



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Govt. Arts and Science College,  
Ratlam (M. P.)

- Name of the Head of the institution **Dr. Y. K. Mishra**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **07412235149**
- Mobile no **7987626385**
- Registered e-mail **hegaaspgcrat@mp.gov.in**
- Alternate e-mail **pgcolrtm@gmail.com**
- Address **College Road, Infront of Nagar Nigam**
- City/Town **Ralam**
- State/UT **Madhya Pradesh**
- Pin Code **457001**

##### 2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status UGC 2f and 12(B)
- Name of the Affiliating University Vikram University, Ujjain (M. P.)
- Name of the IQAC Coordinator Dr. Bhavana Deshpande
- Phone No. 07412235149
- Alternate phone No. 8989466499
- Mobile 8989466499
- IQAC e-mail address iqacgasrctm1@gmail.com
- Alternate Email address pgcolrtm@gmail.com

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-\(AQAR-%20Previous%20Session\).pdf](https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).pdf)

**4. Whether Academic Calendar prepared during the year?**

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Academic%20Calendar%20of%20the%20college-%20Session%202022-23.pdf>

**5. Accreditation Details**

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

**6. Date of Establishment of IQAC**

07/07/2010

**7. Provide the list of funds by Central / State Government**

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Arts and Science College, Ratlam (M. P.)	Academic excellence	WB	2022-23	2648750
Govt. Arts and Science College, Ratlam (M. P.)	Office equipments	WB	2022-23	298680
Govt. Arts and Science College, Ratlam (M. P.)	MPHEQIP	WB	2022-23	600000
Govt. Arts and Science College, Ratlam (M. P.)	Open gym	WB	2022-23	108088
Govt. Arts and Science College, Ratlam (M. P.)	Lab Equipments	WB	2022-23	293258

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **05**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

• Organized national/ international conferences, webinars, educational tours/industrial tours, FDP, and expert lectures, different national and international days, extension and outreach activities. • Amendment to the learning outcomes of UG II year in the context of NEP 2020. • Offered certificate courses. • Organized exhibitions to encourage creativity by presenting models, charts, flow charts, paintings and posters prepared by students. • Encouraged students for making small video clips on study material of the related syllabus improving interest, creativity and expression through use of technology.

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

Plan of Action	Achievements/Outcomes
Submission of AQAR to NAAC	Achieved
Amendment to the learning outcomes for UG II year in the context of NEP 2020	Achieved
Conduction of an induction programme for UG I year students	Achieved
Creation of WhatsApp group for each class to share study material and important notices.	Achieved
Implementation of NEP-2020 syllabus in UG I and II year.	Achieved
Collection and analysis of curriculum based online feedback from outgoing students, teachers, alumni and employers and submission of action taken report	Achieved
Paperless documentation by IQAC	Achieved
Identification of slow and advanced learners and extra efforts for them accordingly.	Achieved
Execution of the concept of interdisciplinary/multidisciplinary courses of NEP-2020 by offering open elective courses for UG I year and UG II year	Achieved
Offering various vocational courses for UG I year and UG II year for skill development with facility of choosing one of them	Achieved
Conduction of activities related to " Women-Empowerment"	Achieved
Encouraging students to registered themselves in online courses through SWAYAM NPTEL	Achieved
Organizing national/	Achieved

international conferences , webinars, educational tours/industrial tours, FDP, expert lectures. Celebration of different national and international days	
Organizing exhibitions to encourage creativity by presenting models, charts, flow charts, paintings and posters prepared by students	Achieved
Organizing a health camp for creating awareness in the students and teachers	Achieved
Celebration of Azadi ka Amrit Mahotsava' through various programmes during the session	Achieved
Free training and coaching classes for preparation of competitive exams	Achieved
Encouragement for research by providing seed money for mini research project on local issues	Achieved
The N-List subscription for E- Resources for the session 2022-23	Achieved
MOUs with industries, institutions and organizations	Achieved
Improvement in the library facility	Achieved
Analysis of academic results	Achieved
Set up of an Open Gym	Achieved
Up gradation of Laboratories	Achieved
Up gradation of internet facilities	Achieved
Installation of vending-Machines for sanitary use for girls	Achieved

Conduction of Energy Audit, Green Audit and Environment Audit of the institute	Achieved
Encouraging students for making small video clips on study material of the related syllabus, improving interest, creativity and expression through use of technology	Achieved
Conduction of awareness activities for energy conservation and plantation	Achieved
Encouraging extension activities and outreach programmes	Achieved
IQAC initiated to develop an "Idea House" to encourage students and faculty for innovative activities.	Achieved
Offering Add on/certificate courses.	Achieved

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

- Name of the statutory body

Name	Date of meeting(s)
Staff council	01/11/2023

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Govt. Arts and Science College, Ratlam (M. P.)
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• Designation	Principal
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• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Vikram University, Ujjain (M. P.)



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• Alternate phone No.	8989466499				
• Mobile	8989466499				
• IQAC e-mail address	iqacgascrtm1@gmail.com				
• Alternate Email address	pgcolrtm@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).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%20New/1701/Academic%20Calendar%20of%20the%20college-%20Session%202022-23.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Academic%20Calendar%20of%20the%20college-%20Session%202022-23.pdf</a>				
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<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p>No</p>
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Empty space for plan of action and outcome	

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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Staff coouncil	01/11/2023
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-22	31/12/2022
<b>15.Multidisciplinary / interdisciplinary</b>	

Government Arts and Science College, Ratlam M.P. has implemented NEP-2020 from the session 2021-22. The integration of Humanities and Science with flexible curricula including credit-based courses allows the students B.A.-I to opt under a multidisciplinary system from given subjects of science stream including computer science as elective subjects while students of B.Sc.-I can opt similarly from the Arts stream for the given subjects. The provision of multiple entries and exits is proving to be a helpful tool as time devoted to study is taken into account and credited with points accordingly.

#### **16.Academic bank of credits (ABC):**

Implementing NEP-2020 in 2021-22 and 2022-23, in UG-I and II year there are Major, Minor, and Open Elective categories in which students have the liberty to opt for subjects of their choice under a choice-based credit system (CBCS). Our college is encouraging students for NPTEL and SWAYAM courses for which the credits are incorporated by the University.

#### **17.Skill development:**

The following Skill development programs under vocational courses are offered by the college as prescribed in the syllabus of UG-I and UG-II:

1. Electronic Technology
2. Food Preservation and Processing
3. Medical Diagnostics
4. Organic Farming
5. Digital Marketing
6. Web Designing
7. Personality Development
8. Vermi Composting

Under innovative curricula, our institution is currently operating and continuing various certificate courses with syllabus designed by the faculty members.

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

Our institution encompasses different streams of Humanities and Science as carriers of the Indian knowledge System. The viewpoint of making the students familiar with ancient knowledge works as the base of the curriculum and through different programs we put the best of our efforts to make the students familiar with the treasured quintessence of Knowledge. In order to preserve and

promote Indian Languages, our college is regularly offering degree courses of the Sanskrit language.

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

Our college has been following a well-defined system for learning-based outcomes. Our college has incorporated CBC System in UG-I and II channelizing the concentration of the students for post-graduate and intense research further.

#### 20.Distance education/online education:

SWAYAM NPTEL has a local chapter in our institute. Students are encouraged to connect themselves with this facility so that the 'blended learning' mode can be brought into practice.

### Extended Profile

#### 1.Programme

1.1	379
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	4865
Number of students during the year	

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

2.2	1677
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	1606
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	74	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	81	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	44	
Total number of Classrooms and Seminar halls		
4.2	18472077	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	248	
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

The institution, as an affiliated entity of Vikram University, Ujjain, demonstrates an unwavering commitment to effective curriculum delivery. It adheres to the curriculum guidelines set by the Higher Education Department of Madhya Pradesh for

undergraduate courses and follows Vikram University's postgraduate syllabi under a structured semester system.

The academic calendar, thoughtfully issued by the Higher Education Department, serves as a comprehensive blueprint for the institution's activities. It efficiently schedules admissions, teaching, internal assessments, yearly and semester examinations, and result declarations. The institution prioritizes a conducive learning environment, aided by faculty-designed monthly teaching planners, effectively covering the syllabus. Emphasis on practical knowledge through laboratory work and field projects fosters real-world exposure and a deeper understanding of subjects.

To support new students, induction programs at the beginning of the academic session introduce them to the education system. Curriculum-based expert lectures, industrial visits, and educational tours further enrich the learning experience and foster industry interactions.

Acknowledging diverse interests, elective courses and add-on/certificate courses are offered, empowering students to explore passions and develop well-rounded skill sets. An initiative to introduce vocational courses equips students with practical and hands-on skills relevant to real-world applications.

Faculty members actively participate in various academic activities.

Student feedback actively shapes curriculum modifications, ensuring alignment with industry demands and global trends.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

IQAC prepares a calendar to conduct all activities during the session. Different departments, committees and cells organize events according to the plan. The institution employs a comprehensive system of evaluation, consisting of two modes: internal assessment and external assessment. The internal

assessment is known as Continuous and Comprehensive Evaluation (CCE), and it is efficiently organized by the institute following a well-planned timetable for UG classes based on the academic calendar and CCE time table for PG are prepared by respective departments. Different departments utilize various modes for internal assessment, such as objective type questions, short answer type questions, long answer type questions, assignments, chart making, group discussions, and Power Point presentations. The evaluation process for CCE is transparent and student-friendly, as the marked answer books are shown to students, allowing them to understand their performance.

Incorporating a student-centric approach, the institution offers a second chance to failed and absent students, providing them with an opportunity to improve their academic performance. In UG-NEP classes the institution follows a "best of three" approach in favor of students out of four assessment while calculating the results, ensuring fair and just evaluation.

On the other hand, external assessment is conducted by the affiliated university within the stipulated time frame set by the academic calendar. The teaching staff actively collaborates with the university in various examination-related activities, including question paper setting, conduction of exam and answer book evaluation.

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

05

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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)

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
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

3021

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

The Arts and Science College, Ratlam is deeply committed to promoting essential crosscutting issues within its curriculum, focusing on Professional Ethics, Gender, Human Values, Environment, and Sustainability. These crucial topics are seamlessly integrated into both undergraduate (UG) and postgraduate (PG) programs, ensuring a holistic education for the students.

The eco-conscious approach of the institution is evident through the active engagement of students in various activities such as the Eco club, Ankur plantation, and water conservation programs, reflecting their dedication to environmental sustainability. Moreover, the college actively promotes women empowerment and sustainable development by organizing international conferences and national conferences on sustainable development and environment. Celebrations of Girls Child Day and Women's Day further showcase the college's commitment to addressing gender issues and promoting empowerment.

The diverse approach of the college to education is highlighted through prominent events like the Bhartiya Bhasha Utsav, Science Day celebration, Arts exhibition program, Science exhibition program, and Millet awareness program, contributing to the holistic development of students. Additionally, the Usha Urja Saksharta Abhiyan emphasizes energy literacy, making students aware of the importance of energy conservation and efficiency. To further enhance professional ethics, the college has introduced a Vocational course on personality development.

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

20

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

3478

File Description	Documents
Any additional information	<a href="#">View File</a>
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 **A. All of the above**

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).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

2405

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

704

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

At Govt Arts and Science College, Ratlam, diverse approaches are utilized by various departments to distinguish between slow and advanced learners. This entails employing entry-level tests, continuous assessments, classroom observations, and teacher feedback. Furthermore, past academic records and participation in enrichment activities play a crucial role in identifying these students.

### Techniques for Supporting Slow Learners

1. **Individualized Attention:** Providing one-on-one attention helps understand the specific learning needs and challenges of slow learners.
2. **Visual Aids:** Utilizing charts, diagrams, and illustrations makes learning more accessible for slow learners.
3. **Storytelling and Local Examples:** Integrating local stories and examples resonates with Bhil tribal culture and makes learning more relatable.
4. **Repetition and Reinforcement:** Regular revision reinforces learning for slow learners.
5. **Multilingual Support:** Offering materials in the local language and Hindi facilitates better comprehension.

### Techniques for Supporting Advanced Learners

1. **Challenging Assignments:** Providing advanced learners with challenging tasks encourages them to explore their interests.



2. **Debate and Discussion:** Engaging in debates and discussions promotes critical thinking and analysis.
3. **Multidisciplinary Approach:** Encouraging exploration of topics from multiple perspectives enhances their understanding.
4. **Leadership Roles:** Providing opportunities for leadership roles fosters a sense of responsibility and confidence.

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
4865	74

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

At the Arts and Science College, Ratlam a resolute commitment to a student-centric academic plan manifests through a fusion of experiential learning, participative methodologies and problem-solving strategies, yielding a dynamic learning landscape.

Experiential learning is palpable not only through field visits, dissertation, and project work but also via hands-on practicals that nurture a deep comprehension of real-world contexts. In conjunction, workshops, presentations and industrial tours contribute to a holistic experiential journey. Participation in NCC and NSS programs provides students with valuable opportunities for experiential learning and expansion of knowledge.

Participative methods act as Interactive sessions, discussions and debates cultivate effective communication skills and collaborative teamwork. This interactive spirit extends to seminars, conferences and which enrich the learning tapestry with diverse perspectives.

Problem-solving is cultivated by introducing complex challenges within coursework. This prompts students to engage in analytical thinking, innovation, and creative solution development.

The college harnesses the power of ICT tools to amplify these methodologies, utilizing platforms like Telegram and WhatsApp groups to facilitate seamless communication, resource sharing, and collaborative learning among students.

These components synergistically contribute to the comprehensive development of critical skills, leadership acumen, and the transformation of students into adept and responsible leaders.

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

The institution boasts well-equipped classrooms featuring devices like projectors, interactive boards and Wi-Fi connectivity, providing a technologically enriched environment. Faculty members harness the potential of ICT tools to augment their teaching methodologies. In conjunction with traditional classroom techniques, they adeptly employ tools like multimedia presentations, videos, and animations to explain complex concepts to enhance content delivery. Interactive whiteboards and digital quizzes allow teachers to create dynamic and interactive lessons.

ICT deployment significantly elevates students' academic performance, fostering improved presentation skills and capabilities. Faculty members seamlessly share study materials, assignments and tutorials through online platforms, facilitating easy access for students.

The college leverages ICT for a spectrum of academic activities, from e-seminars and presentations to web-based conferences. The adoption of e-books not only reduces the financial burden on students but also promotes sustainability. The institution even employs ICT for evaluation, generating quizzes through platforms like Google Forms.

Faculty members remain dedicated to staying updated with evolving ICT tools and methodologies. Their commitment to adapting and embracing technology ensures that students receive a modern, quality education. This symbiotic relationship between faculty and technology underscores the institution's ethos of providing forward-looking education, perfectly aligned with students' enthusiasm for innovative learning approaches.

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

37

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

74

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

50

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

860

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.

Aligned with Vikram University's guidelines, our internal assessment emphasizes transparency, robustness, and diverse evaluation methods. The academic calendar clearly outlines CCE First and CCE Second schedules, offering students sufficient preparation time. The CCE timetable is conveniently accessible via notice boards, WhatsApp, and Telegram groups.

CCE employs modes like oral presentations, objective questions, on line tests, prior paper-based assignments, PowerPoint presentations, and chart displays, catering to varied learning styles and fostering practical skills. Early disclosure of questions and modes ensures students are aligned with evaluation expectations.

Faculty, under HODs' guidance, meticulously design standardized question papers and departmental schemes. NEP 2020 promotes holistic understanding through multifaceted assessment, considering the best three out of four evaluations for equitable final judgment. The college provides re-evaluation opportunities for unsuccessful and absent students.

Our unwavering adherence to university and government guidelines underscores our commitment to equitable, comprehensive, and transparent assessment, nurturing holistic student development.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Government Arts and Science College has established a Central Internal Assessment Committee, which operates with a robust mechanism designed to ensure transparency in the interest of students. All pertinent notifications are posted on the college notice board WhatsApp groups and Telegram groups for effective communication with students. The college meticulously adheres to evaluation regulations set by the Higher Education Department of the MP government and Vikram University, Ujjain.

Our assessment process is transparent, wherein answer sheets are shown to students after evaluation. If students have grievances concerning the awarded marks, they are provided the option to

reappear for the CCE. Similarly, for students who are unable to participate due to valid reasons, alternative arrangements are made, with proper communication. This approach caters to both students with marking concerns and those who were absent or did not pass the initial assessment. If still dissatisfied, students can approach the HODs. In the award list of CCE marks, students indicate their satisfaction with the acquired marks by providing their signature.

The mechanism for addressing grievances related to internal examinations is transparent, time-bound, and efficient, ensuring a fair and effective resolution process.

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.

The institution employs a comprehensive approach that ensures students are well-informed about their learning objectives.

1. Our Heads of Departments, faculty members and mentors actively engage with students. They impart an understanding of the intended learning outcomes, stressing their significance.
2. The college fosters direct interactions between faculty and students. Through faculty-student discussions and one-on-one meetings, students receive personalized explanations of learning outcomes.
3. At the commencement of each course, professors introduce and discuss the learning outcomes.
4. In science programs, laboratories play a pivotal role in practical learning. Clearly articulating desired outcomes before lab sessions provides context, helping students comprehend the purpose and significance of the experiments they perform.
5. Learning outcomes are prominently displayed on notice boards across the campus.
6. Learning outcome documents are made accessible within the library.

7. Leveraging modern communication tools such as WhatsApp groups and Telegram, the college extends its reach beyond the classroom. By sharing learning outcomes through these platforms, students can easily access and reference them at their convenience.
8. To provide practical insights, we facilitate interactions between current students and our esteemed alumni. Senior students and alumni share their experiences, offering valuable insights into the application of COs and POs in the real world.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

curriculum from stakeholders and review 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

1453

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)**

40000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

12

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**

03

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

- Idea House:** This commitment is exemplified by the institution's faculty members active involvement in three micro projects aimed at addressing local challenges such as conserving the local crow population within the campus which is going to endangered category, optimizing health and resource utilization of college grounds, as well as pioneering the establishment of a system to use waste of vinery plant in Ratlam. Additionally, initiatives like expansion of the herbal garden and creating an acupressure walking path further showcase the holistic approach to innovation.
- Research Centers:** The institution's deep-rooted commitment to research and innovation is evident through the seven dedicated research centers spanning across various faculties of Arts and Science.
- Publication and Scholarly Activities:** The pursuit of academic excellence is exemplified by the research publication of a postgraduate student in Microbiology on the prestigious NCBI platform.
- Collaboration and Innovation:** The innovation ecosystem thrives on collaborative spaces, cutting-edge technologies, and an encouraging environment for entrepreneurial endeavors. The Microbiology, Biotechnology and Chemistry departments have forged multiple MOUs with industries and institutions, facilitating industry-academia partnerships.
- Global Engagement:** Remarkable achievements include international conferences organized by the Departments of Mathematics, Statistics, and Chemistry, underscoring the global participation of the institution.

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

31

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Government Arts and Science College, Ratlam, actively engages students in extension activities that sensitively impact awareness towards social issues that can contribute to their holistic development.

Students of Economics organized a Financial Literacy Workshop at MLB Govt. Girls Higher Secondary School, Ratlam. The Mathematics Department conducted a seven-day workshop on "Navigating the World of Trigonometry" for students of Sri Matri Vidya Mandir, Ratlam, and "Maths Excellence Quiz" with Higher Secondary and High School students of Sri Matri Vidya Mandir, Ratlam. Students of departments of Microbiology and Biotechnology organized health check-up camps, while students of Chemistry department conducted workshops to spark interest in the subject. The students of English department gave coaching to school students within their respective neighborhood areas for basics of English Language.

Students of Political Science department educated the local community about electoral process and civic responsibilities.

Students of Zoology department raised health awareness in rural areas. These initiatives underline the commitment of the institution towards community enrichment.

Units of the National Service Scheme (NSS) and National Cadet Core (NCC) furthered the impact of concern towards social commitment. The NSS organized a special camp with activities like cleanliness drives and awareness campaigns. NCC cadets participated in leadership camps, cycle rallies, and regional events.

File Description	Documents
Paste link for additional information	<a href="https://www.highereducation.mp.gov.in/?page=QVXlLnbxkFThcgFUTSjWbg%3D%3D&amp;orgid=333">https://www.highereducation.mp.gov.in/?page=QVXlLnbxkFThcgFUTSjWbg%3D%3D&amp;orgid=333</a>
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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
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

554

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

57

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

34

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 17 Departments under Arts and Science, with 42 Class Rooms & 07 Laboratories. Incorporation of new building has provided value addition in teaching-learning. Each classroom is well-furnished, equipped with ICT tools and of adequate size and has good ambience. 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 two high-tech seminar halls with projector and LCD facilities. Seminar halls are regularly used for conducting seminars, conferences of state, national and International level.

College has sufficient Computing facilities with total 121 computers, internet facility with speed greater than 50 Mbps and 5G Wi-Fi. The computing equipment includes -

Printers and multifunctional printers, Projectors, Smart Boards, Modems, Turbo C, LCDs, color TVs, Camera.

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.

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 incorporation of a new building to college has provided value addition to above mentioned 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 40 meter runway, Shot put, Hammer throw and discus throw Sectors are available in college playground.
- Standard size football field inside the 400 meter track, two standard size basketball courts (28 ×15m each) along with additional space for Handball court, Hockey ground (40 ×20 meter), Kho-Kho and Kabaddi courts are available in the college premises.

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

The following District level competitions have been organized by the college in 2022-23 -

- Wrestling (M /W)
- Basketball (M/W)
- Kabaddi (M)
- Kho-kho (M)
- Basketball (M) Division level
- Teacher and Staff district level tournament - Chess (M /W), Tennis (M)



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.

8

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)

159.6193

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)

#### Library Automation Report

Library Name: Central Library, Govt. Arts and Science College,  
 Ratlam ILMS Software: Egranthalaya Nature of Automation: Fully  
 Version: 4.0 Year of Automation: 2022-23

**Key Features of Egranthalaya 4.0:**

- **Cataloging and Classification:** Egranthalaya streamlines the cataloging and classification process, making it easier to organize and retrieve library resources.
- **Circulation Management:** The software offers efficient circulation management, allowing users to borrow, renew, and return materials seamlessly.
- **Online Catalog and Search:** Patrons can access the library's catalog online, search for materials, and place requests from anywhere, promoting 24/7 accessibility.
- **Reporting and Analytics:** Egranthalaya generates reports and analytics that assist the library staff in collection development, resource allocation, and decision-making.
- **User Management:** The ILMS supports user profiles, enabling the library to manage patron accounts efficiently and personalize recommendations.

**Benefits of Full Automation:**

1. **Streamlined Operations:** Administrative tasks such as book circulation, overdue reminders, and catalog updates are automated, reducing the staff's administrative burden.
2. **Improved Resource Management:** The ILMS provides valuable insights into resource usage, helping the library make informed decisions about collection development and resource allocation.
3. **24/7 Accessibility:** With online catalog access, the library is now accessible to users 24/7, accommodating diverse schedules and learning preferences.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-** A. Any 4 or more of the above

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

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)

11.83383

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

90

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 institution's steadfast commitment to advancing its IT facilities is consistently evident through its endeavors to create

a contemporary and efficient environment. A notable enhancement this year is the integration of the e-Granthalaya software in the library, replacing the previous software.

Allocating 2 computers, a barcode scanner, and a printer to the library for student and library use, along with an additional computer for administrative tasks, further showcases the institution's dedication to enhancing its IT infrastructure.

Regarding connectivity, various departments have enjoyed Wi-Fi speeds ranging from 30 to 50MBPS up to the academic year 2021-22. The Computer Science department leverages high-speed connectivity of 200MBPS, bolstering their technological capabilities.

This year has seen another significant leap with the introduction of Airtel 5G connectivity to key areas, including the New Building, the Department of Computer Science, and the Library. Additionally, the integration of the BSNL Leased Line has significantly contributed to the institution's evolving IT infrastructure.

The institution's commitment to providing a dynamic and forward-looking IT environment is further evidenced by the incorporation of Smart Digital Panels, enriching interactive learning experiences. These collective advancements underscore the institution's unwavering dedication to seamlessly integrating technology and education.

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

#### 4.3.2 - Number of Computers

248

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

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

**the Institution**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**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)**

87.75839

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
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.

The procedure for the maintenance of 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, academic, and support facilities, and for all the above mentioned works.

The works of maintenance are executed in the following sequence:

- The first step is to get permission for maintenance.
- The second step is to get estimate for desired maintenance.
- The third step is to get the approval of desired maintenance based on estimate.
- And the last step is to get work done and produced the invoices against the maintenance.

The above maintenance is backed by an underline clause, of providing guarantee/warranty by the firm involved in the maintenance works.

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

Maintenance up to Rs.20,000/- can be accomplished with single quotation and certificate of quality given by Purchase Officer. The Purchase Officer has limitation of doing this practice up to five times in 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 Purchase committee based on minimum three quotations/E-quotations as laid by Store Purchase Rules of M.P. Government.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2764

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**

1505

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

1505

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**



16

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

255

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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.

22

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 )

While student council elections typically offer representation, the 2022-23 session did not conduct elections in accordance with the guidelines of the Madhya Pradesh Higher Education Department. These guidelines did not provide specific directions for student elections during that particular period. Beyond this, students participate in various committees like Career Guidance, Anti Ragging, Sexual Harassment, NSS, NCC, Sports, and IQAC. This formal representation empowers students to contribute to important decision-making processes.

The college has clubs of PG students like club Animalia (Zoology department), Nuclear club (Chemistry department), Pastear club (Microbiology deoartment) , Recombinant club (Biotechnology department), Infinity club (mathematics department) etc. These clubs at College are joined and run by the students from across the programmes, where they drive various academic and other activities throughout the year.

Additionally, students are actively involved in day-to-day activities, such as data compilation, classification, report preparation, class monitoring, and maintaining discipline. The

institution goes further by encouraging student engagement in extension activities. Volunteers, identified by activity leaders, assume supervisory and managerial roles. This includes tasks like organizing rallies, creating placards, and promoting social causes in the local community.

Overall, the institution's commitment to involving students in multifaceted activities not only enhances their leadership and teamwork abilities but also creates an inclusive and participatory learning environment.

Top of Form

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

116

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

The college boasts a registered alumni association that actively engages in meaningful contributions to the institution's growth. Recently, on January 26th, the association organized a noteworthy initiative—a plantation drive held on the campus. This initiative demonstrated their commitment to environmental sustainability. An investment of Rs. 26,000 was devoted to this cause, showcasing the alumni's dedication to enhancing the campus environment and fostering a green ethos.

Furthermore, the alumni association orchestrated an enlightening lecture session, where accomplished industrialists shared their extensive experiences with students. This session bridged the gap between theoretical learning and real-world applications, providing students with invaluable insights into various industries.

In an equally significant event, the Alumni Association extended a heartfelt welcome to the eminent former Principal and celebrated writer, Dr. Jai Kumar Jalaj. Dr. Jalaj's presence provided a platform for him to share his profound insights and experiences, adding immense value to the educational community. The event not only commemorated his achievements but also ignited inspiration among current students and faculty members. Dr. Jalaj's visit symbolized the institution's ongoing collaboration with its alumni, emphasizing the spirit of shared knowledge, growth, and unity.

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

#### 5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

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

## 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 governance of Govt Arts and Science College Ratlam is intricately woven with its visionary and mission-oriented approach. The institution's governance structure is designed to reflect and align with its core values and goals. The perspective plans and decision-making bodies are orchestrated to ensure the realization of the institution's vision and mission.

The institution's governance embraces inclusivity and participation, ensuring that the perspectives of its stakeholders, including teachers, are valued and integrated. Teachers play a pivotal role in the decision-making processes, serving as active contributors to shaping the educational landscape. Their insights are sought in matters ranging from curriculum design, academic policies, and student support systems.

The governance framework prioritizes the realization of the institution's objectives. This includes establishing an atmosphere conducive to holistic student development, particularly from marginalized backgrounds. The involvement of teachers in academic innovations, research endeavors, and staying abreast of technological advancements underscores the commitment to academic excellence.

In accordance with the institution's mission, governance emphasizes ethical practices, sustainability, and multi-disciplinary learning. This participatory approach extends to implementing a flexible education system that aligns with the aspirations of students, faculty, and the community at large.

In essence, the governance structure of Govt Arts and Science College Ratlam harmonizes with its vision and mission, creating a collaborative environment where teachers are integral to decision-making processes, thereby enriching the institution's academic and holistic pursuits.

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. The principal constitutes various committees at the beginning of each session and decentralized responsibilities. An optimum level of decentralization through participative decision making process is well in practice.

Principal executes all academic and administrative plans and policies with the help of following committees:

- Jan Bhagidari Committee
- IQAC Cell
- Proctorial Board
- WB / RUSA Committee
- Construction and Development Committee
- Library Committee
- Cultural Committee
- Result Analysis Committee
- E-Resource Centre
- NSS
- NCC
- Sports Committee
- Swami Vivekananda Career Guidance Cell and Placement Cell
- College Magazine Committee
- Grievance Redressal Cell
- UGC Committee
- CCE Committee
- Time table Committee
- Cleanliness Committee
- Guest Faculty Committee
- Physical Verification Committee
- Teacher-Guardian Cell
- Scholarship Committee
- Purchase Committee
- IT Cell
- Women Empowerment Committee
- Internal Audit Committee
- CM Help Line Cell
- Disciplinary and Anti-Ragging Committee
- Legal Matter Committee
- Amrit Mahotsav Samiti
- News and Publication Committee

Internal Quality Assurance Cell (IQAC) and Janbhagidari Samiti

illustrate the participative management on behalf of stakeholders and local citizen. Before the formation of policies suggestions are taken from stakeholders by conducting meetings through IQAC, 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 allocation of the 6 lakhs fund for academic excellence through MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program) demonstrates the strategic approach of enhancing the quality of education. The fund was directed towards impactful activities fostering an enriched learning environment.

- 1. Industrial Tours:** The College provided students with invaluable practical insights into real-world industry practices. This initiative not only bridged the gap between theory and application but also cultivated a deeper understanding of various industries' functioning.
- 2. Expert Lectures:** Inviting experts to deliver guest lectures added value to the educational experience. Renowned professionals shared their expertise, exposing students to current industry trends, best practices, and emerging technologies.
- 3. Seminars and Workshops:** The fund's allocation for seminars and workshops facilitated engaging discussions, skill refinement, and knowledge exchange. These interactive sessions promoted a collaborative learning environment.
- 4. Micro Research Projects:** Financial support for micro research projects honed critical thinking and analytical skills, encouraging a culture of inquiry and exploration.
- 5. Periodicals and Books:** Allocating funds for academic resources like periodicals and books enhanced students' access to up-to-date information and research materials.
- 6. Faculty and Student Development Programs, IPR Workshop:** The inclusion of faculty and student development programs, along with a workshop on Intellectual Property Rights (IPR), highlighted the institution's focus on holistic growth.

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

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

The organizational structure of Govt. Arts & Science College Ratlam is a testament to its efficient functioning, evident through its well-structured hierarchy, clear policies, and effective administrative setup. The institution's organogram illustrates its commitment to providing quality education and services to its students.

At the pinnacle of the hierarchy is the Department of Higher Education, M.P., the governing body supervising the operations of the college. The Commissioner of Higher Education leads at the Secretariat level, providing strategic guidance.

Below, the Principal serves as the institution's administrative head, overseeing the entire campus.

The college's academic departments form a crucial part of the structure. Each department, such as Arts, Science, Commerce, and others, is headed by a respected Head of Department (HoD). The HoDs are responsible for academic coordination, curriculum development, and faculty management within their respective departments.

To support academic functions, various administrative units contribute to seamless operations. The Administration Office, Examination Cell, and Student Affairs Office ensure the smooth day-to-day running of the institution.

Committees play a pivotal role in decision-making and policy formulation. The Internal Quality Assurance Cell (IQAC) focuses on quality enhancement, while the Grievance Redressal Cell addresses conflict resolution. These committees reflect the institution's emphasis on effective governance and stakeholder involvement.



File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Organogram21%20(1).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Organogram21%20(1).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	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
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

The institution prioritizes the comprehensive well-being of both teaching and non-teaching staff through a range of welfare measures:

For Teaching Staff:

- **Medical Reimbursement:** Covering medical expenses for health and well-being.
- **Pension/NPS:** Ensuring post-retirement financial security.
- **Leave Encashment:** Allowing staff to encash accrued leave.
- **Ex-gratia:** Providing additional financial support during emergencies.
- **Admissions:** Enabling eligible employees' children to access education.

- **Study Leave:** Facilitating professional development through academic pursuits.
- **T.W.F (Teachers Welfare Fund):** Dedicated fund for teacher welfare activities.
- **Faculty Development Program:** Enhancing teaching skills and knowledge.
- **Retirement Benefits:** Ensuring a smooth transition to post-service life.
- **Increments:** Recognizing performance through regular salary increments.

**For Non-Teaching Staff:**

- **Group Insurance Scheme:** Offering insurance coverage for financial security.
- **Loans from GPF:** Financial assistance for personal needs.
- **Medical and Maternity Leave:** Supporting health and family needs.
- **Child Care Leave:** Facilitating work-life balance for caregivers.
- **Uniform and Grain Allowance:** Providing financial assistance for necessities.
- **Staff Development Programs:** Enhancing professional skills and knowledge.
- **Electronic Service Books:** Streamlining administrative processes.
- **Establishment Support:** Ensuring functional efficiency through resources.
- **Email and Communication Support:** Enhancing communication via technology.
- **Yoga and Meditation:** Promoting physical and mental well-being.
- **Amenities:** Providing clean water, parking, and a conducive environment.

These measures underscore the institution's commitment to fostering a supportive work atmosphere, where staff members are empowered to contribute effectively towards the institution's mission and goals.

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

03

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

138

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 well-established Performance Appraisal System in line with the guidelines of the Higher Education Department M.P. Faculty members submit their annual self-appraisal reports (APAR). These reports comprehensively consist of various aspects, including teaching-learning evaluation, professional development, research publications, co-curricular activities, and extension work. The IQAC meticulously verifies these reports and calculates an overall API score as per the prescribed norms. The finalized report, remarked by the principal is forwarded to the Higher Education Department.

For non-teaching staff, the appraisal system is about their roles and responsibilities. The feedback from the non-teaching staff is comprehended by an administrative committee. This feedback, along with performance evaluations, is compiled into a confidential report that provides an overall grading for all employees. The principal outlook is incorporated into the report, and steps are taken to address required improvement. This Performance Appraisal System underscores the institution's commitment to maintain high standards of performance and continuously enhance both teaching and non-teaching contributions to the overall success of the institute.

Top of Form

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 diligently conducts both internal and external financial audits as part of its financial oversight mechanism.

**Internal Audit:** We have two tier internal audit system. At first level the Internal Audit Committee, composed of senior faculty members, is responsible for conducting internal audits. This committee meticulously examines income and expenditure details, and subsequently submits their findings to the principal.

At second level internal audits are carried out annually by a Chartered Accountant appointed by the principal. These audits encompass various funds such as Janabhagidari Nidhi, Local Funds, Government funds, and grants like RUSA and WB.

**External Audit:** Additionally, the Accountant General of M.P. conducts audit every 3 to 5 years. The audit team meticulously reviews expenses from different funds. Any identified discrepancies or issues prompt the issuance of financial explanations by AGMP. The institution responds to these explanations within the stipulated time, addressing any errors or omissions and taking corrective measures to prevent their recurrence.

The audit results, once finalized, are shared with the Department of Higher Education in Bhopal, M.P., reflecting the institution's commitment to transparency and accountability in financial matters. This meticulous audit process ensures the effective utilization of funds, identifies areas for improvement, and maintains the institution's financial integrity.

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)

0.925

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Our institution has established a comprehensive resource mobilization policy and efficient procedures to ensure effective fund utilization. The key sources of funds include:

1. **Government Grants:** The institution receives government grants for its operations and initiatives.
2. **Janbhagidari Nidhi (JBS) Fund:** Funds are generated through fees.
3. **World Bank (WB) Grant under MPHEQIP:** Utilized for infrastructure development, and academic enhancement.
4. **RUSA Grant:** Component 9 supports infrastructural growth and development.
5. **Interest Income:** generated from bank accounts.
6. **Rental Income:** generated from renting out premises.

Expenditure is allocated across several categories:

1. **Academic Expenses:** Allocated for academic programs and teaching-related activities.

2. **Administrative and General Expenses:** Covering administrative functions and general operations.
3. **Repair and Maintenance:** upkeep of infrastructure and facilities.
4. **Staff Payment & Benefits:** for staff salaries and benefits.

Our resource mobilization strategy includes a systematic approach:

1. **Departmental Budgeting:** Departments submit budget proposals.
2. **Budget Scrutiny:** The college committee reviews and prepares the annual budget.
3. **Procurement Process:** is in compliance with MP Store Purchase Rule upon JBS approval.
4. **Monitoring:** Principal supervises the sanctioned budget utilization.
5. **Infrastructure Projects:** Projects under WB and RUSA are approved by HED and executed by PWD/PIU.
6. **Equipment and Furniture Procurement:** WB grant funds are utilized through Government e-Marketplace (GeM).

This strategic resource management ensures transparency, accountability, and optimal utilization of financial resources.

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

**Example1-** Paperless documentation by IQAC through Google drive.

While concocting the documents pertaining to the scheduled NAAC, our efforts aimed at a systematic and well organized work yet with a sense of gratitude towards the blessings of nature we progressed with 'Paperless documentation' of the work. It created a willful harmony of technology and the sensitivity towards the eternal bondage of earthly existence.

For paperless documentation procedure IQAC used Google drive for the collection of data containing reports of committees, co-curricular/extra-curricular activities, published research papers

and books, faculty development programs, webinars/conferences, etc.

IQAC shared criteria-wise seven Google drive folders for AQAR 2022-23, providing instructions to department-heads, and chairmen of the committees. The respective faculty filled in the information online. Google forms are used for collecting information and feedback.

**Example 2- Creating Video-clips**

IQAC made a new experiment to enhance the method of teaching and learning. The students studying in different streams were encouraged to create small video clips picking up some portions from their syllabus and explain that in the clip. It helped them learn the use of technology and grow a better understanding of the content they explained. Definitely this is a step towards 'by doing we learn'.

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

IQAC has been striving to improve upon the system of teaching and learning. The aim of making the process more student-centric it works for betterment in teaching methodologies; reviews and analyses learning outcomes to guide and support to the faculty.

The blended mode of teaching-learning continues with step-ups. Such methods continue in various ways by using ICT in classroom teaching.

IQAC initiated for conduction of various academic activities for quality enhancement benefitting the students in their holistic



development.

Encouragement of teachers remains a constant feature of IQAC to join and continue in NDLI and N-LIST to enhance their calibre and enrich their knowledge. Teachers were motivated as well to register themselves on 'VIDWAN' database.

Two committees were formed to obtain feedback from all the stakeholders and to analyse data. IQAC used the analysis for improvements in the work further.

IQAC forwarded the guidelines of framework of learning outcome to departments designed according to Bloom's Taxonomy and NEP-2020 to review the learning outcomes of UG I and II year.

Most of the departments conducted Certificate and Vocational courses to train students with professional skills with encouragement and guidance of IQAC.

In addition several Outreach activities took place in with approach of practical learning.

File Description	Documents
Paste link for additional information	Nil
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)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

- Individuals of various backgrounds are given equal opportunity of gender.
- For female candidates, the Institute is a preferred educational destination.
- Our primary concerns are safety, security, and well-being, as well as gender equity and a pleasant working environment.
- 24 hour security and safety controlled surveillance rooms. The Institute features a long and high boundary wall.
- Campus is anti-ragging.
- The NSS and NCC run efforts to raise awareness of women's safety and gender sensitivity.
- Common Room: A common room with washrooms having Sanitary Napkin Vending Machine installed for female students.
- "Legal awareness program" for Women was held on 21 December 2022, Special guest was District Magistrate Mr. Arun Shrivastav and One stop Centre head Mrs. Shakuntala Mishra on Laws and Rights related to Women.
- On February 14, 2023, an "International Conference in Hybrid mode" on the theme "Women Empowerment and Sustainable development" was organised under the event "Global Women Breakfast-2023" with renowned speakers - Dr. Uma Sharma and DSP Sheela Surana showcasing the leadership qualities of women in diverse disciplines.
- Expert lecture on "Women Empowerment" by Dr. Mangleshwari Joshi was delivered on 6, May 2023 on Women's Safety and Schemes related to Women by Govt. of India.

- 6 days "Judo- Karate and Self Defence camp" was organised by Women Empowerment cell of our Institute under the guidance of the trainer Sushmita Gehlot.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-1%20SD.pdf">https://highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-1%20SD.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

- Our campus has an effective Waste management system.
- For the collection of dry waste and wet waste, separate dustbins are located near all the departments of the Institution for the disposal of waste. Every day, this waste material is given over to an authorised Municipal Corporation representative for further processing as a part of "SWACCH BHARAT ABHIYAN".
- Many awareness programmes were organized by NCC and NSS students of our Institute to encourage other students to keep our Campus and Environment clean.
- Open pits are made to degrade solid waste like papers, leaves, etc.
- Vermicomposting is used to handle solid waste made of biodegradable materials such as leaves. The dried leaves

collected from the campus-gardens are thus transformed into organic manure. The Eco-club has set up a vermicomposting pit in the herbal garden to produce high-quality organic manure for enriching the surface soil of these gardens. This practise has had an impact on the Soil microbial activity increasing oxygen availability and enhancing nutrient content, and the soil texture decreases the amount of organic waste.

- **Management of liquid waste:** All underground wastewater pipes from toilets and washrooms are connected to municipal drainage main lines. As a result, our campus is cleaner.

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:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	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**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
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**

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

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

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

Govt Arts and Science College Ratlam has displayed a commendable commitment to fostering an inclusive environment that promotes tolerance, harmony, and respect for cultural, regional, linguistic, communal, socioeconomic, and other diversities. The institution's efforts are evident through its diverse range of awareness campaigns and events that underscore the importance of unity and understanding among all members of the community.

The calendar of events showcases initiatives designed to promote awareness and understanding of various societal aspects. These events cover a broad spectrum, including health awareness, environmental consciousness, and societal issues. By commemorating occasions like World Ozone Day, World AIDS Day, International Yoga Day, and more, the institution encourages students to appreciate the significance of global issues that transcend cultural and regional boundaries.

Furthermore, events such as Rashtriya Yuva Niti Rally and Voter's Awareness Programme emphasize civic engagement, fostering a sense of communal responsibility. Blood donation drives and nukkad nataks on Beti Bachao Beti Padhao demonstrate a commitment to collective well-being and gender equality.

The institution's active engagement in environmental cleaning and plantation drives demonstrates the promotion of a shared commitment to ecological preservation, transcending diversities.

In essence, the institution's initiatives reflect a holistic approach towards inclusivity, where students and staff from diverse backgrounds collaborate to raise awareness about crucial

societal issues, fostering an environment of understanding, respect, and unity amidst the rich tapestry of cultural, linguistic, and socioeconomic diversities.

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 is dedicated to nurture responsible citizens who understand and uphold the values, rights and duties enshrined in the Constitution of India.

The campus itself is a reflection of these values, with monuments of Mahatma Gandhi and former Prime Minister Lal Bahadur Shastri serving as symbols of the principles they stood for. The institution commemorates Constitution Day by conducting programs that raise awareness about the significance of the Indian Constitution. Blood donation drives, observance of Sadbhawana Diwas, and administering the Oath of the right to vote are some of the activities undertaken.

Moreover, the institution engages students in practical learning experiences that cultivate their understanding of responsible citizenship. Traffic control rallies in collaboration with local authorities educate students about road safety and traffic regulations.

The institution's commitment extends beyond the campus, as evidenced by its involvement in awareness campaigns. These include organizing essay competitions as part of the TB Jagrukata Abhiyan and conducting water conservation activities on World Water Day, encouraging students to value environmental preservation.

By integrating such diverse activities into the curriculum and campus life, Government Arts and Science College promotes values of justice, equality, and civic responsibility, moulding individuals who are not only educated but also socially conscious and actively engaged in their roles as responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-9%20SD.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-9%20SD.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**

**A. All 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**National and International Day Celebrations: The institution commemorates significant national and international days, instilling a sense of patriotism and awareness of civic responsibilities among students. Events like Independence Day, Republic Day, and Gandhi Jayanti emphasize the values upheld by the Constitution.**



**Awareness Programs:** Various awareness programs such as Voter's Awareness Programme and conferences on sustainable development underscore the importance of active civic participation and socio-environmental responsibility.

**Health and Wellness Initiatives:** The institution organizes health-related events like Free Health Camp and International Yoga Day, promoting physical and mental well-being, aligning with the Constitution's focus on the right to health.

**Social Awareness Initiatives:** Programs on World Environment Day, World Water Day, and World Aids Day encourage responsible citizenship by addressing global challenges and fostering a sense of community responsibility.

**Cultural Celebrations:** Festivals like Basant Panchmi and Holi Celebration reflect the cultural diversity of the nation, fostering mutual respect and harmony among different communities.

**Educational Initiatives:** Workshops, expert lectures, and exhibitions on various subjects, including Constitutional values, women's empowerment, and environmental conservation, enhance participants' knowledge of their roles as responsible citizens.

In conclusion, Govt Arts and Science College Ratlam has demonstrated a comprehensive approach to instill constitutional values and responsibilities among its students and employees.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

**BEST PRACTICE: 1**

Title of the practice: 'Know a Plant' with the help of QR code and organic-manure production through Vermicomposting Unit

Objectives:

- Setting up QR codes for accessing basic information about specific plant with its medicinal uses
- Inculcating awareness towards environment-friendly fertilizers.

Context

Plants in campus including Herbal garden

Vermicomposting pit

The practice:

Most of the plants and trees have been entitled with QR codes for students to experience self-learning about a plant.

Campus biomass is being used successfully in Vermicomposting.

Evidence of success

Documents attached.

Problems encountered and resources required:

Problems: it is challenging to make QR codes stable on the plant for a long time.

Resources required: more funds are required to cover the trees in entire area and to create more pits for Vermicomposting.

BEST PRACTICE: 2

**Title of the practice: 'Inspiring quotes'**

**The Objectives - to utilize the power of words for inspiration and cultivate idealism in life of students with an ambiance of learning**

**The Context - Every nook and corner of the Institute**

**The Practice - Students are encouraged to volunteer the practice of choosing and writing inspiring quotes on the department and common-place blackboards.**

**Evidence of success**

**Documents attached.**

**Problems encountered and resources required:**

**No problem as such and it is almost zero-investment practice**

File Description	Documents
Best practices in the Institutional website	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Best%20Practices%202022-23%20SD%20for%20Web%20site.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Best%20Practices%202022-23%20SD%20for%20Web%20site.pdf</a>
Any other relevant information	Nil

### **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**

**Positioned centrally in an urban landscape, our institution's outstanding performance is exemplified through our pioneering "Urban Sports Inclusion" initiative. With our college sport ground featuring a unique 400-meter track, we have become a beacon of health and well-being within our community.**

**Our unwavering commitment to community welfare is showcased through this ground's transformation into a hub for physical activities, engaging students, faculty, and local residents alike. Our approach promotes inclusivity, providing access to all members**

of our urban neighborhood and fostering a healthier lifestyle for everyone.

Strategic collaborations with Vikram University have solidified our role as a sports hub, enabling us to host a plethora of sports events and competitions. Our 400-meter track, a rare feature, reflects our dedication to promoting fitness across diverse demographics.

The annual "Chetana Khel Mela," attracting 75 schools and 5000 students, symbolizes our holistic commitment. This event unites schools and celebrates sportsmanship, underscoring our dedication to overall development. Our institution's influence reaches beyond campus boundaries, reinforcing our commitment to community well-being.

Our expansive college playground is the culmination of this journey, fostering athletic excellence, camaraderie, and holistic growth. This space epitomizes our mission to nurture physical health and social harmony within the dynamic urban landscape. Our "Urban Sports Inclusion" initiative reflects our distinctive priority and thrust, establishing us as a beacon of holistic development and community engagement.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institution, as an affiliated entity of Vikram University, Ujjain, demonstrates an unwavering commitment to effective curriculum delivery. It adheres to the curriculum guidelines set by the Higher Education Department of Madhya Pradesh for undergraduate courses and follows Vikram University's postgraduate syllabi under a structured semester system.

The academic calendar, thoughtfully issued by the Higher Education Department, serves as a comprehensive blueprint for the institution's activities. It efficiently schedules admissions, teaching, internal assessments, yearly and semester examinations, and result declarations. The institution prioritizes a conducive learning environment, aided by faculty-designed monthly teaching planners, effectively covering the syllabus. Emphasis on practical knowledge through laboratory work and field projects fosters real-world exposure and a deeper understanding of subjects.

To support new students, induction programs at the beginning of the academic session introduce them to the education system. Curriculum-based expert lectures, industrial visits, and educational tours further enrich the learning experience and foster industry interactions.

Acknowledging diverse interests, elective courses and add-on/certificate courses are offered, empowering students to explore passions and develop well-rounded skill sets. An initiative to introduce vocational courses equips students with practical and hands-on skills relevant to real-world applications.

Faculty members actively participate in various academic activities.

Student feedback actively shapes curriculum modifications, ensuring alignment with industry demands and global trends.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

IQAC prepares a calendar to conduct all activities during the session. Different departments, committees and cells organize events according to the plan. The institution employs a comprehensive system of evaluation, consisting of two modes: internal assessment and external assessment. The internal assessment is known as Continuous and Comprehensive Evaluation (CCE), and it is efficiently organized by the institute following a well-planned timetable for UG classes based on the academic calendar and CCE time table for PG are prepared by respective departments. Different departments utilize various modes for internal assessment, such as objective type questions, short answer type questions, long answer type questions, assignments, chart making, group discussions, and Power Point presentations. The evaluation process for CCE is transparent and student-friendly, as the marked answer books are shown to students, allowing them to understand their performance.

Incorporating a student-centric approach, the institution offers a second chance to failed and absent students, providing them with an opportunity to improve their academic performance. In UG-NEP classes the institution follows a "best of three" approach in favor of students out of four assessment while calculating the results, ensuring fair and just evaluation.

On the other hand, external assessment is conducted by the affiliated university within the stipulated time frame set by the academic calendar. The teaching staff actively collaborates with the university in various examination-related activities, including question paper setting, conduction of exam and answer book evaluation.

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**

**05**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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)**

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
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**

3021

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**

The Arts and Science College, Ratlam is deeply committed to promoting essential crosscutting issues within its curriculum, focusing on Professional Ethics, Gender, Human Values, Environment, and Sustainability. These crucial topics are seamlessly integrated into both undergraduate (UG) and postgraduate (PG) programs, ensuring a holistic education for the students.

The eco-conscious approach of the institution is evident through the active engagement of students in various activities such as the Eco club, Ankur plantation, and water conservation programs, reflecting their dedication to environmental sustainability. Moreover, the college actively promotes women empowerment and sustainable development by organizing international conferences and national conferences on sustainable development and environment. Celebrations of Girls



Child Day and Women's Day further showcase the college's commitment to addressing gender issues and promoting empowerment.

The diverse approach of the college to education is highlighted through prominent events like the Bhartiya Bhasha Utsav, Science Day celebration, Arts exhibition program, Science exhibition program, and Millet awareness program, contributing to the holistic development of students. Additionally, the Usha Urja Saksharta Abhiyan emphasizes energy literacy, making students aware of the importance of energy conservation and efficiency. To further enhance professional ethics, the college has introduced a Vocational course on personality development.

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

20

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

3478

File Description	Documents
Any additional information	<a href="#">View File</a>
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%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).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	<b>No File Uploaded</b>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Feedback%20Analysis%20and%20Action%20Taken%20Report%20(Session%202022-23).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**

2405

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**

704

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

At Govt Arts and Science College, Ratlam, diverse approaches are utilized by various departments to distinguish between slow and advanced learners. This entails employing entry-level tests, continuous assessments, classroom observations, and teacher feedback. Furthermore, past academic records and participation in enrichment activities play a crucial role in identifying these students.

**Techniques for Supporting Slow Learners**

1. **Individualized Attention:** Providing one-on-one attention helps understand the specific learning needs and challenges of slow learners.
2. **Visual Aids:** Utilizing charts, diagrams, and

illustrations makes learning more accessible for slow learners.

3. **Storytelling and Local Examples:** Integrating local stories and examples resonates with Bhil tribal culture and makes learning more relatable.
4. **Repetition and Reinforcement:** Regular revision reinforces learning for slow learners.
5. **Multilingual Support:** Offering materials in the local language and Hindi facilitates better comprehension.

#### Techniques for Supporting Advanced Learners

1. **Challenging Assignments:** Providing advanced learners with challenging tasks encourages them to explore their interests.
2. **Debate and Discussion:** Engaging in debates and discussions promotes critical thinking and analysis.
3. **Multidisciplinary Approach:** Encouraging exploration of topics from multiple perspectives enhances their understanding.
4. **Leadership Roles:** Providing opportunities for leadership roles fosters a sense of responsibility and confidence.

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
4865	74

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

At the Arts and Science College, Ratlam a resolute commitment to a student-centric academic plan manifests through a fusion

of experiential learning, participative methodologies and problem-solving strategies, yielding a dynamic learning landscape.

Experiential learning is palpable not only through field visits, dissertation, and project work but also via hands-on practicals that nurture a deep comprehension of real-world contexts. In conjunction, workshops, presentations and industrial tours contribute to a holistic experiential journey. Participation in NCC and NSS programs provides students with valuable opportunities for experiential learning and expansion of knowledge.

Participative methods act as Interactive sessions, discussions and debates cultivate effective communication skills and collaborative teamwork. This interactive spirit extends to seminars, conferences and which enrich the learning tapestry with diverse perspectives.

Problem-solving is cultivated by introducing complex challenges within coursework. This prompts students to engage in analytical thinking, innovation, and creative solution development.

The college harnesses the power of ICT tools to amplify these methodologies, utilizing platforms like Telegram and WhatsApp groups to facilitate seamless communication, resource sharing, and collaborative learning among students.

These components synergistically contribute to the comprehensive development of critical skills, leadership acumen, and the transformation of students into adept and responsible leaders.

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

The institution boasts well-equipped classrooms featuring devices like projectors, interactive boards and Wi-Fi

connectivity, providing a technologically enriched environment. Faculty members harness the potential of ICT tools to augment their teaching methodologies. In conjunction with traditional classroom techniques, they adeptly employ tools like multimedia presentations, videos, and animations to explain complex concepts to enhance content delivery. Interactive whiteboards and digital quizzes allow teachers to create dynamic and interactive lessons.

ICT deployment significantly elevates students' academic performance, fostering improved presentation skills and capabilities. Faculty members seamlessly share study materials, assignments and tutorials through online platforms, facilitating easy access for students.

The college leverages ICT for a spectrum of academic activities, from e-seminars and presentations to web-based conferences. The adoption of e-books not only reduces the financial burden on students but also promotes sustainability. The institution even employs ICT for evaluation, generating quizzes through platforms like Google Forms.

Faculty members remain dedicated to staying updated with evolving ICT tools and methodologies. Their commitment to adapting and embracing technology ensures that students receive a modern, quality education. This symbiotic relationship between faculty and technology underscores the institution's ethos of providing forward-looking education, perfectly aligned with students' enthusiasm for innovative learning approaches.

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**

37

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

74

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

50

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

860

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.

Aligned with Vikram University's guidelines, our internal assessment emphasizes transparency, robustness, and diverse evaluation methods. The academic calendar clearly outlines CCE First and CCE Second schedules, offering students sufficient preparation time. The CCE timetable is conveniently accessible via notice boards, WhatsApp, and Telegram groups.

CCE employs modes like oral presentations, objective questions, on line tests, prior paper-based assignments, PowerPoint presentations, and chart displays, catering to varied learning styles and fostering practical skills. Early disclosure of questions and modes ensures students are aligned with evaluation expectations.

Faculty, under HODs' guidance, meticulously design standardized question papers and departmental schemes. NEP 2020 promotes holistic understanding through multifaceted assessment, considering the best three out of four evaluations for equitable final judgment. The college provides re-evaluation opportunities for unsuccessful and absent students.

Our unwavering adherence to university and government guidelines underscores our commitment to equitable, comprehensive, and transparent assessment, nurturing holistic student development.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil



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

Government Arts and Science College has established a Central Internal Assessment Committee, which operates with a robust mechanism designed to ensure transparency in the interest of students. All pertinent notifications are posted on the college notice board WhatsApp groups and Telegram groups for effective communication with students. The college meticulously adheres to evaluation regulations set by the Higher Education Department of the MP government and Vikram University, Ujjain.

Our assessment process is transparent, wherein answer sheets are shown to students after evaluation. If students have grievances concerning the awarded marks, they are provided the option to reappear for the CCE. Similarly, for students who are unable to participate due to valid reasons, alternative arrangements are made, with proper communication. This approach caters to both students with marking concerns and those who were absent or did not pass the initial assessment. If still dissatisfied, students can approach the HODs. In the award list of CCE marks, students indicate their satisfaction with the acquired marks by providing their signature.

The mechanism for addressing grievances related to internal examinations is transparent, time-bound, and efficient, ensuring a fair and effective resolution process.

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.

The institution employs a comprehensive approach that ensures students are well-informed about their learning objectives.

1. Our Heads of Departments, faculty members and mentors actively engage with students. They impart an understanding of the intended learning outcomes, stressing their significance.
2. The college fosters direct interactions between faculty

and students. Through faculty-student discussions and one-on-one meetings, students receive personalized explanations of learning outcomes.

3. At the commencement of each course, professors introduce and discuss the learning outcomes.
4. In science programs, laboratories play a pivotal role in practical learning. Clearly articulating desired outcomes before lab sessions provides context, helping students comprehend the purpose and significance of the experiments they perform.
5. Learning outcomes are prominently displayed on notice boards across the campus.
6. Learning outcome documents are made accessible within the library.
7. Leveraging modern communication tools such as WhatsApp groups and Telegram, the college extends its reach beyond the classroom. By sharing learning outcomes through these platforms, students can easily access and reference them at their convenience.
8. To provide practical insights, we facilitate interactions between current students and our esteemed alumni. Senior students and alumni share their experiences, offering valuable insights into the application of COs and POs in the real world.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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 curriculum from stakeholders and review 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**

1453

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)

40000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 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

12

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

03

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

- Idea House:** This commitment is exemplified by the institution's faculty members active involvement in three micro projects aimed at addressing local challenges such as conserving the local crow population within the campus which is going to endangered category, optimizing health and resource utilization of college grounds, as well as pioneering the establishment of a system to use waste of vinery plant in Ratlam. Additionally, initiatives like expansion of the herbal garden and creating an acupressure walking path further showcase the holistic approach to innovation.
- Research Centers:** The institution's deep-rooted commitment to research and innovation is evident through the seven dedicated research centers spanning across various faculties of Arts and Science.
- Publication and Scholarly Activities:** The pursuit of

academic excellence is exemplified by the research publication of a postgraduate student in Microbiology on the prestigious NCBI platform.

4. **Collaboration and Innovation:** The innovation ecosystem thrives on collaborative spaces, cutting-edge technologies, and an encouraging environment for entrepreneurial endeavors. The Microbiology, Biotechnology and Chemistry departments have forged multiple MOUs with industries and institutions, facilitating industry-academia partnerships.
5. **Global Engagement:** Remarkable achievements include international conferences organized by the Departments of Mathematics, Statistics, and Chemistry, underscoring the global participation of the institution.

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

31

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Government Arts and Science College, Ratlam, actively engages students in extension activities that sensitively impact

awareness towards social issues that can contribute to their holistic development.

Students of Economics organized a Financial Literacy Workshop at MLB Govt. Girls Higher Secondary School, Ratlam. The Mathematics Department conducted a seven-day workshop on "Navigating the World of Trigonometry" for students of Sri Matri Vidya Mandir, Ratlam, and "Maths Excellence Quiz" with Higher Secondary and High School students of Sri Matri Vidya Mandir, Ratlam. Students of departments of Microbiology and Biotechnology organized health check-up camps, while students of Chemistry department conducted workshops to spark interest in the subject. The students of English department gave coaching to school students within their respective neighborhood areas for basics of English Language.

Students of Political Science department educated the local community about electoral process and civic responsibilities. Students of Zoology department raised health awareness in rural areas. These initiatives underline the commitment of the institution towards community enrichment.

Units of the National Service Scheme (NSS) and National Cadet Core (NCC) furthered the impact of concern towards social commitment. The NSS organized a special camp with activities like cleanliness drives and awareness campaigns. NCC cadets participated in leadership camps, cycle rallies, and regional events.

File Description	Documents
Paste link for additional information	<a href="https://www.highereducation.mp.gov.in/?page=QVXlLnbxkFThcgFUTSjWbg%3D%3D&amp;orgid=333">https://www.highereducation.mp.gov.in/?page=QVXlLnbxkFThcgFUTSjWbg%3D%3D&amp;orgid=333</a>
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**

00



File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
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**

554

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>

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
57	
<b>File Description</b>	<b>Documents</b>
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>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>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</b>	
34	
<b>File Description</b>	<b>Documents</b>
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>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
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 17	

Departments under Arts and Science, with 42 Class Rooms & 07 Laboratories. Incorporation of new building has provided value addition in teaching-learning. Each classroom is well-furnished, equipped with ICT tools and of adequate size and has good ambience. 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 two high-tech seminar halls with projector and LCD facilities. Seminar halls are regularly used for conducting seminars, conferences of state, national and International level.

College has sufficient Computing facilities with total 121 computers, internet facility with speed greater than 50 Mbps and 5G Wi-Fi. The computing equipment includes -

Printers and multifunctional printers, Projectors, Smart Boards, Modems, Turbo C, LCDs, color TVs, Camera.

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.

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 incorporation of a new building to college has provided value addition to above mentioned 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 40 meter runway, Shot put, Hammer throw and discus throw Sectors

are available in college playground.

- Standard size football field inside the 400 meter track, two standard size basketball courts (28 ×15m each) along with additional space for Handball court, Hockey ground (40 ×20 meter), Kho-Kho and Kabaddi courts are available in the college premises.

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

The following District level competitions have been organized by the college in 2022-23 -

- Wrestling (M /W)
- Basketball (M/W)
- Kabaddi (M)
- Kho-kho (M)
- Basketball (M) Division level
- Teacher and Staff district level tournament - Chess (M /W), Tennis (M)

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.

8

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)****159.6193**

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)****Library Automation Report**

**Library Name: Central Library, Govt. Arts and Science College, Ratlam**  
**ILMS Software: Egranthalaya**  
**Nature of Automation: Fully**  
**Version: 4.0**  
**Year of Automation: 2022-23**

**Key Features of Egranthalaya 4.0:**

- **Cataloging and Classification:** Egranthalaya streamlines the cataloging and classification process, making it easier to organize and retrieve library resources.
- **Circulation Management:** The software offers efficient circulation management, allowing users to borrow, renew, and return materials seamlessly.
- **Online Catalog and Search:** Patrons can access the library's catalog online, search for materials, and place requests from anywhere, promoting 24/7 accessibility.
- **Reporting and Analytics:** Egranthalaya generates reports and analytics that assist the library staff in collection development, resource allocation, and decision-making.
- **User Management:** The ILMS supports user profiles, enabling the library to manage patron accounts efficiently and personalize recommendations.

**Benefits of Full Automation:**

1. **Streamlined Operations:** Administrative tasks such as book

circulation, overdue reminders, and catalog updates are automated, reducing the staff's administrative burden.

2. **Improved Resource Management:** The ILMS provides valuable insights into resource usage, helping the library make informed decisions about collection development and resource allocation.
3. **24/7 Accessibility:** With online catalog access, the library is now accessible to users 24/7, accommodating diverse schedules and learning preferences.

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

<b>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</b>	<b>A. Any 4 or more of the above</b>
--	--------------------------------------

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)**

**11.83383**

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

90

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 institution's steadfast commitment to advancing its IT facilities is consistently evident through its endeavors to create a contemporary and efficient environment. A notable enhancement this year is the integration of the e-Granthalaya software in the library, replacing the previous software.

Allocating 2 computers, a barcode scanner, and a printer to the library for student and library use, along with an additional computer for administrative tasks, further showcases the institution's dedication to enhancing its IT infrastructure.

Regarding connectivity, various departments have enjoyed Wi-Fi speeds ranging from 30 to 50MBPS up to the academic year 2021-22. The Computer Science department leverages high-speed connectivity of 200MBPS, bolstering their technological capabilities.

This year has seen another significant leap with the introduction of Airtel 5G connectivity to key areas, including the New Building, the Department of Computer Science, and the Library. Additionally, the integration of the BSNL Leased Line

has significantly contributed to the institution's evolving IT infrastructure.

The institution's commitment to providing a dynamic and forward-looking IT environment is further evidenced by the incorporation of Smart Digital Panels, enriching interactive learning experiences. These collective advancements underscore the institution's unwavering dedication to seamlessly integrating technology and education.

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

#### 4.3.2 - Number of Computers

248

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 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)

87.75839



File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
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.

The procedure for the maintenance of 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, academic, and support facilities, and for all the above mentioned works.

The works of maintenance are executed in the following sequence:

- The first step is to get permission for maintenance.
- The second step is to get estimate for desired maintenance.
- The third step is to get the approval of desired maintenance based on estimate.
- And the last step is to get work done and produced the invoices against the maintenance.

The above maintenance is backed by an underline clause, of providing guarantee/warranty by the firm involved in the maintenance works.

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

Maintenance up to Rs.20,000/- can be accomplished with single quotation and certificate of quality given by Purchase Officer. The Purchase Officer has limitation of doing this practice up to five times in 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 Purchase committee based on minimum three quotations/E-quotations as laid by Store Purchase Rules of M.P. Government.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2764

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**

1505

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

1505

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited 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**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

16

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

255

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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.

22

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 )

While student council elections typically offer representation, the 2022-23 session did not conduct elections in accordance with the guidelines of the Madhya Pradesh Higher Education Department. These guidelines did not provide specific directions for student elections during that particular period. Beyond this, students participate in various committees like Career Guidance, Anti Ragging, Sexual Harassment, NSS, NCC, Sports, and IQAC. This formal representation empowers students to contribute to important decision-making processes.

The college has clubs of PG students like club Animalia (Zoology department), Nuclear club (Chemistry department), Pastear club (Microbiology department) , Recombinant club (Biotechnology department), Infinity club (mathematics department) etc. These clubs at College are joined and run by the students from across the programmes, where they drive various academic and other activities throughout the year.

Additionally, students are actively involved in day-to-day activities, such as data compilation, classification, report preparation, class monitoring, and maintaining discipline. The institution goes further by encouraging student engagement in extension activities. Volunteers, identified by activity leaders, assume supervisory and managerial roles. This includes tasks like organizing rallies, creating placards, and promoting social causes in the local community.

Overall, the institution's commitment to involving students in multifaceted activities not only enhances their leadership and teamwork abilities but also creates an inclusive and

participatory learning environment. Top of Form

Top of Form

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**

116

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

The college boasts a registered alumni association that actively engages in meaningful contributions to the institution's growth. Recently, on January 26th, the association organized a noteworthy initiative—a plantation drive held on the campus. This initiative demonstrated their commitment to environmental sustainability. An investment of Rs. 26,000 was devoted to this cause, showcasing the alumni's dedication to enhancing the campus environment and fostering a

green ethos.

Furthermore, the alumni association orchestrated an enlightening lecture session, where accomplished industrialists shared their extensive experiences with students. This session bridged the gap between theoretical learning and real-world applications, providing students with invaluable insights into various industries.

In an equally significant event, the Alumni Association extended a heartfelt welcome to the eminent former Principal and celebrated writer, Dr. Jai Kumar Jalaj. Dr. Jalaj's presence provided a platform for him to share his profound insights and experiences, adding immense value to the educational community. The event not only commemorated his achievements but also ignited inspiration among current students and faculty members. Dr. Jalaj's visit symbolized the institution's ongoing collaboration with its alumni, emphasizing the spirit of shared knowledge, growth, and unity.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** D. 1 Lakhs - 3Lakhs

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

**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 governance of Govt Arts and Science College Ratlam is intricately woven with its visionary and mission-oriented approach. The institution's governance structure is designed to reflect and align with its core values and goals. The perspective plans and decision-making bodies are orchestrated to ensure the realization of the institution's vision and



mission.

The institution's governance embraces inclusivity and participation, ensuring that the perspectives of its stakeholders, including teachers, are valued and integrated. Teachers play a pivotal role in the decision-making processes, serving as active contributors to shaping the educational landscape. Their insights are sought in matters ranging from curriculum design, academic policies, and student support systems.

The governance framework prioritizes the realization of the institution's objectives. This includes establishing an atmosphere conducive to holistic student development, particularly from marginalized backgrounds. The involvement of teachers in academic innovations, research endeavors, and staying abreast of technological advancements underscores the commitment to academic excellence.

In accordance with the institution's mission, governance emphasizes ethical practices, sustainability, and multi-disciplinary learning. This participatory approach extends to implementing a flexible education system that aligns with the aspirations of students, faculty, and the community at large.

In essence, the governance structure of Govt Arts and Science College Ratlam harmonizes with its vision and mission, creating a collaborative environment where teachers are integral to decision-making processes, thereby enriching the institution's academic and holistic pursuits.

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. The principal constitutes various committees at the beginning of each session and decentralized responsibilities. An optimum level of decentralization through

participative decision making process is well in practice.

Principal executes all academic and administrative plans and policies with the help of following committees:

- Jan Bhagidari Committee
- IQAC Cell
- Proctorial Board
- WB / RUSA Committee
- Construction and Development Committee
- Library Committee
- Cultural Committee
- Result Analysis Committee
- E-Resource Centre
- NSS
- NCC
- Sports Committee
- Swami Vivekananda Career Guidance Cell and Placement Cell
- College Magazine Committee
- Grievance Redressal Cell
- UGC Committee
- CCE Committee
- Time table Committee
- Cleanliness Committee
- Guest Faculty Committee
- Physical Verification Committee
- Teacher-Guardian Cell
- Scholarship Committee
- Purchase Committee
- IT Cell
- Women Empowerment Committee
- Internal Audit Committee
- CM Help Line Cell
- Disciplinary and Anti-Ragging Committee
- Legal Matter Committee
- Amrit Mahotsav Samiti
- News and Publication Committee

Internal Quality Assurance Cell (IQAC) and Janbhagidari Samiti illustrate the participative management on behalf of stakeholders and local citizen. Before the formation of policies suggestions are taken from stakeholders by conducting meetings through IQAC, 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 allocation of the 6 lakhs fund for academic excellence through MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program) demonstrates the strategic approach of enhancing the quality of education. The fund was directed towards impactful activities fostering an enriched learning environment.

1. **Industrial Tours:** The College provided students with invaluable practical insights into real-world industry practices. This initiative not only bridged the gap between theory and application but also cultivated a deeper understanding of various industries' functioning.
2. **Expert Lectures:** Inviting experts to deliver guest lectures added value to the educational experience. Renowned professionals shared their expertise, exposing students to current industry trends, best practices, and emerging technologies.
3. **Seminars and Workshops:** The fund's allocation for seminars and workshops facilitated engaging discussions, skill refinement, and knowledge exchange. These interactive sessions promoted a collaborative learning environment.
4. **Micro Research Projects:** Financial support for micro research projects honed critical thinking and analytical skills, encouraging a culture of inquiry and exploration.
5. **Periodicals and Books:** Allocating funds for academic resources like periodicals and books enhanced students' access to up-to-date information and research materials.
6. **Faculty and Student Development Programs, IPR Workshop:** The inclusion of faculty and student development programs, along with a workshop on Intellectual Property Rights (IPR), highlighted the institution's focus on holistic growth.

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

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

The organizational structure of Govt. Arts & Science College Ratlam is a testament to its efficient functioning, evident through its well-structured hierarchy, clear policies, and effective administrative setup. The institution's organogram illustrates its commitment to providing quality education and services to its students.

At the pinnacle of the hierarchy is the Department of Higher Education, M.P., the governing body supervising the operations of the college. The Commissioner of Higher Education leads at the Secretariat level, providing strategic guidance.

Below, the Principal serves as the institution's administrative head, overseeing the entire campus.

The college's academic departments form a crucial part of the structure. Each department, such as Arts, Science, Commerce, and others, is headed by a respected Head of Department (HoD). The HoDs are responsible for academic coordination, curriculum development, and faculty management within their respective departments.

To support academic functions, various administrative units contribute to seamless operations. The Administration Office, Examination Cell, and Student Affairs Office ensure the smooth day-to-day running of the institution.

Committees play a pivotal role in decision-making and policy formulation. The Internal Quality Assurance Cell (IQAC) focuses on quality enhancement, while the Grievance Redressal Cell addresses conflict resolution. These committees reflect the institution's emphasis on effective governance and stakeholder involvement.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Organogram21%20(1).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Organogram21%20(1).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	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
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

The institution prioritizes the comprehensive well-being of both teaching and non-teaching staff through a range of welfare measures:

#### For Teaching Staff:

- **Medical Reimbursement:** Covering medical expenses for health and well-being.
- **Pension/NPS:** Ensuring post-retirement financial security.
- **Leave Encashment:** Allowing staff to encash accrued leave.
- **Ex-gratia:** Providing additional financial support during emergencies.

- Admissions: Enabling eligible employees' children to access education.
- Study Leave: Facilitating professional development through academic pursuits.
- T.W.F (Teachers Welfare Fund): Dedicated fund for teacher welfare activities.
- Faculty Development Program: Enhancing teaching skills and knowledge.
- Retirement Benefits: Ensuring a smooth transition to post-service life.
- Increments: Recognizing performance through regular salary increments.

For Non-Teaching Staff:

- Group Insurance Scheme: Offering insurance coverage for financial security.
- Loans from GPF: Financial assistance for personal needs.
- Medical and Maternity Leave: Supporting health and family needs.
- Child Care Leave: Facilitating work-life balance for caregivers.
- Uniform and Grain Allowance: Providing financial assistance for necessities.
- Staff Development Programs: Enhancing professional skills and knowledge.
- Electronic Service Books: Streamlining administrative processes.
- Establishment Support: Ensuring functional efficiency through resources.
- Email and Communication Support: Enhancing communication via technology.
- Yoga and Meditation: Promoting physical and mental well-being.
- Amenities: Providing clean water, parking, and a conducive environment.

These measures underscore the institution's commitment to fostering a supportive work atmosphere, where staff members are empowered to contribute effectively towards the institution's mission and goals.

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**

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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**

03

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

138

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 well-established Performance Appraisal System in line with the guidelines of the Higher Education Department M.P. Faculty members submit their annual self-



appraisal reports (APAR). These reports comprehensively consist of various aspects, including teaching-learning evaluation, professional development, research publications, co-curricular activities, and extension work. The IQAC meticulously verifies these reports and calculates an overall API score as per the prescribed norms. The finalized report, remarked by the principal is forwarded to the Higher Education Department.

For non-teaching staff, the appraisal system is about their roles and responsibilities. The feedback from the non-teaching staff is comprehended by an administrative committee. This feedback, along with performance evaluations, is compiled into a confidential report that provides an overall grading for all employees. The principal outlook is incorporated into the report, and steps are taken to address required improvement. This Performance Appraisal System underscores the institution's commitment to maintain high standards of performance and continuously enhance both teaching and non-teaching contributions to the overall success of the institute.

Top of Form

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 diligently conducts both internal and external financial audits as part of its financial oversight mechanism.

Internal Audit: We have two tier internal audit system. At first level the Internal Audit Committee, composed of senior faculty members, is responsible for conducting internal audits. This committee meticulously examines income and expenditure details, and subsequently submits their findings to the principal.

At second level internal audits are carried out annually by a Chartered Accountant appointed by the principal. These audits encompass various funds such as Janabhagidari Nidhi, Local Funds, Government funds, and grants like RUSA and WB.

**External Audit:** Additionally, the Accountant General of M.P. conducts audit every 3 to 5 years. The audit team meticulously reviews expenses from different funds. Any identified discrepancies or issues prompt the issuance of financial explanations by AGMP. The institution responds to these explanations within the stipulated time, addressing any errors or omissions and taking corrective measures to prevent their recurrence.

The audit results, once finalized, are shared with the Department of Higher Education in Bhopal, M.P., reflecting the institution's commitment to transparency and accountability in financial matters. This meticulous audit process ensures the effective utilization of funds, identifies areas for improvement, and maintains the institution's financial integrity.

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)**

**0.925**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Our institution has established a comprehensive resource mobilization policy and efficient procedures to ensure effective fund utilization. The key sources of funds include:

1. **Government Grants:** The institution receives government grants for its operations and initiatives.
2. **Janbhagidari Nidhi (JBS) Fund:** Funds are generated through fees.
3. **World Bank (WB) Grant under MPHEQIP:** Utilized for infrastructure development, and academic enhancement.
4. **RUSA Grant:** Component 9 supports infrastructural growth and development.
5. **Interest Income:** generated from bank accounts.
6. **Rental Income:** generated from renting out premises.

Expenditure is allocated across several categories:

1. **Academic Expenses:** Allocated for academic programs and teaching-related activities.
2. **Administrative and General Expenses:** Covering administrative functions and general operations.
3. **Repair and Maintenance:** upkeep of infrastructure and facilities.
4. **Staff Payment & Benefits:** for staff salaries and benefits.

Our resource mobilization strategy includes a systematic approach:

1. **Departmental Budgeting:** Departments submit budget proposals.
2. **Budget Scrutiny:** The college committee reviews and prepares the annual budget.
3. **Procurement Process:** is in compliance with MP Store Purchase Rule upon JBS approval.
4. **Monitoring:** Principal supervises the sanctioned budget utilization.
5. **Infrastructure Projects:** Projects under WB and RUSA are approved by HED and executed by PWD/PIU.
6. **Equipment and Furniture Procurement:** WB grant funds are utilized through Government e-Marketplace (GeM).

This strategic resource management ensures transparency, accountability, and optimal utilization of financial resources.

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.**

While concocting the documents pertaining to the scheduled NAAC, our efforts aimed at a systematic and well organized work yet with a sense of gratitude towards the blessings of nature we progressed with 'Paperless documentation' of the work. It created a willful harmony of technology and the sensitivity towards the eternal bondage of earthly existence.

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

IQAC shared criteria-wise seven Google drive folders for AQAR 2022-23, providing instructions to department-heads, and chairmen of the committees. The respective faculty filled in the information online. Google forms are used for collecting information and feedback.

**Example 2- Creating Video-clips**

IQAC made a new experiment to enhance the method of teaching and learning. The students studying in different streams were encouraged to create small video clips picking up some portions from their syllabus and explain that in the clip. It helped them learn the use of technology and grow a better understanding of the content they explained. Definitely this is a step towards 'by doing we learn'.

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

IQAC has been striving to improve upon the system of teaching and learning. The aim of making the process more student-centric it works for betterment in teaching methodologies; reviews and analyses learning outcomes to guide and support to the faculty.

The blended mode of teaching-learning continues with step-ups. Such methods continue in various ways by using ICT in classroom teaching.

IQAC initiated for conduction of various academic activities for quality enhancement benefitting the students in their holistic development.

Encouragement of teachers remains a constant feature of IQAC to join and continue in NDLI and N-LIST to enhance their calibre and enrich their knowledge. Teachers were motivated as well to register themselves on 'VIDWAN' database.

Two committees were formed to obtain feedback from all the stakeholders and to analyse data. IQAC used the analysis for improvements in the work further.

IQAC forwarded the guidelines of framework of learning outcome to departments designed according to Bloom's Taxonomy and NEP-2020 to review the learning outcomes of UG I and II year.

Most of the departments conducted Certificate and Vocational courses to train students with professional skills with encouragement and guidance of IQAC.

In addition several Outreach activities took place in with approach of practical learning.

File Description	Documents
Paste link for additional information	Nil
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)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/AQAR%202021-22%20-(AQAR-%20Previous%20Session).pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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**

- Individuals of various backgrounds are given equal opportunity of gender.
- For female candidates, the Institute is a preferred educational destination.
- Our primary concerns are safety, security, and well-being, as well as gender equity and a pleasant working environment.

- 24 hour security and safety controlled surveillance rooms. The Institute features a long and high boundary wall.
- Campus is anti-ragging.
- The NSS and NCC run efforts to raise awareness of women's safety and gender sensitivity.
- Common Room: A common room with washrooms having Sanitary Napkin Vending Machine installed for female students.
- "Legal awareness program" for Women was held on 21 December 2022, Special guest was District Magistrate Mr. Arun Shrivastav and One stop Centre head Mrs. Shakuntala Mishra on Laws and Rights related to Women.
- On February 14, 2023, an "International Conference in Hybrid mode" on the theme "Women Empowerment and Sustainable development" was organised under the event "Global Women Breakfast-2023" with renowned speakers - Dr. Uma Sharma and DSP Sheela Surana showcasing the leadership qualities of women in diverse disciplines.
- Expert lecture on "Women Empowerment" by Dr. Mangleshwari Joshi was delivered on 6, May 2023 on Women's Safety and Schemes related to Women by Govt. of India.
- 6 days "Judo- Karate and Self Defence camp" was organised by Women Empowerment cell of our Institute under the guidance of the trainer Sushmita Gehlot.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-1%20SD.pdf">https://highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-1%20SD.pdf</a>

<b>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</b>	<b>D. Any 1 of the above</b>
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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

- Our campus has an effective Waste management system.
- For the collection of dry waste and wet waste, separate dustbins are located near all the departments of the Institution for the disposal of waste. Every day, this waste material is given over to an authorised Municipal Corporation representative for further processing as a part of "SWACCH BHARAT ABHIYAN".
- Many awareness programmes were organized by NCC and NSS students of our Institute to encourage other students to keep our Campus and Environment clean.
- Open pits are made to degrade solid waste like papers, leaves, etc.
- Vermicomposting is used to handle solid waste made of biodegradable materials such as leaves. The dried leaves collected from the campus-gardens are thus transformed into organic manure. The Eco-club has set up a vermicomposting pit in the herbal garden to produce high-quality organic manure for enriching the surface soil of these gardens. This practise has had an impact on the Soil microbial activity increasing oxygen availability and enhancing nutrient content, and the soil texture decreases the amount of organic waste.
- Management of liquid waste: All underground wastewater pipes from toilets and washrooms are connected to municipal drainage main lines. As a result, our campus is cleaner.

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



<p><b>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</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<a href="#">View File</a>

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

<p><b>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</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
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**

A. Any 4 or all of the above

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

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

Govt Arts and Science College Ratlam has displayed a commendable commitment to fostering an inclusive environment that promotes tolerance, harmony, and respect for cultural, regional, linguistic, communal, socioeconomic, and other

diversities. The institution's efforts are evident through its diverse range of awareness campaigns and events that underscore the importance of unity and understanding among all members of the community.

The calendar of events showcases initiatives designed to promote awareness and understanding of various societal aspects. These events cover a broad spectrum, including health awareness, environmental consciousness, and societal issues. By commemorating occasions like World Ozone Day, World AIDS Day, International Yoga Day, and more, the institution encourages students to appreciate the significance of global issues that transcend cultural and regional boundaries.

Furthermore, events such as Rashtriya Yuva Niti Rally and Voter's Awareness Programme emphasize civic engagement, fostering a sense of communal responsibility. Blood donation drives and nukkad nataks on Beti Bachao Beti Padhao demonstrate a commitment to collective well-being and gender equality.

The institution's active engagement in environmental cleaning and plantation drives demonstrates the promotion of a shared commitment to ecological preservation, transcending diversities.

In essence, the institution's initiatives reflect a holistic approach towards inclusivity, where students and staff from diverse backgrounds collaborate to raise awareness about crucial societal issues, fostering an environment of understanding, respect, and unity amidst the rich tapestry of cultural, linguistic, and socioeconomic diversities.

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 is dedicated to nurture responsible citizens who understand and uphold the values, rights and duties enshrined in the Constitution of India.

The campus itself is a reflection of these values, with monuments of Mahatma Gandhi and former Prime Minister Lal Bahadur Shastri serving as symbols of the principles they stood for. The institution commemorates Constitution Day by conducting programs that raise awareness about the significance of the Indian Constitution. Blood donation drives, observance of Sadbhawana Diwas, and administering the Oath of the right to vote are some of the activities undertaken.

Moreover, the institution engages students in practical learning experiences that cultivate their understanding of responsible citizenship. Traffic control rallies in collaboration with local authorities educate students about road safety and traffic regulations.

The institution's commitment extends beyond the campus, as evidenced by its involvement in awareness campaigns. These include organizing essay competitions as part of the TB Jagrukata Abhiyan and conducting water conservation activities on World Water Day, encouraging students to value environmental preservation.

By integrating such diverse activities into the curriculum and campus life, Government Arts and Science College promotes values of justice, equality, and civic responsibility, moulding individuals who are not only educated but also socially conscious and actively engaged in their roles as responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-9%20SD.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/7-1-9%20SD.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**

A. All of the above

programmes for students, teachers, administrators and other staff  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**National and International Day Celebrations:** The institution commemorates significant national and international days, instilling a sense of patriotism and awareness of civic responsibilities among students. Events like Independence Day, Republic Day, and Gandhi Jayanti emphasize the values upheld by the Constitution.

**Awareness Programs:** Various awareness programs such as Voter's Awareness Programme and conferences on sustainable development underscore the importance of active civic participation and socio-environmental responsibility.

**Health and Wellness Initiatives:** The institution organizes health-related events like Free Health Camp and International Yoga Day, promoting physical and mental well-being, aligning with the Constitution's focus on the right to health.

**Social Awareness Initiatives:** Programs on World Environment Day, World Water Day, and World Aids Day encourage responsible citizenship by addressing global challenges and fostering a sense of community responsibility.

**Cultural Celebrations:** Festivals like Basant Panchmi and Holi

Celebration reflect the cultural diversity of the nation, fostering mutual respect and harmony among different communities.

Educational Initiatives: Workshops, expert lectures, and exhibitions on various subjects, including Constitutional values, women's empowerment, and environmental conservation, enhance participants' knowledge of their roles as responsible citizens.

In conclusion, Govt Arts and Science College Ratlam has demonstrated a comprehensive approach to instill constitutional values and responsibilities among its students and employees.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### BEST PRACTICE: 1

Title of the practice: 'Know a Plant' with the help of QR code and organic-manure production through Vermicomposting Unit

#### Objectives:

- Setting up QR codes for accessing basic information about specific plant with its medicinal uses
- Inculcating awareness towards environment-friendly fertilizers.

#### Context

Plants in campus including Herbal garden

Vermicomposting pit

The practice:

Most of the plants and trees have been entitled with QR codes for students to experience self-learning about a plant.

Campus biomass is being used successfully in Vermicomposting.

Evidence of success

Documents attached.

Problems encountered and resources required:

Problems: it is challenging to make QR codes stable on the plant for a long time.

Resources required: more funds are required to cover the trees in entire area and to create more pits for Vermicomposting.

BEST PRACTICE: 2

Title of the practice: 'Inspiring quotes'

The Objectives - to utilize the power of words for inspiration and cultivate idealism in life of students with an ambiance of learning

The Context - Every nook and corner of the Institute

The Practice - Students are encouraged to volunteer the practice of choosing and writing inspiring quotes on the department and common-place blackboards.

**Evidence of success**

Documents attached.

Problems encountered and resources required:

No problem as such and it is almost zero-investment practice

File Description	Documents
Best practices in the Institutional website	<a href="https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Best%20Practices%202022-23%20SD%20for%20Web%20site.pdf">https://www.highereducation.mp.gov.in/Uploaded%20Document%20New/1701/Best%20Practices%202022-23%20SD%20for%20Web%20site.pdf</a>
Any other relevant information	Nil

**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

Positioned centrally in an urban landscape, our institution's outstanding performance is exemplified through our pioneering "Urban Sports Inclusion" initiative. With our college sport ground featuring a unique 400-meter track, we have become a beacon of health and well-being within our community.

Our unwavering commitment to community welfare is showcased through this ground's transformation into a hub for physical activities, engaging students, faculty, and local residents alike. Our approach promotes inclusivity, providing access to all members of our urban neighborhood and fostering a healthier lifestyle for everyone.

Strategic collaborations with Vikram University have solidified our role as a sports hub, enabling us to host a plethora of sports events and competitions. Our 400-meter track, a rare feature, reflects our dedication to promoting fitness across diverse demographics.

The annual "Chetana Khel Mela," attracting 75 schools and 5000 students, symbolizes our holistic commitment. This event unites schools and celebrates sportsmanship, underscoring our



dedication to overall development. Our institution's influence reaches beyond campus boundaries, reinforcing our commitment to community well-being.

Our expansive college playground is the culmination of this journey, fostering athletic excellence, camaraderie, and holistic growth. This space epitomizes our mission to nurture physical health and social harmony within the dynamic urban landscape. Our "Urban Sports Inclusion" initiative reflects our distinctive priority and thrust, establishing us as a beacon of holistic development and community engagement.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year

- Implementing NEP 2020 in UG III year.
- Introducing two new programmes i.e. B.Sc. with Pharmaceutical Chemistry and B.Sc. with Industrial Chemistry.
- 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 programmes as well as faculty development programmes.
- Organizing educational tours/industrial tours to encourage experiential learning.
- Organizing exhibitions to create innovative ecosystem.
- Organizing programmes related to women empowerment.
- Organizing seminars/ conferences to create a research ambiance.
- Organizing seminars/ workshops on research methodology and IPR.
- 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 stake holders.
- Encouraging faculty and students for innovation.
- Organizing sports and cultural activities.