YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	074122235149
• Mobile no	7000288335
• Registered e-mail	hegaaspgcrat@mp.gov.in
• Alternate e-mail	pgcolrtm@hotmail.com
• Address	College Road, In front of Nagar Nigam
• City/Town	Ratlam
• State/UT	Madhya Pradesh
• Pin Code	457001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Vikram University, Ujjain (MP)**
• Name of the IQAC Coordinator	**Dr. Bhavana Deshpande**
• Phone No.	**07412235149**
• Alternate phone No.	**8989466499**
• Mobile	**8989466499**
• IQAC e-mail address	**iqacgascrtm@gmail.com**
• Alternate Email address	**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=479
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDIxMQ==&InstId=NTU3

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.65**	**2010**	**28/03/2010**	**27/03/2015**
Cycle 2	**B+**	**2.67**	**2017**	**28/03/2017**	**27/03/2022**

6.Date of Establishment of IQAC	**07/07/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Arts and Science College, Ratlam (MP)	Furniture and Equipment	Department of Higher Education World Bank Project	2020-21	5103728
Govt. Arts and Science College, Ratlam (MP)	Construction and Renovation	Department of Higher Education World Bank Project	2020-21	47528385

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	04	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
1. Review of learning outcomes
2. Conducted online Classes
3. Organized webinars and expert lectures
4. Conducted Covid awareness program

5.. Paperless documentation by IQAC

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Submission of AQAR for 2019-2020	Achieved
2. Results for session 2019-20 were analyzed	Achieved
3. Review of learning outcomes	Achieved
4. Organised online Induction Programme for newly admitted students for UG I Year	Achieved
5.Online feedback collected, analyzed and presented staff council	Achieved
6. Conduction of online classes	Achieved
7. Organisation of webinars and expert lectures an quizzes	Achieved
8. Organisation of national webinar on empowerment of women	Achieved
9.Conduction of online remedial classes	Achieved
10.Paperless documentation by IQAC through Google drive.	Achieved
11. Conduction of online C. C. E.	Achieved

13.Whether the AQAR was placed before statutory body? — **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	26/05/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	04/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **357**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **4694**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **1297**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **1542**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **76**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **0**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**357**

File Description	Documents
Data Template	<u>View File</u>

2.Student

2.1 Number of students during the year	**4694**

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1297**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**1542**

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1 Number of full time teachers during the year	**76**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	0

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	10328402
4.3 Total number of computers on campus for academic purposes	75

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The higher education department MP provides the academic calendar. The teachers prepare the teaching plan. Teacher updates their knowledge FDP. Some of the teachers are member of BOS. Slow and advanced learners are identified by the departments at beginning of the academic session and action plans are chalked out for them. College organized online Induction Programme for newly admitted students.

During lockdown most of the faculty used Google meet platform to conduct online lectures. Faculty provided notes, e- contents, study materials, videos, ppt etc to students through WhatsApp groups.

Laboratory work demonstrates how theory can be verified by experiments through interpretation of results.

Projects related to society are done to understand issues related

to society .

Blended learning, hybrid learning, flipped learning are used.
Departments organized Webinars, Online expert lectureswhich are
beneficial to advanced learners. Online remedial classes are
conducted for slow learners.

IQAC obtains feedback from stakeholders, analyses the obtained
data, and uses the data to improve the teaching learning process.

IQAC designed the framework of learning outcomes according Bloom's
Taxonomy. Individual departments reviewed LOs.

There are two modes for evaluation of students- Internal
assessment & External assessment.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous
Internal Evaluation (CIE)

The higher education department MP releases the calendar The
academic calendar provides the date of commencement of the
academic session and duration of the academic session, period of
continuous comprehensive evaluation (CCE), practical examination,
final examinationand declaration of result.

The academic calendar also provides a period for the formation of
the students union, annual function and activities related to NSS,
NCC, sports, youth festivals etc.

Continuous and Comprehensive Evaluations are conducted strictly as
per the guidelines of the higher education department MP and as
per the academic calendar. Time table is made for CCE by the
concerning committee. There are different modes for CCE like
objective type tests, written tests, assignments, presentations,
seminars etc. After conducting each CCE the evaluation was
completed within a limited time. The internal marks and evaluated
answer books are verified by the students hence it is a
transparent process. Based on the internal exam marks, weak
students are identified and special guidance is given to them and

CCE is conducted again for them. Students are evaluated continuously based on their activities and made them ready for University exams.

In this manner, the institution adheres to the academic calendar including the conduct of continuous internal evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

B. A. I Year, Philosophy, Paper -I (Social and Political Philosophy) deals with Equity, Justice and Liberty, Gender Discrimination, Female Rights and Empowerment, Cast Discrimination etc.

B. A. I Year, Philosophy, Paper II- (Ethics) contains Nature of

Ethics and its Importance, Relation of Ethics with other sciences, Rights Duty, Non-violence, Freedom and Responsibility

UG curriculum of the compulsory Foundation course has mentioned the constitution of India, Professional Ethics, Entrepreneurship development, Human Rights, Environmental studies, Ecosystem etc.

Since, students of UG and PG of college have been studied under a co-education process and under the umbrella of science and arts-oriented streams therefore they learnt gender equality as well as moral values in a good manner. role of women in leadership and gender equality through a national webinar organized under the umbrella of IUPAC, GWB-21, on 09 February 2021. An eminent professor Dr. Hellen Kavitha delivered a talk and students Ms. Jaya Dhanotiya (M.Sc. Chemistry) and Rashmi Upadhyaya (B.Sc.) were actively presented talk on these issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

522

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View File</u>
Any additional information	<u>View File</u>

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<u>View File</u>
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1961

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

618

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The academic performance of the students is assessed at the entry-level. The slow learners and advanced learners are identified on the basis of merit list. Learning levels of the students is also assessed by class tests, assignments, CCE etc; based on which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented.

The progress of the learning levels of the students is monitored by the faculty members in the classrooms during lectures, CCE.

For slow learners, tutorials and remedial classes are conducted to provide special coaching in areas where they need support. Additional reading material, Hindi translated books and notes are made available. E contents like YouTube, Eduset etc. are suggested. They are also assigned to solve previous year question papers. After special guidance, CCE is conducted again for them.

Advanced learners are encouraged to upgrade their knowledge and skills through participating in quizzes, webinars and expert

lectures conducted by different departments of college. They are suggested advanced readings (books, research papers, e-contents etc.) to enhance their understanding of the subjects to enable them to write research paper and peruse research and qualify CSIR NET/SET and GATE exams in future.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4522	**76**

File Description	Documents
Any additional information	<u>View File</u>

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The academic plan of the college is student centric. experimental, participatory and problem solving methodologies are used to make students active participant in teaching learning process.

The college makes constant and conscious efforts to enable its students to realize their potential and develop them as leaders who can transform society.

Project works are assigned to all UG and Pg final year students forencouragingteamwork spirit and participative learning.

Due to Covid -19 pendemic online expert lectures, webinars are organised to encourage students to make them active and participative learners. Use of ICT and e- resources by the students is encouraged.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members try to make the best use of ICT in their teaching process. They have knowledge and skills to use new technological tools, apps and gadgets to assist students. Use of ICT reduces time and make teaching learning more engaging and interactive. Faculty can explain more conveniently topic with graphic presentation and other diagram etc.

The college has ICT enabled class room having projector which helps in the e learning process.

Some teachers use and share e books which are very beneficial for students as they are handy and saves the cost of buying physical books. Teachers make and present power point presentations, Google slides etc. They also use tablet to explain the subject more precisely.

The college has well equipped computer lab.

Due to Covid 19 pandemic teachers have started taking lectures online on Google meet, zoom etc.

They share study material, e books short notes over different media like Google class room, e mail WhatsApp groups etc.

Online test (CCE) are conducted to make student techno savvy.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<u>View File</u>
Circulars pertaining to assigning mentors to mentees	<u>View File</u>
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

76

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

49

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<u>View File</u>

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

76

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Rules and regulations for internal aeesssment are laid down by higher education department of MP government and vikram university, Ujjain. We follow their guidelines very strictly.

Internal exam time table of college is displayed on the notice board for the students in advance.

Question papers and scheme are prepared in each department by faculty members under the guidance of HOD, faculty also prepare the answer key for objective questions.

A transparent valuation system is followed. After valuation the copies and answer sheet, are shown to the students of each class. Marks are entered in the hard copy and soft copy also.

Due to Covid 19 pandemic and lockdown we used following modes to conduct CCE during academic year 2020-21:

Assignment with presentation

Assignment and objective type questions

Assignment based on old question papers

Power point presentations

Online CCE through Google forms

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college is abide by the rules and regulations of evaluation prescribed by the higher education department of MP government and Vikram university, Ujjain.

The time tables of all examinations are displayed on the notice board. It is displayed well in advance to provide adequate preparation time for the students.

The question papers of internal exams are generated by the faculty members under the guidance of HOD.

A transparent valuation system is followed for internal exams (CCE). After valuation of answer sheet it is shown to the students of each class.

Students can apply to reaper in CCE within stipulated time as given by the departments.

Government Arts and Science College, Ratlam has a central internal assessment committee to deal with internal exams. This committee has robust mechanism which undertakes necessary mechanism to ensure transparency in the process in the best interest of student. Committee display all notifications on the college notice board to communicate information to students.

Answer sheet and marks of CCE are discussed with students after evaluation. Students may raise their grievances regarding the marks awarded to them and they can reappear for CCE.

Question papers are again set in certain cases and discrepancies are sought.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Govt. Arts and Science college, Ratlam offers a number of programmes in science and arts.

IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and instructed each department to review. The departments reviewed accordingly.

Many teachers are members of board of studies, Vikram University, Ujjain and Central Board of studies, Bhopal (MP). They actively participate in the preparation/revision revision of syllabus.Thus the process of reviewing the outcomes takes place in exact manner and excel the quality of teaching learning.

At the time of admission the admission counselling cell and admission committee advice the parents and students to keep learnig outcomes in mind and then take judicious choice for programs/ courses.

POs, PSOs, COs for all the programme offered by the institution are communicated to students and other stakeholdersthrough various means like-Interaction, College website, Class room,Teacher Parent meetings, Notice boards, Library etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

For attainment of learning outcomes we follow an approach of

'Examine and improvise'.

The POs and PSos are assessed with the help of course outcomes of the relevant programme.

The Methods of measuring attainment:

1.Annual and Semester University Examination: The University conducts examinations through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

2.Internal Assessment: Internal assignments through different modes of CCE which are mostly aligned with Programme Outcomes of the respective subject.

3.External Assessment: It is evaluated by external experts for the Practical examinations, project presentation etc. appointed by the University through Viva-Voce and practical files/ project reports.

4. Feedback: The Institution collects feedback from stakeholders and review learning outcomes accordingly.

5. Experihential learning: Students are encouraged to take up projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.

6. Placements: The College has a vibrant Placement Cell, which caters to the demands of companies from different sectors.

7. Observations: Observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

8. Higher Studies: Pos are measured through progression of students towards higher studies

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1119

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

11

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our institution organised many Webinars, expert lectures, to enrich the knowledge of students. We invited renowned subject expects on online platform. Students participated actively and raised quires .

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,

Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

`00`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

`11`

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

`10`

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NCC department of Government Arts and Science P. G. College, Ratlam has conducted Covid-19 activity to society in which food distribution, mask wearing awareness, traffic management, social distancing in buses for labours who arrived from Metro cities to Ratlam by train have been observed. On Yoga Day, self-health activity has been conducted for health awareness of people. 15 Days Constitution Day Celebration has been conducted by the department in which cleaning of statues in Ratlam, and poster making activity have been observed. International Disability Day has been celebrated with performance of Street Plays at four different chowks of Ratlam. Students of NCC visited The Old Age Home and they understood the problems of senior citizens. NSS unit of the college conducted district level orientation under Aazadika Amrit Mahotsav Dandi March Varsh Ganth on the topic 'Unsung Heroes delivered by Dr. Prashant Puranik and R. K. Vijay on 12 March, 2021. On 16th March, 2021 department arranged cycle rally from college to Shahid Chowk via Naharpura, Manak Chowk and Ranijka Mandir. On 18th June, 2021 the NSS volunteeers were awared about Corona Appropriate Behaviour under Yuva Shakti Corona Mukti Campaign.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

6

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2044

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate land area 24.7 Acr of land which is constructed with robust structures for various academic purposes. All the departments are fully equipped with the necessary infrastructure to meet the ever increasing requirements withadequate class rooms, seminar halls, tutorial rooms, Laboratories and sufficient space for hosting all academic activities as shown below.

The College has10Departments from Arts stream and 09 from Science with 32 classrooms & 13well equipped Laboratories.

Class Rooms: The College has sufficient number of well-furnished, well ventilated, and spacious classrooms containing LCD projector and Smart Boards.

Laboratories: College has 13well equipped laboratories, All laboratories are operational, and well maintained to carryout curriculum based practical as well as research works.

Seminar Hall: The College has seminar halls with public addressing systems; LCD projectors, etc are available. A number of candidates can be accommodated in the seminar halls

Computing Equipments: College has 75 computers for students having high speed internet of 30 Mbps speed. To College has 20 Printers, 11 Multifunctional printers, 9 Projectors, 07 Smart Boards, 17wify devises, 4 colour TV, 2 Cameras, Own Surveillance system with 25 CCTV Cameras to monitor activities in the Classrooms and Campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has adequate facilities for extracurricular activities,

sports, outdoor and indoor games, gymnasium, auditorium, cultural activities, yoga, health and hygiene etc. College has facilities for students and staff to play Volleyball, Cricket, and Football. Annual Sports Meet is conducted. Students are officially permitted to attend tournaments at University / State / National levels.

College as following facilities for sports, games and cultural activities

• Standard Size 400 meter Track is available in the College campus.

• Long jump pit and triple jump pit (9 ×5) with 40 meter runway are available in college sports ground.

• Shot put, Hammer throw and discus throw Sectors are available at college ground.

• Standard size football field is available inside the 400 meter track of the college.

• Two standard size basketball courts (28 ×15m each) are available is the college campus.

• Additional space available for handball court and Hockey ground (40 ×20 meter)

• Kho-Kho and kabaddi courts are available at the campus.

• A well equipped gymnasium and YOGA Room

• A specious Hall for organizing various cultural activities

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

40

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Automation Procedure in Library was commenced in the year 2003. SOUL software version SOUL-2 Nature was purchased. Existing stock of books were registered in the software. Working through the software was started in the year 2008.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-   **E. None of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

130

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has robust IT infrastructure. Every department has one or more functional computer with wifi dongle which is

recharged periodically through administrative office. Computer Science department has its own high speed broadband internet connection.

During Covid 19 period internet was used for creating study material and sharing it with students. It was also used for academic purpose like - online marks entry, online admission approval, CCE list generation, tracking students enrollment, collection of fee, and university examination related works. Along with this each department has multifunctional devices such as - Printer, Scanner, and Photocopier. Some departments also have smart classroom having projectors and smart boards.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

17.85052

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedure for maintenance of labs, library, sports-complex and classroom is executed as per the following set of rules:

1. **Store Purchase Rules of M.P. Government are followed for all the above mentioned works.**
2. **The works of maintenance are executed with prior permission of the Principal by each department.**
3. **Maintenance up to Rs20,000/- can be accomplished with single quotation and certificate of quality given by Purchase Officer. But this practice is affected by the Purchase Officer not more than five times a month.**
4. **Maintenance work more than Rs20, 000/- is accomplished on the basis of minimum three quotations/E-quotation after the recommendation of the Purchase committee following the Government Store Purchase Rules.**
5. **The repairs of any instrument/apparatus is got done in the guarantee or warranty period through the concerned firm.**
6. **Maintenance of College Building is done by PWD/PIU as per requirement of College under the rules & regulations of Government of M.P**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

4439

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills   **A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

213

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

213

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	*View File*
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	*View File*
Details of student placement during the year (Data Template)	*View File*

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

403

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The existing students get representation in Student Council by way of election and the alumni in Jan Bhagidari Samiti by way of nomination. In addition to these, we also provide students'

representation in committees like Career Guidance Cell, Anti
Ragging, Sexual Harassment, NSS, NCC, Sports, and IQAC. Apart from
this formal representation, we encourage students to perform
various day-to-day activities like compilation, classification,
and analysis of data, preparation of reports, class monitoring,
maintenance of discipline, conducting programs, etc. The teachers
in charge of extension activities identify volunteers and assign
them supervisory or even managerial positions for the activities
like preparing placards, taking out rallies, and sloganeering for
some social cause in the neighboring area.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Presently, we are in the process of getting the Alumni Association
registered. However, the alumni of this college are tied together
by the bond of common feelings of affection to the teachers and
the college. They regularly conduct their meetings and celebrate

informal programs of reunion.. At times, they do come forward to extend their help to the students of their Alma mater.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

The College aspires to be a centre of excellence in higher education, providing quality education and bringing about changes in the lives of tribal's and the oppressed through value-based education, as well as preparing students for leadership roles and inclusive national growth.

Mission

- **Give underprivileged members of society access to high-quality education.**
- **Assist students in developing professional and employability skills.**
- **Instill leadership qualities in order to face new challenges.**
- **Encourage the use of advanced technology in the teaching and learning processes.**
- **Motivate faculty and students to strive for academic excellence.**
- **To inculcate the culture of time and work consciousness.**
- **To obtain a higher grade from an accredited council.**
- **Emphasize the significance of human and ethical values.**

- Emphasis on creativity, innovation, and the generation of new knowledge.
- Interaction with industry and collaborations with top-tier tribal institutions.

The college's empowered team consists of the Principal, the convener of various committees, teaching staff, the IQAC committee, non-teaching and supporting staff, stakeholders, alumni, and janbhagidari samiti (JBS).

Every committee accepts responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institute supports a trend of decentralized and participative governance system with proper well defined Inter-relationships.

Institute constitutes several committees to ensure decentralization & Participative management system.

Regular meetings of these committees are held for the effective and smooth functioning of

the institute. There are three levels of administrative structure under which all the activities of

the institute are carried out.

Society level: Involved NSS, NCC

Institute level: Involved Principal, Heads of departments and Conveyer of Committees

Department level : Involved Heads of departments & Faculty

members.

Teaching learning process monitors by HODs. HEI provides the academic calendar of the institute which is a mirror image of institute, includes curricular,

Co-curricular and extracurricular activities. All Head of the Department ensures the proper implementation of the academic calendar. Principal of institute is responsible for confirmation and observation of academic activities .

Subject Faculty ensures continuous conduction of practical and lecture of respective class, prepares roll call list and teaching diary. Based on this report Class In charge conducts average, weak and advance learner activity at class level and gives feedback to departmental Head. HODs informs for the extra/ Remedial classes for weak and poor students for their academic improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

CDC plans following activity for increasing GER to provide quality education.

1. Construction of New class room

2. Purchase new furniture

3. Setup smart classroom for quality teaching

4. New equipments to strengthen laboratories.

The perspective plans and policies are prepared by the IQAC based on the activities proposed by various departments for the calendar year. Teachers participate in seminars, conferences, workshops, and refresher and orientation courses.

The perspective institutional plan is developed with cooperation

of teachers, students and members of the JBS.

IQAC and CDC members are involved in the decision making process under the guidance of the Principal.

Apart from the lecture method of teaching, group discussion, field studies, debates, tutorials, seminars etc. are adopted for proper understanding of the subjects.

The college is recognized research center in 9 subjects .11 teachers are registered as a Ph.D. guide and nineteen scholars are registered as Ph.D. students .There are many research papers published in national & International journals.

The NSS officers co-ordinate various extension activities like Social work, health-hygiene awareness, medical camp, adult education and literacy, blood donation, AIDS awareness, environmental awareness.

The institute interacts with various and outside institutes. The College organizes field tours to various industries.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is run under rules of Higher education department Bhopal of M.P government. Additional director Ujjain is responsible to executeall government order issued by Higher education department Bhopal of M.P government throughColleges. JBS looks after all renovation and self finance courses.Principal manage all the activities of College with the help of committees and heads of the department. Peons, lab attendants and lab technicians follow the instructions of Head of the department. Office staff, heads and all faculty members work under the supervision of Principal. If student has any grievance he/she approaches to concerning head of the department /principal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination   **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Effective welfare policies are very important for smooth working of institute. Our institute have provided welfare measures as norms of MP governments in HED.

The following welfare schemes are available for teaching and non-teaching staff

1. Medical Leave

2. Medical Expenditure reimbursement

3. Maternity Leave

4. Paternity Leave

5. Child Care Leave

6. Family Planning Increments.

7. TRF for Ph.D.

8. Compassionate Appointments

9. GIS deduction

10. T.W.F (teachers welfare fund) (Deduction by university on Remuneration of Evaluation of Answer books.)

12. Ex gratia Payment

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	View File
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

24

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extra-curricular activities. This format [PBAS] is filled by the

employee in a given prescribed proforma. The proforma has part A of general Information, Part-B consists of 3 categories. Category-I includes "Teaching-learning and evaluation related activities of total 125 marks. Category-II includes "Co-curricular, extra-curricular and professional development related activities of total 50 marks. Category-III includes "Research and academic contribution" having no boundation of marks.

Another type of evaluation is called the secret-report for non-teaching employees. It generally has two parts. The first part is filled by the employee. The second part is the evaluated by the Principal. It is then sent to higher authority of the Higher Education Department of MP Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college conducts both internal and external financial audits regularly. External Audit t is conducted by the following agency:

External Audit

(i) Team of Higher education of M.P.

This team of auditors comes occasionally to audit. It is constituted by the Higher Education of M.P Government.

(ii) Chartered Accountant of the Institute

The institution has an auditor, who audits annually all the vouchers and bills of the expenditure. After checking the bills and vouchers, auditing the expenditures, the C.A. generates a certificate for the college.

Internal Audit

Internal audit is done by checking each bill and vouchers by a

team of the college. The cashier maintains the cashbook, receipt, bills and vouchers. It is checked by the internal team of auditor.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Principal is the primary and sole authority to spend all types of funds. However, the Principal forms a committee to make recommendations on how to spend the funds called the purchase committee and CDC. This committee is constituted every year in the beginning of the session, or whenever needed.

The allocated fund is utilized to purchase equipment, chemicals, furniture, books for library, maintenance and construction work.

There are following types of funds received by the college, and its Strategies for mobilization are listed below:

1. World Bank Fund- This fund is received from MPHEQIP-7464 , Bhopal. The allocation of MPHEQIP is given under some specified scheme, after demanding for it. PWD/PIU is authorized for construction and renovation works. The fund received from MPHEQIP for construction and renovation is RS 47528385=00 and for

furniture and equipments is 5103728=00.

2. RUSA- RUSA is also one of funding agencies for development of institution.

3. Janbhagidari Fund: This is very important fund to run the self-financing courses of the college. It is to be noted that 5 UG and 3 PG courses run under the self-financing scheme. Amount from JBS is also sanctioned for equipments and other needs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Example 1- Paperless documentation by IQAC through Google drive.

The main aim of this practice is to use new technology and to create awareness about environmental concerns by using minimum papers

IQAC developed a paperless system using Google drive for collection of data like reports of committees, co-curricular and extra-curricular activities, published research papers and books, attended faculty development programmes, presented/ attended webinar/conferences etc.

Example 2- New teaching learning methods.

Because of the forced closure of educational institutions, due to Covid 19, the entire higher education system had been badly disturbed. In this type of situation online- learning has emerged as the most effective option – both for the students/ teachers as well as the college administers.

We have a LMS ,which makes the process systematic. IQAC always take effort to understand the difficulties with the sudden change of the learning platform and help them to come up with more enthusiasm and confidence.

All massages and study material are sent through WhatsApp groups to students. Faculty used, ppt, online white boards, video conferencing tools, pre recorded video lectures, Blended learning, hybrid learning, flipped learning. College organized Webinars, Online expert lectures for advanced learners and Online remedial classes for slow learners.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The main objective of IQAC is to establish student centric approach regarding teaching learning progression and has designed the policy to assess and evaluate it intermittently.

Due to the covid 19 pandemic, the traditional teaching methods were replaced by the new methods. Faculty was made aware of the methods of online teaching learning by IQAC, According to the ability and need of the students, different new teaching techniques were used to ensure effective curriculum delivery including presentations, use of online white boards, live online classes by using video conferencing tools, pre recorded video lectures, on line internal assessment, blended learning, hybrid learning, flipped learning, webinars, online expert lectures, online remedial classes etc. Faculty shared study material with students through Whats App groups.

IQAC obtains feedback from stakeholders, analyses the obtained data, and uses the data to improve the teaching learning process.

IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and suggestions obtained from different stake holders through interaction or feedback. Individual departments reviewed COs, PSOs and POs according to guidelines issued by IQAC.

The strategies for attainment of COs, PSOs and POs are prepared and communicated to teachers for implementation.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	1.http://www.mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=158 2. http://www.mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=267
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has a strong ethical work culture that is based on wholeness. Safety, security and well-being, along with gender equity and friendly working atmosphere are the prime concerns to the college.

Safety and security:

- Extensive surveillance network with 24x7 monitored control rooms.
- Strict implementation of Anti-Ragging Campus.
- Awareness campaigns on women safety and gender sensitivity by NSS and NCC student volunteers.
- The Institute is the preferred destination of parents for the education of female candidates.
- The college has a high long boundary wall.

Common Room:

In the college, a common room is allocated for girl students along with separate toilets.

Any other relevant information:

- A National webinar on women empowerment with its various facets was organised on "Empowering Diversity in Science on 9th February 2021. It was an appreciable effort to showcase the leadership quality of women in various fields. Some of the B.Sc and M.Sc students delivered talk during webinar. Around 450 candidates attended this webinar through the medium of YouTube.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM5Ng==&InstId=NTU3

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Our college has a good waste management system in the campus. Waste collected from a dustbin placed at each department in the college. colour coding dustbin are used for different types of waste , green for wet and blue for solid .

Daily garbage is collected by housekeeping person and handover to authorized municipal person who carries it in vehicle to trenching ground.

The college manages solid waste through vermicomposting. The waste products of trees i.e dead leaves collected from various gardens of the college are converted into organic manure. The Eco-club of the college established a vermicompost pit in the herbal garden to produce organic manure of exceptional quality for the organically starved soil in the garden of the college. This practice has influenced the microbial activity of soil. It has increased the availability of oxygen. It has improved nutrient content and soil texture and reduced the volume of organic waste and stabilized organic matter. Manure made in such a way is used for making different gardens and campus green.

Liquid waste management:

All waste water lines from toilet, bathrroms are connected with municipal drainage mains line. Resulting we have clean, moisture and garbage free campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available **C. Any 2 of the above**
in the Institution: Rain water harvesting
Bore well /Open well recharge Construction

**of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Different cultural activities are organized inside the college to promote harmony towards each other.

1. Ek Bharat Shreshtha Bharat

Every month the college conducts various activities under ek Bharat shreshth Bharat to create harmony towards cultural regional linguistic communal social economic and other diversities among students. Its main objective is to learn the language, culture, living styles, festivals, social customs, food habits and such other aspects of the social and cultural affairs of the paired State.

2. Student Integration Program

Under this program one student, Ragini Yadav of B.A III year of the college was selected for National Integration Camp which was organised by Tripura state NSS cell, Department of Youth Affairs and Sports, Government of Tripura, Agartala in collaboration with Ministry of Youth Affairs and Sports, Government of India from 22nd March 2021 to 28 March 2021. The main objective of this program was to build a unity and peace with spiritual harmony between different states and cultures of India through social service. Under this program the cadets share the culture, languages and experiences

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Constitution Day: On 26th November 2020 Eco-club celebrated the constitution day. The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. Students have enthusiastically participated in various programs like:

1. A webinar was organised on 'The Importance of Constitution'
2. Paper and Poster making competition on fundamental rights of Indian citizens .

Voter's day:

The college has celebrated Matdata Divas on 25th January 2021 .

Swachhata awareness program: The eco club organised swachata abhiyan at the college from 15 October to 13th November 2020 on the 150th birth anniversary of Mahatma Gandhi. During this period the club organised various activities such as:

1. **Paper and poster competition**
2. **Clean college campus Abhiyan.**
3. **The NCC cadets played Nukkad Natak .**
4. **Oath ceremony on swachata .**

Covid campaign:

During the lockdown period of Covid pandemic, 41 cadets of NCC took initiative to volunteer under the guidance of 21 MP battalion NCC Ratlam for assistance of the civil administration of Ratlam for 45 days.

The cadets distributed food items, face masks etc. among poor sections of the society and spread awareness about Covid appropriate behavior.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM5Nw==&InstId=NTU3
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. International Women's Day-Every year the college celebrates women's Day on 8th March to recognise, acknowledge and celebrate the achievements of women in all spheres of life. It is also celebrated to raise awareness and encourage others to advocate for gender equality in the society, workplaces and communities.

2. Yuva Divas-The college celebrates Yuva Divas among the students to celebrate young people's voices, actions and their universal and equitable engagement in the society.

3. Azadi ka Amrit Mahotsav-The college has celebrated the 75th birth anniversary of independence under the program and titled Azad Amrit mahotsav. On 12th March 2021 the college celebrated Dandi March varshganth under this mahotsav by organising lecture and cycle rally of the students at the city. From 13th August to 20th August 2021 TB awareness program was conducted by NCC to raise public awareness about the devastating health social and economic consequences of TB .

4. World AIDS Day- NCC cadets organised an awareness program for HIV infection by organising a series of events. It was started by the 21st NCC battalion. On this day rally, essay, Rangoli and poster making competitions were organised to spread awareness in the community.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 01 : Covid Awareness

Best Practice 02:Herbal Garden and Vermicomposting.

File Description	Documents
Best practices in the Institutional website	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM2MA%3d%3d&InstId=NTU3
Any other relevant information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM2MQ==&InstId=NTU3

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Govt. Arts and Science College, Ratlam maintains a distinctive position among various government colleges of the district due to various aspects. The college has a huge playground. Many District, division and state level competitions have also been organized in the college sports ground. The information about the Sports grounds and courts is as follows-

- **Standard Size 400 meter Track is available in the College campus.**
- **Long jump pit and triple jump pit (9 ×5) with 40 meter runway are available in the college sports ground.**
- **Shot put, Hammer throw and discus throw Sectors are**

available at college ground.
- Standard size football field is available inside the 400 meter track of the college.
- Two standard size basketball courts (28 ×15m each) are available is the college campus.
- additional space available for handball court and Hockey ground (40 ×20meter)
- Kho-Kho and kabaddi courts are available at the campus.

The sports ground is also used by the local people of Ratlam city and players of other institutions. The athletes practicing in the college sports ground won 9 gold, one silver and one bronze medal in the M.P Higher Education division level athletics competition, Ujjain 2021-22.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The higher education department MP provides the academic calendar. The teachers prepare the teaching plan. Teacher updates their knowledge FDP. Some of the teachers are member of BOS. Slow and advanced learners are identified by the departments at beginning of the academic session and action plans are chalked out for them. College organized online Induction Programme for newly admitted students.

During lockdown most of the faculty used Google meet platform to conduct online lectures. Faculty provided notes, e-contents, study materials, videos, ppt etc to students through WhatsApp groups.

Laboratory work demonstrates how theory can be verified by experiments through interpretation of results.

Projects related to society are done to understand issues related to society .

Blended learning, hybrid learning, flipped learning are used. Departments organized Webinars, Online expert lectureswhich are beneficial to advanced learners. Online remedial classes are conducted for slow learners.

IQAC obtains feedback from stakeholders, analyses the obtained data, and uses the data to improve the teaching learning process.

IQAC designed the framework of learning outcomes according Bloom's Taxonomy. Individual departments reviewed LOs.

There are two modes for evaluation of students- Internal assessment & External assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The higher education department MP releases the calendar The academic calendar provides the date of commencement of the academic session and duration of the academic session, period of continuous comprehensive evaluation (CCE), practical examination, final examinationand declaration of result.

The academic calendar also provides a period for the formation of the students union, annual function and activities related to NSS, NCC, sports, youth festivals etc.

Continuous and Comprehensive Evaluations are conducted strictly as per the guidelines of the higher education department MP and as per the academic calendar. Time table is made for CCE by the concerning committee. There are different modes for CCE like objective type tests, written tests, assignments, presentations, seminars etc. After conducting each CCE the evaluation was completed within a limited time. The internal marks and evaluated answer books are verified by the students hence it is a transparent process. Based on the internal exam marks, weak students are identified and special guidance is given to them and CCE is conducted again for them. Students are evaluated continuously based on their activities and made them ready for University exams.

In this manner, the institution adheres to the academic calendar including the conduct of continuous internal evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution	B. Any 3 of the above

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

B. A. I Year, Philosophy, Paper -I (Social and Political Philosophy) deals with Equity, Justice and Liberty, Gender Discrimination, Female Rights and Empowerment, Cast Discrimination etc.

B. A. I Year, Philosophy, Paper II- (Ethics) contains Nature of Ethics and its Importance, Relation of Ethics with other sciences, Rights Duty, Non-violence, Freedom and Responsibility

UG curriculum of the compulsory Foundation course has mentioned the constitution of India, Professional Ethics, Entrepreneurship development, Human Rights, Environmental studies, Ecosystem etc.

Since, students of UG and PG of college have been studied under a co-education process and under the umbrella of science and arts-oriented streams therefore they learnt gender equality as well as moral values in a good manner. role of women in leadership and gender equality through a national webinar organized under the umbrella of IUPAC, GWB-21, on 09 February 2021. An eminent professor Dr. Hellen Kavitha delivered a talk

and students Ms. Jaya Dhanotiya (M.Sc. Chemistry) and Rashmi Upadhyaya (B.Sc.) were actively presented talk on these issues.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

522

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1961

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

618

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The academic performance of the students is assessed at the entry-level. The slow learners and advanced learners are identified on the basis of merit list. Learning levels of the students is also assessed by class tests, assignments, CCE etc; based on which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented.

The progress of the learning levels of the students is monitored by the faculty members in the classrooms during lectures, CCE.

For slow learners, tutorials and remedial classes are conducted to provide special coaching in areas where they need support. Additional reading material, Hindi translated books and notes are made available. E contents like YouTube, Eduset etc. are suggested. They are also assigned to solve previous year question papers. After special guidance, CCE is conducted again for them.

Advanced learners are encouraged to upgrade their knowledge and skills through participating in quizzes, webinars and expert lectures conducted by different departments of college. They are suggested advanced readings (books, research papers, e-contents etc.) to enhance their understanding of the subjects to enable them to write research paper and peruse research and qualify CSIR NET/SET and GATE exams in future.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4522	**76**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The academic plan of the college is student centric. experimental, participatory and problem solving methodologies are used to make students active participant in teaching learning process.

The college makes constant and conscious efforts to enable its students to realize their potential and develop them as leaders who can transform society.

Project works are assigned to all UG and Pg final year students forencouragingteamwork spirit and participative learning.

Due to Covid -19 pendemic online expert lectures, webinars are organised to encourage students to make them active and participative learners. Use of ICT and e- resources by the students is encouraged.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write

description in maximum of 200 words

Faculty members try to make the best use of ICT in their teaching process. They have knowledge and skills to use new technological tools, apps and gadgets to assist students. Use of ICT reduces time and make teaching learning more engaging and interactive. Faculty can explain more conveniently topic with graphic presentation and other diagram etc.

The college has ICT enabled class room having projector which helps in the e learning process.

Some teachers use and share e books which are very beneficial for students as they are handy and saves the cost of buying physical books. Teachers make and present power point presentations, Google slides etc. They also use tablet to explain the subject more precisely.

The college has well equipped computer lab.

Due to Covid 19 pandemic teachers have started taking lectures online on Google meet, zoom etc.

They share study material, e books short notes over different media like Google class room, e mail WhatsApp groups etc.

Online test (CCE) are conducted to make student techno savvy.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

76

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

49

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

76

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Rules and regulations for internal aeesssment are laid down by higher education department of MP government and vikram university, Ujjain. We follow their guidelines very strictly.

Internal exam time table of college is displayed on the notice board for the students in advance.

Question papers and scheme are prepared in each department by faculty members under the guidance of HOD, faculty also prepare the answer key for objective questions.

A transparent valuation system is followed. After valuation the copies and answer sheet, are shown to the students of each class. Marks are entered in the hard copy and soft copy also.

Due to Covid 19 pandemic and lockdown we used following modes to conduct CCE during academic year 2020-21:

Assignment with presentation

Assignment and objective type questions

Assignment based on old question papers

Power point presentations

Online CCE through Google forms

File Description	Documents
Any additional information	[View File]()
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college is abide by the rules and regulations of evaluation prescribed by the higher education department of MP government and Vikram university, Ujjain.

The time tables of all examinations are displayed on the notice board. It is displayed well in advance to provide adequate preparation time for the students.

The question papers of internal exams are generated by the faculty members under the guidance of HOD.

A transparent valuation system is followed for internal exams (CCE). After valuation of answer sheet it is shown to the students of each class.

Students can apply to reaper in CCE within stipulated time as given by the departments.

Government Arts and Science College, Ratlam has a central internal assessment committee to deal with internal exams. This committee has robust mechanism which undertakes necessary mechanism to ensure transparency in the process in the best interest of student. Committee display all notifications on the college notice board to communicate information to students.

Answer sheet and marks of CCE are discussed with students after evaluation. Students may raise their grievances regarding the marks awarded to them and they can reappear for CCE.

Question papers are again set in certain cases and discrepancies are sought.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Govt. Arts and Science college, Ratlam offers a number of programmes in science and arts.

IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and instructed each department to review. The departments reviewed accordingly.

Many teachers are members of board of studies, Vikram University, Ujjain and Central Board of studies, Bhopal (MP). They actively participate in the preparation/revision revision of syllabus.Thus the process of reviewing the outcomes takes place in exact manner and excel the quality of teaching learning.

At the time of admission the admission counselling cell and admission committee advice the parents and students to keep learnig outcomes in mind and then take judicious choice for programs/ courses.

POs, PSOs, COs for all the programme offered by the institution are communicated to students and other stakeholdersthrough various means like-Interaction, College website, Class room,Teacher Parent meetings, Notice boards, Library etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the

institution.

For attainment of learning outcomes we follow an approach of 'Examine and improvise'.

The POs and PSos are assessed with the help of course outcomes of the relevant programme.

The Methods of measuring attainment:

1.Annual and Semester University Examination: The University conducts examinations through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

2.Internal Assessment: Internal assignments through different modes of CCE which are mostly aligned with Programme Outcomes of the respective subject.

3.External Assessment: It is evaluated by external experts for the Practical examinations, project presentation etc. appointed by the University through Viva-Voce and practical files/ project reports.

4. Feedback: The Institution collects feedback from stakeholders and review learning outcomes accordingly.

5. Experihential learning: Students are encouraged to take up projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.

6. Placements: The College has a vibrant Placement Cell, which caters to the demands of companies from different sectors.

7. Observations: Observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

8. Higher Studies: Pos are measured through progression of students towards higher studies

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1119

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

11

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our institution organised many Webinars, expert lectures, to enrich the knowledge of students. We invited renowned subject expects on online platform. Students participated actively and raised quires .

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

11

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website

during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NCC department of Government Arts and Science P. G. College, Ratlam has conducted Covid-19 activity to society in which food distribution, mask wearing awareness, traffic management, social distancing in buses for labours who arrived from Metro cities to Ratlam by train have been observed. On Yoga Day, self-health activity has been conducted for health awareness of people. 15 Days Constitution Day Celebration has been conducted by the department in which cleaning of statues in Ratlam, and poster making activity have been observed. International Disability Day has been celebrated with performance of Street Plays at four different chowks of Ratlam. Students of NCC visited The Old Age Home and they understood the problems of senior citizens. NSS unit of the college conducted district level orientation under Aazadika Amrit Mahotsav Dandi March

Varsh Ganth on the topic 'Unsung Heroes delivered by Dr. Prashant Puranik and R. K. Vijay on 12 March, 2021. On 16th March, 2021 department arranged cycle rally from college to Shahid Chowk via Naharpura, Manak Chowk and Ranijka Mandir. On 18th June, 2021 the NSS volunteeers were awared about Corona Appropriate Behaviour under Yuva Shakti Corona Mukti Campaign.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

6

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2044

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries,

corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate land area 24.7 Acr of land which is constructed with robust structures for various academic purposes. All the departments are fully equipped with the necessary infrastructure to meet the ever increasing requirements withadequate class rooms, seminar halls, tutorial rooms, Laboratories and sufficient space for hosting all academic activities as shown below.

The College has10Departments from Arts stream and 09 from Science with 32 classrooms & 13well equipped Laboratories.

Class Rooms: The College has sufficient number of well-furnished, well ventilated, and spacious classrooms containing LCD projector and Smart Boards.

Laboratories: College has 13well equipped laboratories, All laboratories are operational, and well maintained to carryout curriculum based practical as well as research works.

Seminar Hall: The College has seminar halls with public addressing systems; LCD projectors, etc are available. A number of candidates can be accommodated in the seminar halls

Computing Equipments: College has 75 computers for students having high speed internet of 30 Mbps speed. To College has 20 Printers, 11 Multifunctional printers, 9 Projectors, 07 Smart Boards, 17wify devises, 4 colour TV, 2 Cameras, Own Surveillance system with 25 CCTV Cameras to monitor activities in the Classrooms and Campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has adequate facilities for extracurricular activities, sports, outdoor and indoor games, gymnasium, auditorium, cultural activities, yoga, health and hygiene etc. College has facilities for students and staff to play Volleyball, Cricket, and Football. Annual Sports Meet is conducted. Students are officially permitted to attend tournaments at University / State / National levels.

College as following facilities for sports, games and cultural activities

• Standard Size 400 meter Track is available in the College campus.

• Long jump pit and triple jump pit (9 ×5) with 40 meter runway are available in college sports ground.

• Shot put, Hammer throw and discus throw Sectors are available at college ground.

• Standard size football field is available inside the 400 meter track of the college.

• Two standard size basketball courts (28 ×15m each) are available is the college campus.

• Additional space available for handball court and Hockey ground (40 ×20 meter)

- **Kho-Kho and kabaddi courts are available at the campus.**

- **A well equipped gymnasium and YOGA Room**

- **A specious Hall for organizing various cultural activities**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

40

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Automation Procedure in Library was commenced in the year 2003. SOUL software version SOUL-2 Nature was purchased. Existing stock of books were registered in the software. Working through the software was started in the year 2008.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

130

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has robust IT infrastructure. Every department has one or more functional computer with wifi dongle which is recharged periodically through administrative office. Computer Science department has its own high speed broadband internet connection.

During Covid 19 period internet was used for creating study material and sharing it with students. It was also used for academic purpose like - online marks entry, online admission approval, CCE list generation, tracking students enrollment, collection of fee, and university examination related works. Along with this each department has multifunctional devices such as - Printer, Scanner, and Photocopier. Some departments also have smart classroom having projectors and smart boards.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

17.85052

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedure for maintenance of labs, library, sports-complex and classroom is executed as per the following set of rules:

1. Store Purchase Rules of M.P. Government are followed for all the above mentioned works.
2. The works of maintenance are executed with prior permission of the Principal by each department.
3. Maintenance up to Rs20,000/- can be accomplished with single quotation and certificate of quality given by Purchase Officer. But this practice is affected by the Purchase Officer not more than five times a month.
4. Maintenance work more than Rs20, 000/- is accomplished on

the basis of minimum three quotations/E-quotation after the recommendation of the Purchase committee following the Government Store Purchase Rules.

5. The repairs of any instrument/apparatus is got done in the guarantee or warranty period through the concerned firm.

6. Maintenance of College Building is done by PWD/PIU as per requirement of College under the rules & regulations of Government of M.P

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

4439

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

`00`

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`213`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`213`

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent	**A. All of the above**

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

403

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	*View File*

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The existing students get representation in Student Council by way of election and the alumni in Jan Bhagidari Samiti by way of nomination. In addition to these, we also provide students' representation in committees like Career Guidance Cell, Anti Ragging, Sexual Harassment, NSS, NCC, Sports, and IQAC. Apart from this formal representation, we encourage students to perform various day-to-day activities like compilation, classification, and analysis of data, preparation of reports, class monitoring, maintenance of discipline, conducting programs, etc. The teachers in charge of extension activities identify volunteers and assign them supervisory or even managerial positions for the activities like preparing placards, taking out rallies, and sloganeering for some social cause in the neighboring area.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Presently, we are in the process of getting the Alumni Association registered. However, the alumni of this college are tied together by the bond of common feelings of affection to the teachers and the college. They regularly conduct their meetings and celebrate informal programs of reunion.. At times, they do come forward to extend their help to the students of their Alma mater.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

The College aspires to be a centre of excellence in higher education, providing quality education and bringing about changes in the lives of tribal's and the oppressed through value-based education, as well as preparing students for leadership roles and inclusive national growth.

Mission

- Give underprivileged members of society access to high-quality education.
- Assist students in developing professional and employability skills.
- Instill leadership qualities in order to face new challenges.
- Encourage the use of advanced technology in the teaching and learning processes.
- Motivate faculty and students to strive for academic excellence.
- To inculcate the culture of time and work consciousness.
- To obtain a higher grade from an accredited council.
- Emphasize the significance of human and ethical values.
- Emphasis on creativity, innovation, and the generation of new knowledge.
- Interaction with industry and collaborations with top-tier tribal institutions.

The college's empowered team consists of the Principal, the convener of various committees, teaching staff, the IQAC committee, non-teaching and supporting staff, stakeholders, alumni, and janbhagidari samiti (JBS).

Every committee accepts responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institute supports a trend of decentralized and participative governance system with proper well defined Inter-relationships.

Institute constitutes several committees to ensure decentralization & Participative management system.

Regular meetings of these committees are held for the effective and smooth functioning of

the institute. There are three levels of administrative structure under which all the activities of

the institute are carried out.

Society level: Involved NSS, NCC

Institute level: Involved Principal, Heads of departments and Conveyer of Committees

Department level : Involved Heads of departments & Faculty members.

Teaching learning process monitors by HODs. HEI provides the academic calendar of the institute which is a mirror image of institute, includes curricular,

Co-curricular and extracurricular activities. All Head of the Department ensures the proper implementation of the academic calendar. Principal of institute is responsible for confirmation and observation of academic activities .

Subject Faculty ensures continuous conduction of practical and lecture of respective class, prepares roll call list and teaching diary. Based on this report Class In charge conducts average, weak and advance learner activity at class level and gives feedback to departmental Head. HODs informs for the extra/ Remedial classes for weak and poor students for their academic improvement.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

CDC plans following activity for increasing GER to provide quality education.

1. Construction of New class room

2. Purchase new furniture

3. Setup smart classroom for quality teaching

4. New equipments to strengthen laboratories.

The perspective plans and policies are prepared by the IQAC based on the activities proposed by various departments for the calendar year. Teachers participate in seminars, conferences, workshops, and refresher and orientation courses.

The perspective institutional plan is developed with cooperation of teachers, students and members of the JBS.

IQAC and CDC members are involved in the decision making process under the guidance of the Principal.

Apart from the lecture method of teaching, group discussion, field studies, debates, tutorials, seminars etc. are adopted for proper understanding of the subjects.

The college is recognized research center in 9 subjects .11 teachers are registered as a Ph.D. guide and nineteen scholars are registered as Ph.D. students .There are many research papers published in national & International journals.

The NSS officers co-ordinate various extension activities like Social work, health-hygiene awareness, medical camp, adult education and literacy, blood donation, AIDS awareness,

environmental awareness.

The institute interacts with various and outside institutes. The College organizes field tours to various industries.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is run under rules of Higher education department Bhopal of M.P government. Additional director Ujjain is responsible to executeall government order issued by Higher education department Bhopal of M.P government throughColleges. JBS looks after all renovation and self finance courses.Principal manage all the activities of College with the help of committees and heads of the department. Peons, lab attendants and lab technicians follow the instructions of Head of the department. Office staff, heads and all faculty members work under the supervision of Principal. If student has any grievance he/she approaches to concerning head of the department /principal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	<u>View File</u>

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Effective welfare policies are very important for smooth working of institute. Our institute have provided welfare measures as norms of MP governments in HED.

The following welfare schemes are available for teaching and non- teaching staff

1. Medical Leave

2. Medical Expenditure reimbursement

3. Maternity Leave

4. Paternity Leave

5. Child Care Leave

6. Family Planning Increments.

7. TRF for Ph.D.

8. Compassionate Appointments

9. GIS deduction

10. T.W.F (teachers welfare fund) (Deduction by university on Remuneration of Evaluation of Answer books.)

12. Ex gratia Payment

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	[View File](#)
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

24

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other

extra-curricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma. The proforma has part A of general Information, Part-B consists of 3 categories. Category-I includes "Teaching-learning and evaluation related activities of total 125 marks. Category-II includes "Co-curricular, extra- curricular and professional development related activities of total 50 marks. Category-III includes "Research and academic contribution" having no boundation of marks.

Another type of evaluation is called the secret-report for non-teaching employees. It generally has two parts. The first part is filled by the employee. The second part is the evaluated by the Principal. It is then sent to higher authority of the Higher Education Department of MP Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college conducts both internal and external financial audits regularly. External Audit t is conducted by the following agency:

External Audit

(i) Team of Higher education of M.P.

This team of auditors comes occasionally to audit. It is constituted by the Higher Education of M.P Government.

(ii) Chartered Accountant of the Institute

The institution has an auditor, who audits annually all the vouchers and bills of the expenditure. After checking the bills and vouchers, auditing the expenditures, the C.A. generates a certificate for the college.

Internal Audit

Internal audit is done by checking each bill and vouchers by a team of the college. The cashier maintains the cashbook, receipt, bills and vouchers. It is checked by the internal team of auditor.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

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File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Principal is the primary and sole authority to spend all types of funds. However, the Principal forms a committee to make recommendations on how to spend the funds called the purchase committee and CDC. This committee is constituted every year in the beginning of the session, or whenever needed.

The allocated fund is utilized to purchase equipment, chemicals, furniture, books for library, maintenance and construction work.

There are following types of funds received by the college, and its Strategies for mobilization are listed below:

1. World Bank Fund- This fund is received from MPHEQIP-7464 , Bhopal. The allocation of MPHEQIP is given under some specified scheme, after demanding for it. PWD/PIU is authorized for construction and renovation works. The fund received from MPHEQIP for construction and renovation is RS 47528385=00 and for furniture and equipments is 5103728=00.

2. RUSA- RUSA is also one of funding agencies for development of institution.

3. Janbhagidari Fund: This is very important fund to run the self-financing courses of the college. It is to be noted that 5 UG and 3 PG courses run under the self-financing scheme. Amount from JBS is also sanctioned for equipments and other needs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Example 1- Paperless documentation by IQAC through Google drive.

The main aim of this practice is to use new technology and to create awareness about environmental concerns by using minimum papers

IQAC developed a paperless system using Google drive for collection of data like reports of committees, co-curricular and extra-curricular activities, published research papers and books, attended faculty development programmes, presented/ attended webinar/conferences etc.

Example 2- New teaching learning methods.

Because of the forced closure of educational institutions, due to Covid 19, the entire higher education system had been badly disturbed. In this type of situation online- learning has emerged as the most effective option – both for the students/ teachers as well as the college administers.

We have a LMS ,which makes the process systematic. IQAC always take effort to understand the difficulties with the sudden change of the learning platform and help them to come up with more enthusiasm and confidence.

All massages and study material are sent through WhatsApp groups to students. Faculty used, ppt, online white boards, video conferencing tools, pre recorded video lectures, Blended learning, hybrid learning, flipped learning. College organized Webinars, Online expert lectures for advanced learners and Online remedial classes for slow learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The main objective of IQAC is to establish student centric approach regarding teaching learning progression and has designed the policy to assess and evaluate it intermittently.

Due to the covid 19 pandemic, the traditional teaching methods were replaced by the new methods. Faculty was made aware of the methods of online teaching learning by IQAC, According to the ability and need of the students, different new teaching techniques were used to ensure effective curriculum delivery including presentations, use of online white boards, live online classes by using video conferencing tools, pre recorded video lectures, on line internal assessment, blended learning, hybrid learning, flipped learning, webinars, online expert lectures, online remedial classes etc. Faculty shared study material with students through Whats App groups.

IQAC obtains feedback from stakeholders, analyses the obtained data, and uses the data to improve the teaching learning process.

IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and suggestions obtained from different stake holders through interaction or feedback. Individual departments

reviewed COs, PSOs and POs according to guidelines issued by IQAC.

The strategies for attainment of COs, PSOs and POs are prepared and communicated to teachers for implementation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	1.http://www.mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=158 2. http://www.mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=267
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has a strong ethical work culture that is based on wholeness. Safety, security and well-being, along with gender equity and friendly working atmosphere are the prime concerns to the college.

Safety and security:

- Extensive surveillance network with 24x7 monitored control rooms.
- Strict implementation of Anti-Ragging Campus.
- Awareness campaigns on women safety and gender sensitivity by NSS and NCC student volunteers.
- The Institute is the preferred destination of parents for the education of female candidates.
- The college has a high long boundary wall.

Common Room:

In the college, a common room is allocated for girl students along with separate toilets.

Any other relevant information:

- A National webinar on women empowerment with its various facets was organised on "Empowering Diversity in Science on 9th February 2021. It was an appreciable effort to showcase the leadership quality of women in various fields. Some of the B.Sc and M.Sc students delivered talk during webinar. Around 450 candidates attended this webinar through the medium of YouTube.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM5Ng==&InstId=NTU3

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the	C. Any 2 of the above

Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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Solid waste management:

Our college has a good waste management system in the campus.
Waste collected from a dustbin placed at each department in the
college. colour coding dustbin are used for different types of
waste , green for wet and blue for solid .

Daily garbage is collected by housekeeping person and handover
to authorized municipal person who carries it in vehicle to
trenching ground.

The college manages solid waste through vermicomposting. The
waste products of trees i.e dead leaves collected from various
gardens of the college are converted into organic manure. The
Eco-club of the college established a vermicompost pit in the
herbal garden to produce organic manure of exceptional quality
for the organically starved soil in the garden of the college.
This practice has influenced the microbial activity of soil. It
has increased the availability of oxygen. It has improved
nutrient content and soil texture and reduced the volume of
organic waste and stabilized organic matter. Manure made in
such a way is used for making different gardens and campus
green.

Liquid waste management:

All waste water lines from toilet, bathrroms are connected with
municipal drainage mains line. Resulting we have clean,
moisture and garbage free campus.
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File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	*View File*

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	*View File*
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	*View File*
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Different cultural activities are organized inside the college to promote harmony towards each other.

1. Ek Bharat Shreshtha Bharat

Every month the college conducts various activities under ek Bharat shreshth Bharat to create harmony towards cultural regional linguistic communal social economic and other diversities among students. Its main objective is to learn the language, culture, living styles, festivals, social customs, food habits and such other aspects of the social and cultural affairs of the paired State.

2. Student Integration Program

Under this program one student, Ragini Yadav of B.A III year of the college was selected for National Integration Camp which was organised by Tripura state NSS cell, Department of Youth Affairs and Sports, Government of Tripura, Agartala in collaboration with Ministry of Youth Affairs and Sports, Government of India from 22nd March 2021 to 28 March 2021. The main objective of this program was to build a unity and peace with spiritual harmony between different states and cultures of India through social service. Under this program the cadets share the culture, languages and experiences

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Constitution Day: On 26th November 2020 Eco-club celebrated the constitution day. The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. Students have enthusiastically participated in

various programs like:

1. A webinar was organised on 'The Importance of Constitution'
2. Paper and Poster making competition on fundamental rights of Indian citizens .

Voter's day:

The college has celebrated Matdata Divas on 25th January 2021 .

Swachhata awareness program: The eco club organised swachata abhiyan at the college from 15 October to 13th November 2020 on the 150th birth anniversary of Mahatma Gandhi. During this period the club organised various activities such as:

1. Paper and poster competition
2. Clean college campus Abhiyan.
3. The NCC cadets played Nukkad Natak .
4. Oath ceremony on swachata .

Covid campaign:

During the lockdown period of Covid pandemic, 41 cadets of NCC took initiative to volunteer under the guidance of 21 MP battalion NCC Ratlam for assistance of the civil administration of Ratlam for 45 days.

The cadets distributed food items, face masks etc. among poor sections of the society and spread awareness about Covid appropriate behavior.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM5Nw==&InstId=NTU3
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed | D. Any 1 of the above

on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. International Women's Day-Every year the college celebrates women's Day on 8th March to recognise, acknowledge and celebrate the achievements of women in all spheres of life. It is also celebrated to raise awareness and encourage others to advocate for gender equality in the society, workplaces and communities.

2. Yuva Divas-The college celebrates Yuva Divas among the students to celebrate young people's voices, actions and their universal and equitable engagement in the society.

3. Azadi ka Amrit Mahotsav-The college has celebrated the 75th birth anniversary of independence under the program and titled Azad Amrit mahotsav. On 12th March 2021 the college celebrated Dandi March varshganth under this mahotsav by organising lecture and cycle rally of the students at the city. From 13th August to 20th August 2021 TB awareness program was conducted by NCC to raise public awareness about the devastating health social and economic consequences of TB .

4. World AIDS Day- NCC cadets organised an awareness program for HIV infection by organising a series of events. It was

started by the 21st NCC battalion. On this day rally, essay, Rangoli and poster making competitions were organised to spread awareness in the community.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 01 : Covid Awareness

Best Practice 02:Herbal Garden and Vermicomposting.

File Description	Documents
Best practices in the Institutional website	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM2MA%3d%3d&InstId=NTU3
Any other relevant information	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=NDM2MQ==&InstId=NTU3

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Govt. Arts and Science College, Ratlam maintains a distinctive position among various government colleges of the district due to various aspects. The college has a huge playground. Many District, division and state level competitions have also been organized in the college sports ground. The information about the Sports grounds and courts is as follows-

- Standard Size 400 meter Track is available in the College campus.
- Long jump pit and triple jump pit (9 ×5) with 40 meter runway are available in the college sports ground.
- Shot put, Hammer throw and discus throw Sectors are available at college ground.
- Standard size football field is available inside the 400 meter track of the college.
- Two standard size basketball courts (28 ×15m each) are available is the college campus.
- additional space available for handball court and Hockey ground (40 ×20meter)
- Kho-Kho and kabaddi courts are available at the campus.

The sports ground is also used by the local people of Ratlam city and players of other institutions. The athletes practicing in the college sports ground won 9 gold, one silver and one bronze medal in the M.P Higher Education division level athletics competition, Ujjain 2021-22.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Implemntation of NEP

2. Implementation of programmes in which choice Based credit system (CBCS) elective course system / vocational course system

3. Introducing Add-on / value -added courses

4. Obtaining online feedback on curriculum from all stake holders

5. Reviewing of learning outcomes in context of NEP

6. Enhancement of infrastructural l facilities for increasing

student strength

7. Organization of capability enhancement a programmes

8. Organization of Faculty Development programms

9. Organization of Seminars/ conferences / Webinars/Expert lectures / Educational Tours/ Industrial Tours

10. Organization of programms related to Women empowerment

11. More use of ICT and e-resources in teaching learning

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