



INTERNAL QUALITY ASSURANCE CELL

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



**Translated minutes of IQAC meetings
(From Hindi to English)
(Session 2019-20)
and
Action taken Report
(Session 2019-20)**



INTERNAL QUALITY ASSURANCE CELL

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



Minutes of the Meeting

Date: 19/08/2019

Today, on 19th of August, 2019, IQAC meeting was held at 04:00 pm, chaired by Principal and IQAC Chairperson, Dr. Sanjay Wate.

The following were present in the meeting:

Principal and chairperson IQAC-Dr. Sanjay Wate

Members-IQAC-

1. Dr. P. C. Patidar
2. Dr. Y. K. Mishra
3. Dr. S. S. Maurya
4. Dr. R. Harode
5. Dr. Vinod Sharma

Dr. Bhavana Deshpande- Coordinator IQAC

Agenda of the Meeting:

Works to be done by IQAC in the session 2019-2020.

All were welcomed by IQAC Convenor Dr. Bhavana Deshpande in the first meeting of the session 2019-20. The meeting was commenced with permission of Principal and chairperson IQAC Dr. Sanjay Wate. In the meeting the action plan of the works to be done by IQAC in the session 2019-20 was discussed.

The following decisions were taken unanimously in the meeting:

1. An Induction programme is to be organized for the newly admitted students of B.A. and B.Sc. first year. In the programme students should be given introduction of the college along with the information of different scholarship schemes of government and different activities organized at the college.
2. For the new students of B.A. and B.Sc. first year teacher-parent programme should be started.
3. Programmes should be organized to develop literary interest in the students of English Literature.
4. Use of the new techniques of teaching and classrooms should be encouraged and appreciated.
5. For qualitative teaching Faculty Development programme should be organized and the participation of the teachers should be appreciated.



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6. All the professors are expected and suggested for updating their knowledge of the respective subject through paper presentation and participation in national/ international seminars/conferences.
7. The publication of higher quality research papers and research work must be encouraged.
8. In the session feedback of students, former students, teachers and employers should be obtained and analyzed.
9. Short term job oriented training programmes for students are to be organized.
10. Expert lectures should be organized for students to gain information about job opportunities. Preparatory classes for competitive exams should be initiated.
11. Career fair should be organized.
12. Educational tours should be arranged for students
13. Keeping the requirement in view a new classroom should be constructed.
14. Herbal-garden should be developed and expanded.
15. Though eco-club programmes should be organized to develop the awareness towards environment conservation.
16. On-line quizzes can be organized.
17. Programmes should be organized to create awareness towards cleanliness of the college -campus.
18. Submission of AQAR to NACC Bangluru on time.
19. Conduction of AAA of the session 2019-20
20. Execution of the remedial classes.
21. Purchase of lab apparatus through RUSA and World Bank.

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: 27/11/2019

Today, on 27/11/2019, IQAC meeting was held at 01:00 pm., in the room no.41, chaired by Principal and IQAC Chairperson, Dr. Sanjay Wate. The following were present in the meeting:

Principal and chairperson IQAC-Dr. Sanjay Wate

Dr. BhavanaDeshpane-Coordinator- IQAC

1. Dr. Alka Kulshreshtha
2. Dr. Nisha Jain
3. Dr. Indu Kataria
4. Dr. Namita Arya
5. Dr. Mayarani Devda
6. Dr. Kavita Thakur
7. Dr. Padma Bhambhra
8. Dr. Sushila Arya
9. Dr. Anjela Singore
10. Dr. Lalita Marmat
11. Dr. Swati Pathak
12. Dr. R. Harode
13. Dr. Vinod Sharma
14. Minakshi Harod
15. Dr. Vandana Rajawat
16. Archana Upadhyay
17. Dr. Dinesh Gathe
18. Thansingh Gehlot
19. Pankaj Pathak
20. Gopal Jat
21. Dr. Poonam Daga
22. Shiney Samul Simon
23. Sayra Alam
24. Ritam Upadhyay



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25. Meenakshi Shriwastawa
26. Sheetal Chouhan
27. Anam Quazi
28. Kanushri Ranawat
29. Preeti Moyal
30. Dr. Varsh Chaturvedi
31. Dr. Swati Pathak
32. Krishna Solanki
33. Mala Verma
34. Dr. Arti Rathore
35. Sona Rawat
36. Neelam Mehta
37. Pooja Parmar
38. Sharmila Patidar
39. Prof. Vastoshpati Shashtri
40. Dr. P.C. Patidar
41. Dr. K.R. Patidar \
42. Dr. W.D. Barange
43. Dr. P.B. Reddy
44. Dr. M.L. Bargotiya
45. Dr. Y.K. Mishra
46. Dr. S.L.
47. Dr. D. Kerwal
48. Dr. R.K. Morya
49. Dr. R.A. Mansuri
50. Dr. R.R. Romde
51. Mukesh Evane
52. Dr. Akash Taher
53. Dr. G.S. Kharadi
54. Dr. Satish Kumar Singh



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55. Dr. Dilip Singh Panwar

56. Dr. L.S. Chongad

Agenda of the Meeting:

To collect feedback from students, parents and alumni.

With permission of the principal the IQAC Coordinator Dr. Bhavana Deshpande commenced the meeting by greeting all.

Dr. Bhavana Deshpande shared the following details of the feedback to be obtained from the students, describing the three sections the form has:

Section A: Arrangements of the College (8 points)

Section B: Sports and other activities (5 points)

Section C: Academic (6 points)

Student will have to tick (✓) on one of the options i.e. excellent/good /satisfactory/unsatisfactory.

Suggestion from the students are also invited in the feedback form.

To keep the identity of the student confidential his name is not to be mentioned in the form.

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.

All the HoDs should look after filling and collection of feedback forms from PG students and their parents.

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.

Teacher's feedback will be taken by the student on the following 10 points:

1. Creating interest in the subject during classroom teaching.
2. Communicative skill, subject aptitude and precision.
3. Providing notes after teaching.
4. Availability of the teacher in the college for academic discussion.
5. Promptness and punctuality for teaching the syllabus.
6. Encouraging students for innovation, quizzes and group discussions in the class.



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7. Completion of C.C.E., project work and practical according to the syllabus
8. Use of ICT for teaching if available in the department.
9. Guiding students for the next academic achievement, selection of career, personality development, skill development and other activities.
10. Teacher's knowledge of the subject.

Students can give suggestions to the teacher regarding their subject.

The principal asked all the teachers to assimilate the above points sincerely.

The Professors in charge of the Teacher-Parents group were instructed to invite parents to the college to obtain their feedback developing a conversation with them. Informing them of the activities of their son/daughter, their suggestion should be obtained.

Feedback forms should be obtained from alumni of the college as well.

All the feedback forms should be submitted to IQAC by 03.02.2020.

The committee to analyse the collected feedback forms is formed as follows:

1. Dr. Dinesh Jadhav Conenor
2. Shri Nitesh Pathak
3. Shri Vikalp Doi
4. Shri Yogesh Chauhan

The committee is instructed to present the feedback analysis by 15.02.2020

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: 18.02.2020

Today, on 18th of February, 2020, IQAC meeting was held at 3:00 pm in the room no.41, chaired by the Principal and IQAC Chairperson Dr. Sanjay Wate. The following Hods and IQAC- members were present in the meeting:

Principal and chairperson IQAC- Dr. Sanjay Wate

Dr. Bhavana Deshpande- Coordinator- IQAC

1. Padma Bhambhra, H. O. D. English
2. Dr. Alka Kulshreshtha, H. O. D. Zoology
3. Dr. Sushila Arya, H. O. D. Pol. Sci.
4. Dr. M.L. Badgotia, H. O. D. Geography
5. Dr. P.C. Patidar, H. O. D. Mathematics ,Member IQAC
6. Dr. Lalita Marmat, H. O. D. Sanscrit
7. Dr. R. Harode, Member IQAC
8. Dr. Y.K. Mishra, H. O. D. Chemistry, Member IQAC
9. Dr. S.S. Morya, H. O. D. Sociology, Member IQAC
10. Dr. Shakuntala jain, H. O. D. Hindi
11. Dr. Namita Arya, H. O. D. History
12. Dr. K.R. Patidar, H. O. D. Physics
13. Dr. Dharendra Kerwal, H. O. D. Economics
14. Ashish Mehra, Student member IQAC

Agenda of the Meeting:

1. Discussion on the feedback analysis.
2. Expert lectures, and educational/ industrial tours under the World Bank Project.

All HODs, members of IQAC and Principal and chair person IQAC- Dr. Sanjay Wate were welcomed by the IQAC coordinator Dr. Bhavana Deshpande in the beginning of the meeting. The meeting was commenced with permission of Principal and chairperson IQAC Dr. Sanjay Wate.

Feedback forms were filled by the students, parents and alumni and there after analyzed.

The suggestions given on all the points were discussed.

The principal emphasized on the extensive use of ICT in teaching.



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The feedback committee presented the data after analysis of all the suggestions obtained from students, parents and alumni. A discussion was done on the analysis and the following decisions were taken unanimously:

1. Improvement in the cleaning and sanitary arrangements
2. 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.
3. 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 will be improved according to the choice and preferences of the students.
4. Restriction of the outsiders would be looked after.
5. Improvement in proper electrification of classrooms.
6. New furniture should be purchased for the classrooms.
7. Lecture- notes should be made available for the students.
8. Expert lectures should be organized by the HoDs to benefit the students of UG and PG.
9. All the HoDs should organize industrial and educational tours of the respective departments.

Bhavana

Dr. Bhavana Deshpande
Coordinator IQAC

Coordinator
Internal Quality Assurance Cell
Govt. Arts & Science College
Ratlam (M.P.)

Sanjay Wate

Dr. Sanjay Wate
Principal

**Govt. Arts & Science College
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Minutes of the Meeting

Date: 29/06/2020

Today, on 29th of June, 2020, 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

Dr. Bhavana Deshpande- Coordinator IQAC

Members-IQAC-

1. Dr. P. C. Patidar
2. Dr. Y. K. Mishra
3. Dr. S. S. Maurya
4. Dr. R. Harode
5. Dr. Vinod Sharma

Agenda of the Meeting:

Analysis of the works done by IQAC in the session 2019-2020.

With the permission of the principal the meeting was commenced following the guidelines of social distancing due to the pandemic covid-19. Covid-19 caused the suspension of the exams conducted by the university from 19.03.2020 and no decision is taken yet regarding the suspension of the exams. Because of the lock-down none of the classes are being conducted from 19.03.2020 onwards. The works done by IQAC till 18.03.2020 were discussed in the meeting.

An Induction programme was organized for the newly admitted students of B.A. and B.Sc. first year. In the programme students were given introduction of the college along with the information of different scholarship schemes of government, remedial, student tracking, satisfaction survey, cultural activities conducted by the college, Youth-festival, Vivekananda Career guidance Cell and its activities, sports activities of the college and sports-facilities, information regarding NCC and NSS.

For the new students of B.A. and B.Sc. first year 39 teachers were assigned work as mentors with Mentor: Mentee ratio 1:28

Teachers-parents of the allotted students contacted them and discussed the attendance, their study status, participation in extra-curricular activities and their problems. The welfare schemes of the higher education M.P. for students were also discussed. The parents of the students of faculty of arts



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on 13.11.19 and faculty of science on 25.02.2020 were invited to the college and they imparted valuable suggestions in the meeting.

UG and PG students of English literature organised a programme under 'Celebrating and Appreciating Literature' with paper presentations, enacting drama, writing and reciting poetry etc.

The possibilities of online teaching in the pandemic situation were thought over.

The feedback forms from students, parents and alumni were collected and analysed. The action taken outline has already been discussed in the previous meeting.

Under the job oriented short-term training programme 'Fast food industry' and 'Beauty Saloon' workshops were organized.

Expert lectures were organized for students every month from July 19 to February 2020 in the session 2019-2020, especially on the job opportunities in the fields of Humanities and Science, opportunities of self-employment and preparation of competitive exams were covered. Career fair was organized on 31.01.2020 and 01.02.2020. 36 students of the college got placements through the programme.

Swami Vivekananda Career Guidance Cell in collaboration with the local administration organized 'Sankalp' free classes for preparation of UPSC and PSC.

In collaboration with IIT Mumbai an online workshop on training of making Solar-lamp was organized. on 02.10.2019

Charakha –Club was formed on 20.10.2019 on the occasion of sesqui-centenary of Mahatma Gandhi.

30 students of Zoology department were taken to Dholawad Dam fisheries on industrial tour. Dainik Bhaskar Printing Press, Jaora, Ratlam was visited by the students as industrial tour initiated by Vivekananda Career Guidance Cell on 29.01.2020.

Department of History organized an educational tour to Mandav, on 29.02.2020 under the optional paper 'Tourism'.

A new classroom of 11x9m² was constructed

Herbal Garden is expanded with 50 new plants. The work of name-plates will be resumed after the lock down is over.

Eco Club organized programmes on 'World Ozone Day', Solid-waste management, wild life conservation etc. many activities were organized to create awareness towards cleanliness. The



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Department of Chemistry organized "National Online Covid-19 Awareness Quiz from 01.06.2020 to 10.06.2020. The participants were given e-certificates.

263 students benefitted from the remedial classes.

Four research scholars were awarded the doctoral degree in the session 2019-20 by the Vikram University.

Eight new lab apparatus were purchased with cost of Rs.3635130/-

Total 31 research papers of the professors of college have been published in International Peer Reviewed Journals.

Research papers were presented by the professors in 7 National and 4 international conferences.

AQAR and proposed AAA for the session 2019-20 will be prepared after the entire activities of the college are resumed on the regular basis.

Dr. Bhavana Deshpande
Coordinator IQAC

Coordinator
Internal Quality Assurance Cell
Ratlam (M.P.)

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



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Action Taken Report Academic Year 2019-20

- IQAC timely submitted the AQAR for the session 2018-19.
- An Induction programme was organized for the new students of B.A. and B.Sc. first year in the beginning of the session. In the programme students were given introduction of the college along with the information of different scholarship schemes of government and different activities organized at the college.
- 39 teachers were assigned work as mentors for the new students of B.A. and B.Sc. first year with Mentor: Mentee ratio 1:28.
- Parents-teachers group were formed for all the levels to help the system improve academically and other arrangements through interaction.
- The possibilities of teaching through various modes and mediums in the pandemic situation were thought over.
- Under the job oriented short-term training programme 'Fast food industry' and 'Beauty Saloon' workshops were organized.
- 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.
- Career fair was organized on 31.01.2020 and 01.02.2020 securing placements of 36 students of the college.
- Lab apparatus were purchased through RUSA and World Bank.
- Lecture notes and study material were made available for the students.
- Expert lectures were organized by the departments to enhance the learning ability of the students.
- Remedial classes were organized for students to let them cope with the pace of the course in the regular classroom.
- Different departments organized industrial and educational tours.
- The feedback was collected from the students, parents, alumni and the teachers. The data was analysed.
- The suggestions obtained from the feedback of the different stakeholders were discussed and the valuable suggestions were taken into account for the improvement in the next session.



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- In collaboration with IIT Mumbai an online workshop on training of making Solar-lamp was organized on 02.10.2019.
- Charakha-Club was formed on 20.10.2019 on the occasion of sesqui-centenary of Mahatma Gandhi.
- 30 students of Zoology department were taken to Dholawad Dam fisheries on industrial tour. Dainik Bhaskar Printing Press, Jaora, Ratlam was visited by the students as industrial tour initiated by Vivekananda Career Guidance Cell on 29.01.2020.
- Department of History organized an educational tour to Mandav, on 29.02.2020 under the optional paper 'Tourism'.
- A new classroom of 11x9m² was constructed
- Herbal Garden is expanded with 50 new plants. The work of name-plates will be resumed after the lock down is over.
- Eco Club organized programmes on 'World Ozone Day', Solid-waste management, wild life conservation etc. many activities were organized to create awareness towards cleanliness. The Department of Chemistry organized "National Online Covid-19 Awareness Quiz from 01.06.2020 to 10.06.2020. The participants were given e-certificates.
- 263 students benefitted from the remedial classes.
- Four research scholars were awarded the doctoral degree in the session 2019-20 by the Vikram University.
- Eight new lab apparatus were purchased with cost of Rs.3635130/-
- Total 31 research papers of the professors of college have been published in International Peer Reviewed Journals.
- Research papers were presented by the professors in 7 National and 4 international conferences.
- Preparation of AQAR and proposed AAA for the session 2019-20 was postponed till the entire activities of the college are resumed on the regular basis that are barred for Pandemic.

Bhavana

Dr Bhavana Deshpande
Coordinator-IQAC
Internal Quality Assurance Cell
Govt. Arts and Science College, Ratlam (M.P.)

Sanjay Wate
Dr Sanjay Wate
Principal
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