



INTERNAL QUALITY ASSURANCE CELL

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



**Translated minutes of IQAC meetings
(From Hindi to English)
(Session 2020-21)
and
Action taken Report
(Session 2020-21)**



Government Arts and Science College, Ratlam (M. P.)
INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC meeting

Date: 12.08.2020

The meeting was conducted on 12.08.2020 at 4:00pm and presided by the Chairperson-IQAC & Principal, Govt. Arts and Science College, Ratlam, Dr. Sanjay Wate. The attendees of the meeting are as follows:

Chairperson -IQAC and Principal – Dr. Sanjay Wate

Coordinator -IQAC – Dr. Bhavna Deshpande

Members-IQAC

Dr. P.C. Patidar

Dr. Y.K. Mishra

Dr. S.S. Morya

Dr. R. Harode

Dr. Vinod Sharma

Student members-IQAC

Ms. Krutika Karndikar

Mr. Abhijeet Parmar

With due permission of Principal and Chairperson -Dr. Sanjay Wate, the first meeting of the session 2020-2021 was conducted in which the coordinator of IQAC-Dr. Bhavana Deshpande welcomed all the attendees of the meeting.

The agenda which includes action plan of IQAC for the session 2020-2021 was discussed and endorsed unanimously is as follows:

- Induction classes for UG I Year are proposed for the session 2020-2021.
- All departments are advised to identify slow and fast learners and to prepare action plan for their holistic development.
- All teachers are instructed to execute teaching through teaching planner.
- All departments are advised to prepare proposal and action plan for its execution in order to upgrade academic excellence through expert lecture, webinar, seminar, conference, educational tour, & industrial tour.
- Marketing plan to increase in the number of students in the college.
- To upgrade the infrastructure and laboratories as per the number of students.

- To provide free of cost coaching to students for competitive examinations, short term training programme for self-employment and skill development.
- To conduct activities for conservation of environment & pollution control under Eco-club.
- To conduct online classes through ICT as per the order given by Higher Education, Madhya Pradesh government due to Covid-19 pandemic.
- Paperless documentation is proposed by IQAC is
- To prepare whatsapp groups of students of each class for sending online class link, videos & study material etc.
- To work on various modes of conducting CCE and while preparing question papers the learning outcomes must be kept the mind.
- To get the feedback online due to Covid-19 pandemic from all the stakeholders.
- To run awareness programme regarding Covid-19 pandemic with the help of N.S.S. /N.C.C. and by other means.
- To review learning outcomes.
- To analyze the results of session 2019-20.
- Timely execution of AQAR 2020-2021 is must.
- All teachers are requested to participate in high level research work and research seminars.

Bavana

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

Prin. Wad

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



Government Arts and Science College, Ratlam (M. P.)
INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC meeting

Date : 02.11.2020

The meeting was conducted on 02.11.2020 at 01:00 pm and presided by the Chairperson-IQAC & Principal, Govt. Arts and Science College, Ratlam, Dr. Sanjay Wate. The attendees of the meeting are as follows:

Chairperson IQAC and Principal – Dr. Sanjay Wate

Coordinator IQAC – Dr. Bhavana Deshpande

Members-IQAC

Dr. P.C. Patidar

Dr. Y.K. Mishra

Dr. S.S. Morya

Dr. R. Harode

Dr. Vinod Sharma

Other Professors/Assistant Professors

Dr. C.L. Sharma

Dr. Riyaz Mansuri

Dr. Swati Pathak

Student members- IQAC

Ms. Krutika Karndikar

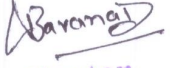
Mr. Abhijit Parmar


With due permission of Principal and Chairperson-IQAC -Dr. Sanjay Wate, the meeting was conducted.

The agenda of the meeting was to follow the instruction of Higher Education Department, Bhopal Madhya Pradesh Government regarding online/offline classes, practical work, & beneficial schemes for students under the perspective of Covid-19 pandemic. Unanimously endorsed decisions based on discussion are as follows:

- To follow the instruction of Higher Education Department, Madhya Pradesh Government under the perspectives of Covid-19 pandemic regarding the execution of online/offline classes, practical work and beneficial schemes for students.
- Discussion on study pedagogy and other facilities as per the number of admission.
- To dispatch notes, videos, PPTs through whatsapp groups to students of each class.

- To conduct online test in order to assess the academic development of students.
- To conduct remedial classes at UG level for slow learners after their identification.
- To provide e-contents, reference books, online expert lectures, and webinars to advanced learners.
- To trace pass out students of the college.
- IQAC has to instruct teachers to incorporate new teaching methodologies such as blended, hybrid, flipped etc. in their teaching.
- To prepare yourself to conduct offline practical work as per the instruction of Higher Education Department, Bhopal, Madhya Pradesh Government.
- To make action plan for the submission of scholarship form of eligible students.
- To follow the rules and regulations strictly in order to prevent the spread of Covid-19.


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


Principal
Govt. Arts & Science College
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INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC meeting

Date: 23.02.2021

The meeting was conducted on 23.02.2021 at 01:30 pm and presided by the Chairperson-IQAC & Principal, Govt. Arts and Science College, Ratlam, Dr. Sanjay Wate. The attendees of the meeting are as follows:

Chairperson -IQAC and Principal – Dr. Sanjay Wate

Coordinator-IQAC – Dr. Bhavana Deshpande

Dr. Shakuntala Jain	Dr. Anjela Singare	Dr. Mayarani Devda
Dr. Shushila Arya	Prof. Padma Bhambhra	Dr. Lalita Marmat
Dr. Pooja Sahu	Dr. Lalita Lodha	Dr. Bharti Lunawat
Dr. Shweta Tewani	Prof. Rashmi Khedar	Dr. Bhavna Dawar
Dr. Meenal Gupta	Prof. Manju Dawar	Prof. Poonam Choudhary
Dr. Unnati Bhaire	Prof. Neeraj Arya	Dr. Ravikant Malviya
Dr. Rohit P Patil	Dr. Riyaz Mansuri	Dr. Lokesh Yadav
Dr. Vijay K Soniya	Prof. Dinesh Bourasi	Prof. Vijendra Solanki
Prof. Wasudev Barange	Prof. Hitesh Sankhla	Prof A.K. Gupta
Dr. Dinesh Jadhav	Prof. Mukesh Ivne	Dr. Anis Mohammed
Dr. swati Pathak	Dr. Akash Tahir	Dr. L.S. Choungad
Dr. R.R. Romde	Dr. G.S. Kharadi	Dr. S.S. Mourya
Dr. Kavita Thakur	Dr. Alka Kulshreshtha	Dr. Nisha Jain
Prof. Yogesh Chouhan	Prof. Sukhlal Muvel	Dr. M.L. Badgotia
Dr. Ramkumar Morya	Dr. C.L. Sharma	Dr. Vinod Sharma
Dr. R. Harode	Dr. V. Shastri	Dr. Anil Kumar
Dr. Sadique Mansuri	Dr. D.S. Panwar	Dr. Arjun Kumar Dhangar
Prof. Nitesh Pathak	Prof. Pankaj Pathak	Dr. Vandana Rajawat
Dr. Indu Kataria	Prof. Meenakshi Harod	Dr. Namita Arya
Prof. Pooja Parmar	Dr. Swati Gupta	Dr. Poonam Daga
Prof. Preeti Moyal	Prof. Kanupriya Sharma	Prof. Kanushree Ranawat

Prof. Sheetal Chouhan Prof. Anam Quazi Prof. Mala Verma

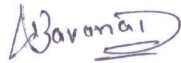
Student members- IQAC

Ms. Krutika Karndikar

Mr. Abhijit Parmar

CCE, Project Work, & University Examinations were the main agenda of the meeting and after discussions in detail important decisions had been taken which are as follows:

- Information regarding the completion of syllabus of subjects of each class penned down.
- Discussions regarding the development of online/offline classes under fifty percent attendance mode as instructed by Higher Education Department, Bhopal, and Madhya Pradesh Government.
- Decision to conduct online CCE was taken due to Covid-19 pandemic and if conducted offline then under strict guidelines of prevention of Covid-19 spread.
- To make action plan in order to complete practical work as soon as possible.
- To assigned project work to PG-IV Semester students and look after its timely execution.
- To finish the syllabus as soon as possible and mentally prepare students for university examinations.
- To provide e-contents, notes, & solutions of previous years paper to students in order to equip them for university examinations.
- To prevent the spread of Covid-19 and to save human lives, vaccination against Covid-19 was recommended to students and faculty members. To enhance the level of confidence and motivation, vaccination camp in the college was suggested.
- All departments & committees are advised to send their reports regarding AQAR 2019-2020.
- Contribution of teachers in the preparation of NEP-2020 syllabus is analyzed.
- Discussions to take online feedback form and staff council is instructed to prepare action plan for implementing important suggestions.
- To prepare action plan for the successful execution of university open book examinations.
- N.S.S. unit of the college applauded for its achievement as student Anju Suryavanshi has successfully completed one month national level R.D. camp.



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Principal
Govt. Arts & Science College
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Minutes of the IQAC meeting

Date: 29.06.2021

The meeting was conducted on 29.06.2021 at 4:00 pm in Principal's chamber and presided by the Chairperson-IQAC & Principal, Govt. Arts and Science College Ratlam, Dr. Sanjay Wate. The attendees of the meeting are as follows:

Chairperson -IQAC and Principal – Dr. Sanjay Wate

Coordinator-IQAC – Dr. Bhavana Deshpande

Members, IQAC

Dr. P.C. Patidar

Dr. Y.K. Mishra

Dr. S.S. Morya

Dr. R. Harode

Dr. Vinod Sharma

Student members- IQAC

Ms. Krutika Karndikar

Mr. Abhijit Parmar

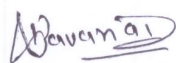
With due permission of Principal and Conservator, Dr. Sanjay Wate, the meeting was conducted.

The agenda of the meeting is to analyze the activities of IQAC for the session 2020-2021. The activities which are analyzed during the meeting are as follows:

- After the completion of admission process, an Online Induction Programme was organized on 26.12.2020 for students of first year in which various activities were analyzed under Higher Education Department, Vikram University, Schemes of Madhya Pradesh Government, Scholarships, Student Tracking, Remedial classes, Student Satisfaction Survey, Cultural Activities, Youth festival, Swami Vivekananda Career Guidance Cell, NSS, NCC, Sports Facilities, & Government Arts and Science College Ratlam.
- Remedial classes were conducted from 21.02.2021 to 27.03.2021 for slow learner students of UG level in which 303 students took the advantage. Whereas advanced learner students took the advantage of e-content, videos, webinars, & expert lectures.
- Under the guidance of IQAC International Webinar on Recent Trends in Mathematics (06.08.2020 & 07.08.2020), Virtual Conference on NEP (05.09.2020), National Webinar

on Recent Trends in Application of Spectroscopy (28.01.2021 to 30.01.2021), & Expert Lecture on Economics (24.02.2021) were successfully organized.

- Under the umbrella of IQAC Webinar was organized on women empowerment in science under the title “Role of Women in Science.”
- Upgradation of the infrastructure construction of new teaching rooms and renovation of office building started.
- Leveling work of sports ground executed.
- New devices had been purchased in order to upgrade laboratories.
- Training programme for students was conducted between 08.02.2021-09.03.2021 to improve ICT skills and language & communication.
- One day training programme was organized regarding Life-Skills under “Be with Yoga be at Home” and “Importance of Yoga and Pranayama.”
- Under Covid-19 awareness programme, “Yuva Shakti Corona Mukti Abhiyaan” was organized from 19.06.2021 to 11.08.2021 in which training of Corona Appropriate Behavior was provided to 1660 students.
- Masks and sanitizers were distributed to students under the activities of Eco-Club of the college.
- Apart from conventional methods of teaching for various classes, blended, hybrid, & flipped methods were also incorporated.
- Assessment of result analysis had been taken place.
- Various modes of CCE for students were incorporated in which online mode of CCE was applied to those subjects which have large number of students.
- Teaching planner analyzed and it is observed that teachers followed the same while teaching.
- Learning outcomes reviewed at length.
- Online feedback had been taken from students, thereafter analyzed, and report put in Staff Council meeting.



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Internal Quality Assurance Cell
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Principal
Govt. Arts & Science College
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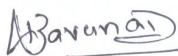
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Action Taken Report

Academic Year 2020-21

1. IQAC timely submitted the AQAR for the session 2019-20.
2. Results for the session 2019-20 were analyzed by the Result Analysis committee.
3. Slow and advanced learners were identified by each department and accordingly action plans prepared for them.
4. IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and instructed each department to review them. The departments reviewed accordingly.
5. Induction Programme organized for newly admitted students to feel them comfortable and to get them acquainted with the new environment. Assigned professors enlightened students on various topics such as higher education department of M. P., Vikram University Ujjain, various beneficiary schemes, cultural programmes, youth festival, remedial classes, Vivekanand career guidance cell, N. C. C., N. S. S. sports facilities etc.
6. Online feedback collected & analyzed, and thereafter the analysis and report placed before staff council for implementation of important suggestions.
7. Online classes conducted by teachers by using ICT tools. Teachers incorporated new teaching methodologies such as blended, hybrid, & flipped as per the need of the subject.
8. Teachers thoroughly prepared teaching planners to ensure effective curriculum planning and its timely execution.
9. Organized national/international webinars/Expert lectures.
10. Organized national webinar on women empowerment.
11. Conducted various activities related to Covid-19 awareness.
12. Communicated google link to conduct online classes, various notices about beneficiary schemes for students, notes, e- contents, study materials, videos, PPTs etc. to students through WhatsApp groups as and when required.
13. CCE conducted online successfully.
14. Paperless documentation by IQAC using ICT tools.



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