula followed are designed by the affiliating University, Tripura University (A Central University), Suryamaninagar, Agartala, West Tripura. For instance, there is a soft study paper of 100 marks in the final (6th) Semester on 'Human Rights and Gender Studies,' which introduces the fundamental concepts of gender sensitization and equity to the students. The NSS Unit organizes awareness programs while the Women's Cell organizes motivational programs during International Women's Day. The message of gender equity is also often incorporated in departmental programs. Dr. Sucharita Chaudhuri, Associate Professor and Principal-in-Charge received certificate of appreciation for her outstanding contribution in the field of education for the development of the society and the state as a whole. The IQAC takes initiatives to convey the essence of gender equity in the campus by pasting quotes, thoughts-of-the-day from time to time. The campus of the college is surrounded by a boundary wall on four sides having a security guard at the gate. Separate wash-rooms for girl students, teachers and female working staff are provided at the college.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.mmdcollege.in/webdocs/Annual%20Gender%20Sensitization%20Action%20Plan%202021-22.pdf">http://www.mmdcollege.in/webdocs/Annual%20Gender%20Sensitization%20Action%20Plan%202021-22.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	<a href="http://www.mmdcollege.in/webdocs/Promotion%20of%20gender%20equity%202021-22.pdf">http://www.mmdcollege.in/webdocs/Promotion%20of%20gender%20equity%202021-22.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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**

- **Solid Waste Management:** The college campus is always kept clean. Students as well as teachers and staff of this college are very much aware about the cleanliness of the college campus. The authority has provided a good number of dustbins. Inside the college premises, there are banners like "KEEP THE CAMPUS CLEAN", "USE ME (in dustbin)".
- **Liquid Waste Management:** Liquid waste from toilets, bath rooms is connected to the leach pits in the respective buildings and care is taken to see that the waste does not create problems on campus. The College has a proper drainage system and as such there is almost no accumulation of water inside the campus during the rainy season.
- **Bio--Medical Waste Management:** College does not produce any bio medical waste.
- **E-Waste management-** In general, periodically we collect the statistics of e-waste from different Cell and Sections. After

that the E-wastes are kept in the store room to be disposed off to the appropriate authority.

- **Waste Recycling system:** At present there is no Waste Recycling system in the college.
- **Hazardous chemicals and radioactive waste management:** The college does not produce any hazardous chemicals and radioactive waste.

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

**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**

D. Any 1 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	<a href="#">View File</a>

**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).

Michael Madhusudan Dutta College is the one and only higher educational institute (as of now) in Sabroom Sub-Division, South District of Tripura. Consequently, students irrespective of caste, creed, religion and gender flock to the institute in numbers to get themselves admitted. In the mean time, the institute, with its objective set to achieve higher goals in the long run, is able to establish itself as an epicentre of multi-culture cohesion and intersection for the budding generation in the region. The college, in full throttle, ensures the prevalence of this extravagant tradition of co-existence through the policy of social inclusion and exclusion of prejudice within its campus and around. Students of every caste and creed are complimentary to speak their own as well as learn fellow-students' vernacular language simultaneously. As such, events and commemorative programs are hosted in languages like English, Bengali and Kokborok interchangeably. This, in fact, is one of the many significant traits that the institute has.

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

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

The institution, under the banner of Dept. of Bengali in collaboration with K.N. Mahavidyalaya, Sonamura, West Tripura,

organized a National Webinar on 'Naari Jokhon Niyontri: Puraan Theke Aadhunik Sahitye' on 19th July 2021. The webinar laid stress on the importance and the need of change in gaze towards the society's women folk in the future development of the country and mankind in general. Under the initiative of IQAC, MMD College, 'Awareness cum Interaction programme on Women Sensitization & Motivation' was organized on 20th April 2022 at East Manughat English Medium High School. To commemorate the observation of the World Philosophy Day in the year 2021, the institute organized Competition on 'Slogan Painting & Speech Delivery' and Wall Magazine was brought to light under the initiative of Dr. Sucharita Choudhuri, Associate Professor, Dept. of Philosophy, MMDC. On the 26th November 2021, the Dept. of Political Science in collaboration with the IQAC, organized the Constitutional Day. Topics like 'importance on educational awareness among the women folk', 'the need of knowledge on good governance' and 'importance of moral values and good practices on one's individuality' were covered. Events like Rastriya Ekta Diwas, Republic Day, World Environmental Day, International Yoga Day were observed.

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

i. On World Philosophy Day the institute organized Competition on 'Slogan Painting & Speech Delivery' , w.e.f. 16th to 18th November 2021, and published the Departmental Wall Magazine.

ii. On the 26th November 2021, the Dept. of Political Science in collaboration with the IQAC, observed the Constitution Day.

iii. International Mother Language Day was observed on 29.04.2022 by the college in a befitting manner.

iv. The 132nd Birth Anniversary of Dr. B. R. Ambedkar was observed on the 19th April, 2022.

v. A plantation drive on the occasion of Environment Day-2022 was organised by the NSS Unit, Department of Physical Education and IQAC of M.M.D. College, from 6th to 10th April 2022 in the college campus.

The institute also observed Rastriya Ekta Diwas on 1st November 2021, Pledge Taking for Vigilance on 2nd November 2021, participated in a Rally Observing Azadi Ka Amrit Mahotsav on 2nd October 2021, observed Teachers' Day, International Yoga Day, Independence Day, Republic Day, International Women's Day, the NSS Unit organized a Special Camp in Observance of Azadi Ka Amrit Mahotsav on 'Enhancing Creativity and Cultural Heritage', w.e.f. 20th December 2021 - 24th December 2021.

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 - 1

1. Title: \*Green Campus\*

2. Objective: The initiative was taken to spread the message of environmental conservation amongst the students.

3. The Context: The College took initiatives for green activities such as plantation programs, sharing of thoughts on the same by students.

4. The Practice: It promotes the idea of holistic development of an individual and the society as a whole.

5. Evidence of Success. Evidence of success can be witnessed in the greenery of the campus.

6. Problems: Fund constraint limits the journey to the dream project.

### BEST PRACTICE - 2

1. Title: \*Creative Corner\*

2. Objective: To flare up the creative minds of the students of the college.

3. The Context: To enable the learners to realize their potentialities and provide them the atmosphere to nurture the same.

4. The Practice: The Creative Corner is a 'Display Board' used by

the college students to display their articles, paintings and other creative works.

5. Evidence of Success: The students continued to document their creations through the decorations of departmental wall magazines, hall decoration for programs and intra college painting competitions.

6. Problems: Apart from the Covid-19 related restrictions, the initiative was able to run slickly.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Michael Madhusudan Dutta College, Sabroom, is located at the South District of the Tripura in a region having a combination of different communities of tribes and Bengali people. The institute, being the only higher educational institution in the Sub-Division, attract students of different communities having diverse tradition of culture and history. The institution prepared the academic calendar maintaining the IQAC agenda with a view to nurture the inner capacities and qualities of each of the students, which may be considered as distinctive feature of the college. Besides observing many significant days, the students with diverse cultural backgrounds are given scope to put-up themselves and come forward with their own views and plans for focusing their respective cultural traditions, heritage and ethnicity. At the same time, the institution prepares necessary committees consisting of the faculties for guiding the students to explore and flourish their capacities in the fields of Art, Culture and Literature. The institution gives precedence in maintaining equality in all respects for promotion of students' holistic education. It also aims to maintain an atmosphere of fraternity and faith among the students to achieve greater goals in 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 herculean task in reconditioning of the traditions of the global pandemic. Keeping in mind the periodic fast-forward-escalation of timeframe, the institute planned to adopt an Action of Plan of the following nature:

- i. Organize awareness programs on varied subjects through lectures, popular talks, seminars.
- ii. Observe state, national, international events, and the likes in accordance with the guideline.
- iii. To work closely with concerned authorities to spread the message of Unnat Bharat Abhiyan and create awareness about different developmental schemes in the five adopted villages of the college
- iv. Projection of documentaries on process of conserving environment and protecting nature, Conducting awareness programs on gender equity, career counselling, Workshop on skill development for employment generation.
- v. NSS Programs as per guidelines.