



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	GOVERNMENT ARTS AND SCIENCE COLLEGE, RATLAM (M. P.)
• Name of the Head of the institution	Dr. Sanjay Wate
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07412235149
• 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
<b>2.Institutional status</b>	
• 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 (M. P.)																		
• 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																		
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/AQAR%202020-21.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/AQAR%202020-21.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/Academic%20Calendar%202021-22.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/Academic%20Calendar%202021-22.pdf</a>																		
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.65</td> <td>2010</td> <td>28/03/2010</td> <td>27/03/2015</td> </tr> <tr> <td>Cycle 2</td> <td>B+</td> <td>2.67</td> <td>2017</td> <td>28/03/2017</td> <td>27/03/2022</td> </tr> </tbody> </table>		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
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														
<b>6. Date of Establishment of IQAC</b>	07/07/2010																		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Arts and Science College, Ratlam (M. P.)	Academic excellence	WB/MPHEQIP	2021-22	150000
Govt. Arts and Science College, Ratlam (M. P.)	Office Equipment	WB/MPHEQIP	2021-22	500000
Govt. Arts and Science College, Ratlam (M. P.)	Hand free sanitizer machines	WB	2021-22	30000
Govt. Arts and Science College, Ratlam (M. P.)	Payment for CA	WB	2021-22	60000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any</b>	<b>No</b>

<b>of the funding agency to support its activities during the year?</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Reviewed learning outcomes in the context of NEP 2020.	
Worked on modification of the Vision -Mission of the college according to local needs, recent trends, and spirit of NEP 2020.	
Organized webinars, workshops, expert lectures, Industrial tours, study tours, FDP, quiz competitions, celebrations of different national and international days, etc.	
Introduced new certificate courses.	
Paperless documentation by IQAC.	
<b>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</b>	
Plan of Action	Achievements/Outcomes
Submission of AQAR 2021-22.	Achieved
Analysis of results for session 2020-21.	Achieved
Review of learning outcomes in the context of NEP 2020.	Achieved
Modification of Vision -Mission of the college according to local needs, recent trends and spirit of NEP 2020.	Achieved
Organizing several webinars, workshops, expert lectures, Industrial tours, study tours, FDP, quiz competitions, celebration of different national and international days etc.	Achieved
Introducing new value added courses.	Achieved
Paperless documentation by IQAC	Achieved
Conducting induction programme	Achieved

Identification of slow and advanced learners through entry level test and the efforts made.	Achieved
Collection and analysis of feedback from different stakeholders and action taken report from IQAC .	Achieved
Initiating open elective courses for UG I Year to implement inter disciplinary/multidisciplinary concept of NEP 2020.	Achieved
Initiating vocational courses for UG I Year to encourage skill development in students.	Achieved
Encouraging students to register themselves in online courses through SWAYAM NPTEL local chapter.	Achieved
Organizing lectures on soft skills, language and communication skills, ICT skills etc. through Swami Vivekanand Career Guidance Cell.	Achieved
Participation of students in short term employment and self employment oriented training.	Achieved
Initiating new modes of C. C. E. for UG I Year according to NEP 2020.	Achieved
Planning of MOUs with local industries, institutions and organizations.	Achieved
Encouraging teachers to use ICT tools for effective execution of curriculum.	Achieved
Encouraging various modes of teaching to emphasize blended learning.	Achieved

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Staff Council</td> <td>01/03/2023</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Staff Council	01/03/2023
Name	Date of meeting(s)				
Staff Council	01/03/2023				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021-22</td> <td>31/12/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2021-22	31/12/2022
Year	Date of Submission				
2021-22	31/12/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>Government Arts and Science College, Ratlam aims at providing affordable quality education to students, especially from tribal and economically weaker sections of society. After the implementation of NEP-2020, there is an integration of Humanities and Science with flexible curricula including credit-based courses, as in the college under multidisciplinary students of B.A. I can opt for Chemistry in everyday life, Data-analytics and Visualization through spreadsheet and computer fundamentals as elective subjects whereas students of B.Sc. I can opt for Communicative English, Public Administration: Theory and Practice, as elective subjects. Under NEP-2020 students have the liberty for multiple entries and exits i.e., after completion of first-year students will get certificate, after second-year diploma, and after third year degree. Under NEP-2020 if students wish to do post-graduate in an open elective course, they have an option in the third year to select a related project instead of Foundation Course.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>Our institution has implemented NEP-2020 in 2021-22, therefore in UG-I year, we have major, minor, and elective/open elective categories in which students have the liberty to opt for subjects of their choice under the CBC system for which Vikram University, Ujjain has the authority to provide Academic Bank Credit (ABC) to which our college is affiliated. Our college is encouraging students for NPTEL and SWAYAM courses for which the credits have to be incorporated by the University.</p>					
<b>17. Skill development:</b>					

Our college is running skill development programs under vocational courses as prescribed in the syllabus of UG-I. This includes Organic Farming, Vermicomposting, Food Preservation and Processing, Digital Marketing, Medical Diagnostics, Personality Development, Electronic Technology, and Web-designing, etc. Apart from this, a program like Yoga provides universal values and the vocational course of Personality Development provides life skills. Under SEDMAP, the college organized a 'Seven Day Workshop on Digital Marketing' pertaining to skill development. Our institution is currently operating various certificate courses for which the curricula are designed by our faculty members. These certificate courses develop skills for obtaining jobs in various fields.

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

Our institution encompasses Humanities and Science to promote the Indian knowledge System. The syllabus consists of content that relates the learning to ancient Indian knowledge. In order to preserve and promote Indian Languages, our college is offering Sanskrit literature in UG along with Hindi and English Literature in UG and PG. Our faculty members are well acquainted with the bilingual mode of classroom delivery as the students range both from Hindi and English mediums.

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

The college incorporated CBC System in UG-I which will ensure the inclination of students for post-graduation and research. Faculty members of the college encourage students for SWAYAM and NPTEL to strengthen their interest areas such as coaching for the preparation of NET/SET.

**20.Distance education/online education:**

Our college has incorporated various courses from NPTEL and SWAYAM to provide blended learning, enrolling students in their respective subjects' domain through local chapter.

## Extended Profile

### 1.Programme

1.1

376

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 5359

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 1628

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 1781

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 76

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 1

Number of sanctioned posts during the year



## Extended Profile

### 1. Programme

1.1	<b>376</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>5359</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>1628</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>1781</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>76</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	1
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	127.4646
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	75
Total number of computers on campus for academic purposes	

## 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

Being an affiliated institute, the Arts and Science College, Ratlam follows all the guidelines of Department of Higher Education Madhya Pradesh and Vikram University Ujjain to conduct all its academic activities. HED of MP provides the academic calendar for all curricular and extracurricular activities at the commencement of the session. The time table committee, constituted by the Principal prepares general time tables for UG classes of science and Arts faculties at the commencement of the each academic session. Meeting are held in each department where the topics of syllabi are distributed to the teachers after due discussion with them. PG departments also prepare time table for PG classes. Teachers prepare teaching plan according to the syllabi allotted to them. Theory and practical classes are held according to the time table. Various teaching learning methods based on needs of different subjects are regularly used to ensure effective curriculum delivery such as traditional teaching method, experiential learning methods, blended learning, ICT enabled

teaching learning methods, project work for UG I year and PG IV Semester etc.

Department keeps detailed record of classes held, C. C. E, practical work, project work etc. The college Principal keeps vigilant eye to ensure effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://highereducation.mp.gov.in/?page=OSRWBX4XV1SKua0BJW%2Fjyw%3D%3D&amp;leftid=JUL9t1LHqftaDqryEIOFtg%3D%3D">https://highereducation.mp.gov.in/?page=OSRWBX4XV1SKua0BJW%2Fjyw%3D%3D&amp;leftid=JUL9t1LHqftaDqryEIOFtg%3D%3D</a>

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

The institution adheres to the academic calendar of the higher education department MP including for the conduct of continuous internal evaluation (CIE). All the activities of the curriculum such as internal and external evaluation, co-curricular activities etc are completed within a time frame decided by the academic calendar of the higher education department MP.

**Mode of Evaluation:** There are two modes for evaluation of students- Internal assessment and External assessment. Internal assessment which is known as CCE (continuous and comprehensive evaluation) is organized by the institute by making a proper timetable within the time frame decided by the academic calendar of the higher education department MP. Different modes for internal assessment are used by different departments such as objective type questions, short answer type questions, online tests, long answer type questions, and assignments. Evaluation of CCE is completed within a limited time. Marked answer books of CCE are shown to the students to make it a transparent process. Teachers provide special guidance to failed students and CCE is conducted again for these students. Teachers assess students continuously and make them ready for university exams. In this way, our college adheres to the academic calendar including for the conduct of CCE.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)****14**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****1268**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Students are well acknowledged about Professional Ethics, Entrepreneurship Development, Human Rights, Environmental studies, Ecosystem and its constituents to balance and develop sustainability through the foundation course

This institute follows the curriculum of Vikram University Ujjain and the higher education department MP and hence offers a paper on environmental studies as part of the syllabus of first-year undergraduate students of both arts and science streams under the foundation course. Courses of second-year UG students include Hindi language and moral values. So all socially relevant issues relating to Gender, Environment and Sustainability, Human Values, and Professional Ethics have been integrated into the larger framework of the syllabus.

Institute has been conducting an International Women empowerment program since 2020-21, under the IUPAC. The aim of this program is

to educate the students about equal rights and opportunities for both girls and boys that help to fulfill their potential and motivate women to become entrepreneurs, innovators and leaders.

The Eco Club of the college spreads awareness among students and the larger community about threats to our environment and the need to promote sustainability through its activities like rainwater harvesting, recycling of water used in bathing, ground water recharging, etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

35

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	<a href="#">View File</a>

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

2038

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.highereducation.mp.gov.in//Uploaded%20Document/1701/1-4-1%20Feedback%202021-22.pdf">https://www.highereducation.mp.gov.in//Uploaded%20Document/1701/1-4-1%20Feedback%202021-22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/2.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/2.pdf</a>

#### 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**

2508

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

820

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 students admitted to our college are coming from urban and rural areas. An induction program is conducted for the students in order to provide them complete information about the institution and to guide them as per NEP-2020.

Slow and advanced learners are identified in UG-I and PG-I through the entry-level test. Faculty members consider the result of previous years, CCE marks and classroom interaction for the students of UG-II, III and PG-II/III/IV semesters for the same

The assessment of the learning is monitored by the faculty members in the classrooms during lectures, interaction, CCE, project works and practicals, etc.

For slow learners extra classes, doubt sessions, chamber counseling, and individual counseling through the teacher guardian scheme are conducted. In addition, reading material, books, e-contents, website,s and YouTube links are made available for them. A large chunk of students are from the tribal belt, therefore faculty members provided notes in Hindi as well.



Advanced learners are encouraged to pursue research in the future. PG Students are motivated to qualify for UGC CSIR NET/SET and GATE exams and are encouraged to join NPTEL Courses. They are provided with the opportunities to lead classroom discussions and participate in the frontline activities of the college bearing vital responsibilities. Special lectures, seminars, webinars conferences, etc. are organized to enhance the knowledge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
5359	76

File Description	Documents
Any additional information	No File Uploaded

### 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. Experiential, participatory and problem-solving methodologies are used to make students active participants in the 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.

Under teamwork spirit and participative learning, project works are assigned in all subjects of PG where students are prepared to enhance their knowledge in their respective areas of interest which lead them to make their career. In order to provide hand on experience to students, various educational tours/Industrial tours are organized. This kind of field experience enhances the knowledge and understanding of practical aspects of the subjects.

As per NEP-2020, for the students of UG-I, faculty members of the college strengthen participative and experiential learning through project work, internship, apprenticeship, and field projects which is a part of the curriculum of UG Programmes.

During session 2021-22, Quiz competitions were also organized to enhance participative learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Infrastructure is available in our college for ICT in the form of classrooms with devices like projectors, interactive boards and Wi-Fi connectivity along with a well-equipped computer lab. Faculty members make use of ICT effectively in their teaching process. This includes PPT presentations, Google Classroom, and Google meet in addition to traditional classroom teaching. They have the knowledge and skills to use new technological tools, apps and gadgets to assist students. ICT enhances the learning experience of the students to achieve high academic performance that improves presentation skill and capabilities. The college faculty share notes, assignments and tutorials through various modes of ICT.

ICT implementation in teaching-learning process has a positive impact on student's academic performance. It reduces time and makes teaching-learning more interactive. Teachers incorporate e-seminars, presentations, web-based conferences. Some of the teachers use and share e-books which are very beneficial for students as they are handy and save the cost of buying physical books.

Teachers are members of N- List, NDLI, and have registered themselves with VIDWAN. Faculty of the college update their knowledge regularly by adapting new up gradation of ICT tools for providing modern quality education based on blended learning to the students who are really enthusiastic for acquainting new

**technology.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**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**

51

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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 the evaluation process are laid down by higher education and Vikram University, Ujjain. We strictly follow the guidelines of the university and Higher Education Department, Madhya Pradesh Government. The Internal evaluation process is based on CCE i.e. Continuous Comprehensive Evaluation. The CCE timetable of the UG classes is made by a committee and displayed on the notice board and provided on E-media prior to internal examination. PG timetable for CCE is decided by the respective departments themselves.

Question papers and schemes are prepared in each department by faculty members under the guidance of the head of the department along with answer keys for objective questions. Modes and methods of CCE for PG and UG students comprise MCQs, Google forms, Short Answer Questions, Long Answer Questions, PowerPoint presentations and Classroom Interaction.

A transparent evaluation method is followed in which the answer sheets are shown to the students and the objections regarding valuation are resolved by the concerned faculty. Another chance is provided to students unable to secure passing marks to perform better with the guidance given along with those absent. The award list is prepared and the record is maintained in the departments and semester-cell both.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/SD%20251.pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/SD%20251.pdf</a>

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

Rules and regulations for the evaluation process are laid down by higher education and Vikram University, Ujjain. We strictly follow the guidelines of the university and Higher Education Department, Madhya Pradesh Government. The Internal evaluation process is based on CCE i.e. Continuous Comprehensive Evaluation. The CCE timetable of the UG classes is made by a committee and displayed on the notice board and provided on E-media prior to internal examination. PG timetable for CCE is decided by the respective departments themselves.

Question papers and schemes are prepared in each department by faculty members under the guidance of the head of the department along with answer keys for objective questions. Modes and methods of CCE for PG and UG students comprise of MCQs, Google forms, Short Answer Questions, Long Answer Questions, PowerPoint presentations and Classroom Interaction.

A transparent evaluation method is followed in which the answer sheets are shown to the students and the objections regarding valuation are resolved by the concerned faculty. Another chance is provided to students unable to secure passing marks to perform better with the guidance given along with those absent. The award list is prepared and the record is maintained in the departments and semester-cell both.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Government Arts and Science College, Ratlam has well-defined learning outcomes for all UG and PG programmes. Our college reviews its learning outcomes on regular basis in each academic session. IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and instructed each department to frame the course outcomes for both the levels UG and PG as well as programme-specific outcomes for PG. IQAC frames graduate attributes and designs programme outcomes in accordance with the vision and mission of the institute.

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

At the time of admission, the admission committee advises the parents and students of UG I year and PG I semester to keep in view the learning outcomes while choosing amongst available academic programs/ courses.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to stakeholders through various means like- Interaction, College website, Classroom, Teacher Parent meetings, Notice boards, Library etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/Learning%20Outcomes%202021-22.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/Learning%20Outcomes%202021-22.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the POS, PSOs and COs. The POs and PSOs are assessed with the help of Cos of the relevant programme.

The Methods of measuring attainment:

1. Annual/Semester University Examination: Vikram University, Ujjain conducts examinations as per semester/annual pattern 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 Evaluation: The Institution collects feedback on the curriculum from stakeholders and reviews learning outcomes accordingly.

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

6. Observations: Observations of students' knowledge and skills against measurable course outcomes are evaluated throughout the year.

**7. Higher Studies:** Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

1490

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)



00

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**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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

The institution has initiatives for creation and transfer of knowledge. The students prepare the projects in their respective field of study as a part of the curriculum. Sufficient time is given to students for analysis and solving the problem in the classroom.

The workshops and seminars are conducted by different departments to enhance knowledge and acquire new information. Students with creative ideas approach the specialized teachers who are guiding them in their work and later their work is presented in competitions/seminars conducted by the affiliated colleges of the same university and other universities.

In the college library, there are reference books for faculty and students, and required hard copies of journals to update the information and knowledge. The experts from different fields and subjects are invited to conduct guest lectures to share their experiences with the students to update their knowledge.

Besides curricular activities, the students are encouraged to take part in Extracurricular activities and CSR activities. The activities such as the Blood donation camp, Swachh Bharath Campaign, support in traffic management and sports etc. are conducted by NCC, NSS and Sports Department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

23

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

04

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

#### 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

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

### 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

The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is "NOT ME, BUT YOU". An NSS volunteer places the 'community' before 'self'.

NSS unit of Govt. arts and Science College, Ratlam organized a special camp in the neighborhood village Rupakheda from 21/03/2022 to 27/03/2022. The National Service Scheme worked on the following special activities during camp:

- \*awareness program against dowry
- \* female feticide
- \* girl child education
- \* anti-drug rally
- \* cleanliness awareness
- \*restoration of water bodies
- \* plantation and irrigation of old plants
- \* health issues

NCC unit of Govt. Arts and Science College, Ratlam actively participated in the cleanliness awareness program, Fit India Freedom Run for making the people of Ratlam city aware of fitness. On children's day NCC cadets donated blood, visited 'Old Age Home' distributed fruits and cleaned the place, and talked to inmates. During Diwali, NCC cadets supported the police administration in traffic management and organized a rally for a pollution-free Diwali. Students celebrated Kargil Victory Day by making rangoli.

NCC alumni association organized alumni meet where 94 years old Mr. M. L. Dube, from the first batch of NCC of 1948, participated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

03

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
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

37

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

### 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

1010

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

33

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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**

03

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

**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 abides by the norms laid by UGC and Vikram University Ujjain to provide well-planned infrastructure which facilitates effective teaching-learning. The College has seventeen Departments under Arts and Science, with thirty-four classrooms & seven Laboratories. Each classroom is well-furnished, equipped with ICT tools and of adequate size, and has a good ambiance. Classrooms are sufficient in numbers for conducting theory classes. The College has seven operational laboratories with state-of-the-art infrastructure, equipment, and machinery to carry out practical courses, projects, and research works.

The College has high-tech seminar halls. The seminar halls are accommodative for hundred participants each at a time. These halls are regularly used for conducting seminars of state and national levels.

The college has sufficient Computing facilities with total 75 computers, with high-speed internet of more than 50 Mbps speed, for staff and students. The computing equipment with numbers includes:-

Printer (13), Multifunctional printer (17), Projector (03), Smart Board (02), Photocopier (02), Scanner(01), Modem(03), Software MS

Office (01), Turbo C (01), Laser Printer (01), Document printer(01), Laser printer (01), LCD (01), Videocassette Recorder (01), color TV (01), Camera (02), cassette Recorder (01).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The infrastructure of the college is sufficient enough to provide facilities for cultural and sports activities. This includes facilities for Indoor, Outdoor games, Gymnasium, Yoga Centre, and various cultural activities.

The details of the facilities provided on the playground are as follows:-

- Standard Size 400-meter Track is available in the College playground.
- Long jump pit and triple jump pit (9 ×5) with the 40-meter runway, Shot put, Hammer throw and Discus throw Sectors are available in the college playground.
- A standard size football field inside the 400-meter track, two standard-size basketball courts (28 ×15m each) along with additional space for a Handball court, Hockey ground (40 ×20meter), Kho-Kho and Kabaddi courts are also available in the college premises.

District, division, and state-level competitions have been organized by the college on regular basis.

The following district-level competitions were organized by the college in 2021-22:-

- Wrestling (M /W)
- Football (M/W)
- Hockey (M/W)

The athletes practicing in the college playground won 9 gold, one silver, and one bronze medal in the M.P Higher Education divisional level athletics competition, held at Ujjain in 2021-22.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

419.85

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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. The existing

stock of books was partially registered in the software.  
Registration of the remaining books is under process.

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**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

**142**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 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 adequate computers with internet facility either through Wi-Fi, or dongle, or personal hotspot. Administrative office periodically looks after the IT infrastructure in terms of regular recharge and its maintenance. Computer Science department and administrative office of the institute have their own SWAN and BSNL Broad Band with high speed internet connection.

Academic session, 2021-22, has witnessed the consequences of covid-19 pandemic in which use of ICT by faculty of the institute helped students in terms of getting study material and online classes. It was also used for academic purpose like - online marks entry, online classes, online admission & approval, CCE list generation, tracking of passed out 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 with projectors and smart boards.

Our institute has following devices under ICT to be used for the above mentioned purposes:

- Number of Dongle - 14 Wi-Fi
- Number of Computer -75
- Number of Printer - 13
- Number of Photocopier cum Printer and Scanner - 17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.3.2 - Number of Computers	
75	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>
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)	
12.80345	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
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.	
<p>The procedure for the maintenance of the Laboratory, Library, Sports-Complex, and Computers Classrooms is executed as per the set of rules laid by Store Purchase Rules of M.P. Government. These are applicable for maintaining and utilizing physical,</p>	

academic, and support facilities, and for all the above-mentioned works. The above maintenance is backed by an underline clause, of providing a guarantee/warranty by the firm involved in the maintenance works.

The maintenance of Laboratories is monitored by the Head of the Department. The responsible person for the Maintenance and maximum utilization of Sports facilities is the Sports officer.

Maintenance up to Rs.20,000/- can be accomplished with a single quotation. The Purchase Officer has a limitation of doing this practice up to five times a month as there is an upper ceiling in this kind of maintenance.

Maintenance work of more than Rs.20,000/- is accomplished after the recommendation of the Purchase committee based on a minimum of three quotations/E-quotations as laid by Store Purchase Rules of M.P. Government.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

4839

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1675

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

1675

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**

**16**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**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****341**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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****5**

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

**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.**

20

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 the election but in session 2021-22 Student Council election did not take place as per guidelines received from Madhya Pradesh Higher Education Department. 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	<a href="#">View File</a>

**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**

103

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 college. They regularly conduct their meetings and celebrate informal programs of reunion. At times, they do come forward to extend their help to 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. &lt;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

The institution frames plans to keep in view, the Vision and Mission of the institution for efficient and transparent functioning, good governance, and by imparting higher education to all especially to a large number of students from tribal areas as well as from economically weaker sections of the society. 81% of students belong to weaker sections of society, the college provides them with different facilities such as payment of the fees in installments, support in the form of various scholarships, adequate library facilities, sports facilities, etc.

The institution follows a democratic and participatory mode of governance with all stakeholders. All the policy decisions are made by the Principal in consultation with faculty members, who also participate in the implementation through various functional committees. These committees regularly review and monitor the outcomes.

The college is designated as the Lead College of Ratlam district, it has 12 Government colleges and four private colleges in its jurisdiction.

College emphasizes a lot on society-connect programs and value-driven programs like Blood donation, Swacchta Abhiyan, vaccination and Health awareness activities, etc. under N.S.S, N.C.C. Swami Vivekanand Career Guidance Cell, and Youth Festival also play important parts in obtaining the Vision and Mission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

- The college promoted a culture of decentralization and participative management in administration and achieving academic goals during the year 2021-22. The principal

constitutes various committees at the beginning of each session and decentralized responsibilities. A committee comprising faculty members and administrative staff is involved in the planning and implementation of all academic and other activities. An optimum level of decentralization through a participative decision-making process is well in practice.

- The Principal executes all academic and administrative plans and policies with the help of the following committees viz.

\* Jan Bhagidari Committee

\* IQAC Cell

\* Library Committee

\* Remedial Coaching Committee

\* Cultural Committee

\* Pay Fixation Committee

\* NSS

\* NCC

\* Sports Committee

\* Swami Vivekananda Career Guidance Cell and Placement Cell

\* College Magazine Committee

\* Grievance Redressal Cell

\* UGC Committee

\* Semester Cell

\* Scholarship Committee

\* Purchase Committee

\* Internal Audit Committee

\* CM Help Line Cell

**\* Disciplinary and Anti-Ragging Committee**

- Internal Quality Assurance Cell (IQAC) and Janbhagidari Samiti illustrate participative management on behalf of stakeholders and local citizens. Before the formation of policies suggestions are taken from stakeholders by conducting meetings through IQAC, the Janbhagidari committee, Alumni, & other important committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Govt. Arts & Science College, Ratlam firmly follows government policies and plans to bring excellence in higher education and to raise and ensure quality standards. The mobilization of financial resources is important for the growth of an institution.

With the help of RUSA, the World Bank, state grants, and the Janbhagidari fund, efforts are made to develop academic excellence and augmentation in infrastructure.

As per suggestions of the college development committee and IQAC, the fund was utilized for infrastructural development and ICT devices, academic excellence, and laboratory equipment in session 2021- 22. A strategic plan for the utilization of grants was as follows:

1. Academic excellence, webinar/seminar, and expert lecture from the grant of world bank MPHEQIP.
2. Career counseling activities from world bank grant.
3. The purchase of equipment for laboratories from the RUSA grant.
4. Office equipment from WB/MPHEQIP.
5. Sanitizer Machine from World Bank MPHEQIP grant for maintenance of hygiene and protection from corona

6. Grant from USA and World bank MPHEQIP for construction of new classrooms and renovation.

7. Government grants for the construction of new classrooms.

8. Government matching grant from district planning committee for college development.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 institute is an affiliated Government college; hence the Department of Higher Education, M.P. is the apex governing body. The Commissioner of higher education is the supreme functional authority at Secretariat. The additional director is responsible for monitoring the colleges of the specific division.
- The principal is the head of the institution with administrative and financial powers. The principal appoints many committees consisting of faculty members and administrative staff to help him in the administrative work related to general administration, academics, Quality issues, and students' welfare issues. Committee coordinators are provided full autonomy within the structure to bring in participative management and decentralization of powers.
- Permanent faculty are appointed by the department of Higher education through the Public Service Commission of M.P. Guest Faculty against vacant posts for conventional subjects are appointed by HED through the online mechanism. Guest Faculty for Self-finance courses under various programs are appointed by secretary Janabhagidari samiti.
- The institution is a state government college hence service rules, procedures, appointment and promotional policies, and rules for class I , II , III , IV , and guest faculty are in accordance with the norms of the Department of Higher Education, Government of M.P. and UGC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/Organogram.pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Our institute believes in the overall development of employees for their better contribution for accomplishing the Vision-Mission, and objectives of the Institute. The Institute offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and provide thrust to their working efficiency.

Welfare schemes for teaching and non-teaching staff

- Medical Reimbursement
- Pension/ NPS
- Leave Encashment
- Ex- gratia.
- The college has provision for admissions of eligible wards of employees.
- Group insurance scheme

- loans from GPF,
- Duty leave
- Medical Leave
- Medical Expenditure reimbursement
- Maternity Leave
- Paternity Leave
- Child Care Leave
- Family Planning Increments.
- Study Leave
- T.W.F (Teachers Welfare Fund)
- Earn Leaves
- Faculty Development program
- Retirement benefits
- Grain allowance to class IV staff
- Uniform allowance to class IV
- Staff development programs for non-teaching staff

**Establishment support**

- Electronic service books
- Dissemination of information on email IDs / What Sapp Group/Telegram
- Official email Id Support

Yoga and meditations are the best practices of our college where all teaching, non-teaching staff and students participate to make a better working and health. Amenities like parking spaces and clean drinking water facilities, water coolers, are provided.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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

01

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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

32

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

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

- The Institution has a Performance Appraisal System according to the rules of the Higher Education Department M.P. All the faculty members submit their self-appraisal reports (APAR) annually for assessment of their teaching-learning evaluation, professional development, co-curricular activities, extension work, research publications, and academic contributions. The APAR is checked and verified by the IQAC and an overall API score is calculated according to the given format. The finalized report is forwarded to the Higher Education Department after the remark by the principal.
- Their performance appraisal system for non-teaching staff is based on work and responsibilities given and executed by them. The feedback from non-teaching staff is prepared by an administrative committee. A confidential report is prepared with the overall grading of all the employees. The recommendations of the committee are forwarded to the principal. The principal puts his remarks on the report and takes corrective measures for improving overall performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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 institution has a robust mechanism for the execution of both internal and external financial audits.

**Internal audit:**

Internal audit is carried out by the internal audit Committee of the Institute. The committee comprises senior faculty members and verifies the income and expenditure details and submits the report to the Principal.

**External audit:**

An external audit is conducted once every year after the completion of the financial year by the Chartered accountant appointed by the Principal. External audits are conducted separately for Janabhagidari Nidhi, Local Funds, Govt. funds, and other grants like RUSA, and WB.

The external audit is also done by the Accountant General of M.P. once in 3 years or latest once in 5 years. The audit team examines the expenses from different funds. AGMP raises financial explanations as per the process, these financial explanations are answered if any, within the stipulated time. Any minor errors or omissions if pointed out by the audit team are immediately corrected /rectified and precautionary steps are taken to avoid repetition of errors in the future.

Copies of audited results are sent to the Department of Higher Education, Bhopal, M.P.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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

Our Institution has implemented a strategy and policy for the smooth mobilization of funds and optimal utilization of all the resources available during 2021-22.

The major source of funds:

- Government grant
- JBS Fund - Fees from the students
- WB Grant under MPHEQIP for infrastructure, renovation, and academic excellence.
- RUSA Grant under component 9 for infrastructural support and development
- Interest in bank accounts
- Income from the rent of premises

The major head of expenses are as follows

- Academic Expenses
- Administrative and general expenses
- Repair and maintenance
- Staff payment & Benefits

System of optimum utilization of financial resources:

- The College invites departmental requirements with justifications.
- The college committee scrutinizes and prepares the annual budget.
- After the approval of JBS, procurement is done as per MP Store Purchase Rule.
- The utilization of the sanctioned budget is monitored by the Principal.
- The infrastructure and renovation plan of institution under

the World Bank and RUSA, are first approved by the HED and then implemented by PWD/PIU. After completion of the work, a utility certificate generated by PWD/PIU is forwarded to HED.

- Purchasing of the equipment and furniture by the WB grant is carried out through GeM.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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 aim is to use technology and practice environment-friendly working.

IQAC used Google drive for the collection of data like reports of committees, co-curricular and extra-curricular activities, published research papers and books, faculty development programs, webinars/conferences, etc.

IQAC shared 7 criteria-wise Google drive folders to collect data for AQAR 2020-21. sharing blank formats with instructions to heads of the departments, and chairmen of the committees. The respective faculty filled in the information online. Folders are shared with faculty members to upload their documents. Google forms are used for collecting information and feedback. All data is saved categorically in Google Drive.

**Example 2- New teaching-learning methods.**

We have a learning management system, which makes the process systematic. IQAC always take an effort to understand the difficulties with the sudden change of the learning platform and helps the students to come up with more enthusiasm and confidence. Due to Covid, the online system of teaching-learning was the prominent mode. In the session 2021-22 the experience of the technical support helped in executing 'blended learning'. Class-wise WhatsApp groups were formed to upload different information

and also e-content, study materials, videos, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 IQAC is committed to review the teaching-learning process, structures & methodologies of operations, and learning outcomes at periodic intervals. The main objective of IQAC is to establish a student-centric approach regarding teaching learning and to design the policy to assess and evaluate it intermittently. Accordingly, it provides support and guidance to the faculty.

The institution followed the guidelines of HED of MP and conducted online and offline classes during session 2021-22. Faculty was made aware of the blended teaching by IQAC.

IQAC focused on the holistic development of students and organized several expert lectures in online and offline modes. Several webinars/seminars and skill development activities were also organized.

IQAC encouraged teachers to access NDLI, N- List for effective teaching. IQAC also motivated teachers to register themselves on the VIDWAN database.

IQAC obtained "feedback on the curriculum" from stakeholders and analyzed the obtained data. This data will be used for further improvements.

IQAC designed the framework of learning outcomes according to Bloom's Taxonomy and NEP 2020. Departments reviewed learning outcomes of UG I year according to guidelines issued by IQAC.

Departments were motivated to start vocational courses and certificate courses so that students will be able to acquire skills needed for particular types of jobs.

File Description	Documents
Paste link for additional information	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/Learning%20Outcomes%202021-22.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/Learning%20Outcomes%202021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/AQAR%202020-21.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document/1701/AQAR%202020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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 based on wholeness. It observes the highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender. Safety, security, and well-being, along with gender equity and a friendly working atmosphere are our prime concerns.

- Safety and security:
  - 24x7 Extensive surveillance controlled rooms.
  - Anti-Ragging Campus.
  - NSS and NCC campaigns for awareness on women's safety and gender sensitivity.
  - The Institute is a preferred education destination for female candidates.
  - The college has a high long boundary wall.
- Common Room: A common room is allocated exclusively for girl students with toilets.
- A talk by Smt. Sheela Surana on 'Laws of Women Rights' was organized on 27.09.2021 creating awareness about the laws especially existing for women.
- An International online event "Global Women Breakfast" was organized on 16.02.2022 with speeches and presentations. Showcasing the leadership quality of women in various fields, students of the college presented papers in the webinar, while a number of candidates attended through live streaming on YouTube.



File Description	Documents
Annual gender sensitization action plan	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/Criterion%207-%207-1-1%20(Gender%20equity%20policy).pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/Criterion%207-%207-1-1%20(Gender%20equity%20policy).pdf</a>
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	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/Criterion%207-%207-1-1%20Specific%20facilities%20provided%20for%20women.pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/Criterion%207-%207-1-1%20Specific%20facilities%20provided%20for%20women.pdf</a>

**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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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 campus. Waste collected from the dustbins placed in all the departments of the college is kept in two different dustbins with color coding i.e. green for wet and blue for solid. Every day this material is handed over to an authorized person from Municipal Corporation for further processing.

Solid waste of degradable material like leaves is managed through vermicomposting. The dry leaves collected from all the gardens of the campus are thus converted into organic manure. The Eco-club has established a vermicomposting pit in the herbal garden to produce organic manure of exceptional quality for enriching the surface soil of these gardens. This practice has influenced the microbial activity of soil increasing the availability of oxygen

as well as improving nutrient content, and soil texture reducing the volume of organic waste.

**Liquid waste management:**

All underground wastewater lines from toilets and washrooms are connected with municipal drainage main lines. Resulting we have a cleaner campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

**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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 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**

**D. Any 1 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	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

Govt. Arts and Science College, Ratlam always tries to make the students better citizens by providing opportunities for the students to develop themselves with a better understanding of the social, regional, and cultural diversity along with the unifying spirit. With enthusiastic participation, the following programs were organized:

Day

Date

Remark

Constitution Day:

26 Nov. 2021

SDM Mr. Abhishek Gehlot administered the oath

Cleanliness Awareness Campaign:

October 2021

- Visit to old age home. Cleaned and interacted with inmates.
- Cleaning of college campus

Blood Donation Campaigns

2021-2022

2 Oct./ 14 Nov. / 6 Dec

Mobile Vaccination Van

18.11.2021

Sadbhawana Diwas

17.08.2021

Fit India run

02.10.2021

Awareness towards Aids

01.12.2021

Awareness towards right to vote

13 Dec.21/25 Jan 22

Two events

Prohibition of alcohol

31.05.2022

Oath

International Yoga Diwas

21.06.2021

Collective Asanas

Learning traffic control

31.03.2022

Civic sense

**Rally for Pollution-free Diwali**

Nov. 2021

Rally to create awareness towards smoke and fumes pollution due to crackers.

Awareness campaign of water conservation

02.03.2022

Rally to create awareness towards water conservation

Green Campaign

05.03.2022

Distributed Plants to students for their homes.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Government Arts and Science College consistently strives to give students a strong academic foundation and to mould them into better citizens of the nation. Through a number of initiatives and activities, the institution is continually working to encourage students to adopt ideal behaviour to help them develop integrally.

The college has made an effort to increase public understanding of different national identifiers and symbols. The college entrance has gracefully established a well-carved statue of Mahatma Gandhi while the other statue of former prime ministers Sri Lalbahadur Shastri is also installed in the campus.

The institution conducted programmes on constitution day; blood donation campaigns; mobile vaccination van for vaccination to

prevent COVID-19; Sadbhawana diwas; administering Oath to create awareness towards the right to vote; learning traffic control through traffic control rally and training by becoming volunteers under the guidance of Traffic Police; initiating Essay competition on TB, as a part of TB jagarukata abhiyan; Water conservation programme on the World Water Day so that the awareness towards this valuable gift is created.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/Criterion%207-1-9%20(Supporting%20documents).pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/Criterion%207-1-9%20(Supporting%20documents).pdf</a>
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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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**

Institution celebrated/ organized following national and international commemorative days, events, and festivals during the session 2021-22.

- 17 August 2021: Sadbhavana Diwas - celebrated to encourage unity, peace, and harmony.
- 5 September 2021: Teacher's Day celebrated by paying homage to Dr.Radhakrishnan.
- 2 October 2021: Gandhi Jayanti - celebrated with a blood-donation campaign.
- 26 November 2021: Constitution Day- celebrated to create awareness towards democratic values.
- 1 December 2021: International Aids Day - an awareness program towards the disease.
- 24 January 2022: National Girl Child Day - celebrated by the students of the Recombinant club with an Elocution competition.
- 24 January 2022: International Day of Education- celebrated on 24th January by the Pasteur Group of the Microbiology Department with a Quiz competition.
- 16 March 2022: Vaccination Day- celebrated by the Department of Microbiology and Biotech on March 16, 2022 in the college.
- 21 May 2022: Voter's Day - an awareness oath was held collectively for students and faculty for right of voting.
- 31 May: Prohibition of Liquor Day - an oath was administered for the prohibition of all kinds of addictions.
- 5 June 2022: World Environment Day - celebrated for creating awareness of the environment.
- 21 June 2022: International Yoga Day - teachers and students attended the program.

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	No File Uploaded
Any other relevant information	<a href="#">View File</a>



## 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: 1

1. Title of the practice: Extension of Herbal Garden and Vermicomposting Unit

2. Objectives:

- Learning regional names of plants with medicinal use
- Studying plant cycle and species.

1. Context

1. Herbal Garden (July 2018)
2. Vermicomposting pit (March 2020)

1. The practice:

In July 2018, a plot of 1194 sq. ft. with 150 existing plants was developed as herbal garden for 300 medicinal plants.

24 days cycle Vermicomposting started working through the Eco club using garden biomass.

1. Evidence of success

Photos attached.

1. Obstacles and solutions:

Problems: Limited space, insufficient funds, no qualified gardeners.

Solutions: involvement of students and faculty, efforts for betterment.

1. Effect:

Students studying alternative medicine got benefitted.

Vermicomposting reduced waste in decreasing greenhouse emissions.

### BEST PRACTICE: 2

1. Title of the practice: Blended Mode of Teaching and Learning
2. The Objectives - Introducing new learning modes to overcome the pandemic fear.
3. The Context - The schedule of offline and online classes.
4. The Practice - Weekly schedule of online and offline classes for 3 days each commenced with COVID protocols. Provided written and online material.
5. Obstacles - Misconceptions about vaccination; parents' resistance; network issues.
6. The impact - Offline and online regular teaching started improving learning. Vaccination certificates for offline classes increased awareness.

File Description	Documents
Best practices in the Institutional website	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/7-2%20Best%20Practices%20%20(Session%202021-22).pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/7-2%20Best%20Practices%20%20(Session%202021-22).pdf</a>
Any other relevant information	<a href="https://highereducation.mp.gov.in/Uploaded%20Document/1701/7-2-1%20BEST%20PRACTICES%200-SUPPORTING%20DOCUMENTS.pdf">https://highereducation.mp.gov.in/Uploaded%20Document/1701/7-2-1%20BEST%20PRACTICES%200-SUPPORTING%20DOCUMENTS.pdf</a>

### 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

1. The college is situated in a tribal-majority area; as a result this college stands as a center for academic excellence for students of these areas. India lives in its villages and making them progress through education is our mission. 4839 'Post matric scholarship' and 'Aawas scholarship' (assistance for housing) have been provided in session 2021-22. This has definitely created an interest in students towards education with financial freedom.
2. Our college playground is one of the remarkable parts of the institute. It accommodates the students and the locals who use this grand open space with a shady path for morning-evening walkers. The trees surrounding the ground from all sides behold these fitness activities and happily contribute in the freshness and beauty of the location. Many District, division, and state-level competitions are held here. It contains different sectors i.e. two basketball courts (28 x15m each), volleyball, handball (40 x20meter), cricket,

football, hockey, standard size 400-meter track, javelin throw, hammer throw, discus throw, shot put, high jump, long jump, triple jump (9 x5) with 40- meter runway and warming up exercises fulfilling the requirements of athletic competitions. Kho-Kho and Kabaddi courts are also available.

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

- Implementing NEP 2020 in UG II year.
- Introducing new certificate courses to mold the students with employable skills.
- Reviewing learning outcomes in the context of NEP 2020.
- Enhancing infrastructural facilities for increasing student strength.
- Organizing student development programs as well as faculty development programs.
- Organizing educational tours/industrial tours to encourage experiential learning.
- Organizing exhibitions to create an innovative ecosystem.
- Organizing programs related to women's empowerment.
- Organizing seminars/ conferences to create a research ambiance.
- Organizing seminars/ workshops on research methodology and IPR.
- Procuring open gym equipment for students.
- Inviting renowned professors of the subject to deliver lecture.
- Encouraging celebration of various national/international commemorative days.
- Undertaking quality audits on energy and environment.
- Obtaining online feedback on curriculum from all stakeholders.
- Encouraging faculty and students for innovation.
- Organizing sports and cultural activities.