



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		DASARATHA DEB MEMORIAL COLLEGE
Name of the head of the Institution		Dr. Sankar Bhattacharyya
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		91382522270
Mobile no.		6289537350
Registered Email		dasarathdebcollege@gmail.com
Alternate Email		ddmciqac@gmail.com
Address		Lalcherra
City/Town		KHOWAI
State/UT		Tripura
Pincode		799201
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri Goutam Bhattacharjee
Phone no/Alternate Phone no.	91382522270
Mobile no.	7005008296
Registered Email	ddmciqac@gmail.com
Alternate Email	dasarathdebcollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ddmctripura.edu.in/notification
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ddmctripura.edu.in/sites/default/files/2017-2018.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.40	2016	19-Jan-2016	18-Jan-2021

6. Date of Establishment of IQAC	11-Jul-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Obsevation of Vanamahotsava Programme	08-Aug-2017 1	100
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Directorate of Higher Education	Intitutional Expenses	Govt. of Tripura	2017 365	2463600
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Collected feedback form from students and analyse it for preparing the report to submit the Head of Institution. 2. IQAC take initiative for Building research environment in this institute. 3. Organised different departmental seminar with the students on college level. 4. Framing academic calendar and ensuing it successful implementation for betterment of the institution. 5.Enhance teaching learning approach in the college with use of ICT.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To collect students feedback	Students feedback collected and analysed for the preparing report.
To prepare the academic calendar	Academic callendar prepared and implemented for smooth functioning of the academic affairs.

To clean the campus	NSS unit of DDMC cleaned the entire campus at the time of commencing new session. .
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	22-Feb-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

DDM College is one of the affiliated colleges of Tripura university. It follows the curriculum designed and prescribed by TU. The College, offers Honours and General Programmes of BA/BCom/BSc students. The programme is consisting of Honours, Elective, Compulsory Foundation Soft Study options as per the rules and regulations. To implement this curriculum our college follows following mechanism for effective teaching-learning-process: (i) Regular Meeting of Teachers' Council (ii) Regular Meeting of Academic Committee (iii) Departmental Meeting (iv) Framing Class-Routine for every subject (v) Induction Programme for first Semester Students (vi) Feedback from students (vii) ICT enabled classrooms (viii) Class routine is displayed on the notice- boards of the college (ix) Library record is being maintained by the library staff. (x) Results of internal assessments are displayed on the college notice boards and a copy kept in every department. We are aware that the action-plan regarding curriculum design and development are prepared by the TU. The college master-routine is prepared by Academic Committee before beginning of the semester which is perused, approved and monitored by the principal. The coordination among academic committee, HOD and faculty members ensure a balanced distribution of lectures/tutorials and remedial classes for the betterment of the gifted, non-gifted and slow-learners. The HoDs conduct departmental meeting at the beginning of the academic-session. The College communicates the curriculum to the students, teachers personally. Each department provides guides, gives and displays information on notice-boards. In teaching-learning-process modern, innovative practices, multi-methods of audio- visual -aids, participatory, interactive, communicative, discussion debates methods are being used. Besides,

lectures and practical classes, projects, presentations, assignments and group presentation are also being carried out for effective-teaching- learning-process along with other innovative practices keeping in mind, the requirements of the rural-tribal students. The HODs of each department along with the faculty members help the examination Committee. The final examination is conducted by the TU. This college offers a value-based education to students. The college strives to enable the forest- dwellers to be well acquainted with human values. The college has a vision to enable them to be humane. The college has a spirit to refine the rural society to comprehend, compete and come forward to attain the optimum goal. The college has a study centre for distance-learning programmes offered by Directorate of Distance Education, Tripura University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NA	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No

Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The feedback forms are distributed to the students and collected by the IQAC formed Feedback team. The team then analyse the feedback under the supervision of the IQAC. The feedback report of the students are submitted to the Principal through the Coordinator, IQAC for further needful action. The Principal, in consultation with the Teachers Council Secretary and Coordinator, IQAC formulate any action, based on the feedback report, if necessary, for overall development of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	B. Com. (General)	100	10	10
BA	B.A. (General)	800	528	528
BA	Sanskrit (MAJOR)	40	39	39
BA	Political Science (MAJOR)	60	105	60
BA	Philosophy (MAJOR)	40	17	17
BA	History (MAJOR)	40	27	27
BA	Education (MAJOR)	60	75	60
BA	English (MAJOR)	40	29	29
BA	Economics (Major)	30	8	8
BA	Bengali (Major)	60	54	54

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017	2392	Nil	37	Nil	Nil
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2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	9	2	2	2	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is an important and essential part of the learning process. It is a form of both academic and stress related guidance. All the faculty members of DDM College are very much aware and careful about the all-round development of the students and hence the college has adopted the mentoring system for effective teaching as well as a student support system. A detailed record of the mentoring process is maintained by the mentor teacher for effective implementation of the process and proper guidance to the students. These process includes

1. Induction of mentoring at the very beginning of the academic year
2. Course specific: Punctuality in the classes , identification of slow learners and advanced learners, special attention towards the slow learners in the theory and practical classes, techniques of proper time management in the examination hall.
3. Stress specific: to provide mental support to cope up with the family problems, academic problems, examination phobia etc.
4. To maintain a cordial relationship between teaches and student for better teaching – learning.
5. Mentor along with other faculties of the department meets individual student or group of students to provide counseling / guidance / motivation in all academic matters,
6. Carrier guidance for higher studies, competitive examination etc.
7. Intimate HOD/ Head of the institution regarding students problems whenever situation demands.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2392	37	1:65

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	NIL	Nil	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BCom	TDPG/TDPH	6 Sem/ 3 year	14/05/2018	18/08/2018
BSc	TDPG/TDPH	6 Sem/ 3 year	14/05/2018	18/08/2018
BA	TDPG/TDPH	6 Sem/ 3 year	14/05/2018	18/08/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation process in the college is followed according to the university guideline. Both the formative and summative methods are followed in the college to evaluate the performance of the students. The college has initiated internal assessment examination according to the university examination rules for both honours and general course students. These internal assessment tests are held according to the tentative dates given in the academic calendar of the college.

In the formative evaluation process, quizzes, projects, debate competition, group discussion etc are also conducted at the departmental level and college level. Summative method is followed at the end of the session through year-end examination. The departments conduct all of their evaluation process within the framework decided by the college examination committee. Answer scripts are evaluated in the concerned department and results are displayed accordingly.

Answer scripts are also shown to the students so that they can prepare themselves in a better way for future examinations. Departments also maintain merit register to monitor the progress of students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares the Academic Calendar and also published it in the college prospectus .It includes details of about the continuous internal evaluation mechanism and year-end examination. It also includes the timeline of all other academic activities and major vacation dates. The Academic calendar maintains a balance between academic activities and examination schedule.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.ddmctripura.edu.in/sites/default/files/DDMC_PO_CO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
TDPH	BA	Bengali (Major)	35	34	97.14
TDPH	BA	Economics (Major)	3	3	100
TDPH	BA	English(MA JOR)	15	15	100
TDPH	BA	Education (MAJOR)	28	26	92.85
TDPH	BA	History (MAJOR)	9	9	100

TDPH	BA	Philosophy (MAJOR)	5	2	40
TDPH	BA	Political Science (MAJOR)	26	26	100
TDPH	BA	Sanskrit (MAJOR)	13	9	69.23
TDPH	BSc	B.Sc. Physics (MAJOR)	8	8	100
TDPH	BSc	B.Sc. Chemistry (MAJOR)	1	1	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<u>NA</u>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	Nil
International	Zoology	1	Nil
National	English	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	2017	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2017	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	6	3	Nil	Nil
Attended/Seminars/Workshops	1	Nil	Nil	Nil
Resource persons	Nil	Nil	Nil	1
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Fruits distribution among patient of Khowai district hospital	NSS	5	120
Special camp	NSS	5	60
Regular Activity	NSS	5	120
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness program on civil rights act 1995	State welfare, Govt. of Tripura	Relevant cultural program, poster	5	169
Swach Bharat Abhiyan	NSS	cleaning of adopted village	5	100
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.74	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	NA	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30703	Nil	Nil	Nil	30703	Nil
Reference Books	9173	Nil	61	Nil	9234	Nil
Journals	42	Nil	Nil	Nil	42	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existin	43	22	43	0	0	3	16	2	2

g									
Added	0	0	0	0	0	0	0	0	0
Total	43	22	43	0	0	3	16	2	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.5	5.5	0.74	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee in collaboration with Fund Development Committee alongwith RUSA Committee assigned funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college. To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:- Department wise annual stock verification is done by concerned Head of the Department. Regular maintenance of Computer Laboratory equipments are done by Laboratory Assistant along with Laboratory. Overall development of campus is done by Development Committee of the college. Regular cleaning of water tanks, proper garbage disposal and maintenance of lawns is done by outsourcing. College campus maintenance is monitored through regular inspection. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing. Regular maintenance of the water cooler and water purifier is done by outsourcing agent. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

http://www.ddmctripura.edu.in/sites/default/files/4.4.2_0.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0

Financial Support from Other Sources			
a) National	Government Scheme	1743	6442340
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	NIL	Nil	Nil	Nil	Nil
2018	NIL	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	2	TDPH	English	IGNOU	Master arts in English.
Nil	1	TDPH	Physics	Tripura University	M.Sc in physics

2018	2	TDPH	English	Tripura University	M.A in English
2018	1	TDPH	Political Science	Gitanjali B.ED college	B.ED
2018	1	TDPH	English	The west Bengal university of teachers' training, education planning and administration	B.ED
2018	1	TDPH	Political science	The west Bengal university of teachers' training, education planning and administration	B.ED
2018	1	TDPH	Education	ICFAI University	M.A, Education
2018	1	TDPH	Mathematics	Tripura University	M.Sc, Mathematics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	College	80
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Inter University Cricket Tournament	National	1	Nil	17/183	Mampi Debnath
2018	Inter University	National	1	Nil	17/754	Biplob Rudra Paul

Cricket
Tournament

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a well organized means of engaging the students in various administrative, co-curricular and extracurricular activities of the college. 1. Administrative Activities: • The college students take part in various administrative activities of the college. The students take part in the admission process by helping the applicants in filling up the admission forms. • The college has a well structured elected body of Students' Union Council which is held as per the guidelines of the Directorate of Higher Education, Government of Tripura. The students take part in the election process and help in successful conduction of the election of the SUC. The students, through the students' union council take part in various activities of the college. Students also participate in the administrative activities by becoming members of different communities. 2. Co-curricular and Extracurricular Activities • The college students are encourage to take part in various Co-curricular and Extracurricular activities. The college has a well established NSS cell. Several students take part as volunteers of the NSS in the college. The NSS volunteers organized NSS Week every year where several activities are taken up like cleaning drive, books distribution and food distribution to the needy of the society in and around the college. • The college students also take part in various cultural activities of the college. The students actively participates during the celebration of national festivals, Independence Day and Republic Day celebration, Freshers' Day celebration, Kokborok Day, Sarawati Puja celebration etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

N/A

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Directorate of Higher Education (DHE), Govt. of Tripura, delegates principal/principal i/c of the college regarding internal academic and operational decisions based on the policies of the DHE. Principal formulates the Teachers Council at the beginning of each academic session and demonstrates the working procedure in consultation with Teachers Council based on the vision, mission and goal of the college. Also various sub-committees, viz. Academic Committee, Examination Committee, Development Committee, Discipline

Committee, Games Sports Committee, Anti Ragging Committee, NSS cell, Magazine and Social entertainment Committee, Grievance Redress Cell, Career and Counselling Cell, Lower Purchase Committee, IQAC cell, RUSA committee, Library Committee etc., are constituted by the principal/principal i/c giving representation to the faculty members for the smooth functioning of the academic and administrative matters of the college. Students are also given due representation in IQAC and play an active role in extracurricular activities like Saraswati Puja, Blood Donation Camp, Any Awareness programme, Annual Sports and various activities of NSS etc. Non-teaching staff are given their due representation in various committees and activities of the institution. College promotes participative management by involving all stakeholders of the education, viz. Teaching staff, Nonteaching staff, Students, Parents, Alumini, local people representatives etc. for the overall development of the college. Teaching staff, coordinators/convener/programme officer, of various sub-committees/cells share their views regarding effective implementation of various curricular and co-curricular and extracurricular activities during each academic year and as well as also for any kinds of programmes as and when entrusted by the department of higher education, Govt. of Tripura. Non teaching staff are involved in day to day support service for both students and faculties and they are the main helping hand of the administration of the college. Students contribute through their presence and active participation in various developmental activities and programmes organized by the college and they often put forward their valuable suggestions and feedback so that the programme/activities get better in the next time. Thus, the institute encourages teachers, students, parents, employers, alumni, staff, to share their ideas, opinions, suggestions through proper channels i.e through parent teacher meet, alumni meet, class teachers meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and taken in to consideration based on the merit and conducive to the vision, mission and goal of the college. The internal quality assurance cell (IQAC) always in touch with all its stakeholder to promote the excellence of this institution and all the members of this cell are actively engaged in preparation of various documents as and when required from the administration.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As our college is an affiliated college to Tripura University, therefore we do not have scope to develop our curriculum independently but our faculties being the members of BUGS are an integral part of curriculum development.
Teaching and Learning	Effective implementation of teaching-learning plan for class wise syllabus distribution, extra/tutorial class arrangements, conducting quiz/ debate/ small group discussion, class room interaction between teacher-student student-student are followed. Project-based learning is carried out by all

	<p>science departments. Educational tour is carried out by Life Science Departments.</p>
<p>Examination and Evaluation</p>	<p>The College follows the examination/evaluation methods introduced by the affiliating University. Class tests (Internal Assessment) are conducted as per University Guidelines and are included in the Academic Calendar. The evaluated answer scripts of the class tests are shown to the students individually, for their improvement. Results of class tests are uploaded by the faculty members in the TU portal and also kept in the respective department for future record.</p>
<p>Research and Development</p>	<p>Provided infrastructural support such as library and laboratory, space for carrying out research work etc. Computer facility is provided in different segments of the College. Institutional support from the College authority is provided for smooth progress of research projects: autonomy to Principal Investigator for running the research projects, release of funds to the Principal Investigator as per instructions of funding agency. Teachers are encouraged to apply for research grant. On duty leave granted to the faculty members for attending professional Seminars, Conferences, and Workshops etc. Teachers are encouraged to take part in workshops/ seminars/ conferences and also motivated for research publications. During the year, 04 research papers were published in the peer-reviewed national/ international journals by the faculty. 1 edited book were also published by the faculty.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The Library Advisory Committee regularly meets for maintenance of the Library and its other resources. The Centralized Library of the college has 30,703 text books, 9061 reference books. Reading room with a seating capacity of 20 students is also provisioned for interested students.</p>
<p>Human Resource Management</p>	<p>For the management of the students' affair, the College has a Students' Union which is elected annually as per the Department of Higher Education of State Government directives. For overall management, the College has a</p>

Core Committee as well as IQAC monitors the aspects in the academic and administrative arena. The College has a Teachers' Council with different academic as well as administrative sub-committees coordinates curricular, co-curricular and extension activities. Find people with strong co-curricular/extra-curricular skills and encourage them to organise sports/ social cultural events etc. Identify people with leadership skills and groom them with administrative responsibilities. IQAC encouraged faculties to participate in the orientation and refresher courses. They were also encouraged to participate in different international/national seminars/workshops. They were also encouraged to get training on internet and computers according to their requirement. Teachers were also encouraged to participate in different short term training programmes to improve their skill/knowledge.

Admission of Students

The admission notification is issued centrally as advertisement in leading newspapers by the Department of Higher Education of the State Government. The annual Prospectus contains detailed information about the courses, intake of students, eligibility criteria, and process of admission. Admission to undergraduate programmes in the Faculties of Arts, Commerce and Science are made on the basis of H.S.(2) or equivalent academic performance as per the norms set by Tripura University. Reservation policy of Government of Tripura is complied with, during the admission process. The selection of students to the institute is done through the Admission Committee through proper procedure of releasing merit lists (first, second and waiting list). Admission merit lists are uploaded in the College Website and published in the College Notice Board for transparency and for the convenience of students seeking admission to

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	There is a Planning and Development Committee with members from faculty to assist with the planning and execution of extension of the college, planning

	<p>for infrastructure. The Committee discusses financial matters regarding grants received, needs of departments so as to plan and budget.</p>
Administration	<p>The college tries its best to keep in touch with latest tools to function the administration in a systematic way. The college has a partial Management Information System. The college website displays notices before admission, and reports of recent events, photos of various programmes organised in the college by the students and teachers. Most of the Accounts documentation is digitally maintained, student information likewise.</p>
Examination	<p>The College has the separate Examination Sub Committee well equipped with ICT tools necessary for examination purpose. As per the requirement of Examination all the necessary equipments are provided by the college such as Separate Desktop and Internet Facility. Sessional Examinations are conducted by the Examination Sub Committee. Internal marks of Sessional Examinations are timely entered and submitted to the University portal by respective departments.</p>
Finance and Accounts	<p>The college keeps the records of finance and accounts in computers for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the transparency in financial transactions. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in the auditing procedure.</p>
Student Admission and Support	<p>The college has a separate admission committee which looks after the admission process of the college as per the norms of DHE. The College uses software for the admission purpose to timely publish the merit list of the applicants. Provisions of Help Desks are made to assist the applicants in filling up the admission forms and submitting the requisite fees.</p>

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	NIL	NA	NA	Nil
2018	NIL	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NA	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nil	Nil	Nil	0
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
To recognize the service of a person a good number of Welfare Schemes from Govt. side are provided such as Leave Salary, Group Insurance, Pension and Gratuity etc.	To recognize the service of a person a good number of Welfare Schemes from Govt. side are provided such as Earned leave, Leave Salary, Group Insurance, Pension and Gratuity etc.	Different Scholarships schemes viz. National Scholarship, Merit Scholarship, LIG, SC/ST, OBC Stipend, Ishan Uday Schemes are available for the students and almost every student is getting some stipend as per State/Central Govt. Norms.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college keeps the records of finance and accounts in computers for transparent functioning of Finance and Accounts department of the college. Store and library verification is done at regular intervals. Departments maintain stock registers of laboratory equipment and chemicals. Library registers of Departmental Library are maintained by the Head/In charge of the departments. External audit as desired by AG is done at regular intervals.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

NA

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Upgradation of Library Installation of CC Camera in the administrative building Upgradation of IT Science Labs

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Collection of feedback forms from students and analysis.	05/04/2017	05/04/2017	07/05/2017	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness programme for Student Awareness programme on Gender Sensitization	16/02/2018	16/02/2018	32	45

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Scribes for examination	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	Nil	Nil	Nil	NA	NA	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Birth Anniversary of Rabindranath Tagore	17/05/2017	17/05/2017	160
Teachers' Day Celebration	05/09/2017	05/09/2017	300
Celebration of Republic Day	26/01/2018	26/01/2018	120
Celebration of	19/01/2018	19/01/2018	200

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college has replaced neon bulbs with LED light in many classrooms, Departmental rooms, Administrative buildings and also in the offices to minimize the consumption electricity. 2. Most of the office and official communication are performed virtually through e-platform like Whatsapp group, e-mail to minimize the use of paper, which is a green initiative taken from our end. 3. The NSS unit and Teachers' council of the college has carried out plantation as well as plant protection programs in the college campus. 4. Waste collection bins are set at different corners inside the college premises. 5. Chemicals waste are collected in a large pit to maintain the campus clean.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices :- 2017-2018 Best Practice 1: 1. TITLE OF THE PRACTICE: IMPROVING TEACHING-LEARNING PROCESS 2. GOAL: • To ensure the completion of syllabus according to the academic planner of each department • To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching • To improve pass percentage and enhance the number of ranks bagged by the college at the university level examinations. 3. THE CONTEXT: • The teachers find it difficult to keep pace with the techno -savvy student learners. It has become essential for some of the 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 containing all the information about the commencement of class, internal assessment examination (tentative schedule), master routine for all the departments, departmental routines, class plan, syllabus distribution, sample questions from the parts of respective are always provided to the students for their benefit. • The Academic Committee along with the Heads of different departments monitor the pace of coverage of the syllabus also they have a strong willpower to motivate the student community when they face any kind of problem as far as their academic development is concerned. INNOVATIONS and BEST PRACTICES: • Informal feedback is obtained from students regarding the content delivery by different teachers. The Academic Committee in collaboration with IQAC members hold frequent informal meetings and collect the information needed. • Frequent classroom assignments, tests and evaluation are conducted to improve performance in the end-semester examinations strictly considering the spirit of continuous evaluation as per the guidelines of the affiliating university. • A good number of class rooms are made ICT enabled and many departments like Physics, Chemistry Information Technology have the necessary tools for handling the class room teaching with the help of ICT. 5. EVIDENCE OF SUCCESS: • Students started participating more attentively in the class • Teachers and Students were made aware of the technology uses. • Appropriately paced and timely completion of syllabus Best Practice 2: 1. THE TITLE: DEALING WITH WASTES IN THE CAMPUS. 2. OBJECTIVES OF THE PRACTICE: A group to deal with waste management in the campus is formed constituting of students and staff of the college. The preliminary objectives of this group are: • To generate awareness among students of managing wastes. • To involve the students in cleaning their college campus. • To set up waste bins in sufficient numbers to avoid littering. • To generate consciousness among students about e-waste accumulation and disposal of e-waste from the college campus. • To promote a sense of hygiene among students. 3. THE CONTEXT: The content of the practice is to carry out waste management in a participative manner involving both students and teachers. 4. THE PRACTICE: NSS volunteers

take the initiative to clean the campus and take necessary steps in disposal of waste. The students also take an oath to clean the college campus regularly. Also keeping the vicinity of the college was considered a high priority. The science departments dealing with chemical wastes also adhere to proper waste management. 5.EVIDENCE OF SUCCESS: The college is green and clean. The college has a bio-waste management where the chemicals wastes are properly dealt. The college is now a plastic free zone.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ddmctripura.edu.in/sites/default/files/Best%20Practices2017-2018.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

This college has strengthened in the area of upgradation of science laboratories and also in the procurement of large number of text reference books in the library. A good number of scientific equipments/instruments for various science departments viz. physics, chemistry, zoology, botany and human physiology computer science are procured to enrich all these labs as per the affiliating university syllabus. Students of these science disciplines are now able to perform a good number of experiments in their practicals in comparison to previous years and as a result they are also performing well in the end-semester examination. Another distinctive feature of this institute is that a good number of text/reference books were purchased for the central library to enable the students coming from different sections by offering them good and quality text books for their study.

Provide the weblink of the institution

<http://www.ddmctripura.edu.in/sites/default/files/7.3.1.pdf>

8.Future Plans of Actions for Next Academic Year

1. Enhancing academic excellence through use of ICT in classroom. 2. Upgradation of science laboratories. 3. Contribution of efforts toward ecofriendly campus. 4. Regional /National seminar will be organized by different departments of Arts, Science Commerce. 5. To enhance research environment in the college. 6. Setup of mini Tribal museum in the college campus. 7. To organize several outreach programs by NSS unit of the college. 8. Upgradation of computer laboratories.