Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT ARTS AND SCIENCE COLLEGE, RATLAM (MP)**
Name of the head of the Institution	**Dr. Sanjay wate**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**074122235149**
Mobile no.	**7000288335**
Registered Email	**hegaaspgcrat@mp.gov.in**
Alternate Email	**pgcolrtm@hotmail.com**
Address	**College Road, In front of Nagar Nigam**
City/Town	**Ratlam**
State/UT	**Madhya Pradesh**
Pincode	**457001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Bhavana Deshpande**
Phone no/Alternate Phone no.	**07412235149**
Mobile no.	**8989466499**
Registered Email	**iqacgascrtm@gmail.com**
Alternate Email	**pgcolrtm@hotmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=267

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=MzQwMg%3d%3d&InstId=NTU3

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.65**	**2010**	**28-Mar-2010**	**27-Mar-2015**
2	**B+**	**2.67**	**2017**	**28-Mar-2017**	**27-Mar-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**07-Jul-2010**

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
First regular meeting of IQAC	19-Aug-2019 1	7
Second regular meeting of IQAC	27-Nov-2019 1	59
Third regular meeting of IQAC	18-Feb-2020 1	17
Fourth regular meeting of IQAC	29-Jun-2020 1	7
Timely submission of AQAR to NAAC	05-Dec-2019 1	11
Collected feedback for college from students	03-Feb-2020 60	450
Collected feedback for college from parents	03-Feb-2020 60	100
Collected feedback for college from alumni	03-Feb-2020 60	100
Analysis of feedback collected from stakeholders	15-Mar-2020 11	5

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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
Govt. Arts and Science College, Ratlam (MP)	Component 9	RUSA	2019 270	10000000
Govt. Arts and Science College, Ratlam (MP)	MPHEQIP	WORLD BANK	2019 30	117158346
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	4

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 Uploaded 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)

Gardian/ Tutor Scheme

Remedial classes

Induction programme for newly admitted UG I Year Students

Industrial/study tours

Preparation for competitive exams, skill development trainings and lectures on different career related topics

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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	Achivements/Outcomes
Collection and analysis of feedback from all stakeholders and use of feedback analysis for improvement	**Achieved**
Gardian/ Tutor Scheme	**Achieved**
Organisation of a district level career fair	**Achieved**
Industral/sudy tours	**Achieved**
Preparation for competitive exams like UPSC, MPPSC etc.	**Achieved**
Skill development trainings	**Achieved**
Online classes for UG and PG	**Achieved**
Lectures on different career related topics	**Achieved**
Organisation of "Celebrating and Appreciating English Literature"	**Achieved**
Organisation of 'National Online Covid-19 Awareness Quiz"	**Achieved**

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	**2020**
Date of Submission	**02-Mar-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**1.Admission: The admission process of the students to various courses run by the college is on line and transparent as per instructions of the "Commissioner , Higher Education, Bhopal (MP)". All the information about the admission is made available through college notice board, website of the college and website of the Higher Education (MP). Helpdesk is setup at the college to assist applicants. 2.Administration: The college has "Biometric" attendance system for the staff. The day to day data related to attendance of regular and temporary faculty and other non teaching staff is part of this module which also helps in monthly salary payment of all the employees of the institute. The college also has SMS/WhatsApp dissemination gateway system for internal stakeholders of the college. 3. Time Table: The college displays academic time table received at the beginning of each academic session from Higher Education, Bhopal (MP). The college prepares and displays time table for theory classes, lab work and continuous comprehensive evaluation. 4. Fee Payments: Students pay their annual fees, tuition fees, exam fees and other using online mode. 5. Account and Finance: Institute's account and finance run with all their functions using account and finance modules.**

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

Govt. Arts and Science College, Ratlam is currently having the following mechanism for effective delivery of curriculum. The institution has a time table committee. This committee prepares a general time table for both the faculties i. e. Arts and Science at the commencement of each academic session. Meetings are held in every department in which the topics of the syllabus are distributed to the teachers after discussion with them. Each Head of the Department prepares departmental time table and gets duly approval by the Principal. Teachers prepare their lectures according to the syllabus allotted to them. Theory classes and practical are held according to the schedule under the supervision of the college administration. Various teaching methods based on needs of different subjects are regularly used for effective delivery of the curriculum such as (i)ICT- enabled teaching learning method (ii) Use of charts for effective lecture delivery (iii)Distribution of class notes (iv)Group discussion among the students during the class (v)Seminars by the students related to syllabus (vi)Industrial /Study tours (vii) Project work for PG IV semester. (viii) Continuous comprehensive evaluation (C. C. E.) (ix) Traditional teaching method i. e. chalk and black board method (x) Online teaching: The Covid -19 pandemic forced colleges around the nation to shutdown their campuses and move their educational activities onto online platform. Gradually, colleges became ready for such a transition from conventional to online teaching-learning mode. This pandemic has led to widespread adoption of online education and this experience will be beneficial in future. Government Arts & Science PG College, Ratlam offering undergraduate and post graduate programs. The professors and students of the college gradually adopted to the new technological tools and apps. The professors now use Google classroom to dispense course material and information related to their courses and deliver lecture through Google Meet etc . Professors have been trying to make online education more acceptable among students. Departments maintain the detailed record of classes, C. C. E., practical work, project work etc. The college administration keeps vigilant eye on improvement of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	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
Nill	Nil	Nill
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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

Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

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	Nill	0

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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
BA	Nil	0
BSc	Nil	0
MA	Nil	0
MSc	Nil	0

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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	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has developed a formal mechanism to obtain anonymous feedback from students, parents and alumni on all aspects related to them. Both UG and PG students filled feedback forms. Feedback form filled by students consists three sections. Section A is about facilities provided by the college. This section has 8 subsections which includes cleanliness, library and reading room, drinking water, toilets, implementation of different scholarship schemes provided by the government, behavior and working of office staff, conduction of examination in the college and anti- ragging arrangements. Section B is devoted to sports and other activities such as personality development, cultural activities, career guidance, placement cell and preparation for competitive exams etc. Section C is about academic activities with 6 sub sections such as presence of professor in the class, completion of syllabus by the teachers, availability of literature taught in the class, teaching by using ICT/smart class rooms, availability of equipments in the labs and standard of teaching and learning in the college. Feedback form analysis committee analyzed obtained feedback forms from all stakeholders on a grade of 4 scale and calculated percentage of various criteria. Important suggestions written by all stakeholders were summarized. Feedback analysis was discussed in IQAC meeting.

This proposal of future development of the college was discussed in JBS and staff council of the college for necessary action. PG students also provided feedback for each teacher who taught them. The parameters of this feedback are communication skill, availability of teacher after lecture for academic discussion, regularity, punctuality, innovation in teaching, knowledge of the subject use of latest technology in teaching, motivation for further study etc. These feedback forms were analyzed by the head of the department and communicated to the concerning teacher. The teachers have to improve their performance accordingly.

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
MA	English	71	53	53
MA	Economics	71	75	71
BSc	Physics, Maths, Statistics	63	12	12
BSc	Physics, Chemistry, Maths	162	140	140
BSc	Micro Biology, Chemistry, Zoology	56	50	50
BSc	Economics, Maths, Statistics	62	2	2
BSc	Computer Science, maths, Physics	85	81	81
BA	All	591	600	591
BSc	Botany, Chemistry, Zoology	268	280	268
BSc	Bio Technology, Chemistry, Zoology	59	43	43
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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

2019	2830	997	2	0	78

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	Numberof smart classrooms	E-resources and techniques used
78	70	16	6	6	6

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring is a unique method for supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind our institution started mentoring system "Shikshak Abhibhavak Yojana" (Guardian- Tutor scheme) to help UG I year students. The teachers had to play an important role in helping students to cope with their academic non-academic and personal problems. The teachers are role models as they serve as a thought partner for students on their academic journey and empowers them to become autonomous learners and agents of their own change. When teachers inspire the students, they develop an universal set of skills, goal setting, adaptability and reflection, all are necessary factors for success in the college, career and life. Keeping all these goals in the mind, we started "Shikshak Abhibhavak Yojana" for UG I year students. We had good strength 591 in BA I year , 596 in B. Sc. I year. We also have qualified teachers from different subjects to guide the students. We planned to have a meeting once in a month to guide the students and solving their problems. We invited parents of the students and organized two meetings with the parents of the students, during the session. Sometimes students hesitate to speak, in such case, parents may tell us about their problems. Parents provided feedback. They also provided some constructive suggestions for the improvement of college facilities and teaching learning process.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1118	39	1:29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
68	60	8	Nill	48

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
2019	Nil	Nill	Nil
2020	Nil	Nill	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	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year- end examination
Nill	Nil	Nil	Nill	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Covid -19 pandemic forced colleges around the nation to shutdown their campuses and move their educational activities onto online platform.College Staff council has decided to shift to the online assessment process for undergraduates and post graduates. Majority of the professors strongly agreed to modify their workflow and adopt new technologies for teaching-learning and assessment,Instead of using a traditional exam pattern of a paper and pen for CCE.In order to boost student's motivation nontraditional assignments will be given to the students. The priority of the college is to provide online MCQ, quiz, short type answer questions, paragraph writing etc. This activity has made students free from unnecessary stress and anxiety during this pandemic time. At undergraduate level the assignment process is based on multiple-choice pattern in all disciplines. the students are also allowed to send their video presentations on assigned topic via mail to the registered mail id of college.. Short answer exam option also provided to the students to show their key concept. Students are allowed to submit their assignments via mails and send video presentation on given topic in assignments.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar of Higher Education Department of MP is followed. Since our college is affiliated to Vikram University, Ujjain, the examinations are conducted as per university guidelines

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.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=MzQwMw%3d%3d&InstId=NTU3

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MSc	Botany	19	19	100
Nill	MSc	Chemistry	31	31	100
Nill	MSW	Social work	11	11	100
Nill	MA	Geography	43	38	88.37
Nill	MA	History	40	35	87.5
Nill	MA	Hindi	38	36	94.74
Nill	MA	English	7	7	100
Nill	MA	Economics	33	29	87.88
Nill	BSc	All groups	347	344	99.14

Nill	BA	All groups	441	428	97.05

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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)

Nil

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
Nill	0	Nil	0	0

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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
Nil	Nil	

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	Nill	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Prachi Ojha	Nil	Nill

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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
Hindi	3
Zoology	1

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	Botany	4	Nill

International	Botany	7	Nill
International	Zoology	2	Nill
International	Mathematics	4	Nill
National	Statistices	1	Nill

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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
Zoology	1

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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	Nill	Nill	Nill	Nill

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	0	0	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
Attended/Seminars/Workshops	2	3	3	0
Presented papers	4	7	0	0
Resource persons	2	3	0	0

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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
COVID -19 Duty	NCC Unit of the college, 21 MP BN NCC RATLAM	1	45
YOGA DAY	NCC Unit of the	1	56

ACTIVITIES	college, 21 MP BN NCC RATLAM			
TREE PALNTATION	NCC Unit of the college, 21 MP BN NCC RATLAM	1		22
CONSTITUTION DAY	NCC Unit of the college, 21 MP BN NCC RATLAM	1		20
MASS AWARENESS	NCC Unit of the college, 21 MP BN NCC RATLAM	1		12
TALK ON CONSTITUTION	NCC Unit of the college, 21 MP BN NCC RATLAM	1		15
SHRAMDAN (CLEANING OF HISTORICAL MONUMENTS)	NCC Unit of the college, 21 MP BN NCC RATLAM	1		15
PERSONAL HYGIEN	NCC Unit of the college, 21 MP BN NCC RATLAM	1		22
AWARENESS RALLY	NCC Unit of the college, 21 MP BN NCC RATLAM	1		26
HAND WASH	NCC Unit of the college, 21 MP BN NCC RATLAM	1		14
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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	Nill
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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 activites	Number of students participated in such activites
Aids awareness	NSS and district Hospital	Aids Diwas	10	56
Swachh Bharat	NCC unit of the college and 21 MP BN NCC	Shramdan	1	15
Swachh Bharat	NCC unit of the college and 21 MP BN NCC	Cleaning of public park	1	23
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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	NilNil	Nill

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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/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nill	Nil	Nill	Nill	Nill

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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	Nill	Nil	Nill

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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
14	14

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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 patially)	Version	Year of automation
Nill	Nill	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	90428	15411691	0	0	90428	15411691
Reference Books	9441	Nill	Nill	Nill	9441	Nill

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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	Nill	Nill

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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	108	2	20	0	1	6	14	425	18
Added	5	0	0	0	0	0	1	0	0
Total	113	2	20	0	1	6	15	425	18

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

425.9 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
Nil	Nill

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 incurredon maintenance of physical facilites
0	0	0	0

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)

4.4.2 Procedure and policies for maintaining and utilizing physical, academic and support facilities:- laboratory, library, sports complex, computer, classrooms etc. The institute has well defined policy for maintenance and

utilization of all its physical and academic facilities. U. G. C., State government and Janbhagidari samiti provide budget for up gradation and maintenance for equipments and computers. Software maintenance part is taken care of by computer faculty and lab technicians. The hardware maintenance part is outsourced. The JBS also pays salary of computer faculty and technicians. The college building committee takes care of maintenance and improvement of the college campus with the help of Public Works Department (PWD). The committee prepares plans of infrastructure development and maintenance according to the needs of the college and sends to the funding agencies. The grants allocated are utilized as per norms. Equipments and instruments are regularly calibrated for their precision by the lab technicians in the supervision of heads of the departments. Various committees have been constituted for proper functioning of the operation and maintenance of sensitive equipments like electric power generators, water purifiers, scientific instruments, computers, printers, CCTV cameras etc. The maintenance and replacement of these instruments is fully undertaken in their supervision. The sports officer of the college takes care of all sport complexes and sport facilities. Students are encouraged to participate in extra and co-curricular activities and sport activities. They are also encouraged to participate in Institutional, National and International competitions.

http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=MzQwNA%3d%3d&InstId=NTU3

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
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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
Remedial coaching	01/10/2019	263	MPHE
Student Solar Ambassador workshop	02/10/2019	50	IIT -Mumbai
Beauty Salon (Short term training)	13/01/2020	50	CEDMAP
Fast Food (Short term training)	28/08/2019	50	CEDMAP
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of

scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed
2019	Swami Vivekanand Career Guidance Scheme	367	1095	1	0

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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Career fair	356	36	3	3	3

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	731	B.A., B. Sc.	GASC, Ralam, GDC, Ratlam, Govt. College, Sailana, Govt. College, Jaora	Govt. Arts and Science College, Ratlam (MP)	MA, MSc, MSW

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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
NET	2

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

Activity	Level	Number of Participants

Cartoon (Youth Festival)	College level	3
Group dance (Youth Festival)	College level	13
Group song (Youth Festival)	College level	16
Sugam Sangeet (Youth Festival)	College level	3
Mimicry (Youth Festival)	College level	3
Poster (Youth Festival)	College level	7
Spot paintingb (Youth Festival)	College level	5
Mime (Youth Festival)	College level	5
Debate (Youth Festival)	College level	8
Wrestling	District	3
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	Nill	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)

There is students representation in some committees like IQAC, NSS, NCC etc.

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 :

Nil

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)

> **The institution has formed various committees for execution of various activities throughout the year. Some of them are admission committee, discipline committee, anti raging committee, library committee, physical verification committee, condemnation board. Semester cell, proctorial board, A. F. committee, janbhagidari committee.**

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

Partial

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
Examination and Evaluation	**Since our college is affiliated to Vikram University, Ujjain the exam norms are carried out as per university guidelines. The college conducts continuous comprehensive evaluation (CCE) in different modes. Due to Covid -19 pandemic college conducted online CCE and open book examinations.**
Teaching and Learning	**The academic calendar of Higher Education department of MP is followed. For effective teaching and learning following methods are used: (i)Learning through industrial/study tours. (ii)Learning through project work. (iii)Teaching by using technological teaching aids. (iv)Enhancement of learning skills of the P. G. students by conducting student seminar on allotted topics by using power point presentations. (v) Online teaching using Google Meet, Zoom, Webex etc.**
Curriculum Development	**The curriculum development is carried out by Central board for UG at state level and by University at PG level. Currently our one teacher is member of "Central Board of Studies" in Geography. Also one teacher is chairman and other is member of Board of studied , vikram University , Ujjain in Mathematics and History disciplines respectively They contribute in designing the curriculum.**
Research and Development	**Our 10 departments are recognized as research centers by Vikram University, Ujjain (MP). O9 faculty members are acting as a Ph. D. supervisor. 15 research scholars are working for their doctoral degree. During session 2019-20, Ph. D. degree has been awarded to four research scholars, 31 papers are published in international peer reviewed, indexed journals during this session out of which 17 research papers**

	are published in the journals notified on UGC website. Faculty members presented papers in National /International Seminars/Conferences. One faculty member is invited as a resource person in an international conference. Following are the Strategies to improve the quality in Research development: (i)Encouragement to teachers to submit research projects to various funding agencies, to publish books, research papers in refereed journals with high impact factor. (ii) Encouragement teachers to participate in state/national level seminar/ workshop/ conference /symposium. (iii)Invitation to eminent academician and speakers for delivering talks. (iv)Motivates the faculty members and the students to organise various seminars workshops at Institutional / State / National / International levels. (v) Encouraging faculties to act as M.Phil/ Ph.D supervisors
Library, ICT and Physical Infrastructure / Instrumentation	One class room of area 11x 9M2 is constructed in current session. Students can access the reference books and journals, which augments the learning process. Apart from the central Library, every department has a Departmental Library for PG students. Library is using SOUL software. Most of the departments have ICT facilities. ICT facilities are proposed for remaining departments.
Human Resource Management	Different committees are formed for effective human resource management. Staff is entitled for CL/ML/EL etc. and all Govt. welfare schemes. (i)Faculty members are encouraged to attend various staff development programmes conducted by UGC and Government. (ii)Provision of UGC pay scale to teachers, additional increments to M.Phil./Ph.D. awarded teachers as per UGC norms, annual increments and promotion to the faculty as per UGC norms. (iii)Access to computers to all sections of administration. (iv)Formation of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee. (v) The performance of teaching staff is monitored through PBAS as per the recommendation of UGC.
Admission of Students	The admission process of the students to various courses run by the college

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The MIS module of the Institute helps in planning academic activities which includes timetable, feedback by students, allotment of projects, distribution of students in batches. This helps in overall development of the Institute.
Administration	(i) keeping service records of all the employees by maintaining service books, promotion records, seniority etc. (ii) Biometric attendance system for all employees. (iii) SMS/WhatsApp dissemination gateway system for internal stakeholders of the college.
Finance and Accounts	In our institution all the govt. related funds are carried out through "Integrated Financial Management system". All transactions are cashless. Students pay their fees through SBI collect and POS machine. The accounts are maintained through a software.
Student Admission and Support	(i)Online admission including online fees payment. (ii)Online application for various scholarships.
Examination	Online CCE and open book examinations are conducted in this session due to Covid 19 pandemic. .

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
2019	Nil	Nil	Nil	Nill
2020	Nil	Nil	Nil	Nill
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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	Nil	Nill	Nill	Nill	Nill

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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
Vibhagiy Prichyatmak Karyakram	3	20/01/2020	25/01/2020	06
Vibhagiy Prichyatmak Karyakram	2	27/01/2020	01/02/2020	06
Vibhagiy Prichyatmak Karyakram	1	17/02/2020	22/02/2020	06
One Week InterdisciplinaryFDP	1	29/05/2020	03/06/2020	06
Training Programme (NGC)	1	03/09/2019	04/09/2019	02
Training Programme (Deeksharmbh)	1	21/08/2019	23/08/2019	03
Two Weeks online FDP	1	18/05/2020	31/05/2020	14
Refresher Course	1	03/01/2020	16/01/2020	14

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance	Group Insurance	Group Insurance and various types of scholarships

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The external audit regarding all the government grants and non-government funds and expenditure of the college is conducted by the DHE through the Office of the Accountant General of Government of Madhya Pradesh. Besides this, the internal audit regarding the minor/major research projects, funds sanctioned by various state/national agencies and all UGC funds sanctioned for the development of the college are audited by a private C.A

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	0	Nill

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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	Yes	MPHEQIP	Nill	Nill
Administrative	Yes	MPHEQIP	Nill	Nill

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

2 meetings have been conducted with parents.

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

Nil

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

(i) The institute has developed a formal mechanism to obtain anonymous feedback from students and other stakeholders on teachers and college. Analysis of obtained feedback is used for improvements in various domains (ii) Departments analyzed results for both UG and PG programmes. (iii) Mind mapping is used to enhance critical thinking. (iv) Learning out comes for some programmes (v) Videos are used for teaching learning.

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
2020	Celebrating and Appreciating Literature	28/02/2020	28/02/2020	29/02/2020	55
2020	National Online Covid-19 Awareness Quiz	01/06/2020	01/06/2020	10/06/2020	1200

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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	Nill	Nill	0	0

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
(i) Extension of Herbal Garden (ii) Lectures on world ozone day (iii)Lectures on solid waste management (iv) Awareness on pollution control day through human chain (v) Lectures on water conservation (vi) Awareness on clean environment through human chain (vii) Awareness on cleanliness and clean environment through rally (viii) Lectures on wetland conservation (ix) Message for clean surroundings through street show (x) Movie on environment (xi) Drive on campus cleanliness (xii) Tree plantation

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	4
Scribes for examination	Yes	5

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
2019	0	0	Nill	000	00	00	0
2020	0	0	Nill	00	00	00	0
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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	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(i) Extension of herbal garden (ii) Tree plantation (iii) Prohibition of

vehicles in college campus (iv) Organic compost by using garden waste (v) Conduction of various activities to make campus eco-friendly through Eco-club.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices in Our Institution (Session 2019-20) Best Practice No. 1 1. Title of the Practice: Celebrating and Appreciating Literature 2. The Context that required the initiation of the practice: The Department of English organizes the events based on literature and literary activities from time to time for better understanding of the subject. Such events are conducted in literary context to make the students familiar with literature and for their overall development. In this regard, a two-day programme on English Literature studies entitled "Celebrating and Appreciating Literature" was organized by the Department of English on 28-29 Feb. 2020. The event was conceptualized by the faculties of English department organized and managed by the students of BA and MA (Literature). 3. Objectives of the Practice: To prepare students for the preparation and presentation of literary topics at academic level. To provide students a platform to present their latest talent and develop confidence. To strengthen their reading, writing, speaking and presentation skills. 4. The Practice: i. On the first day, three technical sessions were conducted. Among fifty papers on various literary topics, 24 papers were presented by Post-Graduate students. ii. On the second day, various literary activities were conducted in the form of poetry recitation, story-telling and singing of English songs. iii. An Act of the drama "The Merchant of Venice" was staged by the students of BA (Literature). iv. Poetry writing on the spur of the moment and its recitation was presented by the students. v. An Interview session was also conducted by PG students. 5. Obstacles faced if any and strategies adopted to overcome them: For the preparation of papers, collection of reference material from various sources was a difficult task to the students. During the presentation, lack of confidence and hesitation were big obstacles for some of the students. These obstacles were overcome by providing them guidance and to encourage them for improving their reading and writing. 6. Impact of the practice: As the whole event was student-centric, a notable enhancement is seen in their confidence and presentation. The practice has marked improvisation in reading, writing and presentation skills of the students. They were able to know their qualities and weakness. They learnt to manage and perform the things in a team work. 7. Resources required: More Financial and technical aids, more active participation of the students are required for better execution of the programme. 8. About the Institution: i. Name of the Institution : Govt. Arts and Science College, Ratlam ii. Year of Accreditation: 2017 iii. Address: College road, Infront of Nagar Nigam, Ratlam (MP) iv. Grade awarded by NAAC: B v. E-Mail: hegaaspgcrat@mp.gov.in vi. Contact person for further detail: Principal, Govt. Arts and Science College, Ratlam vii. Website:http://www.mphighereducation.nic.in/ratlam Best practice No. 2 1. Title of the Practice: National Online Covid-19 Awareness Quiz 2. The Context that required the initiation of the practice: Covid-19 which was initiated regionally at Wuhan city of China in Dec. 2019 has become a global threat in the form of global pandemic. It has infected people of almost all over the world in a short span of time. Almost all the countries of the whole world are struggling for their survival and livelihood. As this corona virus disease has become a big threat to human civilizations in the absence of any substantial relief and solution from this pandemic, many online awareness programs were initiated and conducted during lockdown. In this regard, National online Covid-19 Awareness Quiz' with tag-line "Defeat Corona-Win India" has been organized by the Department of Chemistry. This online awareness quiz was organized from 1 June 2020 to 10 June 2020 during national lockdown. 3. Objectives of the practice: To increase awareness about Covid-19 outbreak and

its preventive measures. To make the people understand to follow social distancing, and washing hands many times with soap or using sanitizer. To inform people about ArogyaSetu App, a mobile application developed by the Government of India. To make them familiar with naturopathy to strengthen their immunity. The Practice: i. National online Covid-19 awareness quiz was started during lockdown from 1 June to 10 June 2020. ii. Multiple-choice questions based questionnaire was developed in straightforward English by using Google form. The questionnaire was circulated among people through WhatsApp, Emails and other social media platforms. iii. This quiz consisted of 20 MCQs based on social distancing, use of sanitizer or washing hands with soap, use of herbal medicines to strengthen immune system, information of ArogyaSetu app, and Corona warriors. iv. About 1200 participants were registered and actively participated in the quiz. The participants were of different age groups from various places. People from various fields- working class, non-working class, academicians research scholars, students, business persons all took participation in the quiz. v. On the submission of quiz, E-certificates were issued to all the participants. 4. Obstacles faced if any and strategies adopted to overcome them: As the quiz was in English, it was mainly restricted to people who can understand English. It required smartphones with internet connectivity. 5. Impact of the practice: This quiz helped people to understand the intensity of Covid-19 outbreak, its symptoms and precautions. It made the people realise to take necessary precautionary measures to avoid infection of Coronavirus. It helped people to handle this Covid-19 pandemic effectively. 6. Resources required: Such type of quizzes can be conducted more easily if high speed net connectivity and more staff with knowledge of latest development in technology are available. 7. i. Name of the Institution : Govt. Arts and Science College, Ratlam ii. Year of Accreditation: 2017 iii. Address: College road, Infront of Nagar Nigam, Ratlam (MP) iv. Grade awarded by NAAC: B v. E-Mail: hegaaspgcrat@mp.gov.in vi. Contact person for further detail: Principal, Govt. Arts and Science College, Ratlam vii. Website:http://www.mphighereducation.nic.in/ratlam

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=MzQwNg%3d%3d&InstId=NTU3

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

Nil
Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

(i)Organization of seminars/conferences/webinars by different departments (ii) Lectures by subject experts (iii) Establishment of vermicompost production unit (iv) Purchase of new equipments (v) Enhancement of infrastructural facilities for increasing student strength (vi) Extension of herbal garden (vii) Renovation of existing infrastructure (viii) More use of ICT and e- resources in teaching learning (ix) Replacement of existing manual system of collection of feedback from all stakeholders to online system