



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		DASARATHA DEB MEMORIAL COLLEGE
• Name of the Head of the institution	Dr. BC Das	
• Designation	Associate Professor	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	918132804310	
• Mobile No:	9436453660	
• Registered e-mail	dasarathdebcollege@gmail.com	
• Alternate e-mail	ddmciqac@gmail.com	
• Address	Khowai, Lalchera	
• City/Town	Khowai	
• State/UT	Tripura	
• Pin Code	799201	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Tripura Unviersity				
• Name of the IQAC Coordinator	Sri Gour Pal				
• Phone No.	919402954291				
• Alternate phone No.	9402954291				
• Mobile	9402954291				
• IQAC e-mail address	ddmciqac@gmail.com				
• Alternate e-mail address	dasarathdebcollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.ddmctripura.edu.in/sites/default/files/AQAR_2019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.ddmctripura.edu.in/sites/default/files/Academic_Calendar_2020_21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.4	2016	16/01/2016	18/01/2021
6.Date of Establishment of IQAC			11/07/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NA	NA	NA	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Implementation of effective online classes for students. Organising webinar/seminar/workshop Organised workshop on Skill Development Programme Initiation of Sapling Plantation for Green campus Organised Blood Donation camp		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Implementation of online classes for students.	Online classes implemented for students.	
Organising webinar/seminar/workshop	College has organised seminar/workshop	
Encouraging faculties to attend FDP/RC etc.	Several faculties have attended FDP/RC etc.	
To introduce NCC in the college	Letter has been sent the authority regarding the same and is in process	
13. Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	19/02/2020

Extended Profile**1. Programme**

1.1	234
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Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1	2716
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Number of students during the year

File Description	Documents
Data Template	View File

2.2	339
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3	737
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Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1	33
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	2070375
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The courses in all the programmes of the College are developed and implemented having relevance to local National and global development needs. Each department of the college imparts education as per the direction of Board of Studies which is comprised of faculty members, educationists, subject experts and other representatives. After a through discussion and justification, they approve the syllabus of any subject. They present programme outcomes, specific and general objective outcomes. The Board of Studies of each subject justifies the relevancy and requirement of any programme</p>	

that the department offers. The meeting of the Board of Studies is conducted every year to revise courses as per the requirements of the three unities of time, place and action. The minor revisions are made every year and after 3 years major amendments are made by this Board of Studies if deemed fit for the required amendments. Students' teachers' and parents' feedback are also taken for upgradation of curricula.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college conducted online examination during the year 2020-2021 as per the guidelines given by Directorate of Higher Education and the Tripura University. Students' emails were collected, WhatsApp groups were made by all the departments and work from home was initiated by the government due to covid-19. Students were learning sitting at home and appearing in the examination in online mode. Teachers evaluated answer scripts on screen of the laptops/desktop and some of the teachers took print out and evaluated answer scripts. The University cut the syllabus for the final examination and the questions papers were set accordingly.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the

C. Any 2 of the above

affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
19	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	

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

1

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

All the programmes in the college are interlinked with each other for development of human values among students. The college offers courses to students based on Indian constitution, gender-studies, environment science studies etc. Social Science and Humanities are most important for development of education and the development of human values, the foundation course of English subject is to develop, human values like sincerity faith, trust, love, affection, gratitude, discipline, devotion, dedication, sacrifice, serenity, hygiene oriented neat and clean environment and enable students to be free from all diseases like stress, tension and worry. All the subjects of language with the help of all chapter strive hard to imbibe socio-economic, moral, cultural, ethical and other human values. They mostly form the Generic Elective courses under the choice-based credit system. They are independent subjects and Board of Studies has done a great job to choose such subjects in the curricula. Human Rights, Gender- Studies, language, education and all other subjects instil these value-based education with the help of organised lectures. Indian ethics and philosophy-oriented lectures. These courses related to gender issues aimed at promoting gender equality and focus on women empowerment. Almost all the topics of Social Science subject and humanity play prominent part in providing human values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

6

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

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

737

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

**from the following stakeholders Students
Teachers Employers Alumni**

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.ddmctripura.edu.in/IOAC_NAAC

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1364

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

441

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The assessment / evaluation process in the college is followed according to the university guideline. Both the formative and summative methods are followed in the college to assess the learning level of the students. The college has initiated internal assessment examination according to the university examination rules for both honours and general course students. These internal assessment tests are held according to the tentative dates given in the academic calendar of the college. During the 1st half of the session all the internal examinations were conducted in on-line mode as all the off-line academic activities were suspended due COVID-19 .

In the formative evaluation process, quizzes, projects, debate competition, group discussion etc are also conducted at the departmental level and college level. Summative method is followed at the end of the session through year-end examination but for this academic session all these examinations were conducted in on-line mode due to COVID-19 scenario. The departments conduct all of their evaluation process within the framework decided by the college examination committee. Answer scripts are evaluated in the concerned department and results are displayed accordingly in the college website and departmental WhatsApp groups. Departments also maintain merit register to monitor the progress of students.

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

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

Number of Students	Number of Teachers
2761	33

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

As the first and foremost condition for an effective learning system is student/learner centric education, hence we are always very much aware to provide the same. In this regard, science students are provided experiment based learning during their practical classes as well as during their assigned project work in the final semester. Students of all streams participate in different activity based learning through NSS and departmental projects/workshops/seminars. To develop a stronger bond and greater accountability towards the society students are always encouraged to organize different awareness programme and to perform different civic activities viz. blood donation camp, provide basic medical support during the crisis period like Covid-19 pandemic etc.

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

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

There are two smart classes available in the college and all the faculty use these ICT enabled classes to impart latest updated knowledge to their students in the best way they can. Through these classes we try to give our student a greater exposure to the rest of the country, as well as to the present world scenario of their concerned subject of study. Students are also able to follow the lectures of renowned professors / personalities from all over the globe.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.ddmctripura.edu.in/internet

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

258

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessments are done mainly through two tests organized by respective departments with the help of examination committee and as per university guideline. These tests and related evaluation are done according to the time frame of academic calendar. Various methods like written test, assignment, project work, practical tests for science students, vive-voce etc. are used to assess the improvement of understanding level of students.

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

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

The internal examination is held in a very transparent manner in the

college. The evaluated internal examination answer sheets are shown to the students for any clarification to ensure transparency in examination marking system. The students, however may approach the HOD of the respective subject and raise any grievances, if any. The matter, if necessary, may be brought to the notice of the Examination committee and the Principal. The whole grievance mechanism is dealt in time bound manner and in efficient way.

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

2.6 - Student Performance and Learning Outcomes

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

The teachers and students are of the stated program and course outcomes of the Programmes offered by the college. The PO and CO are displayed in the college website. The students are well explained about the CO and PO during the induction programme at the beginning of the session to clear their academic queries and make them future ready.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.ddmctripura.edu.in/sites/default/files/DDMC_PO_CO.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The course outcomes are evaluated by the institution through the internal examinations conducted by the college throughout the academic life of the students in the college in various semesters. Special lectures, class test, field study wherever necessary are some of the others methodology practiced by the college to attain the course outcomes. The Programme outcomes of the college are achieved through the final semester examination conducted by the affiliating Tripura University.

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

2.6.3 - Pass percentage of Students during the year

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

737

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://www.ddmctripura.edu.in/sites/default/files/Students%20Satisfaction%20Survey2021.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

the year

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

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college takes part in various extension activities as part of the social responsibilities and to connect with the neighborhood community and build a holistics approach with the community outside the campus. The college carry out the extension activities mainly throught the NSS Unit of our college. The NSS unit actively performs the activites through its vollunteers. The NSS Unit has adopted a rural village and has carried out various activities in the village like. Cleanliness drive was carried out in the village. Keeping the Covid-19 breakout the vollunteers also distributed mask and sanitizers amongst the villagers and make them aware of the Covid-19 and its prevention. The college also conducted blood donation camp in the college to sensitize the students to social issues.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

9

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

399

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

0

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

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

0

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

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

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our Institute -"Committed to produce competent engineers to cater the needs of society by imparting skill based education through effective teaching learning process" through technically advanced educational tools. .

From the inception of the academic year, need-assessment for replacement / up-gradation / addition of the existing infrastructure which is carried out based on the suggestions from higher authorities, Institutional Head, Heads of the departments, lab technicians after reviewing course requirements, student computer ratio, budget constraints, working condition of the existing equipment and also students grievances. The requirements regarding classrooms, laboratories, infrastructure development and other equipments are planned by respective department and development committee of the Institute. Optimal deployment of infrastructure is ensured through conducting awareness programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through various awareness programs. The optimal utilization is ensured through encouraging innovative teaching - learning practices for every department. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra - curricular activities, parent teacher meetings, meetings, seminars, conferences etc. Institute provides huge collections of books in its library. Also there is provision of having remote access to get e-books, e-journals. Institute has well equipped laboratories for the students to do practical which enhance the learning process. Academic Facilities.

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

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

The college has a Physical Education department where there are a good number of students who have taken Physical education as a core subject. Not only students of the Physical Education department also other students are active in participating in various sports activities. The college administration also lays emphasis on sports - both indoor games like carrom, chess, badminton, and outdoor games like volleyball, football, cricket, etc. along with academic excellence. From that point of view, indoor and outdoor games facilities are being raised to a satisfactory level for the students and are under the strict vigil of a Physical Education teacher who sees that the games and sports are helping the participants to attain all round development primarily from the point of mind and body. There is an open ground utilized by the students for practicing various games. Practical classes of the Physical Education department are also conducted in that playground. The students of this college have also participated in inter-college, state, national and international level sports competitions and have won prizes. Yoga Day is celebrated on 21st June every year with great enthusiasm. The physical education department of the college aims at providing a safe and healthy atmosphere for its students and staff members. The college firmly believes in co-curricular activities so that the students may develop themselves in all spheres keeping pace with the modern education system. And so there is a Social Entertainment and Debate, Literary Activities and Magazine Committee in this institution, who looks after the various cultural activities to be performed during Freshers' Welcome, Teachers' Day, organizing quiz, debate competition, celebrating national and international commemorative events in the college campus. The Senior faculty members keep on mentoring interested students for cultural activities. Wall magazine is maintained by almost all departments where students contribute their write ups, drawings, which in turn highlight their talents. A separate auditorium is about to be completed which has the intake capacity of 700 seats. This participation of students in various sports, games and cultural activities help students in developing interpersonal interaction, team spirit and leadership quality.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

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

The college library is automated using Integrated Library Management System (ILMS) . The college used the Library automation software GDESIRE LMS. It has bar coding facilities. More than 21 thousands books are available in the library and can be accessed through the software.

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

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

5.52

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

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

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

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The IT sector is one of the rapidly expanding sectors. Dasharatha Deb Memorial College, in order to cope with the age of modern technology, does not lag behind in possessing IT facilities in the institution. To cater to the demands and updated facilities for the students IT infrastructure are in constant change and modification. Not in terms of hardware but in terms of software also the integrated system is in the constant developing process. We prefer the genuine versions of the software in use. IT department keeps a keen vigilance on the activities of the students as there is a high percentage of variability to deviate in the vast domain of Big Data. Constant guidance is provided to them and at the very same time, they are encouraged to restrain their digital surfing in accordance with the syllabi or any other related arena. The College has a computer Laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and two ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Conference hall with an LCD projector and screen. The college is in possession of 41 (forty one) Desktops and two (02) Laptops. Among these, 27 computers are used by the students and the rest are used by the office and teaching community for administrative and academic purposes. The college also possesses other ICT equipment such as printers, photocopiers, projectors screen, and speakers in adequate numbers and are used for the sake of the students. Keeping pace with the modern technology all official works including salary related matters of the faculties and the staff, other financial transactions are made through online treasury using HRMS (Human Resources Management System) and PFMS (Public Finance Management Systems). At present, the college has a broadband connection, and this facility is accessed in our day to day work. Even marks uploading during the final examination is possible only because of this connection.

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

4.3.2 - Number of Computers

47

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has an established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The College Development Committee looks after the physical maintenance of the college. Foremost priority has been given to the proper maintenance of the college infrastructure like laboratories, library, sports complex, computers and classrooms. With the assistance by the Dept. of Collegiate education through annual plan funds, the laboratories are revamped with sufficient stock of equipment and chemicals as equipped laboratories are playing a pivotal role in science education. Separate science labs are there for UG programs and all the labs are equipped with state of the art facilities. Instrument rooms, which are dedicated space for specialty instruments, also are properly maintained. Repairing and renovation works have been done annually to ensure safe and student friendly lab sessions. Service of trained laboratory staff also is ensured for the conduct of lab classes. Apart from this facility, many of the departments have department libraries maintaining subject specific books in sufficient numbers for the benefit of teachers and students of respective departments. Much importance is given to the sports amenities in the campus. College has two playgrounds for carrying out sports and games events like volley ball, handball, ball badminton, basketball, kho-kho, kabadi etc. Facility for practicing cricket in nets also is here in the campus. Recurring grants are ensured for the purchase of new sports goods and for the maintenance of existing facilities. Nearly 50 computers are there in the campus for the use of students and teachers. Regular service and maintenance of the computers are done with the use of plan funds. Only those systems which are thoroughly unusable are dumped or put forward for writing off as e-waste. UPS and other supporting facilities required for the functioning of computers are ensured with the help of supporting funds. It is ensured that classrooms have sufficient furniture to accommodate the students comfortably. Black/white boards are there in all class rooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.ddmctripura.edu.in/sites/default/files/Policy_4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
1858	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

70

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

70

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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)

The college has a well organized means of engaging the students in various administrative, co-curricular and extracurricular activities of the college.

1. Administrative Activities: • The college students take part in various administrative activities of the college. Students also participate in the administrative activities by becoming members of different communities. 2. Co- curricular and Extracurricular Activities • The college students are encourage to take part in various Co-curricular and Extracurricular activities. The college

has a well established NSS cell. Several students take part as volunteers of the NSS in the college. The NSS volunteers organized NSS Week every year where several activities are taken up like cleaning drive, books distribution and food distribution to the needy of the society in and around the college. • The college students also take part in various cultural activities of the college. The students actively participates during the celebration of national festivals, Independence Day and Republic Day celebration, Freshers' Day celebration, Kokborok Day, Sarawati Puja celebration etc.

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

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

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

1

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

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

The college has an Alumni Association where the alumni gather to meet from time to time. However the Alumni Association is yet to get its registration. The registration of the association is under process.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to become an institution of excellence at the national level by preparing students who will be ready to take social, economic and environmental challenges and become able citizens in shaping the nation as well as contribute to the world.

The mission of the college has always been the development of a complete student. Being the oldest degree college in the district, the main goal and objective of our college is to achieve and maintain excellence in student performance with respect to grades, discipline, placement, extra-curricular activities and social work. Besides this our mission is also to:

- 1) Provide value-based education.
- 2) Mould the character of the younger generation.
- 3) Have such a system of education which facilitates the overall development of the personality of the students.
- 4) To inculcate ethical and moral values among students and also to encourage them to become integrated honest citizens capable of handling their careers and lives effectively.

DDM College aims towards the development of each and every student and focuses on a comprehensive and balanced education. The college

strives to inculcate ethical and moral values in the students and encourages them to become integrated, honest and responsible citizens. This is being translated through effective governance.

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

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

As a Government Degree College, DDM College is fostered by Directorate of Higher Education, Tripura for the management and administration along with rules and regulations, policies, decisions etc. Principal In-Charge, being the highest authority of the College supervises and co-ordinates the different aspects for the welfare and smooth functioning of the College. Principal In-Charge is assisted by Teachers' Council (a body elected every year by all the teachers) which imparts an active role in administrative and academic arena of the college. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. This ensures transparency in policy execution. Regular meetings are held by the Principal of the College with the teaching and non-teaching staff where various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The office administration of the College is headed by the DDO (Drawing and Disbursing Officer) who works in coordination with the office staff headed by Head of Office. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. The participative decision making ensures total participation of all the people concerned.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of DDM College focuses on different aspects which are as follows:

1. To achieve global standards in education.
2. To impart quality and value-based education.
3. To encourage and facilitate Interdisciplinary Research.
4. To aim for Personality Development of the students.

The college aims at ways and means to improve the quality of teaching and learning which will accelerate the academic as well as co-curricular performance. All the faculty members are encouraged and kept updated for applying in research grant projects, funds for organizing National level Seminar/Conference/workshops etc. The students of this college also participate in the state and national level competition. DDM College has always given priority to the all-round development of students especially to girls' students as they are coming from rural background to empower them so the institution stresses on outreach programmes through NCC and NSS thereby inculcating in its students an awareness of the value of holistic education and empathy for the less privileged sections of society. The stakeholders are always motivated to introspect, benchmark and propose innovative ideas which are very much necessary for continuous growth of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

DDM College, Khowai is under the Education (Higher) Department, Government of Tripura. However, Principal In-Charge is the administrative head of the College. The Principal along with the Teacher's Council and Office is involved in the academic conduct and administration implementation of the College. Principal ensures that regular day to day operations are properly conducted, through interactions and regular meetings with conveners of different sub-

committees of Teacher's Council, teaching and non-teaching staff, Heads of Departments etc. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. Committees for co-curricular activities under the Teachers' Council conduct different activities those are aimed at enhancing overall development of students. Administrative Committees like Examination, Academic, Purchase, Discipline, Sports, Admissions, Library etc. work for the smooth conduct of all administrative activities of the college. In addition to these, a vibrant ALUMNI association helps in maintaining the bond between alumnus and the college. The Student's Council helps in representing the opinion of the students in different matters of importance in the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

DDM College is a Government Degree College under the Directorate of Higher Education, Government of Tripura and offers the following

welfare schemes for all of its employees.

1. The Government has provided Group Insurance scheme and GPF to the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the times of need.

2. Maternity (180 days) and paternity (07 days) leave.

3. CCL (Child Care Leave) for eligible mothers for two children below the age of 18 years.

4. Medical allowance of Rs 500/- for non-Gazetted employees.

5. Medical Bill (maintaining codal formalities as per existing Govt. norms) reimbursement facility for all Gazetted employees of the college is also available.

5. Casual leave of 12 days for all categories of employees (Gr-A, B, C & D).

6. Medical leave for 20 days (without commutation) is available for all categories of employees (Gr-A, B, C & D).

7. Earned leave of 30 days for all Gr-C & Gr-D Staff are available as per State Govt. Norms. However, for teachers like Associate Professor, Assistant Professor, PGT, there is no such direct provision of leave. But in each year almost all of them are detained by the affiliating University (Tripura University) for central evaluation works and after successful completion of their central evaluation, all of them are given proportionate amount of earned leave (EL) from the Directorate of Higher Education.

8. Pension benefits in the form of Gratuity, Leave encashment, GI, Monthly Pension, GPF all are provided to the employees after superannuation.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

7

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

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

Performance appraisal of the teaching staff (Associate Professor & Assistant Professor) is done through CAS (Career Advancement Scheme) as per UGC Regulations-2018. The CAS document reflects the details of refresher/orientation course/workshops/seminars etc. organized or attended by the teaching staff yearly as each one of these carries marks which will be added up for promotion to next grade. The teaching performance is also evaluated on the basis of the involvement of the teacher in administrative activities of the college and shouldering of additional responsibilities in addition to the teaching-learning activities which are reflected in the teachers' diary. Due weightage is given for innovation done by teacher in the teaching-learning activities, community work etc. A committee headed by the Principal, subject expert and senior faculty member grades the teacher on the overall report submitted by the teacher and approved by concerned HOD and recommends to higher authorities for next course of action.

For non-teaching staff, the appointment is made through the Government of Tripura and after joining the department as per service rules, they are given promotions as and when the Departmental Promotion Committee (DPC) recommends.

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

6.4 - Financial Management and Resource Mobilization

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

Financial audit of the accounts is an important process and is strictly followed by the DDM College, Khowai under the direction of the Directorate of Higher Education, Government of Tripura. The college undergoes an internal audit conducted by the Department of Higher Education and external audit by the AG office as per notifications. They verify and confirm all finance related documents. Report of audit is submitted to higher education department and AG office. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the Principal and DDO. The copies of the audit are also preserved in the college for records.

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

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

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

0

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

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

The institution is under the Government of Tripura, so the funds to be utilized are primarily allotted through the Department of Higher Education, Government of Tripura. Funds to be allotted for the institution go through the exercise of forming annual budget as per

requirement. The same is being discussed with chief Accounts Officer / Financial Advisor for allotment of funds under different heads under the Finance Department and allotted to the college through the Department of Higher Education. Optimum end use of the funds is made as per the rules and regulations as formulated by the authority. The college also utilizes funds received from RUSA for the various developmental activities like infrastructure development, maintenance and purchase of assets. Within the institution funds are mobilized out of a specific percentage of the fee collected from the students which goes under the head development fund. These funds are grouped under heading non-governmental fund. These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development committee and lower purchasing committee are framed.

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

6.5 - Internal Quality Assurance System

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies are initiated by the Internal Quality Assurance Cell (IQAC) of DDM College, Khowai which are as follows:

1. All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teaching-learning process and research and are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.
2. The college also provides platform for the students to participate in Intra- College and Inter -College level debates, competitions, seminars etc.
3. The IQAC of the college are also monitor the academic activities of the college and online classed during the Covid-19 pandemic.

File Description	Documents
Paste link for additional information	http://www.ddmctripura.edu.in/IOAC_NAAC
Upload any additional information	No File Uploaded

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

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals and tries to include the recommendations by the NAAC peer team during their visit. Some of the activities of IQAC in this regard are:

1. Feedback from parents, alumni, students regarding infrastructure, faculty, teaching- learning process and evaluation: The feedback significantly shows the actual quality of teaching learning process, the shortcomings of the infrastructure. The whole process of feedback is being operated through IQAC.

2. Teacher's Diary: With the initiative of IQAC all teachers have started maintaining Teacher's Diary to record their daily class activities and Syllabus completion. The syllabus distribution, awareness among students and faculties regarding the POs and Cos all are initiatives taken by IQAC.

3. The strengthening of ALUMNI association was a priority with IQAC and its activities are improving day by day with the initiatives taken by the able members.

File Description	Documents
Paste link for additional information	http://www.ddmctripura.edu.in/IOAC_NAAC
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF

C. Any 2 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.ddmctripura.edu.in/IOAC_NAAC
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counselling etc. The institution organized 'Self-defense training' for the girl students. Awareness programs like importance of human rights, Rights of Women in Domestic problems, Cyber security awareness programs related to the safety and security of women employees and students are conducted periodically. The institution constituted the following committees as per norms laid by University/DHE/UGC: Institution Grievance Redressal Committee, Anti-Ragging Committee, Sexual harassment prevention cell, Disciplinary Committee, Students Welfare Committee, Safety & Disaster Management Committee and Mentoring Programme cares for the well-being of students and staff in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs. The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. The institution has a dedicated Counselling Centre and good mentoring system for the students to take care of their academic, emotional, social and cognitive development. Personal Counselling is provided to the students at different levels. There are separate washroom facilities

for girls and boys. The institution has a common room for girl students. Faculties of this institution also take initiative for formal and informal avenues for counseling male and female students and staff for academic and other issues/problems. The institution employs one male and one female security guard. Safety, security and well-being, along with gender equity and friendly working atmosphere are available in the campus.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

Dasaratha Deb Memorial College has deep concern to protect environment, health and well-being through implementation of effective waste management practices. Awakening to control 'throw-away' life style and grow consciousness of generating less waste among students, staff and faculty members has also been adopted. Our house keeping staff, gardeners and sweepers help in segregation of waste. It is segregated at source and collected by Safai Karmachari to dispose off properly to the dumping yards of Municipal Council, Khowai. Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to

authorize vendors for its recycling. College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp as groups, email and smart classroom for document, meeting minutes, memos and notes in office practices as environmentally preferred alternative to waste management to reduce pollution. Students are encouraged to use waste paper and newspaper in creative practices during various extracurricular activities. Biodegradable kitchen waste from cafeteria, horticultural waste such as dried leaves, twigs, and plant clippings is collected from all around the campus and used for different work. Dustbins have been installed throughout campus for waste segregation. All concerned of this institution involve in practice to maintain the neat and clean of the campus.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**

B. Any 3 of the above

4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

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

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

D. Any 1 of the above

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

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

The institute is proactively taking efforts in providing an inclusive environment. The college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party, teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, Kokborok Day, International Language Day, festivals like Saraswati Puja celebration, Holi Milan celebration, New Year celebration, etc. religious ritual activities are performed in the campus. Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. NSS Unit of our college is participated in various programmes related to social issues. Food Distribution to needy people has been conducted by the NSS unit of this college. Blood donation camp is annually organized at College premises in association with Khowai Government Hospital where students, faculty and staff contributed voluntarily by

donating blood for the noble cause of serving society and proudly adorn the badge of a blood donor.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Dasaratha Deb Memorial College undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Constitution day is celebrated at college premises on 26th November every year. Speakers narrate the fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India and appeal to all to remember the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The whole country is government on the basis of the rights and duties enshrined in the Constitution of India. As a part of strengthening the democratic values voters awareness programme and voters day are celebrated by this institution. Swachh Bharat Abhiyana and Vigilance Awareness programme are also celebrated by the institution in every year. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. A separate NSS unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve the society. The NSS unit and teachers' council of the college has carried out wide plantation programme on the occasion of Van Mahotsav, as well as plant protection programs in the college campus to promote a green environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	No File Uploaded

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

Institution celebrates national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities the institution celebrates Republic Day, Independence Day, Gandhi Jayanti, Birth Anniversary of Netaji Subhash Chandra Bose, Swami Vivekananda, Dr. Bhimrao Ambedkar, Sardar Vallabh Bhai Patel etc. to encourages students, faculty members and other staff to remember our national leaders and their sacrifices. On birth anniversary of Sardar Vallabhbhai Patel on 31st October the institution celebrates Rashtriya Ekta Diwas (pledge is taken by staff and students on National Integration Day) every year. The College makes tremendous efforts in celebrating the national and international days, events

and festivals throughout the year. The college also believes that education will allow the students to bloom, blossom, giving them the right platform where they will work towards becoming a responsible citizen.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 2020-2021

1. Title of the Practice: MENTORING SYSTEM FOR STUDENTS.
2. Objectives of the Practice: To minimize dropouts, improve performance and reduce stress of the students through personal counselling.
3. The Context: Students are new to professional college life. It creates a lot of stress, personal, academic, physical, and mental problems especially to students who are away from family for the first time. Students from educationally weak background feel complex and hesitations in class and unable to perform well due to inhibitions. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.
4. The Practice: Each teacher of this institution take the responsibility as mentor to guide the students during their study.

- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic, etc.

- The mentors encourage the students to participate in co-curricular

and extracurricular activities and sports.

- Their academic performance and other activities are all recorded.
- The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc.
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.
- Students problems are discussed with the departmental heads, other faculties and necessary action taken to solve it.

5. Evidence of Success: Evidence of Success of the practice includes better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staff.

6. Problems Encountered and Resources This practice requires committed teaching staff who has the sime to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

7. Note: Sufficient faculty members are required for a grand success of this practice.

Best Practice - II

1. Title of the Practice: EFFECTIVE TEACHING-LEARNING PROCESS.

2. Objectives the • To ensure the completion of syllabus according to the academic calendar of College.

- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching.
- To improve pass percentage, average marks in each semester and

enhance the number of ranks bagged by the college at the university level examinations.

- To increase the placement of college as quality of students would be improved.

3. The Context: Teachers use different methods to teach in class. It was observed that syllabus coverage remains a challenge when there is need of uniformity. The teachers find it difficult to keep pace with the techno - savvy student learners. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching - learning needs to be bridged.

4. The Practice: Academic calendar is planned by the IQAC Committee of this institution in guidance of Head of institution.

- Academic calendar is uploaded on the website of college for information to students, teachers and others.
- On the basis of that, every faculty prepares the academic planner in the form of course file which is audited by the department head.
- The heads of different departments monitor the pace of coverage of the syllabus.
- Timely Feedback is obtained from students regarding the content delivery by different teachers.
- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the semester - end examinations.
- All the departments adapted their class room teaching with the help of ICT as possible as for the betterment of the teaching learning process.

5. Evidence of Success: Maximum teachers have adopted modern pedagogic styles and ICT in their classes.

- Appropriately paced and timely completion of syllabus.
- Increased attendance in the classes.

- Improvement in results.

6. Problems Encountered and Resources This practice requires a monitoring system which can show the progress and gaps at each point of time. The different committees of the institute are serving the purpose but it needs upgradations as the time changes.

7. Note:

- Teaching is the core area of an educational sector. In an educational institution efficient handling of the teaching-learning practices enable a conducive to meaningfully engage the student voice. Student-friendly teaching learning environment can be created to foster a better learning among students.
- To develop the institutional culture to engage students and strengthen the student- teacher relationship further.
- To help teachers benefit from the student feedback and evaluation on teaching methodology and classroom learning process.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The College has provided tremendous thrust and priority to its Program of Diversity Inclusion and Integration - an area distinctive to the Vision of the College. The Vision of the College is to educate, enable and empower to students. The College emphasizes the need to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. The Mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to build a life of the mind and sensitize and orient its students to the service of the community, in the quest for a better life for society and the world that we inhabit. Under its Diversity Inclusion and Integration Program, the College during Covid-19 pandemic in 2020, provided a vital support structure to conduct Online Teaching-Learning for the students. The College Administration takes a special initiative to provide scholarship to the students smoothly. As a special thrust, societal development is

also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. Vision of the institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them to achieve excellence in various fields, thereby als

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The college plans the following steps for implantation in future:

- Improvement in ICT based infrastructure.
- To install modern teaching tools in the smart classroom.
- Enhancing academic excellence through the use of smart classroom.
- Upgradation of science laboratories.
- Regional /National seminar will be organized by different departments of Arts, Science, and Commerce.
- Setup of new computer classroom.
- Strengthening the supports for stu