SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE, SANTIRBAZAR, SOUTH TRIPURA

GOVT. DEGREE COLLEGE, SANTIRBAZAR

799144

www.santirbazarcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Degree College, Santirbazar was established on 14th June 2012 by the Government of Tripura to provide higher education in rural areas of the South District of the state. Initially, the college was temporarily affiliated with Tripura University and it got its permanent affiliation on 29th November 2017. It got its UGC Recognition under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head 'Government Colleges teaching up to Bachelor's Degree on 10th April 2018.

The college was started with the introduction of six departments (Education, Political Science, History, Philosophy, Bengali, and English) having an intake capacity of 200 students in each subject. In 2013, the college had started its first honors course in the subject of History with an intake capacity of 20 students. Gradually subjects like Political Science, Bengali, and Education were included in the list of honors courses and the intake capacity has increased to 30 from the academic session 2015-16. Similarly, subjects like Philosophy and Kokborok was included in the pass courses. Now, the total student strength of the college is 653. The college has seven Assistant Professors, seven Post Graduate Teachers, ten Guest Faculties, and the head of the college, the Principal-in-Charge. There is 13 official staff in the college to run the administrative work and five guards (outsourced) for the security of the college. The college has one library, one computer laboratory, one smart classroom, one big hall, ten classrooms, one boy's common room, one girl's common room, and one separate student union council building. The college has one beautiful playground for the students. The college is running various courses like the Distance Education Centre under Tripura University.

Vision

"To provide higher education in the rural areas of the state".

Mission

- Encourage students to enroll in higher studies
- Guiding and supporting the students to complete the course
- Affording to reduce the number of dropout students
- Motivating the students to become self-reliant.
- Developing required infrastructure for quality learning
- Collaboration with the local institutions and inhabitations for the development of the surrounding.
- Promoting national and traditional values among the students.

OBJECTIVES

- To provide knowledge, wisdom, and skills to students as per the current situation.
- To enhance the abilities of students for their career development
- To identify career avenues and motivate them to go ahead with their future career
- To make students competitive to fetch employment in different sectors
- To encourage students and to make them self-reliance
- To provide a forum for cooperation from teachers and other stakeholders

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Institute operates with a holistic perspectives
- Well formulated blended inter-disciplinary learning approach
- Obedient students
- Highly qualified, experienced and dedicated faculty members
- Better coordination among the stakeholders of the college
- Centrally located, safe and secure environment
- Increasing good performance of students
- Multi-layered monitoring system

Institutional Weakness

- Lack of 21st century skills among the students
- Low progression rate of students to higher education
- Limited academic research publication of faculty members
- Untrained non-teaching staff
- Limited opportunity of research
- No residential quarters for Teachers and Staff
- No hostels for students

Institutional Opportunity

- To enhance the quality of education further
- To increase the introduction of number of subjects like Economics, Physical Education and Geography
- To introduce skill based courses for students
- To introduce new streams like Science and Commerce
- To enrich the quality of teaching by extending the facility of smart class rooms
- To strengthen the research Eco-system
- To upgrade technical and digital infrastructure
- To increase the number of books in the library.

Institutional Challenge

- Socio-economic backward condition of students
- Early marriage of girls
- Placement of graduates
- Devoid of regular Principal
- Absence of Librarian
- Absence of skilled courses for students
- Limited internet connectivity in the college
- Shortage of regular faculties
- Shortage of non-teaching staffs
- Improving employability of graduates

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated with Tripura University, Suryamainagar, Agartala, Tripura and hence the college follows the curriculum designed and developed by the affiliating University. The college imparts teaching to students as per the curriculum designed by the affiliating university, which is based on UGC guidelines. The college adopts many strategies for effective implementation of the curriculum through which the objectives of the college are achieved. The academic calendar and class routine are prepared at the beginning of each academic year. The college takes regular feedback from its stakeholders for the better implementation of the curriculum. The HODs monitor the implementation of the curriculum and the academic plan, and then it is reported from time to the Principal. The curriculum is delivered by using effective teaching strategies. Seminars, Workshops, and programs are organized by respective departments to fulfill the mission, vision, and objectives of the college. The college offers 07 subjects in the BA Programme. The college also accommodates Distance Education Centre under the Directorate of Distance Education of Tripura University to provide UG courses. In the regular curriculum, skill-based courses like computer skills and communication skills as well as the interdisciplinary courses of Environmental Studies and separate multidisciplinary courses have been incorporated as compulsory core courses. Further, the college offers remedial classes to weak students and the students of the 6th semester are to take projects to develop the skills and understanding of contemporary society.

Teaching-learning and Evaluation

The college pays serious attention to improve the quality of the teaching-learning process. The college has taken many steps to improve the quality of teaching-learning by adopting effective teaching strategies, which are student centered. The college has smart classrooms, where teachers impart their teaching by using PowerPoint presentations and audio-visual presentations to create interest and curiosity among the students and make learning joyful.

The faculty member of the college regularly takes their classes as per the schedule of the class routine made by the Teacher Council. Along with the regular classes, they too take remedial classes as per the need of students. In terms of evaluation of the performance of students, the college has adopted many evaluation methods like internal exams, assignments, and viva, etc. as per the guidelines of the affiliating university. However, the

evaluation of the final examination is conducted by the affiliating University, and all the college faculty members evaluate the answer scripts of students at the university by using the randomized method. The college follows all the examination and syllabus related reforms and the timeline laid down by Tripura University.

The college takes due care to provide required training and resources to the faculty members to implement these practices. Teachers are encouraged to participate in Orientation Programs, Refresher Courses, Seminars, and Workshops for their professional development. College too supports and encourages faculty members to attend National and International Seminars and Conferences to get acquainted with the contemporary issues of their respective subjects. The college is committed to providing quality education to students by our qualified, competent, and experienced teachers and it has engaged many Guest faculties to maintain the student-teacher ratio reasonably good.

Research, Innovations and Extension

Government Degree College, Santirbazar always encourages its faculty members to undertake research activities wherever possible in spite of the limited opportunity in the college. The college authority extends all possible help to the faculty members for pursuing Ph.D. and publishes research articles. Now two faculties have been pursuing their Ph.D. from Tripura University. Many faculties have published research articles in various peer-reviewed and other ISSN and ISBN journals. They too publish books. The college organized number of national seminars, workshops, and conferences to promote research activities among the teachers and students. The college faculty members also present their research papers in different seminars and conferences organized by colleges and universities across the nation.

The NSS unit in the college came into existence in 2014 and since its establishment, the NSS has been arranging a number of outreach programs and extension activities like Swachch Bharat, environment awareness, and other awareness programs. All the staff and students participate actively in these programs and help in fulfilling the objectives of the programs. Of late, the college adopted Paul Para (village) for encouraging the students to learn through service and collaborate with the village panchayat for
raising awareness among the villagers on health, education, and environment-related issues. The villagers also get aware of various Govt. schemes for the greater benefit of the community. The paucity of funds and limitation of time leave limited opportunities for and staff to focus extensively on the extension activities of the students.

Infrastructure and Learning Resources

The college has enough infrastructures with the facilities like an adequate number of classrooms and separate spacious Administrative Block, separate offices for, Distance Education Centre, IQAC and NSS, NCC, well furnished IT Lab and a smart class, separate common rooms for boys and girls, drinking water facilities for students and staff, large
playground and library with an adequate number of books and online resource study materials and journals. Efforts are being made to enable all the classrooms with ICT facilities. Students and staff take an active part in maintaining the beautification and cleanliness of the campus and a total of seven outsourcing staff are engaged in maintaining the sanitation and security of the college.

Student Support and Progression

Soon after getting recognition from UGC, New Delhi in the Month of April 2018, the college has created the IQAC to enrich the quality of education. Earlier, it was monitored by the Academic Committee formed by the Teacher Council of the College. The college has also an effective system of informing students about various schemes of scholarships and stipends. College provides a stipend to students as per the eligibility and category they belong to, which is totally funded by the government in order to continue their studies. A total of 1398 students are benefited in the last five years from various Government scholarships.

The college pays attention to redress the grievance of the students promptly. The college has a number of Committees like anti-ragging cell and grievance cell etc. to address the problems of students. College too has elected Student Union, having its President, Secretary and a number of other posts to address the needs of students. The college takes a number of activities for students through the NSS of the college. The college supports students in participating in different sports events organized by different colleges of the state and the University of Tripura.

After admission to the college, the students are extended various supports for their progress and completion of the course. There are separate common rooms for boys and girls and separate toilet blocks for them. The college has an Assistant Professor in IT for assisting the students to develop their basic computer skills. Additional books are recommended to the advanced learners and remedial classes are arranged for slow learners. Some students performed quite well on various inter-college and state-level programs on sports and cultural activities. The college promotes their talents by encouraging them and extending all possible support to these students to nurture their talent. The college has also an Alumni Association, which is organizing the number of programs in the college from time to time.

Governance, Leadership and Management

The management of Govt. Degree College, Santirbazar is highly decentralized and democratic in its approach. It has a well-defined quality policy and action plan. The Principal-in-charge of the college plays an important role in designing and implementation of plan and policies of the college. He sets internal policies and programs of the college with the association of Heads/coordinators of various departments, conveners of different committees, librarians, and senior members of non-teaching staff.

The budget allocation to the college is made by the Government of Tripura. The financial management is assisted by DDO and the Accountant of the college. The departmental expenditure is disbursed by the principal in consonance with the departmental heads, decided in the meeting with regard to purchasing books, equipment, and other necessary expenditure.

Internal Quality Assurance Cell (IQAC) oversees all the developmental works of the college and is the most important cell. Under this IQAC all other cells operate. Academic Committee takes care of the academic activities of the college. Examination Committee takes care of all the internal assessments and ends semester examinations. The Library committee ensures the procurement of the books. Admission Committee oversees the admissions before the start of the academic session. Cultural Committee organizes all cultural programs throughout the year. Recently a placement Cell has been opened in the college to facilitate job opportunities for the outgoing students.

Institutional Values and Best Practices

The main objective of the college is to provide higher education in the rural areas of the state and to provide quality education and empower the rural youth. In this regard, the college has been practicing the following values and practices to realize its goals.

- The college imparts education and develops students into responsible, accountable citizens encourages and organizes activities that foster greater values of life, such as, love, integrity, solidarity, fraternity, and patriotism within their personalities.
- The college shows gender sensitivity in providing facilities like Safety and Security and Separate Common Room for both boys and girls.
- The college has taken a number of green practices in the college and keeps the campus Waste Free Campus, Pollution Free Campus, and Plastic Free Campus.
- The NSS unit of the college takes a number of initiatives for gardening and cleaning of the campus. Plantation programs are also undertaken from time to time.
- The institution has also developed a code of conduct for teachers, students, and non-teaching staff and uploaded it on the institutional website.
- The institution maintains complete transparency in its financial, academic, administrative, and auxiliary functions.
- The College also organizes a number of extension activities in the adopted village.
- The Singing of the National Anthem is made during college hours.
- The college has also a Rain Water Harvesting System, which stores water is used for watering in the college garden.
- The college makes its own organic manure and uses it in the college garden.
- Every day, a message is being displayed in the college to inculcate values, ethics, morality, patriotism, and universal brotherhood, etc. among students.

Over the last few years, the staff and students have made a significant contribution and transformed this rural college to a new height and tried to translate the vision, mission, and objectives of this college into a reality

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE, SANTIRBAZAR, SOUTH TRIPURA
Address	Govt. Degree College, Santirbazar
City	Santirbazar
State	Tripura
Pin	799144
Website	www.santirbazarcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sanjoy Das	03823-295010	9436454287	-	gdcsantirbazar12@gmail.com
IQAC / CIQA coordinator	Munmun Das	3823-295010	9436928399	-	rmunmunb@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	14-06-2012

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tripura	Tripura University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-04-2018	View Document
12B of UGC	10-04-2018	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Govt. Degree College, Santirbazar	Rural	18	2764

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Political Science Major	36	Higher Secondary	Bengali	30	21
UG	BA,History Major	36	Higher Secondary	Bengali	30	8
UG	BA,Education Major	36	Higher Secondary	Bengali	20	14
UG	BA,Bengali Major	36	Higher Secondary	Bengali	30	12
UG	BA,Ba General	36	Higher Secondary	Bengali	200	172

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				1				12
Recruited	0	0	0	0	1	0	0	1	7	0	0	7
Yet to Recruit				0				0				5
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				20
Recruited	12	8	0	20
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	1	0	0	2
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	0	0	0	4	1	0	5

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	6	4	0	10

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	113	0	0	0	113
	Female	114	0	0	0	114
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	25	32	21	24
	Female	10	19	17	20
	Others	0	0	0	0
ST	Male	14	31	35	11
	Female	9	22	18	15
	Others	0	0	0	0
OBC	Male	18	33	22	29
	Female	8	20	22	26
	Others	0	0	0	0
General	Male	41	71	44	33
	Female	43	56	36	45
	Others	0	0	0	0
Others	Male	1	4	4	3
	Female	0	3	0	1
	Others	0	0	0	0
Total		169	291	219	207

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	05	05	05	04

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
227	207	219	291	169

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
155	155	155	155	130

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
134	93	59	41	37

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	11	11	11	10

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	12	12

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 18

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

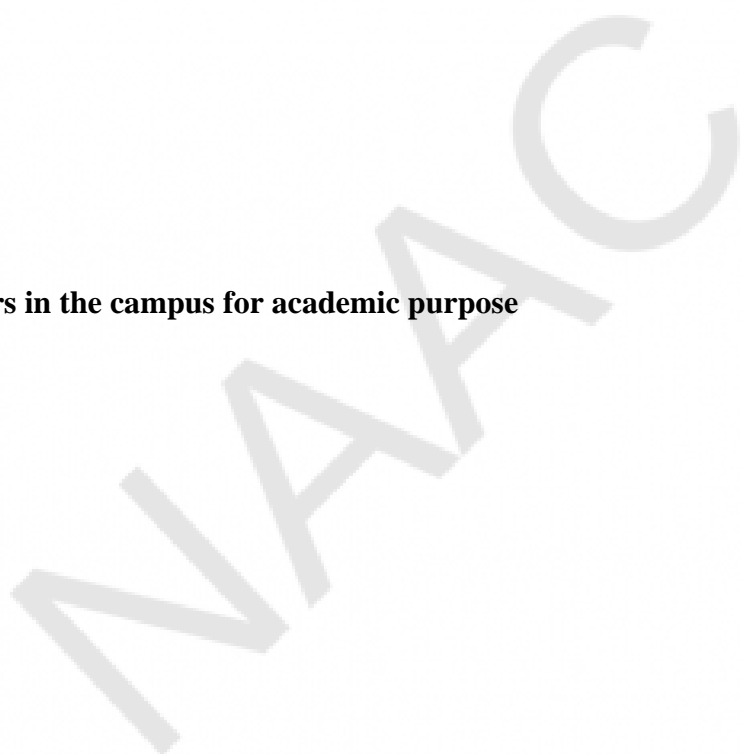| 2018-19	2017-18	2016-17	2015-16	2014-15
15.63599	10.16927	14.71551	312.55068	16.95114

4.3

Number of Computers

Response: 30

4.4

Total number of computers in the campus for academic purpose

Response: 22

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is affiliated to Tripura University, a central university, and hence it receives the prescribed curriculum from the university. At the beginning of each semester, the faculty members in the respective department make a plan and strategize the delivery of the respective course. Routine is prepared, Annual Calendar is made, the Unit wise question bank is prepared, reference books are selected and study materials provided if required. Guest Lecturers are appointed especially in August in every academic year.

Every semester begins with an induction program to make students familiar with the syllabus and they are shared with the planning of the semester. Faculty members generally follow the lecture method of teaching in the class, but efforts are made to diversify the delivery mechanism as per the need of students. Besides the lecture system, faculties too make interactive sessions with students in the classroom, and sometimes they too impart their teaching using ICT tools. Special lecturers are organized by departments by inviting resource persons to have a better understanding of contemporary issues of their respective subjects. Students are encouraged to visit the library regularly for reading, taking notes, and borrowing books. Of late, teachers have begun to make their 'Working Reports' to keep a record of their all activities. The Principal of the college occasionally meets with the HODs and inquire and interact with the HODs regarding the modus operandi of classes attended by faculties as well as the status and progress of academic achievements of the concerned department and the faculties. Internal Tests comprising both written and viva are conducted regularly and the weaker students are given remedial classes and the advanced learners are guided for further enrichment.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Soon after the completion of admission of students, all departments of the college start their regular classes as per the academic calendar. As per the university guidelines, internal exams are held in the college from time to time and these are held strictly following the academic calendar. The period of the internal evaluations is mentioned in the academic calendar which is strictly adhered to except in cases of emergency like natural calamities or general elections. At least, two internal evaluations and a viva/interview are conducted by the college in each semester, and evaluation of the examinees is kept strictly time-bound.

1. The college conducts two internal examinations as per the university guidelines
2. These are generally conducted in August and November (monsoon semester) and February and April (winter semester).

3. The question papers are made by subject teachers of the concerned department.
4. The Examination Committee of the college conducts the examinations by employing all the teachers of the college as invigilators.
5. The viva/interview is generally conducted in November (monsoon semester) and April (winter semester).
6. The evaluation of the internal examinations and the viva/interview is done by the college teachers themselves.
7. The final semester examination generally is conducted in December (monsoon semester) and June (winter session).
8. However, the dates of these examinations are made by Tripura University, the affiliating university.

File Description	Document
Upload Additional information	[View Document](#)

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 last five years

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

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 01

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

The college has been teaching some subjects relating to gender, environment, sustainability, and human values. A Foundation course named **'Environmental studies'** is being taught in the 3rd semester, covering various issues of environment and sustainability. This course sensitizes students towards present national and global environmental challenges and possible way-outs to mitigate the dreary impact of those environmental disorders nefarious for human survival. An optional course like **'Human Rights and Gender Studies'** is being taught in the 6th semester, which covers several issues relating to human rights and gender studies. Another optional course named **'Society and Technology'** is also being taught in the 6th semester, which teaches many issues relating to human values and contemporary society.

All the faculties consistently focus on Human Values while teaching different topics in their respective curricula. The topics like Human Rights, Civil Society and Good Governance, Secularism, Welfare

Policies, etc. are included in the curricula of Political Science, and History and Philosophy. Social Extension activities are also promoted by the college. The NSS unit of the college is engaged in different social activities like Swachhabharat Abhiyan, cleanliness programs and different awareness programs, etc, which helps in spreading human values in the society.

The college organizes seminars and lecturers, which cover issues like gender equality, exploitation, sexuality, etc. to spread scientific understanding regarding gender politics. Students are also encouraged to take up gender-related issues as topics of individual project work in the sixth semester.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 63.88

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 145

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document	
URL for stakeholder feedback report	[View Document](#)	

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.Feedback collected, analysed and action taken and feedback available on website
    2.Feedback collected, analysed and action has been taken
    3.Feedback collected and analysed
    4.Feedback collected
    5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document	
URL for feedback report	[View Document](#)	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 71.68

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
227	207	219	291	167

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
310	310	310	310	310

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 48.11

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
33	60	103	91	72

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

From the very beginning of each academic session, the learning assessment of students begins by each faculty member of the college. Soon after admission to the college, the college authority tries to assess the learning levels of students. Generally, the merit list is prepared by the college during admission to the 1st-semester class is the handy information of the academic performance of students and thus it is followed as the first indicator for assessing the learning levels of students. This helps the faculty and college authority to delve the students into slow and advanced learners. Different strategies are adopted for slow and advanced learners. Both the groups are provided necessary supports by our faculty members.

For slow learners, our faculty members take remedial classes and do special discussions with them. They are too provided with suggestive questions and MCQs. The questions of previous years are discussed with them and solved so that they may comprehend the pattern of the university question papers and prepare themselves for the end semester examinations. They are also encouraged to study in the Common Room to utilize their time in the college in an optimum manner.

The advanced learners are recommended some additional books available online (NLIST) and all the possible questions are discussed with them and they are encouraged to prepare the answers to the questions on their own and then required feedbacks are given for further improvements. They are asked to use the library extensively to satisfy their queries. They are also given various leadership roles while organizing different programs in the college to nurture their talents in the right direction.

All the students are encouraged to share their learning, books, and study materials with each other. Students are shared the mobile number of the faculty members and therefore, they can access the teachers any time they require and ask for specific help or support they need. WhatsApp Groups are formed by the various departments which are also useful in supporting the advanced and slow learners. Sometimes, faculties member too use Google Meet as per the requirement.

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

Response: 16:1

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

Response:

Acknowledging student's voices as central to the learning experience, the college makes sincere efforts to

gradually deploy student-centric learning methods across all streams. The faculty members of the college use the lecture method of teaching in the classroom and conduct many internal examinations to assess the students. Departments also conduct viva/interview as their part of the internal examination to assess their practical understanding of the subject. In the 6th semester, students are provided with a topic by faculty members to prepare a project, which varies from social issues to environmental issues.

Involvement of the students in NSS, NCC and Students' Council help them to develop problem-solving skill among the students. The college also organizes many programs for students for their joyful learning. They are shown slides, use of the smart classroom, videos, PPTs, relating to the topics in their syllabus to create interest in them for learning. Resource persons are invited to some programs and they enlighten students and update them on the latest knowledge on that particular topic. Representatives of the students are consulted before taking any important decisions and they are given autonomy in organizing programs like Saraswati Puja, Fresher's Day, etc. Feedbacks are received from the students to improve the teaching-learning situation.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The college acknowledges the need for innovation & creativity in teaching so that the learning experience of the students becomes more comprehensive, sustainable, and contributory to the society at large. Keeping this in view the college has incorporated many creative and innovative methods in its teaching-learning methodology.

1. Classes are arranged in the smart classroom for presenting audio-visual materials to increase the interest and comprehension of students.
2. Special lectures by experts from various fields are arranged by the teachers according to the need of the students.
3. A multipurpose, multi-disciplinary computer laboratory is used extensively to make the students proficient in computer knowledge.
4. The teachers employ experiential learning processes such as taking students to field trips, campus tours, and village tours for their practical learning.
5. To commemorate the great leaders and celebrate important days, students are encouraged to participate in debates, discussions, or go on rallies promoting social awareness.
6. Some faculty members use PowerPoint presentations for their lectures and Google forms for taking feedbacks.
7. Students are also motivated to use the internet, You-Tube, and such tools to know the latest developments in their specific topics. WhatsApp groups are also used for sharing learning and ideas.
8. The college has also arranged an E-corner facility at Library with four computers for net surfing and making photocopies of study materials.

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

Response: 0:1
2.3.3.1 **Number of mentors**

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 17.77

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response: 4.79

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

Response: 67

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The evaluation of the students is very important to know the efficacy of the entire teaching-learning system. It is an integral part of teaching and learning. The semester examinations are conducted in the institution on behalf of the university. The question papers of examinations are designed and provided by the university and the answer papers are evaluated at the central level by the examiners appointed from the college faculty members.

Two session examinations are organized every semester as per the guidelines of the university with a weightage of 20 marks in each paper. From the very beginning of the academic year, the entire process of evaluation is systematically planned and presented before the students. At the beginning of the session, faculty members share the syllabus, course objectives, nature and pattern of question papers, and weightage of marks for the topics prescribed as per the norms and regulations. Continuous multimodal evaluation is conducted for the internal assessments of the students in form of written assessments, Oral Tests, project writing, Field-Tours, and Site Visits, etc. The followings are the evaluation processes implemented by the institution:

1. Written Assessment: Written assessments are conducted for the internal assessments and the Semester Examinations. This helps the students to improve their writing skills, logical thinking, communication skill, composition skill, etc.

2. Oral Assessment: Oral assessments are part of Internal Assessments and used extensively during classroom assessments. This develops communication skills, confidence, and personality among the students.

3. Project-work: All the students of the 6th Semester are given projects as per the guidelines of the university. The teachers evaluate the projects based on the work done by the students and active participation for completion of the project. The objectives to enhance critical thinking, analytical skill, and collaborative learning skills are fulfilled through project works.

Besides, throughout the session, academic performance students are evaluated by the faculty through group discussion, questioning, and participation in the class.

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

Response:

The mechanism of Internal Assessment is transparent, time-bound, and efficient. The mechanism developed for Internal Examination is as under:

1. The college forms an Examination Committee every year to conduct internal examinations.
2. The date of the internal examination is decided in the Teachers Council meeting of the college and a formal notice is circulated to all the departments of the college.

3. Accordingly, the Examination Committee makes its roadmap to conduct the internal examination.
4. The Examination Committee collects a set of questions prepared by departments and send it for prints and make copies as per the requirement subject wise.
5. Invigilation duty chart and the whole conduct of examination are made by the Examination Committee.
6. The teachers of the college invigilate over the examination. The mechanism is reviewed every academic year and the examination committee is suitably altered in the teachers' council meeting to keep it functional, time-bound, transparent, and effective.

The college feels that the primary objective of the Internal Evaluation will falter if we fail to keep the mechanism to deal with examination-related grievances transparent, time-bound and efficient. Hence the college has recently formed a Grievance Redressal Cell, which looks after grievance related to the examination. The cell, however, only comes into question if the department fails to redress the grievances of the students. The cell is formed in the first meeting of the Teachers' Council at the beginning of every academic session. The names of the members of the cell are put up on the notice board and college website so that the cell remains easily accessible. Additionally, the notice is also being circulated in all the classrooms. The students' council also takes an active role in this regard.

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.

Response:

Yes, program outcomes, program-specific outcomes, and course outcomes for all programs offered by the college are stated and displayed on the website and communicated to teachers and students some of the programs are listed below.

Program Outcomes

The college communicates the information of all the programs and courses to the students by arranging an induction program. Program Outcomes for General higher Education Programmes, as identified by the National Assessment and Accreditation Council (NAAC) and, adopted by our college are mentioned below. Students of all undergraduate general degree programs should have acquired the following abilities/values at the time of graduation:

1. **Critical Thinking:** It is the objective analysis and evaluation of an issue to form a judgment.
2. **Effective Communications:** Speak, read, write and listen clearly and make meaning of the world by connecting people, ideas, books, media, and technology.
3. **Social Interaction:** A social interaction is an exchange between two or more individuals and is a building block of society.
4. **Effective Citizenship:** Demonstrate empathetic social concern and equity-centered national development, and the ability to act with an informed awareness of issues and participate in

civic life through volunteering.

5. **Morality and Ethics:** Recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.

6. **Environment and Sustainability:** Understand the issues of environmental contexts and sustainable development.

7. **Self-Directed and Life-Long Learning:** It makes students self-directed human being and continues it as a lifelong learning process.

Course Outcomes

The subject teachers communicate with the students about the Course Outcomes and Programme Outcomes at the beginning of the session. Course outcomes are mentioned in the printed syllabus and also available on the college website.

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

Response:

The college has skillfully adopted various methods of measuring program specific outcome of students.

Internal Examination: All departments of the college take two internal examinations in a semester, which are designed to enhance the aptitude of reading the courses of the concerned syllabus. It also enhances the skill of students in building argumentative acumen before the final examination.

Viva-voce: All the department of the college conducts one viva-voce in a semester, which enhances the skill of presentation concerning the particular subjects among learners. It further nurtures and encourages students to participate in different quiz and debate competitions.

Project work: As per the syllabus, all the departments of the college take one project work from all the students of the 6th semester, which helps the students to acquire the basic idea of research in academics, they might be engaged in the future. Hands-on training and manuscript drafting exercises allow examiners to evaluate the critical thinking abilities of the students.

Seminars: The College organizes national and state-level seminars, workshops, special talks for students, which make them exposed beyond their syllabus.

Special Lecturers: The College organizes special lecturers for students, which covers subjects related to their syllabus and many issues beyond the syllabus too.

Level of attainment: All such efforts, therefore, mature into good academic productivity by the learners of the institution. Students passed out from the college take admission in the Master Degree Programme and B.Ed program and many of them profess self-employment and join to work in various private jobs as per their suitability.

2.6.3 Average pass percentage of Students during last five years

Response: 85.84

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
134	93	59	41	37

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
142	96	61	61	50

File Description	Document
Institutional data in prescribed format	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	4

File Description	Document
Institutional data in prescribed format	[View Document]()

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 4

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.67

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	9	5

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.96

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	05	02

File Description	Document
Institutional data in prescribed format	[View Document](#)

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 last five years.

Response:

Government Degree College- Santirbazar is situated in the rural area of Santirbazar in the South district. The campus is surrounded by many villages (Autonomous District Council Area), reeling under backwardness. The college is endeavoring to eradicate this backwardness by organizing different extension activities in its surrounding areas.

The college carries out its extension activities through two organs- its departments and the NSS Unit and recently NCC unit has also been formed. The student's Council helps in carrying out these extension activities. This process allows the college to involve the students extensively in these activities.

The students, thus, have gradually become aware of the social reality around them and by taking an active part in these activities learned the value of co-operation, solidarity, and responsibility. These activities have also allowed the students to develop leadership ability and communicative competence.

In the last five years, the NSS Unit and the departments have carried out number activities like Swachha Bharat Programme, International Women's Day, Statehood Day, Language Day, Awareness Programmes, World Aids Day and National Deworming Day etc. It too organize a Special Camp every year. The details activities of the NSS conducted were mentioned in the template 3.3.3 & 3.3.4.

In addition to it, the NSS Unit has adopted a village 'Paul Para' on 08/01/2019 to ensure its all-round development and pledge to take the following activities like Awareness Programme, cleanliness and hygiene Programme, socio-economic programme, development related program, empowerment related programme, environment related programme, rights-based related Programme, educational based related programme, etc.

Recently in the year 2021, the college has also introduced a NCC Unit for students to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure, and ideals of selfless service amongst the youth of the country. There are 30 students enrolled in the NCC and it has also been organizing number of programmes in the college. In January 2021, Cyclothan and Fit India were organized by them, where all enrolled students cycled 60 kilometers (to and fro) by cycle. As per schedule, regularly they have been doing parade in the college campus.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 62

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., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
14	10	15	15	08

File Description	Document
Institutional data in prescribed format	[View Document]()

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 257.7

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., year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
839	497	578	553	380

File Description	Document
Institutional data in prescribed format	[View Document]()

3.4 Collaboration

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

Response: 0

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]()

Criterion 4 - 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.

Response:

Government Degree College, Santirbazar has adequate teaching-learning resources with a double storied Academic Building. To meet the need of the growing number of students, a new Academic Building has been constructed in the college. In total there are 18 classrooms (each with a seating capacity of 40 students and 70) furnished with teaching aids like board, teachers table, students desks, wooden spanning ground, etc. for classes of all subjects. This is done following a weekly routine for both BA Honours and General courses to diffuse the present load of 653 students for the most effective and balanced utilization of resources.

In terms of computing equipment, there are 30 desktop computers, 04 projectors, 02 Laptops to address the day to day requirement of PowerPoint presentation and providing lecture handouts to students. The students use those computers regularly for a computer skill base course (Foundation), which is prescribed in their syllabus.

Regarding the library, the college has a decent collection of books for regular use by all departments (both students and the faculty members) with a basic level of textbooks and few reference books.

The college has one smart classroom and three ICT enable for audio-visual presentation, which is often more appealing. This makes a far greater impact on the learning abilities of students and ensures better participation. Thus it offers a variety of opportunities for students to enhance their performance.

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

Response:

The institution acknowledges the role and significance of sports, cultural activities, and the overall character-building process of the students. Hence, the college encourages its students to participate in sports and cultural activities around the year. The college also encourages its students to participate in sports activities organized by Tripura University and many cultural activities to foster a feeling of co-operation and fraternity.

To provide the students with a place to organize these activities, the college has an open playground. Besides, the conference hall has been used to organize such spontaneous performances to engage the students for the same.

With this objective, the college at the beginning of its academic session forms the cultural and sports sub-committee by the students union of the college which draws a cultural and sports calendar for the academic year. The cultural and sports activities are held according to this calendar.

To build up leadership, governance, and management skills among the students, the cultural sub-committees of the students union plays an important role in these cultural and sports activities. The cultural secretary of the students union and the sports and games secretary attend the meetings that are convened to organize these events, who actively participate in the discussion by sharing their opinion.

Cultural activities

- A fresher's Welcome is organized with cultural programs like songs, dances, drama, etc. by the students of the college at the beginning of each academic session.
- International Mother Tongue Day is celebrated with songs and dances on 21st February every year.
- Kokborok Day is celebrated on 19th January every year.
- Besides, other auspicious days like Independence Day, Republic Day, Teachers Day, and other significant dates associated with great personalities are also celebrated with due respect and veneration.

Sports Activities

The college has the basic facilities for sports. It has ample areas where the students engage in outdoor sporting activities like football, volleyball, cricket, etc. There are common rooms for boys and girls, where the students of the college regularly play caroms, ludo, chess, etc. The college is striving hard to arrange for a better ground where students can be entertained more.

The following facilities are used by the students for sports and games activities.

1. Common room (Boys): With an approximate area of 500 sq. ft. and daily used by approx 40 students. The room is equipped with indoor games facilities such as caroms, Ludu, Chess, Table Tennis, etc. year of inception 2012.
2. Common room (Girls): With an approximate area of 500 sq. ft. and daily used by approx 50 students. The room is equipped with indoor games facilities such as caroms, Ludu, Chess, Table Tennis, etc. year of inception 2012.
3. The college has also a Fitness center, where students do exercises to make them fit and they too practice Yoga in the college from time to time.
4. Ground: With an approximate area of 02 acres and daily used by approx 50 students. Year of inception 2012. The ground has facilities for outdoor games such as Football, Volleyball, and Cricket, etc.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 22.22

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

Response: 04

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 256.07

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
137.65	10.16927	14.71551	312.55068	16.95114

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The library is known as the heart of any academic institution. It is the powerhouse that has various sources of information through which knowledge is expanded. Keeping in mind this fact, the library of the college has been improving with increasing numbers of books. The college purchases books from time to time as per the funds given by the government. At present, it has a total of 5,413 books. These are most textbooks covering the syllabus of the BA Programme. The library is used by both teachers and students. The college Library is being taken care of by one Library Assistant.

The college has already transformed the manual library to an automated one (E-granthalaya) to help the students to find books that they require. Students can also search through Online Public Access Catalogue (OPAC). The college also has subscribed online journals (N-LIST) for students and teachers. Besides it, students also access online study materials from the National Digital Library, E-pathshala, Directory to Open Online Access Journal, and Online Reservoir of Indian Thesis (Sodhganga), whose links have given on the college website.

The college library has also made a previous question Bank, which gives immense benefit to students from the examination point of view. The soft copies of question Banks are available on the college website.

The college has also provided four computers (E-Corner) for students in the library, where students use these computers for surfing and downloading study materials etc. A Photocopier machine has also been provided in the library, through which students get the service of photocopies of study materials at a subsidized rate.

4.2.2 The institution has subscription for the following e-resources

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases
    6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 77161

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
00	40601	45204	100000	200000

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 8.3

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

Response: 20

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has IT infrastructure. It has 22 computers for students with a projector facility, three black and white laser printers, one colour laser printer and four digital photocopiers. The college has also the facility of LAN, Wi-Fi and 10 mbps internet connection. The PowerPoint presentation is too used for Foundation course like Computer Skills, which is taught by the IT faculty of our college. Besides a computer room, the college has a smart classroom, where teachers impart PowerPoint Presentations (PPT) as per the need of students. At present, the college has started providing Wi-Fi facilities in the college for teachers, students, and the office staff of the college.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10:1

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 29.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.23829	4.785	5.56751	6.95068	6.85114

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

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.

Response:

Sports facilities

The college owns a picturesque sports ground with natural grass, trees with an area of two acres. The ground can host a range of sports and games like football, cricket, volleyball, etc. The college also facilitates indoor games like carom, ludo, chess, Table Tennis, etc. The college has also a Fitness Centre for students. Our students too participate in different sports and games at the university level.

Computer

The college has 22 computers for students to develop their computer skills and to keep updating themselves with computer knowledge. All computers are updated and maintained regularly. There are four computers in the library, which are placed in the E-Corner section. One computer is used in the smart classroom and three computers are used in ICT enabled classrooms. Ten computers are placed in computer laboratory for students.

Library

The Library of a college is an essential pre-requisite for the successful implementation of quality higher education programs and it plays a vital role in its search for knowledge. The library of our college aims to support the teaching-learning actively and provide the students with updated knowledge and to ensure optimum utilization of the available resources.

Canteen

From the very beginning of the college, the college canteen has been functioning efficiently. The canteen is located inside the college campus. The canteen provides refreshment to students as well as teaching and non-teaching staffs. The canteen is run by a local private vendor who has been approved by the college authority. The canteen provides highly hygienic and standard quality of food. The Menu of the canteen with a price list is displayed in the canteen which is approved by the Canteen Committee of the college.

It serves a range of food and snack items at a very reasonable rate and remains open on all working days. Selling of junk food and cigarettes etc. are prohibited in the canteen. The performance of the canteen is closely monitored by the Canteen Committee from time to time. The canteen and its surroundings are always kept neat and clean.

Classrooms

The college provides energy-efficient classrooms with adequate sitting arrangements, board, teachers table, students' desks, light, fans, etc. All the departments are being advised to deliver few lectures through ICT enabled classrooms in a week. The college also encourages the faculty to continuously develop skills and knowledge on the latest development in their respective field. The academic building is facilitated with clean purified drinking water for students and well maintained urinal points for girls, boys and Divyang. Adjacent to academic the Academic building, there are three gardens, which make the campus beautiful and green.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 117.57

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
296	242	222	250	259

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 117.57

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
296	242	222	250	259

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills
    2.Language and communication skills
    3.Life skills (Yoga, physical fitness, health and hygiene)
    4.ICT/computing skills

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

  1. **Implementation of guidelines of statutory/regulatory bodies**
  2. **Organisation wide awareness and undertakings on policies with zero tolerance**
  3. **Mechanisms for submission of online/offline students' grievances**
  4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Upload any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 11.4

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	11	09	05

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 58.21

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 78

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	11	09	05

File Description	Document
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 4

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

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)

Response:

The college has an active Student Council (Student Union) since its inception. The Student Council is a body of students duly elected amongst the bonafide students of the college. Student Council election is made as per the schedule given by the Department of Higher Education, Government of Tripura every year. The following are posts of the Student Council elected by students of college every year.

1. Vice President

2. General Secretary

3. Asstt. General Secretary

4. Secretary, Social Entertainment

5. Secretary, Games & Sports

6. Secretary, Common Room for Men

7. Secretary, Common Room for Women

8. Secretary Literary Activities, Debates, and Meeting

9. Secretary, Drama

10. Editor, College Magazine (Men)

11. Editor, College, Magazine (Women)

12. Asst. Secretary, Men's Student Common Room

13. Asst. Secretary, Women's Student Common Room

14. Asst. Secretary, Drama (Women)

15. Asst. Secretary Games and Sports

In the year 2018, the maximum elected student representative has resigned from the Council. However, this is to say that, the Student Council plays an active role in the overall development of the college and it plays an active role throughout the academic year.

It organizes a Fresher's welcome and also helps students in various ways. Besides, the Student Council organizes various activities to promote the social responsibilities of the students by organizing Blood Donations Camp, extension activities in the neighboring communities, etc.

The Student Council also arranges the celebration of various auspicious days like Teacher's Day, Independence Day, Republic Day and Constitution Day, etc. The Students council also arranges the commemoration of the Birth of various important personalities like Mahatma Gandhi, Netaji Subhash Ch. Bose, Vivekananda, A.P.J Abdul Kalam. etc.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	03	0

File Description	Document
Institutional data in prescribed format	[View Document]()

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

Response:

Since the inception of the college in the year 2012, a total of four batches of students have passed out from this college. The total passed out student is 364 during the last academic sessions. In the year 2019, the college has initiated the process of the formation of Alumni and in this regard, two meetings were already held on 11th January 2019 and on 18th January 2019. In this meeting, the decision was made by alumni to start the process of Alumni registration. The Alumni Association of the college was registered in the year 2020 and since then they have decided in their meeting to organize many activities like blood donation camp and road safety program in the college. Recently, they had organized a road safety program in January 2021.

File Description	Document
Upload any additional information	[View Document]()

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The governance of the college is reflective of effective leadership in tune with the vision and mission of the institution

1. **Nature of Governance**

- The decision-making process of the college is based on the direction of the higher authority with transparency.
- The College is empowered to form committees/sub-committees by generally approving members as recommended by Teacher Council.
- The Principal-in-charge acts as the head of the college, who encourages all the staff, both teaching and non-teaching for the continuous development of the college.
- The Teacher Council and Sub-committees formed by Teacher Council advise the Principal-in-charge on academic and administrative matters. The Meeting of Teachers' Council is organized regularly. The minutes of the meeting are properly recorded and then the decisions are executed.
- The Student Union Council also participates in the overall development process of the college.
- The College provides a homely atmosphere to students and encourages their creativity through involvement and participation in various departmental activities. They are encouraged to ask questions and give feedback to take the required steps to enhance their learning.
- The College authority strictly maintains service rules, norms, code of ethics in the college prescribed by the government.
- Information relating to transparency is ensured through the availability and accessibility of information through the college website, RTI, etc.
- Financial management and financial transparency are done through the audit. For the Non-government fund, it is audited by the Directorate of Higher Education, and for others; it is audited by the Directorate of Audit, Government of Tripura and Accountant General, Government of India as well.
- The college follows the principles of natural justice concerning the matter in determining accountability.
- All administrative organs of the institution aimed at work with the core values, mission, and vision of the college.

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

Response:

The Principal is the Head of the Office who takes the lead in the governance and management of the college. He consults with the Secretary of the Teachers' Council and the Head Clerk regularly in running

the institution. Meeting of the Teachers' Council is arranged regularly to discuss the various affairs of the college with a special emphasis on improving the teaching and learning of the college. Decentralization is the key to the democratic administration and hence various subcommittees are made in the Teachers Council. For the smooth running of the college, the whole system of administration is decentralized. The institution also emphasizes the inclusion of all the employees working at different levels. Participation in the various activities and programs gives them confidence in their abilities and the values to become responsible citizens of the country.

The college has many sections like finance section, establishment section, academic section, etc. The college has formed many subcommittees like Academic Committee, Cultural Committee, RUSA Committee, Library Advisory Committee, Lower Purchase Committee, College Development Committee, Examination Committee, SC, ST and Minority Committee, Grievance Redressal Committee, Students Council (Election) Committee, Games & Sports Committee, Discipline & Anti Ragging Committee, Placement Cell, etc. to look after all the activities of the college. Every subcommittee is headed by a convener and the Principal is the Chairman by his/her post. The subcommittees meet, plan and then execute the plans for the effective functioning of the college by the participation of all the stakeholders. The Students' Council extends its support in executing all-important policies relating to students and places the demands and requirements of the students to the Principal. Feedbacks are obtained from the students from time to time to improve the quality of the services rendered. The decentralization and participation of all the stakeholders result in collaboration, unity, and team spirit which helps fulfill the mission and vision of the college.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Institutional plans are prepared by different departments and sub-committees and these get incorporated in the College Academic Calendar at the beginning of the session for the smooth working of the college. The principal conducts regular meetings with the department heads, conveners of different sub-committees, and student council representatives to discuss the plans and policies and their effective implementation. Having different objectives in mind, SWOC analysis is made and then strategies are formulated by concerned agencies to implement the same. The institution adopts various modes to monitor and evaluate different policies and plans for effective implementation and its improvement regularly. Feedbacks are sought from all stakeholders for further improvement in the service. Generally, all these things are discussed in the monthly Teacher Council meeting, departmental meetings, where policies are formulated, evaluated, responsibilities are assigned to different stakeholders, and a roadmap is made for its implementation.

The institution has its strategic plan and these are submitted to the department of higher education. Some of the salient features of this plan are

- The college has a plan to introduce new subjects like Geography, Economics, Hindi, and Sociology.
- The college has also plan to introduce new programs like Science and Commerce based on local demands.

- Introduction of skill-based course
- The college has the plan to build the boundary wall, developing the playground, building of hostels for boys and girls, quarters for staff, and a gymnasium for students.
- The college plans to build an auditorium.

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.

Response:

1. Governing Body

The Department of Higher Education, Govt. of Tripura is the highest authority of the college. The principal is the head of the college approved by the aforesaid authority.

2. Administrative setup

The Principal is the head of the office and the overall administration of the college is run by him with the assistance of the teaching and non-teaching staff of the college.

3. Function of various Bodies

The Principal administers the College as per formulated rules and policy of the Department of Higher Education, Govt. of Tripura and with co-ordination and advice of various bodies and Teacher council for the effective functioning of the college. The office is supervised by the Head Clerk. HOD-in-charge of each department looks after their department respectively. The important bodies of the college are:

3.1 Teachers' Council

3.2 Placement Cell

3.3 Internal Quality Assurance Cell

3.4 Academic Committee

3.5 Examination Committee

3.6 Anti-Ragging Committee

3.7 Grievance Redressal Cell

3.8 Cultural Committee

3.9 RUSA Committee

3.10 Lower Purchase Committee

3.11 College Development Committee

3.12 Games & Sports Committee

3.13 Students Council (Election) Committee

3.14 Committee against Sexual Harassment

1. **Service rules**

All the employees of the college follow Tripura Civil Services (Conduct) Rules, 1988 as they all are state government employees.

3. Procedures

The college follows standard Administrative procedures and office procedures for the proper functioning of the college. Files (Documents), Registers, and Assets are maintained systematically.

The college maintains transparency in office functioning (Governance), which is ensured by the accessibility of information through the college website, RTI Cell, etc.

The college conducts the free and fair election of the Student Union Council, following the rules and regulations of the Department of Higher Education, Govt. of Tripura.

6. Recruitment

Recruitment of full-time teachers, non-teaching staffs, and temporary employees are appointed by the Department of Higher Education, Government of Tripura. The full-time teachers are appointed as per UGC guidelines through Tripura Public Service Commission (TPSC) from time to time. However, the Guest Faculties of the college are appointed by the college itself as per the rules followed by the Department of Higher Education, Government of Tripura.

7. Promotion Policies

The faculty members of the college get their promotions through Career Advancement Scheme (CAS) following the directives of the Government of Tripura, which is based on the UGC guidelines. Recently, the Directorate of Higher Education, Government of Tripura has notified a new CAS Regulation in the year 2019 and 2020 and accordingly faculty members are getting their promotions.

The Post Graduate Teacher (PGT) and Non Teaching staffs of the college get their promotions as per the directives of the Government of Tripura and subject to satisfactory performance of the concerned staff.

8. Grievance Redressal Mechanism

The college has a Grievance Redressal Cell, Committee against Sexual Harassment (CASH), and Anti Ragging Committee to solve problems relating to the grievance of the students. All this information is

displayed on the college website.

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The welfare measures for the teaching and non-teaching staff are decided by the State Government by its regulations and policies. It is modified from time to time when recommendations of the pay commissions are accepted. A few welfare measures that enjoy the staff is mentioned below:

- Salary is revised from time to time as per the recommendations of UGC, Pay Commission/Pay Review Committee, an annual increment is given every year, DA is given from time to time.
- Promotion/Career Advancement Scheme gets implemented for all regular staff as per the guidelines of the UGC/State Government.
- Faculty members are encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programs, Seminars and Workshops for up-gradation of their academic knowledge.
- General Provident Fund Account and Group Insurance Scheme are available for all the staff.
- The College also provides an advance salary on the occasion of Durga Puja & Id to both teaching and non-teaching staff. Festival advance is also given to all employees.
- The staff of the college to gets three percent Annual Increment in their salary every year.
- The college gives half-pay 20 days Commuted Leave and 12 days Casual Leave to all the staff.
- The college also provides a pension, gratuity, and leave salary of 300 days (maximum) to their staff after their retirement.
- The college provides maternity leave and Child Care Leave (CCL) for women employees, on

humanitarian grounds.

- The college also provides 10 days of paternity leave to their employees.
- Medical bills are reimbursed for Gazetted employees. Group C & D staff, who are not entitled to medical reimbursement, are given a monthly medical allowance.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 51.77

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	08	04	05	04

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

A performance appraisal is a systematic and periodic process that assesses an individual employee's job performance and productivity.

In the year 2019, attention has been given to the necessity of the formal appraisal process. A well-designed appraisal system can provide immense benefit to an organization. Performance appraisal encourages accountability and responsibility among the employees. Responsibility and accountability should be aligned at every level of the organization. It improves the performance of the employees. Performance appraisal allows organizations to inform their employees about their rate of growth, their competencies, and their potentials. It enables employees in creating their individual developmental goals, which help in their personal growth.

All the teaching faculties of the college maintain their working report according to the works assigned to them along with the Leave statement of each month. In case of any circumstance that causes the assigned work undone, it is immediately recorded in the diary and reported to the principal for further steps. Those diaries are submitted to the Principal for inspection and further strategies are adopted where necessary. The regular process of evaluation and appraisal system improves the working culture of the institution and helps the Principal to provide required support and guidance for better performance. Non-teaching staff is not given any appraisal form but their performance is assessed by the Principal informally by looking at the timely completion of their assigned works appropriately. The principal directly communicates to the non-teaching staff and give required feedback for qualitative improvements in their assigned work.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Yes, the college conducts internal and external financial audits regularly. The college maintains its cash books and stock registers as per the guidelines received from the department and procedures followed in the Government offices. For this, there is a provision for both Internal and External Audit mechanism.

Internal Audit

The college accountant prepares an income-expenditure sheet under the guidance of the DDO of the College every month and it goes to the Treasury for passing of those bills. Besides it, each department/section maintains a stock register which includes the records of all kinds of purchases done by the college. The auditing of the stock register of each department is done by teachers.

External Audit

The external audit is done by the Department of Finance, Audit Directorate, Government of Tripura from time to time in the college. The college follows the codal formalities in procuring the various assets for the college. Lower Purchase Committee (LPC) and RUSA Committee are formed for taking decisions relating to purchasing. Recently a committee for GeM and E Tendering has been constituted for making all purchases online.

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

Response: 1100000

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

2018-19	2017-18	2016-17	2015-16	2014-15
100000	0	0	1000000	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Principal and DDO ensure that the fund is utilized for the specific purpose for which it has been obtained. The college has developed an effective system to monitor and supervise the mobilization of the

fund. On receipt of any fund, it is recorded in the head wise appropriate registers. The Principal in consultation with the Lowed Purchase Committee, RUSA Committee follows the formalities for utilization of fund. Quotations are sought from different vendors through giving advertisements on the college website and popular local newspapers. A supply order is issued against the lowest quoted vendor for the purchase of any material. At times, purchases are made through a local cooperative society given emergency procurement for petty official expenses. Of late, the department asked the college to make the purchases from GeM and E-Tendering process. Respective beneficiaries are added and the payment is made through Public Finance Management System (PFMS).

From the current academic session, the college collects Rs.100/- per student as a development fee to meet out any emergency expenditures for the development of the college. A nominal amount of admission fees, games and sports fees, common room fees, magazine fees, examination fees, festival fees are collected from students for organizing such activities throughout the whole academic year. The college administration ensures that funds are effectively utilized for the aforesaid purposes.

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

Response:

The college was established in the year 2012, got its UGC recognition under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head 'Government Colleges teaching up to Bachelor's Degree on 10th April 2018. The IQAC of the college has been set up on 19th December 2018. Since its establishment, the Cell has contributed significantly to institutionalizing the quality assurance strategies and processes. The following steps have been taken by the IQAC in this regard:

1. Development and enrichment of of college website for remote access for e-journals and e-books
2. Receiving Feedback from the stakeholders
3. Uploading the data of the college in the AISHE portal
4. Registration of Alumni Association
5. Uploading of question bank in the college website
6. Organized different seminars, workshops, and special lectures.
7. Planning and implementation of Library automation (e-granthalaya)
8. Subscription of online journal (N-LIST) and making awareness to students about its uses.
9. Making awareness about SWYAM students to pursue different courses through online mode.
10. Introduced E-Resource Bank in the college Library and Open Public Access Catalogue (OPAC)
11. Observance of special days was organized
12. Guardian meeting was conducted
13. Arranged training program for teaching staff Use of ICT in the teaching-learning process
14. Organized career counseling program for students.
15. Organized programs on the uses of Smart Class Room for students.
16. Organized program on Cyber Security for students
17. Organized a study trip to Historical place with the Department of History.
18. Organized different collaborative work with NGO and other Govt. stakeholder

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Since its inception, IQAC conducts regular meetings and reviews, strengthen the teaching-learning process, its structure & methodologies of operations, and learning outcomes at periodic intervals in the monthly Teachers'' Council meeting. HODs also convene a departmental meeting to review the teaching-learning process of the concerned department and take required steps for further improvement. HODs who are also members of the Academic Committee meet with the Principal from time to time to review the areas mentioned above. Feedbacks received from various stakeholders are identified on a priority basis and assigned to concerned officials for its time-bound solution. The periodic internal examinations and remedial classes help in assessing the learning outcomes of students. All the meetings, feedbacks, and assessments contribute to improve the teaching-learning process in the college, develop some structures and methodologies of operations. As a result of this, departments began to adopt strategies for completing the syllabus in time keeping in mind the need of the advanced and slow learners.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

Criterion 7 - 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 last five years.

Response:

The college shows gender sensitivity in providing facilities like Safety and Security and Separate Common Room for both boys and girls.

Safety and Security:

- The college is particularly sensitive about the safety and security of female students and staff.
- To ensure optimum security within the campus, private security guards are appointed round the clock.
- The college has a Grievance and Redressal Cell to look into issues like gender sensitivity.
- CCTV Cameras are also installed in the college (both in the Academic Block and Administrative Block) for the security of students.

Common room:

- There are separate & well-equipped common rooms for male and female students. Efforts are made to equip these common rooms with various indoor games facilities like Caro, Chess, and Ludu, Table Tennis, etc.
- Male and female washrooms are separate for students and staff, maintained with hygiene and cleanliness.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The college has the following waste management system

- Solid waste management
- Liquid waste management
- E-waste management Response

Solid Waste Management

Government Degree College, Santirbazar, Tripura has an established protocol for managing the disposal of solid waste in an environment and health-friendly manner. The solid waste is divided into three groups namely Biodegradable waste, Non-biodegradable waste, and Biohazards/Toxic waste. These are separately colored coded bins with proper labeling. No infectious or hospital-borne waste/biohazards is generated in our college. The college has done adequate campaigning through banners and an awareness manual for all.

Compost Unit

The college has installed a compost unit on the campus for the plants in the College. The raw material for the unit usually plants leaf which is collected by the NSS volunteers. After some time it is converted into compost and it is being used in the college garden.

E-waste management

Reuse is the most eco-friendly and cost-effective method for e-waste disposal. The college has taken a resolution to manage its e-waste into resources by employing an effective management system. The college uses its monitors, keyboards, mouse, and other electronic instruments appropriately and takes its proper care. Being a new college, it has not produced so much e-wastes so far.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge

3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: E. None of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **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**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

The college is very much concerned with bringing an inclusive environment, which promotes tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities in the institution. Many students get admitted to the college, who belong to a different religion, linguistic community, and socio-economic background.

1. In such a scenario, the college to bring national integrity 'Preamble' and the 'Fundamental Duties' of the Indian Constitution has been displayed in the Administrative Block of the college.

2. In the Holiday list of the college, equal importance has given to all communities (Hindu, Muslim, Buddhist, ST, etc) while giving holidays for observing their respective important festivals.

3. The college celebrates Republic Day and Independence Day with pomp and joy, which promotes national unity in the college.

4. It was further strengthened by the NSS Unit and the NCC Unit of the college by organizing different activities in the college from time to time.

5. While organizing cultural programs in the college, we provide equal space to all students in showcasing the cultural activities of their respective communities. As a result, it strengthens cultural harmony in the institution.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Constitution Day is celebrated in India on November 26, every year to commemorate the adoption of the Constitution of India. Constitution Day is also known as the 'Samvidhan Divas'. The Constitution of India is the longest written constitution of any sovereign country in the world. It also aims to create awareness of

Fundamental Duties as enshrined in the Constitution. On this day, our college too organizes the Constitution Day to aware of the constitutional obligations, rights, duties, and responsibilities of a citizen.

Every year "National Voters Day**"** is also celebrated on 25 January to encourage youth to participate in the electoral process. The right to vote is a basic right. Therefore, our college celebrates "National Voters Day" every year on 25 January to spread awareness among the youths so that they can cast their votes to a responsible person and participate in the development of the country.

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
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.	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college always puts effort to make students responsible accountable citizens and it encourages activities that foster greater values of life, such as, love, integrity, solidarity, fraternity, and patriotism within their personalities. Celebrations of National festivals are organized regularly by the college, which inculcates many aforesaid values among the students.

We celebrate our Independence Day each year with sincere respect. The national flag is hoisted by the Principal of the college with great honor. The Republic Day of India is celebrated in the college with earnest sincerity. The celebration starts with the formal hoisting of the National flag by the head of the college along with students.

Teachers' Day in India is celebrated commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan, the celebrated academician and second President of India. A special program is arranged every year by the students of our college as a tribute to the teachers. Students and teachers offer their respect and honor in front of the photograph of Dr. Radhakrishnan, with various cultural performances and speeches from students expressing their respect, honor, and gratefulness to the teachers, the celebration

continues to remind the central theme, i.e. the importance of teacher-student relationship in life. Similarly, students also celebrate commemorating the birth anniversary of Subash Chandra Bose and Vivekananda.

7.2 Best Practices

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

Response:

Best Practice-1

Title: Playing of National Anthem

National Anthem is a solemn patriotic song that is officially taken by a country as an expression of national identity. The National Anthem of India, "Jana Gana Mana", was written by Nobel Laureate Rabindranath Tagore. The song showcases the national heritage of India and exhibits patriotism, pride, and national allegiance. Hence, National Anthem is played every day in our college to inculcate patriotism among students.

Best Practice-2

Title: Displaying of Inspiring Quotations

Inspiring and motivational quotes provide us with a quick and timely burst of wisdom to get our focus back and hence offering inspiration and motivation is very much needed for the day or occasion. Often a quote can offer inspiration for the week, and inspire us when our normal motivation has lapsed.

Keeping in mind, every day, inspiring and motivational quotations are being displayed in the college. Reading inspirational quotes and motivational quotes is highly essential especially for students in the present competitive educational career. Reading quotes helps students to discover new things by enabling them to educate themselves in any area of life they are interested in and to do their research and thinking. It helps them to develop their mind and imagination and their critical thinking.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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The college vision is to provide higher education in the rural areas of the state and its mission is to provide quality education and to empower the rural youth with the capability to sustain effectively in the challenging society. In this context, the college has been gradually achieving these goals.

For example, the enrolment of students in the college is satisfactory. The number of students admitted in the first semester to the college is 110 in 2014-15, 291 in 2015-16, 219 in 2016-17, 207 in 2017-18 and 227 in 2018-19 and 238 in 2019-20. The appeared students in the sixth semester is 50 in 2014-15, 61 in 2015-2016, 61 in 2016-17, 96 in 2017-18, 142 in 2018-19 and 162 in 2019-20. The pass out students in the sixth semester from this college is also satisfactory as far as the rural area is concerned and it is increasing year after another. Total 37 students were passed out in the academic session 2014-15, 41 in 2015-16, 59 in 2016-17, 93 in 2017-18, 134 in 2018-19 and 145 in 2019-20. The graphical presentation of the performance is displayed on the website (http://www.santirbazarcollege.ac.in/home.html).

The College is glad that as per the information of the Alumni, 52 passed out students are pursuing their higher education in different areas like MA, B.Ed, and B.Lib, etc. Many of the students are also in different jobs, both private and government and many too got jobs during their course in the college.

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5. CONCLUSION

Additional Information :

In addition to the information provided in SSR regarding our college, we wish to add the following as our long-term goals which are already in the domain of planning.

1. Construction of College Boundary

2. Separate hostels for both boys and girls

3. Construction of staff quarters

4. Extension of Sports facilities

5. Construction of Auditorium

Concluding Remarks :

The college has been serving the society at large for the last 8 years providing holistic education, rooted in values and skills. It will continue to strive for the pursuit of knowledge, modify practices and extension activities in accordance with the needs of the society as a whole. Being progressive in nature a radical pragmatic teaching-learning process enriched by new technologies and methodology will be adopted to produce young enthusiastic and empowered students into society.