

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-18



GOVERNMENT ARTS & SCIENCE COLLEGE, RATLAM (MP)

**College with Potential for Excellence
(CPE 2016-2021)**

Submitted to:

National Assessment and Accreditation Council (NAAC)

P. O. Box No. 1075, Nagarbhavi, Bangaluru, 560072

Karnataka, India

The Annual Quality Assurance Report (AQAR) of the IQAC Session 2017-18

Part – A

I. Details of the Institution

1.1 Name of the Institution	Govt. Arts and Science College, Ratlam
1.2 Address Line 1	College Road
Address Line 2	In front of Nagar Nigam
City/Town	Ratlam
State	Madhya Pradesh
Pin Code	457001
Institution e-mail address	hegaaspgcrat@mp.gov.in
Contact Nos.	07412-235149
Name of the Head of the Institution:	Dr. Sanjay Wate
Tel. No. with STD Code:	07412-235149
Mobile:	700288335
Name of the IQAC Co-ordinator:	Dr. Bhavana Deshpande

Mobile:

8989466499

IQAC e-mail address:

pgcolrtm@hotmail.com

1.3 NAAC Track ID

MPCOXX14061

1.4 NAAC Executive Committee No. & Date:

EC(SC)/23/A&A/12.2

1.5 Website address:

www.mpcolleges.nic.in/ratlam

Web-link of the AQAR:

www.mpcolleges.nic.in/ratlam/AQAR2017-18

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.65	2010	2015
2	2 nd Cycle	B ⁺	2.67	2017	2022
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

07/07/2010

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Social Work

1.12 Name of the Affiliating University (*for the Colleges*)

Vikram University, Ujjain

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

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University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="✓"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="NIL"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="NIL"/>
2.5 No. of Alumni	<input type="text" value="NIL"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="NIL"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="NIL"/>
2.9 Total No. of members	<input type="text" value="08"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="04"/>	Faculty	<input type="text" value="02"/>
	Non-Teaching Staff	<input type="text" value="--"/>	Students	
	Alumni	<input type="text" value=""/>	Others	<input type="text" value="--"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

CCTV cameras in all class rooms and campus, Sound system for announcements, Herbal garden, New basket ball ground, Extension of girl's common room, Extension of vehicle stand, Lectures on different career related topics , Special training for preparation of competitive exams, Skill development programmes, Industrial/Study tours, A district level career fair, A MOU signed with IGNOU, Digitalization, Eco friendly campus,

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.Establishment of own surveillance system (CCTV Cameras and DVR) to monitor activities in the class rooms and campus	Achieved
2.Establishment of sound system for announcement.	Achieved
3.Sanction for "Herbal Garden"	Achieved
4.Construction of new basket ball ground	Achieved
5. Extension of Girl's Common Room and wash room	Achieved
6.Extension of vehicle stand	Achieved
7. Lectures on different career related topics	Achieved
8.Special training for preparation of competitive exams	Achieved
9. Various training programmes for skill development	Achieved
10.Industrial/study tours	Achieved
11. A district level career fair	Achieved
12.Establishment of regular study centre of IGNOU	Achieved
13. Digitalization	Achieved
14. Eco friendly campus	Achieved

* The Academic Calendar of the year 2017-18 has been attached as Annexure (i)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Placed before Janbhagidari Samiti

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	11			
PG	16		04	
UG	46		04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	71			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	
Annual	46

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Attached analysis of the feedback in the Annexure (ii)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi revision/update is carried out by Central Board for UG at state level and University at PG level

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	41	19	06	16	

2.2 No. of permanent faculty with Ph.D. 31

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
		40								

2.4 No. of Guest and Visiting faculty and Temporary faculty 40

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	04	
Presented papers	08	09	
Resource Persons	02	01	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Theatrical presentation of scenes from prescribed plays in literature.
2. Use of audio visual technology in teaching of English language.
3. Character delineation in friction.
4. Use of mind map technique
5. Interactive board used for teaching – learning

2.7 Total No. of actual teaching days during this academic year 180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Double valuation of CCE

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop -- -- 02Professors

2.10 Average percentage of attendance of students 78.04

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
UG(B.A.)	295	00	04	43	00	16%
UG(B. Sc.)	338	03	61	54	00	35%
PG(M.A./M.S.W.)	122	00	31	38	01	57%
PG(M. Sc.)	124	19	64	04	00	70%

UG VI Sem and PG IV Sem result analysis is given. The pass % is given excluding ATKTK.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

By monitoring the performance of students through result analysis.

IQAC monitors the C. C. E. conduction, evaluation and suggests for enrichment.

Encouraging teachers to adopt innovative modes of CCE.

Encouraging ICT based teaching.

A mechanism has been developed for the evaluation of teachers by students.

The data is evaluated in the concerning departments and intimated to the staff for improvement wherever necessary.

IQAC is constantly evaluating teaching learning process through feedbacks.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	3	0	0
Technical Staff	7	9	0	4

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Faculty members are encouraged to submit research projects to various funding agencies like UGC, DST, MPCST. 2. Motivation to teachers and students to prepare research papers and present in various conferences/Seminars/ Workshops and publish in the journals

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	—	—	—	—
Outlay in Rs. Lakhs	—	—	—	—

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	—	01	1	—
Outlay in Rs. Lakhs	—	4.10	2.45	—

3.4 Details on research publications

	International	National	Others
Peer Review Journals	29	—	—
Non-Peer Review Journals	—	—	—
e-Journals	—	—	—
Conference proceedings	—	—	—

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	U. G. C.	4.10	2.45
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			4.10	2.45

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
	--	--	--	--	--	--

3.18 No. of faculty from the Institution

who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Yoga training was given to the staff and students
Blood donation camp
Organized a NSS camp for seven days at Dhosvas village.
Organized hemoglobin check up camp.
Voting awareness programme organized by NSS.
Different competitions in youth festival and annual function.

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24.71 Acre	--	--	24.71 Acre
Class rooms	32	--	--	32
Laboratories	12	--	--	12
Seminar Halls	1	--	--	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The SOUL software is used for library. The pay bills are generated and use of E- Mails is adopted for daily working. Attendance of all staff on biometric device.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	89915	15246161	513	165530	90428	15411691
Reference Books	9430		11	7700	9441	
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	88	02	12	00	01	04	08	18
Added	10	00	08	00	00	01	04	00
Total	98	02	20	00	01	05	12	18

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.00
ii) Campus Infrastructure and facilities	25.20
iii) Equipments	NIL
iv) Others	20.00
Total :	46.20

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Admission help centre
2. Encouraged to apply for various scholarships offered by *Government*
3. Career Guidance Cell
4. Personality development cell
5. Anti-Ragging awareness created among the students

5.2 Efforts made by the institution for tracking the progression

1.Feedback from students 2.Continuous comprehensive Evaluation 3.Result Analysis

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2608	739	20	3367

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2167	64.36		1200	35.64

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
602	410	1191	848	NIL	3051	607	469	1334	957	NIL	3367

Demand ratio

Dropout 8%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Special training for preparation of competitive exams was organized from Sept. 22, 2017 to Feb. 01, 2018.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- (1) Every month lectures were organized on different career related topics .
- (2) Special training for preparation of competitive exams.
- (3) Organized 04 Industrial/Study tours.
- (4) A DISTRICT LEVEL Career fair was organized.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
25	211	09	00

5.8 Details of gender sensitization programmes

The College has women grievance redressal cell which deals with such issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	2095	11209574
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To provide quality education to the students of the region who are predominant population of marginalised and weaker sections.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum development is carried out by Central Board for UG at state level and University at PG level

6.3.2 Teaching and Learning

The academic calendar of Higher Education Dept. is followed. Mostly class room lecture, Chalk Duster methods of teaching are followed in UG. ICT facilities for teaching are used in PG classes.

6.3.3 Examination and Evaluation

College conducts CCE. Yearly and semester exams and evaluation are conducted by the college as per University regulation.

6.3.4 Research and Development

11 departments are recognised as research centers. Encouraging faculty to organize, attend and present papers at state/national/international conferences and seminars. Papers have been published in peer reviewed journals. One minor research project has been sanctioned by UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Students can access the reference books and journals which augments the learning process. Apart from the central library, every department has a Department Library for PG students. Library is using SOUL software. Faculty is registered under INFLIBNET- N list programme. Most of the departments have ICT facilities. ICT facilities are proposed for remaining departments.

6.3.6 Human Resource Management

Different committees are formed for effective human resource management. Staff is entitled for CL/ML/ EL etc. and all Govt. welfare schemes. The performance of teaching staff is monitored through PBAS as per the recommendation of UGC.

6.3.7 Faculty and Staff recruitment

Permanent faculty is recruited through state PSC. Faculty for self – financing courses is recruited by Janbhagidari committee.

6.3.8 Industry Interaction / Collaboration

02 Industrial tours were organized during this academic year.

6.3.9 Admission of Students

A transparent admission process is followed. Students are admitted through central online admission process by the higher education department.

6.4 Welfare schemes for

Teaching	As per Gov. rules
Non teaching	As per Gov. rules
Students	As per Gov. rules

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	--	--
Administrative	--	--	--	--

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Interaction, sharing of knowledge and experience

6.12 Activities and support from the Parent – Teacher Association

Periodic meetings are organized.

6.13 Development programmes for support staff

Training programme in accounts/computer awareness are organized by Govt.

6.14 Initiatives taken by the institution to make the campus eco-friendly

New plantation takes place in every rainy season by NSS unit and others which makes college campus more and more green.
There is a beautiful “Sarasvati Udhyan” in college campus.
One herbal garden which will contain verity of medicinal plants is being developed.
Whole campus is pollution free as vehicles are not permitted in college campus. All vehicles are parked at parking area near entry gate.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Herbal Garden
Digitalization
Eco friendly campus

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The targets set at the beginning of the year were achieved

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Herbal Garden
Digitalization

*Attached the details in the annexure (iii)

7.4 Contribution to environmental awareness / protection

A new herbal garden which will consists several medicinal plants is being developed.
Extensive plantation in college campus and protection of plants is carried out

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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8. Plans of institution for next year

Infrastructure development. More use of ICT in teaching. New equipments for laboratories. Procurement of new class room furniture, Introducing new course M. A. (Sociology) from next session, CCTV cameras in play ground.

Name : Dr. Bhavana Deshpande

Name : Dr. Sanjay Wate

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
