



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

DASARATHA DEB MEMORIAL COLLEGE

LALCHERRA, KHOWAI, TRIPURA

799201

www.ddmctripura.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Dasaratha Deb Memorial College has started its journey on 24th November, 1979 at Government Higher Secondary School, Khowai with only 14 students. The college was then affiliated to Calcutta University, West Bengal. The foundation stone of the college building was laid by late Dasaratha Deb, the then Education Minister, Government of Tripura in 1987. The earlier name of this college was Government Degree College, Khowai, which was renamed as Dasaratha Deb Memorial College in 2000. The college strives hard to imbibe, inculcate and infuse national integration along with enabling them to know their latent talent for the development of spiritual values too. The location of this college is at an ideal place in Khowai town. This institution caters to the needs of the students belonging to all sections of the society. This institution provides an innumerable contribution in the development of higher education in Khowai. The government of Tripura has provided adequate support for the development of this college. A new administrative block and a new library and classroom block has been constructed in 2011, which is being used at present. The college as a constituent of the Directorate of Higher Education, Government of Tripura receives salaries of the staff from the Government of Tripura and receives fund for general development. In the current academic year 2021-22, total number of 3027 students are enrolled in various disciplines exhibiting a typical example of multi-disciplinary co-educational institute. The college has adopted semester system along with other Government Degree Colleges in Tripura in 2014. Tripura University is the affiliating university which is implementing Choice Based Credit System (CBCS) and has already included various upcoming subjects which will increase the employability of the students. Our endeavour is to take Higher Education out of traditional contours and make it more job and market oriented, accessible to all segments of society, ensuring gender equity and increasing rate of employability. The college is visionary to implement National Education Policy- 2020 immediately after getting the order from the higher authorities

Vision

The Dasaratha Deb Memorial College believes in scientific oriented learning and shall have the potential to provide excellence in academics. A continuous drive of modernization takes place in the infrastructure of the college. The faculty of the college is committed to provide an outstanding exposure to its students. Provide a sound education in basic science and humanities. The college is all set to take off for the zenith in teaching and research. The college does not do different things but try to do things differently.

Mission

1. To develop academic excellence by building competence for community service.
2. To empower stakeholders by exploring their hidden potential.
3. To foster independent thinking in students by offering academic atmosphere congenial for metamorphosis of a novice into seer and sage.
4. To develop socially responsible and committed citizens and equip them with values and ethics to serve the society at large.
5. To ensure safety of heritage, culture and environment by creating awareness amongst the clientele.
6. To encourage faculty, students for performing more research & development activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The Dasaratha Deb Memorial College Khowai is the oldest college of Khowai district of the state. It caters to the students in the state of Tripura and Khowai district in particular belonging to all castes, communities and creeds hailing inclusive education policy. The college has an adequate area of 8.59 acres. The college has sufficient buildings for teaching learning process of Physical Science, Humanities, Bio-science and administrative purposes. The college has one beautiful sports ground, and a well-furnished canteen. The college has 33 Permanent Teaching Staff and 27 Temporary Teaching Staffs. The College is also well supported with 27 Non-Teaching Staff. The permanent faculty strength is 33 among which number of Associate Professor is 07, Assistant Professors is 15 and that of Post Graduate Teachers is 11 and twenty-seven (27) Guest Lecturers. The college offers Under Graduate Courses in Science, Arts and Commerce streams comprised of 19 programmes. Out of 19 programmes the college offers Honours Courses in 15 subjects. The central library has customized Library management software and digitization process is going on. The College has smart classrooms equipped with projectors and PA systems. Faculty members are involved in research activities. The college provides the students of the region to showcase their talents.

Institutional Weakness

1. The catchment area of the college constitutes a sizeable chunk of economically low-income group which acts as an impediment/key hurdle in registering their names for enrolment in college. Although college tries its best and within its financial resources to attract such students by way of providing financial assistance/scholarships/post-matric scholarship out of different funds and by approaching state social welfare department.
2. Most of the departments are facing a shortage of faculty and staff members.
3. Unavailability of technical staff (non-teaching) for all Science departments.
4. Shortage of trained staff in the Central Library affects the maintenance of library related procedures.
5. Shortage of teaching as well as non-teaching staff quarters.

Institutional Opportunity

1. Most of the students are first generation graduates and it is a great opportunity for the college to make them well informed and better citizens by providing them quality education.
2. College has well equipped library and resources which can become a good source for future research.
3. Students from various communities study in this college and college through various activities creates environment for ethnic harmony inside and outside the campus.
4. The college can connect with other national and international institutions and provide opportunities for exchange to faculty members and students.
5. The college can be a great centre for students to study PG programmes.

Institutional Challenge

1. Most of the students are from remote villages and are first generation learners. It is a challenge to teach them the updated and newly introduced system/syllabus by the parent university.
2. Most of the students of the college come from vernacular medium background. As a result it becomes difficult for them to continue study and understand syllabus and question papers which are mostly provided in English language.
3. Shortage for teaching and non-teaching staff also a challenge in the way of addressing various academic needs of the students.
4. Poor transport facilities from remote villages hampers effective teaching learning process.
5. Most of the students belong to the economically backward sections of society who must work for their daily bread and also attend the classes regularly.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Dasaratha Deb Memorial College contributes to the curriculum developed by Tripura University, the affiliating University, through inputs that are based on the feedback analysis from various stakeholders of the college and assessing the needs of the students. As an affiliated college, the college do not have the autonomy to make syllabus. The College follows the curriculum prescribed by the parent university. Each department of the college imparts education as per the direction of the parent University, which is comprised, of faculty members, educationists, subject experts and other representatives. After a thorough discussion and justification, the Board of Studies of Tripura University approves syllabus of all subjects. They present programme outcomes, specific and general objective outcomes.

The Academic Calendar of the college is prepared in line with the calendar and academic activities of the parent university. The calendar consists of various activities such as co-curricular and other activities. The College uploads the academic calendar on the College website, displays the same on the notice boards and the same are communicated to students through various online platforms.

The college has various types of courses catering to diverse range of students in terms of Core options, Major and General options at the UG level. Based on the societal demands, the college has introduced Kokborok Language course and other courses. A few skill development courses were also introduced in the IT department and Physical Education Department.

To ensure interactive and effective teaching and learning, the college has been equipped with various modern tools such as Smart board, LCD projectors and other ICT tools. Dasaratha Deb Memorial College has a committee to look after the effective implementation of prescribed syllabus in various disciplines of the

institution.

The College follows a curriculum wherein various undergraduate programmes include in their respective courses / syllabus topics that cover various crosscutting issues, which are relevant to gender, environment and sustainability, human values and professional ethics. The College makes continuous effort to inculcate human values in our students to help them to build these values by enriching the curriculum through various co-curricular activities for environmental awareness.

Teaching-learning and Evaluation

Teaching learning process is very dynamic in this college and the faculty members are dedicated and able to create enthusiasm and passion among the students. Student centric learning and experiential learning is the key element of academic activities in this institution. The teaching faculty members of this institution participate in various seminars, conferences, orientation courses and refresher courses to enhance their teaching skills and to make teaching more innovative as well as effective.

To take care of different needs of the students, various subject combinations are offered to ensure that the students are able to choose their subject combinations as per their interest.

The College follows a transparent admission policy and the Admission Committee of the College monitors admissions. The admission process is followed by the publication of the academic calendar. The academic calendar facilitates students for participation in various activities.

The assessment / evaluation process in the college is followed according to the guidelines provided by Tripura University. Assessment of learning levels of students starts right from the beginning. The students' performance in their previous examinations works as indicator of a student's level of learning at the beginning of the semester. The college initiates steps to make internal assessments transparent, effective and significant. A transparent, time- bound and efficient mechanism to deal with internal examinations related grievance are being followed. The College has a feedback mechanism in place wherein, teachers and students give honest feedback on curriculum, teaching-learning process and the infrastructure made available to them.

Mentoring system exists in the College and the mentors of each department look after the overall performance of the students of their respective departments. Slow learners are encouraged by the faculty members of various departments to improve their performance by spending extra time to them through individual and group mentoring and through remedial classes. Students are provided opportunity to participate in various seminars, workshops, training programmers which helps them to develop various presentation skills that they have in them. The IQAC, Examinations Committee and the Academic Committee ensures any grievances or complaints are promptly resolved

Research, Innovations and Extension

Dasaratha Deb Memorial College encourages teachers to continue research activities. The college has a Seminar and Research Committee to ensure and encourage research activities in the campus. A few faculty members have got research projects sanctioned and completed. Teachers of College have published their research papers in reputed national and international journals and also in edited books.

The college organizes various extension activities in the surrounding communities as part of the social responsibility and to connect with the neighbourhood community and build a holistic approach with the community outside the campus. The college carries out the extension activities mainly through the NSS Unit. As part of the various activities in this category the College organises blood donation camps, activities related to Swachh Bharat Abhiyan Mission, Community Service during Covid-19 Pandemic, Constitution Day (Samvidan Divas), International Yoga Day, National Science Day , Matribhasha Diwas , Teachers Day, Celebration of Birth Anniversary of Important Personalities like Dr. B.R. Ambedkar, Swami Vivekananda, Mahatma Gandhi, Rabindranath Tagore etc. The College also adopted a village namely Tablabari

Infrastructure and Learning Resources

Dasaratha Deb Memorial College has adequate infrastructure and physical facilities for teaching-learning process in the institution. The College has a library with good number of books. The library of the College is automated and the campus has LAN including Libraries. E-facilities are also available in the library to access e-resources like e-books and e-journals. Internet facility is available at free of cost for the faculty members, staff and students of the College. 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.

The College has 1 (one) Computer Laboratory with LAN and high speed Internet Connectivity provided by BSNL Broad Band. The College campus has Local Area Network (LAN) with Internet Connectivity provided by BSNL Broad Band. There are Printers and Photocopy (Xerox) Machine in the College for making printing works and multiple copying feasible.

Science Departments of the college have well-equipped laboratories with state-of-the-art laboratory equipments.

Dasaratha Deb Memorial College provides opportunity and facility for the students to actively participate in various cultural activities in the campus. There are provisions in the indoor halls where the students of the College can practice for various events like dance, songs, drama, mime etc. The College administration also emphasises on sports - both indoor games like carrom, chess, badminton, and outdoor games like volleyball, football, cricket, etc. along with their regular academic activities.

The College has 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.

Student Support and Progression

Students are considered as the primary stakeholders at Dasaratha Deb Memorial College and the college-evolved actions such as student empowerment, inclusive practices and skill development. The College has a well organised means of engaging the students in various administrative, co-curricular and various other activities. Students participate in the administrative activities by becoming members of different committees like IQAC. The College students are encouraged 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 student support services are displayed on the college website. Academic support for slow learners and advanced learners exist along with guidance to face several competitive examinations.

The college students also take part in various cultural activities of the college. The students actively participate during the celebration of national festivals, Independence Day and Republic Day celebration, Freshers' Day celebration, Kokborok Day, Sarawati Puja celebration etc.

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 registered. The DDMC Alumni Association makes the following contribution for the growth of the College: submission of feedback regarding curriculum, teaching-learning process and other matters related to the institution, participation of Alumni to the extension activities in the nearby communities, organizing programmes like leadership development for the students etc.

The college also conducts coaching and remedial classes for aspiring students. Students from socially and economically weaker sections of the society and physically challenged get attention in admissions, remedial coaching, career counseling etc.

Governance, Leadership and 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, being the highest authority of the College supervises and co-ordinates the different aspects for the welfare and smooth functioning of the College. The Principal is the administrative head of the institution. However, for efficient and effective administration and implementation of the academic activities, efforts to decentralize the management are being made through Academic Committee, IQAC, NSS units, Heads of Departments, and Various Committees comprising of teaching faculty members, non-teaching staff as members. Teachers' Council (a body elected every year by all the teachers) which imparts an active role in administrative and academic arena of the college assists Principal.

The College aims towards the development of each 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 in the institution. The College has formed an Academic Committee, which helps and supports the Principal to frame academic plan of the college with regard to physical and academic development.

There is a Grievance Redressal Cell in the College. If a member of the staff (teaching or non-teaching) has a grievance, he or she may raise the matter with the Head of the department or the Teachers' Council. If the staff member is dissatisfied with the result or if the grievance directly concerns the HOD of the department, the staff member may directly approach the Principal for the redressal of his/her grievance. The students of the College can also raise their grievance to the members of the Cell and the issues are addressed timely and efficiently.

The IQAC (Internal Quality Assurance Cell) of DDM College functions as a Coordinating Body and a Monitoring Cell to conduct evaluation of the teachers' performances in the institution. The IQAC of DDM College, Khowai is composed of all the stakeholders and conduct meetings quarterly to take necessary decisions and initiatives to ensure the improvement in the overall quality of education.

Institutional Values and Best Practices

Dasaratha Deb Memorial College has introduced following innovative approaches and best practices during the last few academic years:

- Centre for Indigenous Culture and Heritage for the promotion of indigenous culture and heritage of Tripura
- Use of ICT in the teaching learning processes to make it more dynamic and interactive
- Gender sensitization programmes for creating awareness about educating a girl child and gender issues.
- The college regularly conducts green audit and awareness programmes related to climate change, other environmental issues etc.
- Numerous best practices are in existence in the institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DASARATHA DEB MEMORIAL COLLEGE
Address	Lalcherra, Khowai, Tripura
City	Khowai
State	Tripura
Pin	799201
Website	www.ddmctripura.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	B.c. Das	091-9436453660	9436453660	-	dasarathdebcollege@gmail.com
IQAC / CIQA coordinator	Gour Pal	-	9863332658	-	gourpal74@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 minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1979

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	22-06-2015	View Document
12B of UGC	22-06-2015	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
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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	Lalcherra, Khowai, Tripura	Urban	7.099	74184.8

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,Bengali	36	HSC	English,Bengali	66	42
UG	BA,English	36	HSC	English,Bengali	44	42
UG	BA,Sanskrit	36	HSC	English,Bengali,Sanskrit	40	20
UG	BA,Economics	36	HSC	English,Bengali	30	19
UG	BA,Education	36	HSC	English,Bengali	66	61
UG	BA,History	36	HSC	English,Bengali	44	37
UG	BA,Philosophy	36	HSC	English,Bengali	40	19
UG	BA,Political Science	36	HSC	English,Bengali	66	64
UG	BCom,Commerce	36	HSC	English,Bengali	20	4
UG	BCom,Commerce	36	HSC	English,Bengali	100	7
UG	BSc,Physics	36	HSC	English,Bengali	22	12
UG	BSc,Chemistry	36	HSC	English,Bengali	22	11
UG	BSc,Mathematics	36	HSC	English,Bengali	22	11
UG	BSc,Human Physiology	36	HSC	English,Bengali	11	6
UG	BSc,Botany	36	HSC	English,Bengali	11	9

UG	BSc,Zoology	36	HSC	English,Ben gali	11	8
UG	BA,Ba General	36	HSC	English,Ben gali	822	786
UG	BSc,Bsc Physical Science	36	HSC	English,Ben gali	66	38
UG	BSc,Bsc Bio Science	36	HSC	English,Ben gali	33	29

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				7				15			
Recruited	0	0	0	0	5	2	0	7	10	5	0	15
Yet to Recruit	0				0				0			
Sanctioned by the Management/Soci ety 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				27
Recruited	17	10	0	27
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			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	0	0	6	3	0	13
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	1	2	0	2	2	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	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
		14	13	0

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	1578	0	0	0	1578
	Female	1449	0	0	0	1449
	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	85	103	120	82
	Female	61	95	89	59
	Others	0	0	0	0
ST	Male	170	177	232	221
	Female	125	179	210	184
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	281	294	217	198
	Female	235	249	221	176
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		957	1097	1089	920

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	At present the institution is dependent on affiliating university for innovative and flexible curriculum. The vision of National Education Policy (NEP-2020) is to provide quality education on global standards with diversity for all curriculum and pedagogy with technological innovations in teaching-learning process. With the aim of developing intellectual, aesthetic, social, physical, emotional and moral capacities of the students in a cohesive manner, the college is preparing to include multidisciplinary subjects as per the NEP-2020. Keeping in view of the career associated difficulties confronted by the students, the college is planning to set up several short term and vocational courses. The objective is to
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	<p>make the students equipped, so that they become job givers instead of being mere job seekers. In the college level streams viz. Commerce includes several subjects like accountancy, business ethics and management. There is a vast opportunity to include many more subjects like computer science, auditing, business economics, banking and insurance. Economics department can also be considered as multidisciplinary as they include paper on mathematics and statistics. Students from the department of Chemistry and Commerce do have a paper on Information Technology. Under the NEP-2020 all the students can get benefit by multidisciplinary approach which will pave a wider opportunity for higher education. Bio sciences can be merged with Physical sciences to create newer opportunities for research among the basic sciences students. COVID-19 has taught us the necessity of the amalgamation of Sciences with Social Sciences in the society. Multi-disciplinary approach by the education system can be designed in such a way that any pandemic like situation in future could probably be handled more efficiently by the education system.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Regarding the implementation of Academic Bank of Credits (ABC), the institution has to wait for the academic council to give a green signal. The pedagogical approach of the institution is student's centric where the faculties' pedagogical approaches are constructive, inquiry-based, reflective, collaborative and integrative. Summative and Formative assessments and assignments are used to evaluate the student's learning outcome. The University has initiated measures towards academic bank of credits; however, it is in its nascent stage. The institution is yet to get registered under ABC. Efforts are in progress for seamless collaboration in terms of research activities with institutes of higher learning. In terms of pedagogical approach towards material and text book, assignment the learning management system is adopted and utilized to provide some flexibility. Our institution has also taken initiative in organizing webinar to empower the faculty members regarding the NEP 2020. The institution has also encouraged the faculty members to participate in various seminars and workshop for the better understanding of NEP 2020 and implementation of the same. In this connection one of</p>

	<p>the senior faculty member has attended a 2 days webinar on “Implementation of New Education Policy-2020” organized by Tripura University from 21-22 February 2022.</p>
3. Skill development:	<p>The vision of the college is promoting Value-Based Quality Education; mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies. Institution has initiated efforts for skill development by aligning with Skill Hub programme under the scheme of NSDC, Ministry of Skill Development and Entrepreneurship. The SPOC of this institution is planning to introduce such skill development course namely Yoga and Web Development. Students have enrolled with great enthusiasm. Such courses not only encourage students but will also empower them to start their own career without depending on the Government. The development of humanistic, ethical, constitutional and universal human values in the student is promoted by conducting workshops and seminars. Blended mode of learning is also adopted.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Regarding the adoption of Indian languages, the college offers various Indian languages like Bengali, Kokborok, and Sanskrit subjects in degree courses. Preservation and promoting of languages are one of the targets of the College in future. Indian arts and culture are being encouraged by conducting different festivals and organising traditional days. The institution has a committee exclusively for “Indigenous Culture and Heritage”. The committee has taken several initiatives to preserve the culture of different tribes of Tripura in the college. Students can visit the “Centre for Indigenous Culture and Heritage” section to know their state and its people. The Committee also has organized few Hands-on-Training for the students. The training programme included making Clothing attire and bamboo products. Such programme can help students start up their own business and can be a great example of “Atama Nirbhar Bharat”.</p>
5. Focus on Outcome based education (OBE):	<p>The College also makes an effort to comprehend that the pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities would lead students to a successful life. To interpret,</p>

	<p>analyse, evaluate and develop responsibility is one of the programme outcomes of the students. The affiliating university has developed a good strategy to transform its curriculum towards effective learning and the institutions is adopting it in totality. The institution has developed some good practices towards effective learning by having well defined Program Educational Objectives, Program Specific Outcomes and Course Outcomes for the programs and courses. In addition, Science students of the institution are regularly taken for Field trips to know the importance of LAB TO LAND approach.</p>
<p>6. Distance education/online education:</p>	<p>The College running its distance education study center under the affiliating university, which is offering BA in humanities. The college faculties have acquired optimal training, infrastructure and necessary tools to offer offline and online education. The institute was highly successful in offering online classes during pandemic through numerous online platforms such as Zoom, Google meet, Google classroom, Google forms, Google duo, Microsoft teams, videos as teaching and learning aids. Distance courses are taught exclusively on holidays. Group collaborations, interactions, assignments, revisions, as well as the assessments were conducted.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
234	234	234	234	234
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2761	2710	2530	2392	2847
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

2020-21	2019-20	2018-19	2017-18	2016-17
652	703	703	703	703

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
738	737	660	751	474

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

2020-21	2019-20	2018-19	2017-18	2016-17
35	34	35	37	45

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
35	34	35	37	45

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 9

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
28.40	32.91	20.22	98.75	18.06

4.3

Number of Computers

Response: 27

4.4

Total number of computers in the campus for academic purpose

Response: 23

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:

As an affiliated college, Dasaratha Deb Memorial College, Khowai do not have the autonomy to frame syllabus. The college follows the curriculum prescribed by the parent university. It has been acknowledged as a premiere institute of learning as it promotes academic excellence.

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 of the parent University, which comprised of faculty members, educationists, subject experts and other representatives. After a thorough discussion and justification, the Board of Studies of Tripura University approves syllabus of all subjects. They present programme outcomes, specific and general objective outcomes. The Board of Studies of each subject justifies the relevance and requirement of any programme that the department offers. The meeting of the Board of Studies is conducted to revise courses as per the requirements. The revisions and 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. The College ensures effective curriculum delivery through various means.

The College prepares an academic calendar in consideration to the academic calendar of the Tripura University. An active plan is made by the college to ensure effective delivery of the curriculum.

Department wise Class Time Table is drafted and finalized well ahead of the commencement of the semester. Continuous evaluation is maintained by conducting tests after completion of syllabus every semester. Internal exams are conducted for continuous assessment and academic progress. All the laboratories are equipped with necessary instruments as per the syllabus. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, presentations by the students, projects, assignments etc.

Faculty members update their knowledge and skill to ensure effective delivery of curriculum. College encourages faculty members to attend Orientation Programmes/FDPs/ Refresher Courses etc.

File Description	Document
Upload Additional information	View Document

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

Response:

As the Dasratha Deb Memorial College is affiliated to Tripura University (A Central University), the Academic calendar of the college is prepared in line with the calendar and academic activities of the parent university. The calendar consists of various activities such as co-curricular and other activities. The College uploads the academic calendar on the college website, displays the same on the notice boards and also communicated to students through various platforms. The academic activities are modified as and when required as per the changes suggested by the parent university and the directorate of higher education, Govt. of Tripura. All the classes, activities and examinations are planned as per the college calendar to ensure complete adherence.

The following steps are being followed for smooth conduct of the college:

- Question papers for internal examinations are set by concerned teachers of every department for all courses. A copy of the question papers are submitted to the HoD and Examination Committee.
- Assessment is done on the basis of various academic activities such as seminar, class assignments, class tests etc.
- Study tours/ project works/field trips related activities and initiatives are conducted by respective departments of the college.
- Practical examinations are conducted regularly in the presence of external examiner.
- The answer sheets of internal examinations are made available to the students in each department to ensure transparent and unbiased evaluation.
- Semester examinations are conducted by Tripura University as per the schedule.
- The semester exam conducted by university schedule is also displayed on students' notice boards.
- Academic Monitoring is done by each Head of the Department and they maintain a monthly monitoring report on syllabus coverage, student attendance and assignment provided for every subject.
- Special classes are conducted for weaker students as per need and requirement of the students.
- Cultural, sports and cocurricular activities are also organised as per the academic callender.

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
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>Response: 100</p>											
<p>1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 19</p>											
File Description	Document										
Minutes of relevant Academic Council/ BOS meetings	View Document										
Institutional data in prescribed format	View Document										
Any additional information	View Document										
<p>1.2.2 Number of Add on /Certificate programs offered during the last five years</p> <p>Response: 0</p>											
<p>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17							
0	0	0	0	0							
File Description	Document										
Institutional data in prescribed format	View Document										
<p>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</p> <p>Response: 0</p>											

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

2020-21	2019-20	2018-19	2017-18	2016-17
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 follows a curriculum wherein various undergraduate programmes include in their respective courses / syllabus topics that cover various crosscutting issues, which are relevant to gender, environment and sustainability, human values and professional ethics. The College makes continuous effort to inculcate human values in students to help them built these values by enriching the curriculum through various co-curricular activities.

The College offers elective courses to students like Indian Constitution, Human Rights and Gender-Studies, Environmental Science/Studies, Computer Skills. 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 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 instill 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	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: 2.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**Response:** 26.73**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 738

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:** C. Any 2 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View 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

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 69.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
957	1097	1089	920	945

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1364	1470	1470	1470	1470

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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: 80.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
501	554	651	546	551

File Description	Document
Institutional data in prescribed format	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:

The assessment / evaluation process in Dasartha Deb Memorial College is followed according to the guidelines provided by Tripura University (A Central University). Assessment of learning levels of students starts right from the beginning of admission process. The students' performance in their previous examinations works as indicator of a student's level of learning at the beginning of the semester. Student Induction Programme is organized at the beginning of an academic session wherein newly enrolled students participate in various activities. These events provide an opportunity for preliminary assessment of a student's level of learning.

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/major and general course students. These internal assessment tests are held according to the tentative dates given in the academic calendar of the college.

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 semester-end examination. The departments conduct all of their evaluation process within the framework decided by the College Examination Committee and Tripura University Examinations Branch. Answer scripts are evaluated in the concerned department and results are displayed accordingly in the college noticeboard and departmental WhatsApp groups. Departments also maintain merit register to monitor the progress of students of the respective departments.

Mentoring system exist in the college and the mentors of each department looks after the overall performance of the students of their respective departments.

Slow learners are encouraged by the faculty members of various departments to improve their performance by spending extra time to them through individual and group mentoring and through special classes.

Written assignments are given to students, which help them to improve their writing skills as well as comprehension. Group study is encouraged in the college so that their peers who are advanced learners can assist comparatively weaker students. Whatsapp groups are formed for better communication with the students.

Irregular students are identified, and if the need arises, their guardians are contacted to convey the issue so that it may be resolved. Advanced learners are identified from their performance in internal assessment and in various activities and from the semester examinations. They are further encouraged to excel by participating in competitive exams.

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

Response: 79:1

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:

As the first and foremost condition for an effective learning system is student/learner centric education, hence the college is much aware to provide the same the students. 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.

Experiential learning in the curriculum: The curriculum prescribed by Tripura University has provisions in various programmes to give students experiential and participative learning experience. Laboratory practical classes in all the BSc Programmes of Science departments, and in BA Programmes offered by the departments of Education, Field visits and surveys by different departments are a few examples in this regard.

Students are provided opportunity to participate in various seminars, workshops, training programmes which helps them to develop various presentation skills that they have in them. The college students participate and organizes various programmes, events, festivals etc. like Freshers' Welcome, Farewell Programme, Cultural Programmes, Teacher's Day Programmes etc.

During the Annual Programmes, students showcase their talents in the fields of sports, culture and literary arts. Students also participate in various programs and competitions organized by the University where they get to compete with their peers of other colleges. Students are encouraged to participate in various competitions at the state, national and even international platforms.

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

Response:

The faculty members of Dasaratha Deb Memorial College regularly use ICT tools to enhance the teaching learning process in the institution and to maximise the learning outcomes of the curriculum. 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 students 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 as various departments of the College organizes and encourages students to participate and listen to them.

In-house workshops for training on how to use ICT tools are taken to train teachers. Teachers supplement

traditional way of teaching with lectures and sessions using ppts, videos etc. Whatsapp groups are formed for every class for better communication and accessibility of teachers and the students. During the Covid19 Lockdown period, students were kept in constant contact through these Whatsapp groups and emails; lecture recordings and soft copies of class notes were distributed through these media. Online classes are conducted through online platforms like Google Meet, Webex, Zoom, Whatsapp; lecture recordings of some teachers are also available on Youtube.

Wifi facility is available in the college so that the teachers and students can access the internet which makes the learning environment of the college innovative. The college has access to e-learning resources and students are able to enhance their knowledge through these resources.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 84:1

2.3.3.1 Number of mentors ?????????????? ???????

Response: 33

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View 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: 33.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	12	12	15

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: 7.06

2.4.3.1 Total experience of full-time teachers

Response: 247

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 College initiates steps to make internal assessments transparent, effective and significant. The following steps are taken in this regard:

- Internal assessments are done mainly through two tests organized by respective departments with

the help of Examination Committee of the College and as per guidelines provided by the affiliating university.

- An Examination Committee is constituted every year to effectively coordinate the internal and external examinations related activities and communicate to the students, teachers and administrative staff regarding examinations.
- These tests and related evaluations are done according to the time frame of academic calendar.
- Various methods like written tests, assignments, project works, practical tests for science students, vive-voce etc. are used to assess the improvement of understanding level of students.
- The university norms relating to examinations pattern are communicated to the students.
- The details of the internal assessment dates of respective departments are displayed well in advance on the College notice board and departmental notice boards to make the students aware about the examinations.
- Faculty meetings and Examination Committee meetings are called periodically to assess and review the evaluation process, and to discuss any exam related grievances if any Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

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

Response:

A transparent, time- bound and efficient mechanism to deal with internal examination related grievance is followed at Dasaratha Deb Memorial College. They are:

- Several internal assessments are performed throughout the semester in the form of unit tests/class tests/ classroom seminars/assignments/ project work evaluations/practical evaluations/ etc.
- The students who poorly perform in the internal assessment are provided with special sessions and with proper permission allowed to appear in a retest. If there is any improvement then that is communicated and acknowledge.
- 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.
- Any dissatisfaction from students part regarding the internal exam and assessment is addressed by the respective HoDs when reported by the concerned students. If the issue cannot be resolved at the department level then it is reported to the Examination Committee of the college so that the issue can be addressed in a time bound and efficient manner.

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:

The Course Outcomes and Programme Outcomes are displayed in the college website for students and parents. The students are well explained about the COs and POs during the induction programme at the beginning of the academic session to clear their academic queries and make them future ready. The students know the objectives of the courses and what is expected from them in terms of learning outcomes as they are well communicated to the students through various means.

The Admission Committee also helps in making the students understand the courses to be undertaken so that they can decide which programmes/courses suit them best.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

The College adopts a holistic approach to ensure that the expected Course Outcomes and Programme Outcomes are attained to the maximum. Students of various departments are encouraged to adapt the new situation and environment. The POs, PSOs and COs helps students to be aware about the core values of a responsible and knowledgeable citizen through various exposures that they receive.

The college provides an environment where students can practice professional ethics, teamwork, empathy and love for nature and the environment.

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.

Special lectures, class tests, field study wherever necessary are some other 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.

Regular departmental meetings are called to discuss any issues related to academic functioning of the department.

The College has a feedback mechanism in place wherein, teachers, students, parents and the college alumni

give honest feedback on curriculum, teaching-learning process and the infrastructure made available to them.

The IQAC, Examinations Committee and the Academic Committee ensures any grievances or complaints are promptly resolved.

2.6.3 Average pass percentage of Students during last five years

Response: 88.27

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

2020-21	2019-20	2018-19	2017-18	2016-17
702	660	542	644	421

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

2020-21	2019-20	2018-19	2017-18	2016-17
738	737	660	751	474

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.46

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: 30.5

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)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	30.5

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

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

Response: 8.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	8

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

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

Response: 9

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	2	1

File Description	Document
Report of the event	View 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: 0.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	2	0

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:** 0.13**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**

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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:**

The college organizes various extension activities in the surrounding communities as part of the social responsibilities and to connect with the neighborhood community and build a holistic approach with the community outside the campus. The college carries out the extension activities mainly through the NSS Unit. The NSS unit actively performs the activities through its volunteers. The NSS Unit has adopted a rural village namely Tablabari and has carried out various activities in the village like, cleanliness drive. Keeping the Covid-19 breakout in mind the volunteers 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 to sensitize the students to social issues. The extension activities help the students and participants to sharpen their leadership and communication skills.

Environment Protection Related Programmes:

- Observation of World Environment Day and plantation of trees and plants.
- Emphasize on minimum use of plastics in the campus
- Regular Cleanliness drives by NSS Volunteers inside and around the college campus.

Activities Related to Swacchh Bharat Abhiyan Mission:

- Dasaratha Deb Memorial College, Khowai actively participates in various cleanliness activities under the Swacchh Bharat Abhiyan Mission. A few of them are:
- The Student NSS volunteers of the College carried out social service activities in the nearby areas

of the college.

Community Service during Covid-19 Pandemic:

During the Covid-19 breakout the volunteers distributed mask and sanitizers amongst the villagers and made them aware of the Covid-19 and its prevention.

Blood Donation Camp: The College also conducted Blood Donation Camp to sensitize the students to social issues and health issues.

Other Programmes:

- Constitution Day (Samvidan Divas)
- International Yoga Day
- National Science Day
- Matribhasha Diwas
- Teachers Day
- Celebration of Birth Anniversary of Important Personalities like Dr. B.R. Ambedkar, Swami Vivekananda, Mahatma Gandhi, Rabindranath Tagore etc.

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

Response: 1

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.

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 20

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	2	2	3	4

File Description	Document
Reports of the event organized	View 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: 8.47

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

2020-21	2019-20	2018-19	2017-18	2016-17
399	48	120	300	252

File Description	Document
Report of the event	View 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

2020-21	2019-20	2018-19	2017-18	2016-17
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

2020-21	2019-20	2018-19	2017-18	2016-17
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:

Dasaratha Deb Memorial College has adequate infrastructure and physical facilities for teaching-learning process in the institution. The details related to the same are as follows:

Class Rooms: There are sufficient Classrooms in the College, a Seminar Hall and 1 (One) Auditorium to facilitate effective teaching and learning process in the institution.

Library: The College has a library with good number of books. The library of the College is automated and the campus has LAN including Libraries. The college also tries to provide E-facilities in the library to access e-resources like e-books and e-journals. Internet facility is available at free of cost for the faculty members, staff and students of the College. The library has computers for use of faculty members, staff and students.

IT Centre/Computer Laboratory: The College has 1 (one) Computer Laboratory with LAN network and high speed Internet Connectivity provided by BSNL Broad Band.

The College has Photocopy (Xerox) Machine in the College for making printing works and multiplecopying feasible.

Science Laboratories: Science Departments of the College have well-equipped laboratories with state-of-the-art equipments in the Chemistry Lab and Physics Lab for their practical exposure.

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

Response:

Dasratha Deb Memorial College provides opportunity and facility for the students to actively participate in various cultural activities in the campus. There are provisions in the indoor halls where the students of the College can practice for various events like dance, songs, drama, mime etc. The students organizes various cultural programmes Annual Freshers' Welcome Programme, Farewell to outgoing students, Quiz, Debate Competition, celebrating national and international commemorative events and other cultural programmes which add colours to the campus life. There are various committees in the College like Magazine Committee, Cultural Committee, Science Forum etc. to look after different cultural activities. The senior faculty members of the College keep mentors 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 there in the College which has the intake capacity of 280 seats.

The College has a Physical Education department with a good number of students who took Physical Education as a core subject. Students from various departments actively participate in various sports activities organized by the College. The College administration also emphasises on sports - both indoor games like carrom, chess, badminton, and outdoor games like volleyball, football, cricket, etc. along with their regular academic activities.

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 the same playground. The students of Dasratha Deb Memorial College have also participated in inter-college, state, national and international level sports competitions and have won prizes. Yoga Day is celebrated every year with great zeal and 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 promoting co-curricular activities so that the students are able to develop themselves in all spheres keeping pace with the requirement of the modern education system.

Participation of students in various sports, games and cultural activities help students in developing interpersonal interaction, team spirit and leadership quality.

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: 44.44

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

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

Response: 27.87

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	25	0	62.58	0

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 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.

Name of ILMS software : GDESIRE LMS

Nature of automation (fully or partially): Partially

Version: 1.2

Year of Automation: 2021

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: 3

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)

2020-21	2019-20	2018-19	2017-18	2016-17
5.52	0	0	9.50	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	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 latest completed academic year**Response:** 1.61**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 45

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:**

Dasaratha Deb Memorial College always gives priority to the IT infrastructure development and its comprehensive maintenance. To cater to the needs of updated facilities for the students, IT infrastructure is in constant change and modification. The best management and maintenance of IT infrastructure helps in ensuring quality education.

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 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.

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

Response: 120.04

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	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: 35.22

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)

2020-21	2019-20	2018-19	2017-18	2016-17
11.22	3.8	10.25	30.22	7.9

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	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:

The College has 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 of various departments 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 laboratories are there for UG programmes and all the laboratories are equipped with state of the art facilities. Instrument rooms, which are dedicated space for instruments, are maintained properly. Repairing and renovation works are done annually to ensure safe and student friendly laboratory 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. 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 classrooms.

Group D housekeeping staffs are employed for maintenance of cleanliness in the campus. Science departments have laboratory attendants to look after the general neatness of the rooms.

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: 66.89

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
1858	1723	1640	1743	1876

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View 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: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	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

2020-21	2019-20	2018-19	2017-18	2016-17
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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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: 16.53

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 122

File Description	Document
Upload supporting data for student/alumni	View 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

2020-21	2019-20	2018-19	2017-18	2016-17
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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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: 0

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.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	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 a well organized means of engaging the students in various administrative, co-curricular and various other activities. They are:

- 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 committees like IQAC, Grievance Redressal Cell, Internal Complaint Committee etc.
- 2. Co- curricular and Extracurricular Activities:** The College students are encouraged 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 organizes 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 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	Document
Paste link for additional information	View Document

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: 1****5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	1	1	0

File Description	Document
Report of the event	View 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:

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.

The DDMC Alumni Association makes the following contribution for the growth of the College:

- Submission of feedback regarding curriculum, teaching-learning process and other matters related to the institution.
- Participation of Alumni to the extension activities in the nearby communities
- Organizing programmes like leadership development for the students etc.

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 vision of Dasartha Deb Memorial 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 college believes in scientific oriented learning and shall have the potential to provide excellence in academics. A continuous drive of modernization takes place in the infrastructure of the college. The faculty of the college is committed to provide an outstanding exposure to its students. Provide a sound education in basic science and humanities. The college is all set to take off for the zenith in teaching and research. The college does not do different things but, do things differently.

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 mission of the College is also to:

1. To develop academic excellence by building competence for community service.
2. To empower stakeholders by exploring their hidden potential.
3. To foster independent thinking in students by offering academic atmosphere congenial for metamorphosis of a novice into seer and sage.
4. To develop socially responsible and committed citizens and equip them with values and ethics to serve the society at large.
5. To ensure safety of heritage, culture and environment by creating awareness amongst the clientele.
6. To encourage faculty, students for performing more research & development activities.

The College aims towards the development of each 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 in the institution.

Academic Committee: The College has formed an Academic Committee, which helps and supports the Principal to frame academic plan of the college with regard to physical and academic development.

Internal Quality Assurance Cell (IQAC): The IQAC of DDM College, Khowai is composed of all the stakeholders and conduct meetings quarterly to take necessary decisions and initiatives to ensure the improvement in the overall quality of education.

Committees: The College has various committees and sub-committees comprising of teachers from various departments and also non-teaching staff members for effective functioning of the institution.

Role of Head of the Institution: The Principal is the administrative and academic head of the college. He

acts as the Chairperson of all the Committees of the College including the IQAC. He coordinates with all the Heads of Departments for smooth functioning of the academic activities. Principal also coordinates with the Ministerial Staff for effective administration.

The allotment of the responsibilities are made through the formation of different committees wherever required for the effective implementation of a perspective plan like the RUSA Committee, College Development Committee, Seminar Committee, Sports Committee, NSS Committee, Anti-Ragging Committee, etc. have their respective perspective plans chalked out that are in synchronized with the vision and mission of the institution.

File Description	Document
Paste link for additional information	View Document

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

Response:

As a Government Degree College, DDM College is fostered by Directorate of Higher Education, Government of Tripura for the management and administration along with rules and regulations, policies, decisions etc. Principal, being the highest authority of the college supervises and co-ordinates the different aspects for the welfare and smooth functioning of the college. The Principal is the administrative head of the institution. However, for efficient and effective administration and implementation of the academic activities, efforts to decentralize the management are being made through Academic Committee, IQAC, NSS units, Heads of Departments, and Various Committees comprising of teaching faculty members, non-teaching staff as members.

Teachers' Council (a body elected every year by all the teachers) which imparts an active role in administrative and academic arena of the college assists Principal. Different committees are appointed for various academic and co-curricular activities to be conducted during the course of 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.

The college to monitor and evaluate institutional activities adopts different strategies. They are:

- Regular and timely meetings (Academic Committee, IQAC, Committees etc)
- Feedback mechanism (from Stake holders - Alumnae Members, Staff and Students)
- Regular interactions between Principal and Heads of the Departments
- Heads of all departments monitor their respective departmental activities Submission of Activity

reports to the Principal and to the IQAC.

Case Study: During the major programmes of the College like Freshers' Day, Farewell Programme and other cultural programmes the students take responsibility to organize various cultural, sports and academic events. The faculty members, departments and various committees help them in organizing such programs in an effective and efficient way.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

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 competitions. DDM College, Khowai has always given priority to the all-round development of students as they are coming from rural background. To empower them, 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 that are very much necessary for continuous growth of the college.

Implementation of RUSA Scheme at DDMC:

Dasaratha Deb Memorial College, Khowai applied and proposed for various development programmes under RUSA that are part of the perspective plan of the institution. Following are the achievement under RUSA scheme:

- Renovation / Upgradation of Academic Building
- Renovation of Computer Centre

- Purchase of library books
- Purchase of laboratory equipments
- Purchase of computer equipments
- Construction of building for RUSA Cell/IQAC
- Repair and renovation of Science Laboratory

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

Response:

DDM College, Khowai is under the Education (Higher) Department, Government of Tripura. However, Principal is the administrative head of the college. The Principal along with the Teachers' Council and Office are 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 Teachers' 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 Students' Leaders helps in representing the opinion of the students in different matters of importance in the college.

The IQAC (Internal Quality Assurance Cell) of DDM College functions as a Coordinating Body and a Monitoring Cell to conduct evaluation of the teachers' performances in the institution.

There is a Grievance Redressal Cell in the College. If a member of the staff (teaching or non-teaching) has a grievance, he or she may raise the matter with the Head of the department or the Teachers' Council. If the staff member is dissatisfied with the result or if the grievance directly concerns the HOD of the department, the staff member may directly approach the Principal for the redressal of his/her grievance. The students of the College can also raise their grievance to the members of the Cell and the issues are addressed timely and efficiently.

File Description	Document
Link to Organogram of the Institution webpage	View Document

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: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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.
6. **Casual leave** of 12 days for all categories of employees (GrA, B, C & D). 7. **Medical leave** for 20 days (without commutation) is available for all categories of employees (Gr-A, B, C & D).
8. **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.
9. **Pension benefits** in the form of Gratuity, Leave encashment, GI, Monthly Pension, GPF all are provided to the employees after superannuation
10. Faculty members are encouraged to attend **Faculty Development Programmes and Faculty Enrichment Programmes** for teaching and non-teaching staff from time to time.
11. **Festival advance** is provided to the staff of the College.

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**

2020-21	2019-20	2018-19	2017-18	2016-17
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:** 0.2**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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	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:** 7.39**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**

2020-21	2019-20	2018-19	2017-18	2016-17
05	05	2	0	01

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Performance appraisal of the teaching staff (Associate Professor & Assistant Professor) is done through CAS (Career Advancement Scheme) as per Directorate of Higher Education, Government of Tripura regulations. 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 per guidelines of the Government of Tripura.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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 audit conducted by the Directorate of Audit, Government of Tripura and CAG, Government of India as per notifications. They verify and confirm all finance related documents. Report of audit is submitted to higher education department and AG office with a copy to college. If there is any query, the issue is resolved as per audit report. 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.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	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:**

As Dasartha Deb Memorial College, Khowai is under the Government of Tripura, the funds to be utilized are primarily allotted through the Department of Higher Education, Government of Tripura. For the Funds to be allotted for the institution, the college sends requirement of fund in different head quarterly to Directorate of Higher Education, Government of Tripura. Optimum end use of the funds is made through treasury 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-government fund. These funds are utilized for the benefit of students and for meeting other expenses connected to the purpose of the collection of Fund. To ensure the optimum end use of these funds college development committee and lower purchasing committee are framed.

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:**

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:

- The meetings of the IQAC are conducted to discuss about improving the academic and administrative activities in the institution.
- 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.
- Faculty members are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.
- The IQAC of DDMC makes a conscious effort to coordinate various activities for enhancing the teaching-learning process.

IQAC constantly give efforts to encourage the members of faculty to update their teaching methodology and skills in this era of technology. For example, during the COVID 19 outbreak, IQAC encouraged the faculty members to conduct online classes and sessions for students. During this pandemic, IQAC walked in line with the Directorate of Higher Education, Govt. of Tripura and the parent university and conducted online classes, examinations and evaluations as per the instructions with help of all departments and, Academic Committee, College Examination Committee etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:

The institution through the IQAC of the college reviews its teaching learning process though various mechanisms.

Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC of DDM College, Khowai can be understood from the following:

- Introduction and implementation of blended learning
- Online and offline classes and other academic activities.
- Online classes through various online platforms such as Google Meet, Zoom etc
- Online assessment though assignment, tests, projects etc
- Online and Offline FDPs, Training Programmes, Seminars, Workshops, Special Lectures etc. for updating and improving the quality of teaching in the College.
- Strengthening the DDMC Alumni association was a priority with IQAC and its activities are improving day by day with the initiatives taken by the able members.

- With the initiative of IQAC all teachers have started maintaining Teacher's Diary to record their daily class activities and syllabus completion details.
- IQAC also initiated the process of syllabus distribution, awareness among students and faculty members regarding the POs and Cos all are initiatives.

Below are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC .

1. Intorduction of Academic Audit:

The IQAC introduced the Academic Audit in the college inorder to enhance the overall academic teaching learning process. An Academic Audit team is formed with a senior faculty as its convenor. The IQAC framed the guidelines for the Academic Audit Committee. The committee after detailed study submit its report to the Prinicipal through the IQAC. The findings are noted for further improvemnt of teaching learning atmosphere in the college and the suggestions, if any, are tried to be implemented after detailed discussion in the Teachers' Council meeting.

2. E-Learning Resources and Online Classes.

The pandemic has caused the country and the world a misery, but in this time of misery a new necessity of teaching learning has evolved and gain its momentum. The E-Learning resources and online classes has gain its popularuity during this pandemic. The online class has been a new form of learning for students. The methodology to teach through online mode has been a challenge in the beginning for the faculties too. IQAC though its various consultation with the faculties and students has ease the process of teaching learning through the online classes. A new effective teaching learning system, the online mode of class has matured with times with the effective guidance of IQAC in the college. The faculties and students were introduced to new technology and software for this purpose. Goolge Meet, Zoom etc were introduced for effective teaching learning. Online quiz though Google Form etc added to the curiosity and fun in learning a new topic. IQAC has successfully implemented the online classes and sharing of e-resources though social media etc.

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 intitatives 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 e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

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 institution promotes gender sensitization through cocurricular activities like workshops, seminars, guest lectures, special lectures, poster exhibitions, counselling etc.

Awareness programs like importance of human rights, rights of women in domestic problems, cyber security awareness programmes 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 /Directorate of Higher Education/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 programmes.

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 security staffs check outsiders before allotting visitor IDs.

The institution has a 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 and girls. The institution has a common room for girl students.

Faculty members of this institution also take initiative for formal and informal avenues for counseling male and female students and staff for academic and other issues. The institution night security guard. Safety, security and well-being, along with gender equity and friendly working atmosphere are available in the campus.

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

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

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:

Dasaratha Deb Memorial College has deep concern to protect environment, health and well-being through implementation of effective waste management practices. Measures are also taken to awaken 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 for disposal.

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. Khowai Municipal Council regularly collects solid waste generated by the college. The college also has one solid-waste compost pit for managing biodegradable waste in a sustainable manner in the campus area.

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

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: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are 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: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	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. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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: B. 3 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:

Dasaratha Deb Memorial College is proactively taking efforts in providing an inclusive environment.

The socially backward students from ST/SC/OBC (non-creamy layer)/Minorities are offered special privilege for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college resources, State Government, UGC and Central Governments.

The college has special provisions for differently abled students but at present there are no students under this category.

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 spiritual feelings among the students and the faculty, commemorative days are celebrated in the campus with the initiative and support of college authority for not only recreation and amusement but also to generate the feeling of oneness and social harmony.

The college celebrate the cultural and regional festivals, like New-year's Day, Freshers' Welcome, Teachers' Day, Students Orientation cum Induction Programme, Farewell Programme, rally, 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. 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 organizes various programmes related to social issues. Food Distribution drive 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	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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:

The College undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations, values, fundamental and legal rights, duties and responsibilities of the citizens. The College has a NSS Unit, Various Committees, Cells, Forums such as Science Forum, IQAC, ICC etc. The college conducted a number of Programmes through the above functionaries about the Community Service, Extension Activities, Awareness Programmes, Outreach Programmes which promotes and inculcates environment consciousness, social responsibilities, leadership qualities and citizenship roles.

The College conducts several Government endorsed programmes like Swachh Bharat Abhiyan campaign, Atma-Nirbhar Abhiyan, Azaadi Ka Amrit Mahotsav, Matri Bhasha Diwas Celebration, Constitution Day, International Day of Yoga, World Environment Day etc.

Constitution day is celebrated at college premises on 26th November every year. During this programme, 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.

The institution in every year also celebrates Swachh Bharat Abhiyana and Vigilance Awareness programme. 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	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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
Code of ethics policy document	View Document

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

Response:

Dasaratha Deb Memorial College celebrates national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among the students. The College celebrates these events with great enthusiasm to commemorate the ideology of

nationalism and to pay tribute to our great national leaders. The students, faculty members and staff and of the institution 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. to encourages students, faculty members and other non-teaching 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	Document
Annual report of the celebrations and commemorative events for the last five years	View Document

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 I

Title of the Practice: PROMOTION OF INDIGENOUS CULTURE AND HERITAGE

2. Objectives of the Practice:

- To educate students about various ethnic groups of the state
- To promote indigenous culture and heritage
- To spread awareness among students about the various aspects of the indigenous local culture
- To act as a bridge between the present generation and the rich culture and heritage of the society
- To make efforts for protection and preservation of the indigenous knowledge, traditions, culture and heritage

3. **The Context:** In modern times, the youths are mainly concern to the recent developments. Globalization is one of the factors for which the cultural exchange is taking place a lot and social media plays a vital role in this regard. It has been noticed that the students and youths are not much interested or do not have much platforms to understand and know better about the indigenous culture, traditions and heritage of their own

society. However, to make a society better it is important that the students and youth are connected to the roots by knowing the traditions and culture as well by being connect to the recent developments in the field of education, industry, technology, law, communication, business, politics etc. Keeping this in mind, Dasaratha Deb Memorial College took the initiative and established a **Centre for Indigenous Culture and Heritage** to spread awareness among the students and youth about the indigenous traditions, culture and heritage, which can contribute hugely in preserving and protecting the same. Tripura is a small hilly state of North East India and is rich in its culture and bio diversity. There are 19 tribes and other non-tribal communities in the state. This centre is visualised as an agent of ethnic harmony by making the students aware about the richness of various ethnic indigenous culture and heritage of the state.

4. The Practice: The Committee for Indigenous Culture and Heritage takes various initiative through the Centre to fulfill the objectives cited above.

- The committee meets regularly to explore ways to enrich students and make them aware about their own traditions and culture.
- The centre organizes workshops on indigenous skills, arts, crafts etc
- Centre for Indigenous Culture and Heritage has a museum, which depicts various aspects of indigenous culture and heritage. It showcases various traditions of different ethnic groups of the state.
- The faculty members associated with the centre take active initiatives to educate students about the rich traditions of Tripura by taking special sessions for them.
- The centre organizes special lecture sessions for students for fulfilling the objectives of the centre
- Various significant days are celebrated in the college to increase the level of awareness of the youths about the traditions and culture of the state.

5. Evidence of Success: Evidence of Success of the practice includes better ethnic cooperation and ethnic harmony in the institution as well as in the local society, learning various indigenous ethnic skills related to arts and crafts, mutual respect for each other etc.

6. Problems Encountered and Resources: The members of the centre find it difficult to manage time outside their teaching assignments to contribute in an effective manner. The centre also needs funding to increase its resources to make it more effective and to have an impact on the society as a whole.

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

Best Practice – II

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

2. Objectives:

- 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	Document
Best practices in the Institutional web site	View Document

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:

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.

5. CONCLUSION

Additional Information :

Dasaratha Deb Memorial College has been constantly upgrading itself to ensure effective planning and implementation of curriculum and to meet the recent trend in the academic field. Since its inception, the college is striving to provide best education to the students and to promote higher education to ensure inclusive growth.

The performance of the students of this college in various field has always been exemplary. The College organizes various programmes to inculcate values and ethics among the students and also motivates students for having a bright career in future. The alumni of this college are placed in different government and non-government sectors. A few alumni members of the college are appointed as the faculty member at DDM College at present.

The faculty members of this college are also dynamic and efficient and regularly update themselves for the betterment of the students. A few members of teaching faculty are actively involved as academic leaders in various capacities. Among the teaching faculty members, Dr. B.C. Das, Smt. Kalpana Das, Dr. Khokan Majumder, Dr. Nirmal Bhadra and few others are the members of Board of Under Graduate Studies (BUGS) in Tripura University. Dr. B.C. Das, Principal of DDM College is the member of College Development Council (CDC) of Tripura University. Most of the faculty members are also involved in the University as Question paper setter and Head Examiner and Examiner.

Dasaratha Deb Memorial College, Khowai thus is working efficiently and created an impact in the society and in regard to promotion of higher education in the state.

Concluding Remarks :

Since its inception, Dasaratha Deb Memorial College, Khowai is growing and evolving continuously over the period of 42 years and the college has established itself as a an institution of quality. The College started in 1979 in a very humble way in a government school building but has grown since then and now has a full fledged campus with all necessary facilities to cater a good number of students. Dasaratha Deb Memorial College, Khowai caters to the need of the students of the state of Tripura in general and the Khowai district in particular. The College runs 19 programmes including Honours (Major) in 15 subjects. The college, in spite of having shortage of teaching and non-teaching staff does not deviate from the enhancement of quality education

The College has made significant contribution in the field of higher education and is well known for its academic activities, sports, culture, social service, value and ethical education. The campus is well appreciated for creating a ragging free environment. This institution stands tall with sufficient infrastructure spreading over about 8 acres with all facilities for students and with adequate ICT facilities and green initiatives.

To promote and preserve indigenous culture of Tripura, the College has established a **Centre for Indigenous Culture and Heritage**. The College not only prepares students for acquiring higher education degree but also prepares them to be a better human being and a responsible citizen of the country.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1036</td> <td>1470</td> <td>1470</td> <td>1470</td> <td>1470</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1364</td> <td>1470</td> <td>1470</td> <td>1470</td> <td>1470</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17						2020-21	2019-20	2018-19	2017-18	2016-17	1036	1470	1470	1470	1470	2020-21	2019-20	2018-19	2017-18	2016-17	1364	1470	1470	1470	1470
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2020-21	2019-20	2018-19	2017-18	2016-17																											
1036	1470	1470	1470	1470																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
1364	1470	1470	1470	1470																											
3.1.1	<p>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</p> <p>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) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>9.99</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>30.5</td> </tr> </tbody> </table> <p>Remark : Input edited as per the given documents , Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs).</p>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	9.99	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	30.5										
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2020-21	2019-20	2018-19	2017-18	2016-17																											
0	0	0	0	30.5																											
3.1.2	<p>Percentage of departments having Research projects funded by government and non government agencies during the last five years</p> <p>3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years</p>																														

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	8

3.1.2.2. Number of departments offering academic programmes

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

Remark : Input edited as per the given document , 1 Number of departments having Research projects funded by government and non-government agencies during the last five years.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	3	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	2	1

Remark : Input edited as per the given document , Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years.

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)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 2

Answer after DVV Verification: 4

Remark : Input edited as per the given clarification , Number of classrooms and seminar halls with ICT facilities.

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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited as per the given observation , Any three can be considered (Sl. No. 1 , 3 & 4) .

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)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	3	3	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	1	1	0

Remark : Input edited as per the given document , Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years.

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).

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

17	9	1	0	1
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
05	05	2	0	01

Remark : Input edited as per the given observation , One teacher attending one or more programmes to be counted as one .

6.5.3	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : Input edited as per the given observation , Any 3 of the above can be considered (SI.No. 1,2&3).</p>
7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : Input edited as per the given observation , Any 2 of the above can be considered.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above</p>

Remark : Input edited as per the given observation , Any 2 of the above can be considered according to the supporting document for Sl.No. 3 & 4.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Total number of classrooms and seminar halls Answer before DVV Verification : 22 Answer after DVV Verification : 9</p>																				
1.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>28.41</td> <td>32.91</td> <td>20.23</td> <td>98.75</td> <td>21.07</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>28.40</td> <td>32.91</td> <td>20.22</td> <td>98.75</td> <td>18.06</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	28.41	32.91	20.23	98.75	21.07	2020-21	2019-20	2018-19	2017-18	2016-17	28.40	32.91	20.22	98.75	18.06
2020-21	2019-20	2018-19	2017-18	2016-17																	
28.41	32.91	20.23	98.75	21.07																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
28.40	32.91	20.22	98.75	18.06																	
1.3	<p>Number of Computers Answer before DVV Verification : 41 Answer after DVV Verification : 27</p>																				
1.4	<p>Total number of computers in the campus for academic purpose Answer before DVV Verification : 27 Answer after DVV Verification : 23</p>																				