



**INTERNAL QUALITY ASSURANCE CELL**

**Government Arts and Science College,  
Ratlam (M.P.) 457001**



**Translated minutes of IQAC meetings**

**(From Hindi to English)**

**(Session 2018-19)**

**and**

**Action taken Report**

**(Session 2018-19)**



# INTERNAL QUALITY ASSURANCE CELL

Government Arts and Science College,  
Ratlam (M.P.) 457001



## Minutes of the Meeting

Date: 16/08/2018

Today, on 16th of August, 2018, IQAC meeting was held at 04:00 pm in the principal's room, chaired by Principal and IQAC Chairperson, Dr. Sanjay Wate.

The following were present in the meeting:

Principal and chairperson IQAC-Dr. Sanjay Wate

Members-IQAC-

Dr. S. S. Maurya

Dr. Vinod Sharma

Dr. P. C. Patidar

Dr. Y. K. Mishra

Dr. R. Harode

Dr. Bhavana Deshpande- Coordinator IQAC

Agenda of the Meeting:

Action plan of important activities to be done by IQAC in the session 2018-19.

All were welcomed by IQAC Convenor Dr. Bhavana Deshpande in the first meeting of the session 2018-19. With permission of Principal and chairperson IQAC-Dr. Sanjay Wate the meeting began. In the meeting the action plan of the works to be done by IQAC in the session 2018-19 was discussed.

The following decisions were taken unanimously in the meeting:

1. 'Vision and Mission' to be prepared for IDP (Institutional Development Project) and aims and objectives should be set for next five years. To achieve these goals a versatile action plan should be prepared.
2. It was decided that in the coming session a larger number of admissions must be ensured and the facilities should be increased accordingly.
3. Each department should analyse the results to execute quality education with the following criterion:
  1. Increase in transition rate.
  2. Increase in on-time graduation and on-time Post Graduation rate.
4. Teachers should use more of the new techniques of teaching and classrooms should also be updated for this purpose.
5. A research Committee should be formed.



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6. In the session 2018-19 feedback forms should be prepared for students, former students, teachers and employers. After analysing the feedback, works for improvement should be done according to important suggestions obtained.
7. Every month each department should conduct expert lectures on the topics of job opportunities, preparation of competitive exams etc.
8. Short term job oriented training programmes for students are to be organized.
9. Career fare should be organized.
10. Preparation of competitive exams for students can be arranged through training-classes.
11. Educational tours should be arranged for students.
12. Herbal-garden should be developed with expansion.
13. Various activities should be organized for environment conservation.
14. As per requirement a new classroom of 11x9 m<sup>2</sup> should be constructed with the expenditure of Rs.14 lakh for which Rs.7,00,000/- from JBS and rest Rs.7,00,000/- from District Development Committee will be obtained.
15. Expert-lectures should be organized for personality development of the students.
16. AQAR of the session 2018-19 should be sent timely.

Dr. Bhavana Deshpande  
Coordinator IQAC

**Coordinator**  
Internal Quality Assurance Cell  
Govt. Arts and Science College, Ratlam (M.P.)

Dr. Sanjay Wate  
Principal  
**Govt. Arts & Science College**  
Ratlam (M.P.)



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## Minutes of the Meeting

Date: 28/02/2019

Today, on 28/02/2019, IQAC meeting was held at 01:00 pm. , chaired by Principal and IQAC Chairperson, Dr. Sanjay Wate, the following were present in the meeting:

Principal and chairperson IQAC-Dr. Sanjay Wate

1. PROF. Ramesh Pandya
2. K.R. Patidar
3. Vinod Sharma
4. Sukhlal Muwel
5. Mansharam Uikey
6. Dinesh Bourasi
7. Dr. M.L. Badgotiya
8. Dr. L.S. Chongad
9. Pr. R.R. Romde
10. P.B. Reddy
11. Manoj Dohare
12. Dr. Dinesh Jadhav
13. Kailash Meda
14. Satish Kumar Singh
15. Dipesh Chandra Purohit
16. Govind Kumar Nagar
17. Vijendra Solanki
18. Dr. Manish Morya
19. Dr. Dilip Singh Panwar
20. Dr. Vijayendra Shrivastav
21. Neeraj Wilson
22. Rupesh Rathod
23. Nitesh Pathak
24. Gopal Jat
25. Rajaram Muvel
26. Durgaprasad Sharma
27. Rahul Karde
28. Monali Ninama





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29. Shakuntala Dhurve
30. Sharmila Patidar
31. Pooja Parmar
32. Neelam Mehta
33. Pariniti Gurjar
34. Areta Farkya
35. Ritam Upadhyay
36. Meenakshi Shrivastav
37. Dr. Poonam Daga
38. Shiney Samuil Simon
39. Sayra Alam
40. Dr. Varsha Chaturvaid
41. Dr. Swati Pathak
42. Anam Quazi
43. Kanushri Ranawat
44. Neha Singh
45. Preeti Moyal
46. Sheetal Chouhan
47. Dr. Shweta Hansrajani
48. Dr. Rashmi Kame
49. Sweety Sharma
50. Dr. Bharti Lunawat
51. Neha Kethwas
52. Mala Verma
53. Radha Vaskaly
54. Dr. Shakuntala Jain
55. Dr. Maya Rani Devda
56. Dr. Anjela Singare
57. Dr. Namita arya
58. Dr. Indu Katariya
59. Dr. Vrinda Gupta
60. Padma Bhambhre
61. Dr. Sushila Arya



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62. Dr. Alka Kulshreshthe
63. Reena Gami
64. Archana Upadhyay
65. Minakshi Harod
66. Dr. Arti Rathor
67. Sona Rawat
68. Dr. Devki Yadav
69. Dr. Bhavana Nagar
70. Dr. Krishna Agrwal
71. Dr. Rachan Saxena
72. Krishna Solanki
73. Dr. Vinita Verma
74. Sangeeta Pal
75. Dr. Rinku Pawaiya
76. Dr. Yamini Panwar
77. Dheeraj Mali
78. Dr. R. Harode
79. Tanuja Shriwastav
80. Kailash Parmar
81. Ankur Vishvkarma
82. Anil Kumar
83. Amit Patidar
84. Hemant
85. Anil Kumar
86. Dr. Nisha Jain
87. Dr. Bhavana Deshpande

In the meeting entire teaching and non-teaching staff of the college was present. Also the newly opened colleges' teaching staffs of Govt. College Namli, Govt. College Raoti, and Govt. College Bajna were also present in the meeting to collect information and instructions regarding Feedback.

Agenda of the Meeting:

To collect feedback from students, parents and alumni.

The following decisions were taken unanimously in the meeting:



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1. Professors were instructed to get feedback forms filled by the students of their respective classes and should invite parents to come to college so that their feedback can be obtained as well.
2. All the HoDs should look after filling and collection of feedback forms from PG students and their parents.
3. It was decided that the feedback forms of the teaching staff of all PG Departments should be collected and maintained by the HoD after analysing it. Professors, Associate professors and Assistant professors should be apprised of it with maintaining the forms and the analysis in the respective departments.
4. Dr. Dinesh Jadhav and Dr. Riyaz Mansuri shall collect the feedback forms of the alumni.
5. All the filled feedback forms should be submitted to the IQAC by 20.03.2019
6. Analysis should be made of the forms collected from the students, parents and alumni.

Dr. Bhavana Deshpande  
Coordinator IQAC

**Coordinator**  
Internal Quality Assurance Cell  
Govt. Arts and Science College, Ratlam (M.P.)

Dr. Sanjay Wate

Principal  
**Principal**  
Govt. Arts & Science College  
Ratlam (M.P.)



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## Minutes of the Meeting

Date: 22.04.2019

Today, on 22<sup>th</sup> of April, 2019, IQAC meeting was held at 4:00 pm in the principal's room, chaired by the Principal and IQAC Chairperson Dr. Sanjay Wate. The following were present in the meeting:

Principal and chairperson IQAC- Dr. Sanjay Wate

Members-IQAC-

1. Dr. S. S. Maurya- Member IQAC and Head, Sociology
2. Dr. P. C. Patidar- Member IQAC and Head, Mathematics
3. Dr. Y. K. Mishra- Member IQAC and Head, Chemistry
4. Dr. R. Harode- Member IQAC
5. Dr. Vinod Sharma-Member IQAC and Head, Economics

Dr. Bhavana Deshpande- Coordinator- IQAC

Agenda of the Meeting:

Discussion on the feedback analysis.

Feedback forms were collected and analyzed in the session 2018-19, filled by the students, parents and the alumni.

The feedback analysis was discussed in the meeting.

Reviewing the statistics of all the points analysed the principal emphasized on progressive increase in quality.

The students, parents and alumni imparted their feedback on the academic activities, institutional arrangements, sports and some other points along with their suggestions.

Keeping in view an overall development of the students the following decisions were taken unanimously:

1. All the remaining classrooms will be converted into smart classrooms to ensure the use of ICT by all the teachers.
2. Teachers should motivate the students for question forums, innovations and collective discussions.
3. A commercial R. O. will be installed the earliest for meeting the need of clean and sufficient drinking water.
4. The requirement of Canteen will be reviewed.
5. The cleaning and sanitary arrangements will be improved.





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6. The present library building is declared condemned. It will be possible to review all the new suggestions regarding the library only after the construction of the new building for the purpose. The construction will be started as soon as the grant is received from the World Bank.
7. Keeping the suggestions of the previous session in view the classes for the preparation of competitive exams were arranged throughout the session by Swami Vivekananda Career Guidance Cell that a large number of students got benefitted from. The classes for skill development were arranged and the career fair was also organized.

The statistics of the overall satisfaction rate of feedback analysis, sessions 2017-18 was 51% and an increase is noticed in the session 2018-19. The overall satisfaction rate is 58% in the current session.

Dr. Bhavana Deshpande

Coordinator IQAC

**Coordinator**  
Internal Quality Assurance Cell  
Govt. Arts and Science College, Ratlam (M.P.)

Dr. Sanjay Wate  
**Principal**  
Govt. Arts & Science College  
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## Minutes of the Meeting

Date: 24/05/2019

Today, on 24<sup>st</sup> of May, 2019, IQAC meeting was held at 03:00 pm, chaired by the Principal and IQAC Chairperson, Dr. Sanjay Wate, the following were present in the meeting:

Principal and chairperson IQAC- Dr. Sanjay Wate

Members-IQAC:

1. Dr. P. C. Patidar- Member IQAC and Head, Mathematics
2. Dr. Y. K. Mishra- Member IQAC and Head, Chemistry
3. Dr. S. S. Maurya- Member IQAC and Head, Sociology
4. Dr. R. Harode- Member IQAC
5. Dr. Vinod Sharma- Member IQAC and Head, Economics

Dr. Bhavana Deshpande- Coordinator- IQAC

Agenda of the Meeting:

The research works done by the professors and review of the works done by IQAC in session 2018-19.

Welcoming all Dr. Bhavana Deshpande, Coordinator IQAC initiated the proceeding of the meeting with the permission of the principal.

Dr. Bhawana Deshpande put forth the information about the research papers by the professors that have been 19 in all, were published in International Peer-Reviewed Journals during the session.

There are nine research-guides in the college at present.

Twenty two research scholars are registered in different subjects at present.

One research scholar has been awarded the degree of PhD in the session 2018-19 by the Vikram University.

There have been paper presentations by the professors in three National and nine International conferences.

One of the research paper by the professor of the college was awarded with the Best Research Award in an International Conference.

Dr. Vinod Sharma informed that the Vision and Mission of the college is prepared for IDP after discussion with all the faculty members. It was decided to prepare an Action plan for next five years and to work accordingly.



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According to the instruction of the HED M.P. there will be an increase in the admission by 10%. Necessary facilities like classroom, drinking water and wash room etc. have already been increased.

A new classroom of 11x9 m<sup>2</sup> has been constructed.

The results of 2018-19 have not been declared by the University.

Through analysis of results of the session 2018-19 the transition rate (UG/PG), on time graduation/ post graduation rate and employment rate were derived as follows:

	UG	PG
Transition rate	54%	60%
On time graduation/post graduation	15%	37%
Employment Rate	10%	6%

Through the session 2018-19 from July 2018 to Feb. 2019 expert lectures were organized every month concentrating upon job opportunities, self employment opportunities and preparation of competitive exams especially in the field of Arts and Science.

For students short term training programmes were organized for Mobile repairing and Gardening.

Career opportunity Fair was organized on 8th and 9th of February 2019 where 30 students of the college availed placements.

Swami Vivekananda Career Guidance Cell in collaboration with the local administration organized 'Sankalp' free classes for preparation of UPSC and PSC. Students from the district and the nearby places got benefitted by the effort. There were expert lectures by the college professors, administrative officers and subject experts from well established Coaching institutes of Ratlam and some other cities.

Fifty students of B.Sc. and M.Sc. Biotechnology and Microbiology were taken on educational tour to GVT (Gramin Vikas Trust) running under NLRI, situated at Namli.

Feedback forms got filled and collected from the students, parents and alumni. The feedback was analyzed. Important suggestions of the stake holders have been discussed thoroughly in the meeting of IQAC dated 22.04.2019 already.





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100 new plants have been planted in the Herbal garden while 50 plants were planted in the previous year expanding the Herbal Garden. Name plates with Hindi name, Botanical name and plant Family have been fixed near 25% of the plants.

NSS unit of the college did plantation in the college campus.

Eco-club was constituted in the college. For connecting students to environment-conservation various activities were organized by the club successfully.

For the personality development of the students the Personality Development Cell organized lectures every month.

Dr. Bhavana Deshpande  
Coordinator-IQAC

**Coordinator**  
Internal Quality Assurance Cell  
Govt. Arts and Science College, Ratlam (M.P.)

Dr. Sanjay Wate  
**Principal**  
Govt. Arts and Science College  
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## Action Taken Report Academic Year 2018-19

- IQAC timely submitted the AQAR for the session 2017-18.
- The Vision and Mission of the college was prepared for IDP after discussion with all the faculty members. It was decided to prepare an Action plan for next five years and to work accordingly.
- Keeping in view the increase in number of admissions in the session the requirements of classroom, drinking water and washroom etc. were fulfilled accordingly.
- A new classroom of 11x9 m<sup>2</sup> has been constructed.
- Expert lectures were organized throughout the session concentrating upon job opportunities, self-employment opportunities and preparation of competitive exams especially in the field of Arts and Science.
- For students short term training programmes were organized for Mobile repairing and Horticulture.
- Career opportunity Fair was organized on 8th and 9th of February 2019 where 30 students of the college availed placements.
- Swami Vivekananda Career Guidance Cell in collaboration with the local administration organized 'Sankalp' free classes for preparation of UPSC and PSC. Students from the district and the nearby places got benefitted by the effort. There were expert lectures by the college professors, administrative officers and subject experts from well-established Coaching institutes of Ratlam and some other cities.
- For the personality development of the students the Personality Development Cell organized lectures every month.
- Fifty students of B.Sc. and M.Sc. Biotechnology and Microbiology were taken on educational tour to GVT (Gramin Vikas Trust) running under NLRI, situated at Namli.
- Feedback forms got filled and collected from the students, parents and alumni. The feedback was analysed. Action taken report was prepared.
- 100 new plants have been planted in the Herbal garden while 50 plants were planted in the previous year expanding the Herbal Garden. Name plates with Hindi name, Botanical name and plant Family have been fixed near 25% of the plants.
- NSS unit of the college did plantation in the college campus.
- Eco-club was constituted in the college. For connecting students to environment-conservation various activities were organized by the club successfully.
- To develop personality of the students, various lectures were organized by personality development cell.

Dr Bhavana Deshpande  
Coordinator-IQAC

Dr Sanjay Wate  
Principal  
Govt. Arts & Science College  
Ratlam (M.P.)