



**INTERNAL QUALITY ASSURANCE CELL**

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



**Translated minutes of IQAC meetings  
(From Hindi to English)  
(Session 2021-22)  
and  
Action taken Report  
(Session 2021-22)**



# INTERNAL QUALITY ASSURANCE CELL

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



## Minutes of the Meeting

**Date: 06/08/2021**

Today, on 6th of August, 2021, IQAC meeting was held at 3:00 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-

1. Dr. P. C. Patidar
2. Dr. Y. K. Mishra
3. Dr. S. S. Maurya
4. Dr. R. Harode
5. Dr. Vinod Sharma
6. Dr. V. Shastri
7. Dr. C. L. Sharma
8. Krutika Karndikar- Student member
9. Abhijeet Parmar- Student member
10. Coordinator IQAC- Dr. Bhavana Deshpande

Agenda of the Meeting:

Action plan of important activities to be done by IQAC in the session 2021-22.

The following decisions were taken unanimously in the meeting:

- A meeting of department heads should be organized for the selection of subjects in relation to implementation in the first year of graduation in NEP-2020.
- Under the new education system, NEP-2020, a group of professors will be appointed to assist in the selection of subjects for students taking admission in the first year of graduation.
- An induction program should be organized to give information about the new education policy and information about the plans and activities conducted in the colleges in the session 2021-22 to the students admitted in the first year of graduation.



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- Separate WhatsApp groups of all classes should be created to provide college information, course related videos and study material to students, as well as each student should be encouraged to use email.
- The time table should be made keeping in view the new education policy.
- All the teachers of the college should be directed to use hybrid teaching mode.
- Each department should identify slow and advanced students of their respective subjects and prepare an action plan for them.
- To upgrade academic excellence, each department should prepare an action plan for conducting expert lectures, seminars, webinars, education and industrial tour, FDP, and skill development activities. These programs and activities to be done with the amount received from World Bank/MPHEQIP.
- To make the laboratories of excellent research level, special equipment should be purchased.
- IDP should be made for the next 5 years.
- UG 1st year course outcomes should be prepared keeping in view of NEP-2020, the course outcomes of the remaining classes should be revised according to the need of the vision and mission of the college.
- After the declaration of the results, the analysis of the results should be done.
- Curriculum-based feedback forms should be prepared for students, former students, teachers and employers to be obtained online .After analysing the feedback, action taken report should be prepared.
- AQAR 2021-22 should be sent on time and necessary committees should be formed for this.
- Paperless documentation should be done by IQAC.
- Short term training related to entrepreneurship skill development should be conducted.



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- Question paper for CCE should be prepared keeping in the view of learning outcomes. Various genres should be selected by the departments for CCE. CCE of UG-I should be taken as per the guidelines of NEP-2020.
- Job Oriented Certificate and Value-Added Courses should be started.
- Collaboration to be done with Local Industries and Academic Institutions.
- Videos and pictorial material etc. should be used in teaching learning.
- According to the instructions received from the government, online offline classes should be conducted. The rules made for the protection of Covid-19 should be followed in offline classes.
- Students should be encouraged to register themselves in the SWAYAM and NPTEL course.
- Preparation for Academic and administrative audit.
- Students should be made aware of CBCS method. Information regarding academic flexibility in NEP 2020 such as multiple-entry, multiple-exit, inter-disciplinary courses, etc. should be provided to the students.
- Renovation of rooms, augmentation in infrastructure, purchase of office equipment to be done by the amount received from RUSSA/World Bank.

Dr. Bhavana Deshpande

Coordinator- IQAC

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: 28/08/2021**

Today, on 28<sup>th</sup> of August, 2021, IQAC meeting was held at 4:00 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

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
6. Dr. V. Shastri-Member IQAC and Head, Statistics
7. Dr. C. L. Sharma-Member IQAC
8. Coordinator- IQAC- Dr. Bhavana Deshpande
9. Dr. Namita Arya-Head, History
10. Dr. K. L. Patidar-Head, Physics
11. Dr. M. L. Badgotya-Head, Geography
12. Prof. Padma Bhambhra-Head, English
13. Dr. S. L. Muwel-Head, Botany
14. Dr. Alka Kulshrestha-Head, Zoology
15. Dr. Lalita Marmat-Head, Sanskrit
16. Abhijeet Parmar- Student member
17. Krutika Karndikar- Student member

Agenda of the Meeting:

In the context of the NEP-2020, in the first year of graduation, general elective and vocational subjects will be started in the college from the session 2021-22.



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Certificate courses are to be started for skill development of students.

The following decisions were taken unanimously in the meeting:

- According to the New Education Policy 2020, to develop the spirit of patriotism and social service and to nurture intellectual, physical capability and moral understanding in the students, multi-disciplinary subjects should be started in the college for the UG first-year.
- Vocational courses and certificate courses for skill development in students to be started from the session 2021-22, the objective of starting courses is to motivate students for self-employment and to reduce dependence on government services.
- The Department of Higher Education, Government of Madhya Pradesh, Bhopal has instructed to start the general elective and vocational courses in the UG first year. The IQAC members and the head of the departments decided to follow the above mentioned proposal keeping in view the resources available in the college and the departments to start the following general elective and vocational courses:
  - General elective courses:  
NCC, NSS & Physical Education for all first-year undergraduate students of Faculty of Science and Arts.
  - The following general elective subjects have been proposed for the students of Arts faculty in the first year of graduation:  
Chemistry in everyday life, Data analytics and visualization through spreadsheet,  
Computer Fundamentals
  - The following general elective subjects have been proposed for the students of science faculty in the first year of graduation:  
Public Administration; Theory and Practice,  
Communicative English
  - The following vocational courses have been proposed for the students of Arts and Science faculty in the first year of graduation:  
Organic Farming



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Vermi composting  
Food Preservation and Processing  
Digital Marketing  
Medical Diagnostics  
Personality Development  
Electronic Technology  
Web-designing

- The following certificate courses in the college are proposed to be started from the session 2021-22 for the regular students of graduation and post-graduation.

Data entry and Office Automation  
Communicative English  
Laboratory Technique in Chemical Sciences  
Laboratory Techniques in Biological Sciences  
Economic Survey of Madhya Pradesh  
Business Mathematics  
Mathematical Sciences for SET

- Motivate students to complete NPTEL/SWAYAM/PM Kaushal Vikas Yojana/Open University/IGNOU/Bhoj online courses from their own resources.

Dr. Bhavana Deshpande  
Coordinator IQAC  
Govt. Arts and Science College, Ratlam (M.P.)

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

Date: 12/10/2021

Today, on 12<sup>th</sup> of October, 2021, IQAC meeting was held at 4:00 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

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
6. Dr. V. Shastri- Member IQAC and Head, Statistics
7. Dr. C. L. Sharma- Member IQAC
8. Coordinator IQAC- Dr. Bhavana Deshpande
9. Dr. Namita Arya- Head, History
10. Dr. K. R. Patidar - Head, Physics
11. Dr. M. L. Badgotya - Head, Geography
12. Prof. Padma Bhambhra- Head, English
13. Dr. S. L. Muwel- Head, Botony
14. Dr. Alka Kulshrestha -Head, Zoology
15. Dr. Lalita Marmat -Head, Sanskrit
16. Abhijeet Parmar- Student member
17. Krutika Karndikar- Student member

Agenda of the Meeting:

- Action plan of CCE, practical work for UG first year students in context of NEP 2020, and of CCE for the students of UG 2<sup>nd</sup> and 3<sup>rd</sup> year.





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- Action plan of CCE and Project work for the students PG.
- Action plan to obtain feedback (based on curriculum) from different stakeholders.

Following the guidelines received from Madhya Pradesh Government, Higher Education Department, the following decisions were taken after discussion in the meeting:

- According to NEP-2020, in the first year of graduation, except for the foundation course, there will be four CCE of all major, minor, elective, and, vocational courses, and out of these four CCEs, the marks of the best three will be given out of thirty.
- The mode of four CCE will be as follows:
  1. Objective type questions
  2. Short answer type questions
  3. Long answer type questions
  4. Assignment
- Seventy marks theory exam will be conducted by Vikram University. Minimum 35% of marks is mandatory to pass the exam. CCE time table will be issued by the concerned committee. There will be an internal assessment of thirty marks of practicals of major, minor, elective and practical exam of 70 marks will be conducted by external examiner appointed by Vikram University, Ujjain. There will be Internal and external assessment of fifty marks in practical examination of vocational courses.
- According to NEP-2020, every student of the first year of graduation is required to earn 4 credits by choosing any one of the following:
  - Field project, internship, apprenticeship, social engagement, service related to his subject.
  - Social engagement/field project/internship/apprenticeship will be of 100 marks, in which 50 marks will be of internal evaluation, and 50 marks will be of external evaluation done by external examiner appointed by Vikram University, Ujjain.
  - The student will submit three project progress reports, out of which two best reports will be counted for internal assessment, which will have fifty marks.



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- Project report and presentation will be of 30 marks and viva-voce of 20 marks .
- The concerned department will allot the title of the project to the students according to the guidelines of NEP-2020. CCE of UG-II and III year will be conducted in different modes.
- CCE modes for all the four semesters of PG should be selected by the teacher carefully according to the subject.
- While selecting the subject of project work for the students of PG-IV semester, the concerned teacher should encourage the students to select the subject based on local needs, research, and employment.
- At the end of the session in order to collect curriculum based feedback from teachers, former students and employers along with UG final year and PG final semester students, course-based feedback form should be prepared.
- Feedback forms should be received online from all the stakeholders, action should be taken after analysing the received feedback, along with preparing an Action Taken Report.

Dr. Bhavana Deshpande

Coordinator- IQAC

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: 27/05/2022

Today, on 27<sup>st</sup> of May, 2022, IQAC meeting was held at 4:00 pm in the principal's room, chaired by Principal and IQAC Chairperson, Dr. Sanjay Wate, the following were present in the meeting:

1. Principal and chairperson IQAC- Dr. Sanjay Wate
2. Dr. Bhavana Deshpande- Coordinator- IQAC
3. Dr. P. C. Patidar- Member IQAC and Head, Mathematics
4. Dr. S. S. Maurya- Member IQAC and Head, Sociology
5. Dr. R. Harode- Member IQAC
6. Dr. Vinod Sharma- Member IQAC and Head, Economics
7. Dr. V. Shastri- Member IQAC and Head, Statistics
8. Dr. C. L. Sharma- Member IQAC
9. Dr. Y. K. Mishra- Member IQAC and Head, Chemistry
10. Abhijeet Parmar- student member
11. Krutika Karndikar- student member

Review of the works done by IQAC in session 2021-22.

- Through induction program the newly admitted students in UG first year, were provided the information such as NEP-2020, various scholarships, various schemes and activities conducted in the college.
- Hybrid mode was used in teaching and learning; WhatsApp groups of all the classes were created, study material notes (both in Hindi and English), video lectures, and important information were shared through WhatsApp groups.
- NEP-2020 syllabus has been implemented in undergraduate first year teaching work has been reviewed as per teaching planner. Changes in course outcomes have been made in first year according to NEP-2020. Course outcomes as per NEP-2020 of remaining classes have been amended as required by departments. Learning outcomes by IQAC was finalized. Analysis



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of exam results done by Examination Result Analysis Committee and the committee analysis was reviewed by IQAC.

- Amount received from WB/RUSSA was used to purchase laboratory equipment , office equipment and utilized in the renovation of rooms as per the requirements.
- IQAC collected curriculum based online feedback from students, teachers, alumni and employers, analysed it and prepared an Action Taken Report.
- Curriculum based feedback was obtained from the students of final year of undergraduate and final semester of postgraduate.
- Paperless documentation was done by IQAC.
- Entry level test was conducted by the departments to identify slow and advanced learners. Extra efforts were made by departments for slow and advanced learners.
- Keeping in mind the concept of interdisciplinary/multidisciplinary courses of NEP-2020, open elective courses were started in the college:
  - NCC, NSS & Physical Education for all first-year undergraduate students of Faculty of Science and Arts.
  - Chemistry in everyday life, Data analytics and visualization through spreadsheet, Computer Fundamentals for the students of Arts faculty in the first year of graduation.
  - Public Administration; Theory and Practice, Communicative English for the students of science faculty in the first year of graduation.
- For the skill development of the students of Arts and Science Faculty, the following vocational courses were given the option of selecting one of them.
  1. Organic Farming
  2. Vermicomposting
  3. Food Preservation and Processing
  4. Digital Marketing
  5. Medical Diagnostics
  6. Personality Development



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7. Electronic Technology
  8. Web-designing
- DSP Sheela Surana was invited for a lecture related to women empowerment on 27 September, 2021. An International online Event “ Issues on Women and Empowerment was organized on 16 February, 2022.
  - Amount received from World Bank/MPHEQIP was utilized for academic quality orientation under the aegis of IQAC, for the following events:
    - A Two Day National Virtual Workshop were conducted on Research Methodology in Applied Sciences (from 23/12/2021 to 24/12/2021), and online seminar on Statistical Tools Used in Research Methodology (30/12/2021).
    - Online lectures of scholar subject experts were organized by the Department of English, Economics, Mathematics and Political Science.
    - After the conditions of Covid-19 improved, offline lectures of scholar subject experts were organized by Hindi, Mathematics, Geography, Zoology, Botany, and Physics. programmes were organized following the government's Covid-19 guidelines.
    - A General Knowledge Quiz Competition was organized on 31.12.2001 to generate interest in general knowledge. National Online Quiz on Spectroscopy (from 06.12.2021 to 08.12.2021) was organized by the Department of Chemistry.
  - Educational tours were organized by the Department of Zoology, History, Geography, Botany, Political Science to encourage experiential learning among the students.
  - The Department of Chemistry took the students to Trent Chemicals Limited Meghnagar on 16<sup>th</sup> March, 2022 for an industrial visit.
  - Students were taken to Ambi Vines, & Patel Winery and Food Processing Industry, Titari for industrial tour on 22/12/2021 by the Department of Microbiology and Biotechnology.
  - Virtual Webinar on Future Prospects and Management of Healthcare Industry in India organized by the Department of Microbiology and Biotechnology on 18th January 2022.



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- SWAYAM/NPTEL local chapter encouraged students to do online courses, for this a workshop, on “Shiksha Jagrukata Abhiyan through SWAYAM-NPTEL online courses” was organized on 5th January 2022. A large number of students got registered and 8 students completed the course in different subjects and were certified.
- Swami Vivekananda Career Guidance Cell organized lectures on multilingual ability and personality development, importance of technology for employment, career building and time management, etc.
- Digital Marketing from 14/01/2022 to 20/01/2022 and Basics of Beauty and Hair Dressing Beauty Parlour were organized from 11/02/2022 to 21/02/2022 for skill development.
- Short term employment and self-employment-oriented training (LMS based online training) under Self-reliance Madhya Pradesh was conducted between 14/03/2022 to 30/06/2022. One thousand sixty-five students got benefitted through this.
- CCE of UG 1<sup>st</sup> year were conducted according to the syllabus of NEP2020. CCE modes were discussed by IQAC in the meeting.
- Various works and activities done by NSS and NCC were reviewed.
- In order to prevent Covid 19 infections, an amount received from the WB was used to install hand-free sanitizer in different parts of the college.
- Data collected for AQAR 2021-22 to be sent to NAAC Bengaluru was reviewed and analysed.
- “Virtual Workshop on Quality Initiatives of NAAC: A General Overview” was organized by IQAC on 4<sup>th</sup> January 2022.
- Subhash Jayanti (23/01/2022), Science Day (28/02/2022), Yoga Day, Voter Awareness Pledge, (25/01/2022), Alcohol prohibition (31/05/2022), Goodwill Day (17/08/2021), and Constitution Day (26/11/2021) etc. programmes were organized in the college.
- In the context of NEP-2020, the vision and mission statement of the college has been revised.



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- Under self-reliant Madhya Pradesh, MoU was done with Patel Wine and Food Processing Industry Titri. Other MoU was done with TSSC (Telecom Sector Skill Council) & PRATHAM (Pratham Training and Consulting Services).
- During this session, the following certificate courses of 30 hours were offered:  
Laboratory technics in chemical sciences, Data entry and office automation, म. प्र. का आर्थिक सर्वेक्षण, Communicative English, Laboratory technics in biological sciences, Business Mathematics, Mathematical Sciences for SET

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  
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## **Action Taken Report Academic Year 2021-22**

- IQAC timely submitted the AQAR for the session 2020-21.
- Information regarding NEP-2020, various scholarships, schemes and activities conducted in the college was provided by the professors to newly admitted students in the first year of graduation through induction.
- Study material notes (both in Hindi and English), video lectures, and important information was shared through WhatsApp group among students under Hybrid mode of teaching-learning practice.
- Teaching work was reviewed as per teaching planner and NEP-2020 syllabus was implemented in undergraduate first year.
- According to NEP-2020 changes were made in course outcomes in UG I year and similarly amendments were made in remaining classes as required by respective departments.
- Learning outcomes were finalized by IQAC. Analysis of exam results was done by Examination Result Analysis Committee and was thereafter reviewed by IQAC.
- Curriculum based online feedback from students, teachers, alumni and employers, was collected and analysed by IQAC and an Action Taken Report was prepared thereafter accordingly. Similarly, curriculum based online feedback forms were obtained from the students of final year of undergraduate and final semester of postgraduate.
- Paperless documentation was done by IQAC.
- Entry level test to select slow and advanced learners was done by the departments and extra efforts were made for them accordingly.
- Open elective courses were started in the college as per the concept of interdisciplinary/multidisciplinary courses of NEP-2020. They are NCC, NSS & Physical Education for all first-year undergraduate students of faculty of Science and Arts, whereas 'Chemistry in everyday life', 'Data analytics and visualization through





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spreadsheet'; 'Computer Fundamentals' for the students of Arts faculty in the first year of graduation; similarly, 'Public Administration; Theory and Practice', 'Communicative English' were meant for the students of science faculty in the first year of graduation.

- Vocational courses, especially Organic Farming, Vermi composting, Food Preservation and Processing, Digital Marketing, Medical Diagnostics, Personality Development, Electronic Technology, and Web-designing were given to students of Arts and Science faculty in the options of selecting one of them for skill development.
- On 27 September, 2021 DSP Sheela Surana was invited for a lecture related to women empowerment, and an “International online Event: Issues on Women and Empowerment” was organized on 16 February, 2022.
- Under the aegis of IQAC, a-two-day National Virtual Workshop on Research Methodology in Applied Sciences (from 23/12/2021 to 24/12/2021), and an online seminar on Statistical Tools Used in Research Methodology (30/12/2021) were conducted.
- Amount received from World Bank/MPHEQIP was utilized for academic quality orientation under the aegis of IQAC, for the following events:  
Department of English, Economics, Mathematics, and Political Science of the college conducted online lectures of scholar-subject experts.  
After the conditions of Covid-19 improved, offline lectures of scholar-subject experts were organized by Hindi, Mathematics, Geography, Zoology, Botany, and Physics Department following the government's Covid-19 guidelines,  
General Knowledge Quiz Competition was organized on 31.12.2001 to create interest in general knowledge.  
National Online Quiz on Spectroscopy was (from 06.12.2021 to 08.12.2021) organized by the Department of Chemistry.  
To encourage experiential learning among the students, educational tours were organized by the Department of Zoology, History, Geography, Botany, and Political Science.



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On 16<sup>th</sup> March, 2022 an industrial visit was made to Trent Chemicals Limited, Meghnagar by the Department of Chemistry and on 22/12/2021 to Ambi Vines, & Patel Winery and Food Processing Industry Titari by the Department of Microbiology and Biotechnology the tour was conducted for the students.

On 18th January 2022, virtual webinar, “Future Prospects and Management of Healthcare Industry in India” was organized by the Department of Microbiology and Biotechnology.

- Students were encouraged to do online courses through SWAYAM/NPTEL local chapter. A workshop, on “Shiksha Jagrukata Abhiyan through SWAYAM-NPTEL online courses” was organized on 5th January 2022 for this. A good number of students got registered and eight students completed the course in different subjects and got certified.
- Lectures on multilingual ability, personality development, and importance of technology for employment were organized by Swami Vivekananda Career Guidance Cell to give emphasis on career building and time management.
- Under skill development programmes, Digital Marketing (from 14/01/2022 to 20/01/2022) and Basics of Beauty and Hair Dressing (Beauty Parlour) (from 11/02/2022 to 21/02/2022) were organized successfully.
- Under Self-reliance Madhya Pradesh, short term employment and self-employment-oriented training (LMS based online training) was conducted between 14/03/2022 to 30/06/2022. One thousand sixty-five students got benefitted from this.
- CCE mode was discussed by IQAC in the meeting and CCEs of graduation 1<sup>st</sup> year were conducted according to the syllabus of NEP-2020.
- Various works and activities done by NSS and NCC were reviewed.
- In order to prevent Covid 19 infections, an amount received from the WB was used to install hand-free sanitizer in different parts of the college.
- Data collected and stored for AQAR 2021-22 sent to NAAC Bengaluru was reviewed and analysed.
- On 4<sup>th</sup> January 2022, “Virtual Workshop on Quality Initiatives of NAAC: A General Overview” was organized by IQAC.



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- Important day celebrations such as Subhash Jayanti (23/01/2022), Science Day (28/02/2022), , Voter Awareness Pledge, (25/01/2022), alcohol prohibition (31/05/2022) International Yoga Day (21.06.2022), Goodwill Day (17/08/2021), and Constitution Day (26/11/2021) etc. were organized in the college.
- Memorandum of Understanding was done with Patel Wine and Food Processing Industry Titari and TSSC (Telecom Sector Skill Council) & with PRATHAM (Pratham Training and Consulting Services) under self-reliant Madhya Pradesh.
- During this session, the following certificate courses of 30 hours were offered:  
Laboratory technics in chemical sciences, Data entry and office automation, म. प्र. का आर्थिक सर्वेक्षण, Communicative English, Laboratory technics in biological sciences, Business Mathematics, Mathematical Sciences for SET.

*Bhavani*

Dr. Bhavana Deshpande

Coordinator IQAC

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

*Sanjay*

Dr. Sanjay Wate

Principal

Principal  
Govt. Arts & Science College  
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