



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution		DASARATHA DEB MEMORIAL COLLEGE
Name of the head of the Institution		Smt Kalpana Das
Designation		Principal (in-charge)
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/IQAC_NAAC
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/academic_calendar

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.40	2015	19-Jan-2016	18-Jan-2021

6. Date of Establishment of IQAC

11-Jul-2012

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
Seminar on RECENT TRENDS ON MATERIAL SCIENCE, ACT	01-Mar-2016 1	50
MAGAZINE PUBLICATION	01-Aug-2015	100

	1	
BLOOD DONATION	03-Aug-2015 1	30
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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
Dr. SHIPRA DATTA	MRP	UGC	2016 2	1.08
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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 :

3

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 Organised Staff Training programme for research and innovation. Many faculties applied for MRP research project. 2 Encourage the faculty members to participate in FDP 3 Health Awareness programme for the students 4 Organised Blood donation camp in the college 5 Organised the Cleanness oriented programmes in collaboration with college NSS Unit 6 Planning and successful implementation of academic calendar throughout the session.

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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	Achievements/Outcomes
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Teaching learning enhancement	Teachers were encouraged to adopt innovative ways of teaching. Use of multimedia and computers are being used by teachers. Quiz, debates and seminar are conducted for better understanding of the topic discussed in the class.
Research and Seminar activities	Teachers were encouraged to participate actively in their research of interest. Faculties applied for MRP to different funding agencies. Teachers also attended research enhancement programme and conducted academic seminars.
Engagement in Extra Co Curricular activities	Students are engaged in various co curricular activities. College NSS unit celebrated NSS week and various cleanliness drive was organized by the students. Students also participated in the Blood donation camp organized in the college.
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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	2016
Date of Submission	02-Nov-2016
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

Dasaratha Deb Memorial College is one of the affiliated colleges of Tripura university. It follows the curriculum / syllabi designed and prescribed by Tripura University. The curricula which was developed and adopted came into effect from the Academic session 2015-2016 onwards and credit based six semester degree course pattern. Some of our college faculty members participated and contributed in revision and framing of the syllabus/ curriculum in the meeting of BOUGS in the year 2015-2016. The college developed

and deploys various numbers of plans for effective implementation of curriculum in teaching learning process. The college communicates the curriculum to the students, teachers and the stake holders personally. Each department provides guides, gives and displays on notice -boards. In teaching- learning process modern, innovative multi-methods of audio- visual, participatory, interactive, communicative, discussion debate are being implemented. Besides lectures and practical classes, projects, presentations, assignments and group presentation are being carried out for effective teaching learning process along with other innovative practices in the teaching learning process are being used by keeping in mind the requirements of the rural tribal students. At interval remedial classes were also given to the slow learners. Previous year questions papers were provided to the pupils personally. The college takes initiative for educational tour, field trips, excursions and seeing the historical monuments for the development of critical and divergent thinking of the students. Students are enabled to interpret, analyse, express better for such kind of educational tours. They are inspired and motivated for text oriented learning in true and holy spirit. Students are advised to follow in preparation of their project work surveying, questioning, reading, recalling and reviewing. The Departmental plan of syllabus distribution is done by the HoD of the respective department. The HoD plans, organizes, advises and suggests about innovative practices in teaching learning processes. The college master-routine is prepared by academic committee before beginning of the semester which is perused, approved and monitored by the Principal of the college and a copy of the same to be issued to HoD of each department for allocation and implementation of the same. 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 departmental time table which is approved by the principal is displayed on the departmental notice board. Tentative dates of sessional one and two and final examination for all semesters and measure vacations are included in the academic calendar which is distributed among faculty members individually. All internal examination are conducted as per the academic calendar of the college. Merit register of students are being maintained to monitor their progress and preserved by the respective departments.

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	Nil	Nil	Nil	Nil	Nil

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
IQAC committee prepare a proforma/module to take the feedback of students. After supplying the proforma, IQAC committee collects the filled in proforma from the same and then analysed the data to prepare the final report. After analysing the feedback the report is sent to the head of the institute to take further action, if necessary.

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
BSc	Physics (MAJOR)	20	3	3
BCom	Accountancy (MAJOR)	20	1	1
BA	Sanskrit (MAJOR)	40	39	39
BA	Education (MAJOR)	60	56	56
BA	English (MAJOR)	40	32	32
BA	Bengali (Major)	50	40	40

BA	Economics (Major)	30	12	12
BA	History (MAJOR)	40	34	34
BA	Philosophy (MAJOR)	40	18	18
BA	Political Science (MAJOR)	60	86	60
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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
2015	2214	Nil	44	Nil	44

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
44	16	4	3	3	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 student's problems whenever situation demands

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2214	44	1 : 50

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
44	44	Nil	Nil	14

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
2015	NIL	Nil	Nil
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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 examination
Nil	TDPH/TDPG	3rd year	01/06/2016	01/09/2016
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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/>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
TDPG	BCom	B. Com. (General)	11	8	73
TDPG	BA	B.A. (General)	393	368	94
TDPH	BA	Sanskrit (MAJOR)	23	17	74
TDPH	BA	Political Science (MAJOR)	36	35	97
TDPH	BA	Philosophy (MAJOR)	10	8	80
TDPH	BA	History (MAJOR)	11	9	82
TDPH	BA	Education (MAJOR)	22	22	100
TDPH	BA	English (MAJOR)	12	12	100
TDPH	BA	Economics (Major)	1	1	100
TDPH	BA	Bengali (Major)	20	20	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)

http://www.ddmctripura.edu.in/IOAC_NAAC

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
Minor Projects	730	UGC	26	19.75

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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
RECENT TRENDS ON MATERIAL SCIENCE, ACT,	Chemistry	01/03/2016
COMPUTATIONAL INFORMATION PROCESSING	IT	04/02/2016

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	Nil	Nil	Nil	Nil
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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	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	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)
National	PHILOSOPHY	1	Nil
International	CHEMISTRY	1	Nil
National	ECONOMICS	1	Nil
National	ZOOLOGY	1	Nil
No file uploaded.			

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
BENGALI	8
POLITICAL SCIENCE	1
ECONOMICS	1
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	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	Nil	Nil
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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	2	5	1	Nil
Resource persons	Nil	Nil	Nil	4
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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
VANAMOHATASAVA	NSS	4	80
SPECIAL CAMP	NSS	4	60
No file uploaded.			

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	Nil	Nil	Nil
No file uploaded.			

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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	Nil	Nil	Nil	Nil
No file uploaded.				

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	Nil	Nil	Nil
No file uploaded.			

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/	Duration From	Duration To	Participant
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		industry /research lab with contact details			
NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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	Nil	Nil
No file uploaded.			

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
2.25	2.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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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	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14929	Nil	5951	Nil	20880	Nil
Reference Books	5666	Nil	2834	Nil	8500	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	Nil	Nil	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
Existing	43	1	1	1	1	1	0	2	0
Added	0	0	0	0	0	0	0	0	0
Total	43	1	1	1	1	1	0	2	0

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
NA	Nil

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
11	11	11.47	11.47

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)

The maintenance and utilization of college infrastructure is under the supervision of the Principal of the college along with the members of Planning and Development Sub Committee. The policies and procedures for maintaining and utilizing all the physical, academic and support facilities are decided by the Principal in consultation with the Conveners of concerned sub committees. Civil Maintenance: DDM College has a permanent boundary wall covering the entire campus ensuring its security. The Development Committee look after all the matters related to maintenance of buildings, sewage systems, washrooms, gardens and lawns in the college. The college has sanitary workers for cleaning the premises. Maintenance of purified drinking water systems: Purified drinking water systems have been installed in the administrative as well as academic buildings of the college and are cleaned and maintained by the respective suppliers as and when required. Maintenance of Laboratory Equipment: The equipment and machineries in the departmental laboratories are maintained by

the Head of the Department with cordial support from the other faculty members. Maintenance of IT Infrastructure: The IT department is in charge of the maintenance of computers and internet connectivity, and procurement of hardware, software and related equipments. The college website is designed and maintained by IT department and hosted by NIC. Electrical Maintenance: The internal electric division of TSECL, Government of Tripura maintains electrical facilities in the colleges and when required. Library Maintenance: The library is headed by librarian. He is supported by a number of sorters, supporting staff. In addition to the above, staffs and attendants help the students for searching and lending of the books in the library. Security: The College has security guard on the entrance. During day and night security guards assure the safety of the campus. Moreover, extra security is provided by Tripura Police whenever asked for. Utilization of physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc.: The responsibility of proper use of college infrastructure lies with all stakeholders including faculty members, office staff and students. Good practices such as switching off lights and fans when not in use, keeping the campus clean, using dustbins and regularly emptying those, cleanliness drive in the college etc are encouraged among the students, teaching and non teaching staff of the college. Log books are maintained for using library services, laptop for ICT classes and Computer lab. Stock registers are maintained for science equipment, books, computers and other IT equipment, sports equipment etc.

<http://www.ddmctripura.edu.in/>

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	NIL	Nil	Nil
Financial Support from Other Sources			
a) National	ST/SC/OBC SCHOLARSHIP	1659	6445900
b) International	NIL	Nil	Nil
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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 implemetation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	Nil
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 passedin the comp. exam	Number of studentsp placed

Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

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
NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
2016	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
1	LOCAL	60
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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
Nil	NIL	Nil	Nil	Nil	Nil	Nil
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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. With the semester system being introduced in the college, new students come for admission in the month of June-July. During this time the student volunteers from the student's council help in maintaining discipline in the college and aid the applicants in filling up the admission forms and admission process. • 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. 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. • Besides this, the students through the SUC organizes and actively participates in Inter College-Drama competition.

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 :

The college has set up an alumni association. The alumni association of the college takes part in various activities of the college as per requirement. The alumni contribute significantly in the academic upliftment of the students as well as other development related to the college. The alumni take part in the extracurricular activities of the college like in cleanliness drive in association with the NSS unit of the college. The alumni association of the college also conducts special lecture on various topics for the betterment of the students. They also keep in contact with the college authority and help the college in various issues of the college, whenever required.

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)

Decentralization: Dasaratha Deb Memorial College has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Principal delegates all the academic and operational decisions based on policy to the various sub committees to fulfill the vision and mission of the institute. The various sub committees formulate common working procedures and entrust the implementation

with the faculty members. Faculty members are involved in various subcommittees/cells and allowed to conduct various programmes for betterment of the students as well as college. They are encouraged to develop leadership skills by being in charge of various academic, co curricular and extracurricular activities. Dasaratha Deb Memorial college regularly encourages the students to join NSS unit of Dasaratha Deb Memorial College. Dasaratha Deb Memorial College NSS wing has been functional for a long while. The NSS volunteers are encouraged to participate in various extension activities of the college. NSS activities are conducted by programme officer of NSS unit. Under its banner, the college has a Red Ribbon Club, which is run in collaboration with Tripura State AIDS control society. The College has also a placement cell to assist the aspiring students in their career development and higher studies. The student grievances redressal cell of the institute addresses the students' grievances and accordingly redresses the issues, if any. The Antiragging committee stands for monitoring ragging free campus. It also stands for prevention and action against ragging cases, if arises. Students are empowered to play an active role in different programme organised by the college. To enhance the overall welfare of the students in general and academic interests in particular, a Students' Council is formed every year through as per guideline of Directorate of Higher Education, Government of Tripura. There is also a cultural committee in the college, which organise various programme regarding cultural activities. All concerned of DDMC are participate in these programmes time to time. All the concerned of the college are allowed to express themselves and give their valuable suggestions to improve the quality of the Institute. The Principal, faculty members and office staff are involved in governing of the policies and procedures, guidelines and rules regulations pertaining to admission, placement, discipline, grievance, counseling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute. Regarding any issues of the college and programmes to be conducted by the institute all the faculty members meet, discuss, share their opinion and plan for the event.

Faculty members are also involved in deciding academic activities and examinations to be conducted by the college as per guidelines of Tripura University as well as Directorate of Higher Education, Government of Tripura. At functional level, the faculty members participate for sharing the knowledge by discussing on the latest trends in technology during faculty meeting.

Faculty members also involve in research work and write research papers for publishing and sharing their knowledge. All the activities like wise academic, administrative, planning etc. are

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

No

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
Human Resource Management	Management of human resource is done in a democratic way. The students' affairs are looked after and managed by the Students' Council which is guided by the Principal as the President of Council. Members are elected annually as per guidelines of Directorate of Higher Education, Government of Tripura.. In the Academic arena, the Teachers' Council renders the cooperation in various aspects from

	<p>time to time to the authority for smooth functioning of the institution. Grievance redressal cell, Anti sexual Harassment cell are being constituted for the betterment of the students.</p> <p>There is a core committee in the college comprising of the senior most faculty members of the institution.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Apart from three old computers, three new have been installed in the library for automation. Library automation has been done regarding information of books and journals. Internet service is provided at present to the teachers. Latest books are purchased for the students. Computers with internet facility have been installed for the students in the computer Lab.</p>
Research and Development	<p>Maximum faculty members are encouraged and kept updated for applying in research grant projects. Adequate infrastructural support such as library, laboratory and reprographic facilities are provided from the college authorities. Institutional support is provided in the autonomy of the principal investigator. Timely availability release of fund is facilitated. Internet latest technological facilities are ensured for carrying out research work. Constant encouragement is made for submitting MRP.</p>
Examination and Evaluation	<p>The respective departments of the college conduct two sessional examinations and evaluations and the end semester examinations and evaluation are conducted by Tripura University. Teachers are judiciously engaged in conducting the examinations as well as evaluation of the papers both in the college and in the university respectively.</p>
Teaching and Learning	<p>The faculty members of every department are assembled at the beginning of each academic session for allocation of term wise syllabus, assignments, tutorials etc. Different departments of this institution organize students' Seminar/ workshop on recent trends of syllabus. Technology enabled teaching learning process through LCD projector and over head projector is by the faculty members of this institution. Field study, project work is carried out by the different</p>

	departments as per prescribed by the Tripura University.
Curriculum Development	College follows the syllabus and curriculum as per guideline of Tripura University. Hence there is no scope for internal curricular designing by the college.
Industry Interaction / Collaboration	Seminars and workshops are organized in collaboration different agencies
Admission of Students	Admission of the students is done as per the norms set by Tripura University as well as Directorate of Higher Education, Government of Tripura. The admission process is done in the college completely on the basis of merits of the students and as per guidelines of Department of Higher Education, Government of Tripura.

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 for infrastructure. The Committee discusses financial matters regarding grants received and expenditure.
Administration	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 eve
Finance and Accounts	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.
Student Admission and Support	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.
Examination	The College has the separate Examination Sub Committee well equipped with ICT tools necessary for examination purpose. As per the requirement of Examination, the college

such as Separate Desktop and Internet facility provides the necessary equipments.

6.3 – Faculty Empowerment Strategies

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
Nill	NIL	Nill	Nill	Nill
No file uploaded.				

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)
Nill	NIL	Nill	Nill	Nill	Nill	Nill
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
Orientation Programme	1	15/06/2015	11/07/2015	28
Orientation Programme	1	05/10/2015	30/10/2015	28
Refresher Course	1	08/03/2016	23/03/2016	16
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
As per rules of Government of Tripura	As per rules of Government of Tripura	Scholarships are provided to students as per government norms. There is a students welfare sub committee in

the college to provide suggestion to the students.

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 equipments 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	Nil	Nil
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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

NIL

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

NIL

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

1. Initiatives were taken to take classes using ICT. 2. Propose to introduce Bio-Science honours courses. 3. Constructed cricket concrete pitch for the students

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
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Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

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
Nil	Nil	Nil	Nil	Nil

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
<p>1. Use of more number of waste-boxes in different corners of the college premises. 2. Time to time wastes and collection of waste from the college by the authorized agencies of Govt. (KMB). 3. Plastic and polybags free campus :- Use of paper cup in place of plastic tea cup I the college canteen. 4. Regular basis of nursing of plantation trees in the college campus. 5. Regular basis of cleaning of sweeping the class rooms and laboratories. 6. Energy conservation to reduce the consumption of electricity. 7. Installation of LED lights for conservation of energy.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

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
2016	Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File							

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	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers day Celebration	05/09/2015	05/09/2015	300
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rain water Harvesting. 2. Plantation and plant protection activities. 3. Use of labelled recycling bins. 4. Reduced consumption of electricity by changing traditional bulbs to CFL. 5. Use of water saving devices in toilets and tubs .

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Practice I: 1. Title of the Practice: To generate atmosphere for Research and Development 2. Goal: The main objective of this best practice is to generate a research environment inside the college campus. All the young faculty members are motivated by senior teachers as well as also by the authority to get involved with research related activities. 3. Context: In spite of different obstructions there is a healthy competitive environment among the teachers of Dasaratha Deb Memorial College. Faculty members of various departments are also keen to publish their research works in various national/international journals as well as books from various leading publication Houses. Moreover, teachers are engaged in minor research projects funded by UGC. 4. The Practice: i) Senior teachers and authority motivate young teachers to approach to various funding agencies for major and minor research proposals as well as also for seminar/workshops. ii) All faculties are always interested in surfing different journals through Google, archive and INFLIBNET regularly. iii) There is a constant thrust to improve the arena of knowledge and to widen the ideas through the mode of interactions among eminent researchers, experts in pioneering research fields during workshops and special lecture sessions. 5. Evidences of Success: In the last one year, faculty members of this college worked hard to create opportunity to carry out research works. The faculty members of Science and Arts departments are pursuing their research activities and published many papers in reputed International and National Journals. Many books and chapters of books were published with ISBN No. by our faculty members of this college. 6. Problems encountered and resources required: • Insufficient e-resources (online journals) • Lack of advanced level equipment's for some departments • Inadequate supporting Practice II: 1. Title of the Practice: To Undertake Student Welfare Measures 2. Goal: The goal of Dasaratha Deb Memorial College is not only to motivate the students in pursuing their career but also to create awareness among them regarding health and hygiene, the environmental issues and the fast changing world so that they can grow up as healthy and competent. 3. Context: The College is a grown-up institution covering the voyage of 36 golden years and is playing a pivotal role in disseminating higher education among the state. But under the context of the competitive and challenging world, the college feels the responsibility to come up with more welfare measures for the students so that they can bloom with all their inner and hidden capabilities. 4. The Practice: i) Organizing invited talks, workshops, lectures awareness programs have become regular activities of the college. ii) Faculties and NSS Units, have taken proper initiatives in organizing such programs. 5. Evidences of Success: In the last one year, faculty members in association with other organizations arranged a number of programs which are listed below: 1. The students of NSS unit celebrated Vanamohotsav on 29th July, 2015. 100 no of saplings were planted. Students were encouraged to plant at least one tree in their house or adjoining areas. The programme was a successful one from the view of its theme and importance. ii) Road Safety Week was observed, the students attended National Youth Day (Rally), National Girl Child Day (Rally and Seminar). iii) Blood Donation : Camp in DDM College Campus was organized by NSS Unit of the College in association with TSBTC, Agartala on 3 August, 2015. Total 35 nos of students and faculty members donated blood in the camp. iv) DDM College NSS Unit has successfully completed the Special Camping programme which was held from 29.07.2015 to 4.08.2015

ACTIVITY REPORT OF NSS SPECIAL CAMP 2015 29.07.2015

(WEDNESDAY): 11.00AM-12.30PM: Inaugural Programme The Inaugural Programme was held in the College campus. Principal in-Charge Smt. Kalpana Das presided over the programme. Sri Bidyut Bhattacharjee, Honble Saha Sabhadhipati, Khowai Zila Parisad was present as Chief Guest and ward member of Khowai Poura Parishad Sri Kanan Datta was present as special guest. 1.00PM-4PM: Plantation of saplings in the College campus by NSS volunteers, faculty members, guests was done in various parts of the College compound. 100 no of saplings were planted.

30.07.2015 (THURSDAY): 8.00AM-12.30PM: Rally on Swachh Bharat Abhiyan and Cleaning program at Indira Chowmuhuni, District Hospital, Subhas Park market complex was carried out by NSS Volunteers. 2.00PM-4PM: Seminar on Malaria its prevention was held in the College seminar Room. Dr. Arijit Sinha, District Malaria Control Officer, Khowai District was present as the resource person. Different aspects of the disease, control of its vector was discussed in the interactive session. 31.07.2015 (FRIDAY): 8 AM-10AM: Cleaning program at College campus was carried out by the NSS volunteers. 11 AM-4.00PM: Health camp for NSS volunteers, other students of DDM College, faculty members and office staffs was organized in association with Khowai District Hospital. General health check-up and blood group testing was done with the help of Science Forum of DDM College and faculties from Bio science Departments. 01.08.2015 (SATURDAY): 8.00AM-10.00AM: Nursing of the plants in the College campus was carried out by the NSS volunteers. 10.30AM-1.00PM: Seminar on Disaster Management was held in the Seminar Room of the College. Sri Mrinal Kanti Majumder, master trainer, DDR and Sri Arabinda Chowdhury, Disaster Management

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/>

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

Vision of the institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, there by also preparing them to face global challenges. The institute has established its distinctive approach towards this comprehensive vision by modeling it in the form of service to society by organizing events to develop their skills, Multi disciplinary project development, ethical and Human value development. (i) Skill development : The institution arranges skill programs to develop their skills for example - personality enrichment, Employability skill development, language skill development, Entrepreneurial development etc. (ii) Projects : Students at the UG degree courses take up and pursue their projects which gives them hands on training in their field interest.

Provide the weblink of the institution

<http://www.ddmctripura.edu.in/>

8.Future Plans of Actions for Next Academic Year

1. Improvement in ICT based infrastructure. 2. Conduct of department wise seminars. 3. Up gradation of science laboratories. 4. Strengthening the support for students cultural, academic and sports activities. 5. Contribution of efforts towards eco-friendly campus. 6. Seeking permission from Tripura University for introduction of master degree course.