Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT ARTS AND SCIENCE COLLEGE, RATLAM (MP)**
Name of the head of the Institution	**Dr. Sanjay Wate**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07412235149**
Mobile no.	**7000288335**
Registered Email	**hegaaspgcrat@mp.gov.in**
Alternate Email	**pgcolrtm@hotmail.com**
Address	**College Road, In front of Nagar Nigam**
City/Town	**Ratlam**
State/UT	**Madhya Pradesh**
Pincode	**457001**

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mphighereducation.nic.in/Portal/Handlers/AQAR_ReportByID.ashx?ID=158

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=MjczOA==&InstId=NTU3

5. Accrediation Details

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

6. Date of Establishment of IQAC

07-Jul-2010

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
First regular meeting of IQAC	16-Aug-2018 1	7
Second regular meeting of IQAC	28-Feb-2018 1	77
Third regular meeting of IQAC	22-Apr-2019 1	7
Fourth regular meeting of IQAC	24-May-2019 1	7
Timely submission of AQAR to NAAC	31-Oct-2018 1	10
Collected feedback for college from students	03-Apr-2019 1	595
Collected feedback for college from parents	08-Apr-2019 1	159
Collected feedback for college from alumni	10-Apr-2019 1	188
Analysis of feedback collected from stakeholders	20-Apr-2019 1	4

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

No Files Uploaded !!!

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)

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

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

(1) Prepared Vision and Mission for Institutional Development Plan (IDP) and plan of action for next 5 years to achieve targets.

(3) Organised a distract level career fair.

(2) Improving academic performance of students by monitoring transition rate, on time graduation, employment rate and result analysis.

(4) Preparation for competitive exams, skill development training and lectures on different career related topics.

(5) Formation of Eco Club to create environmental awareness among the students.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Vision and Mission for Institutional Development Plan (IDP) and plan of action for next 5 years to achieve targets.	Achieved
Improving academic performance of students by monitoring transition rate, on time graduation, employment rate and result analysis.	Achieved
Lectures on different career related topics	Achieved
Study tours	Achieved
A district level career fair	Achieved
Preparation for competitive exams like UPSC, MPPSC etc.	Achieved
Skill development trainings	Achieved
Formation of Eco Club to creat environmental awareness among the students	Achieved
Extension of Herbal Garden	Achieved
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	26-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. Admission: The admission process of the students to various courses run by the college is online and transparent as per instructions of the "Commissioner, Dept of Higher Education, Govt. of MP, Bhopal". All the information about the admission is made available through college notice board and website of the Dept of Higher Education. Helpdesk is setup at the college to assist applicants. 2. Administration: The college follows "Biometric" attendance system for the staff. The daywise data related to attendance of regular and temporary faculty and other non teaching staff is part of this module, which also helps in the payment of monthly salary to the employees of the institute. The college also has SMS/WhatsApp dissemination gateway system for internal stakeholders of the college. 3. Time Table: The college displays academic timetable designed by the Dept of Higher Education at the beginning of each academic session. The college prepares and displays time table for theory classes, lab work and continuous comprehensive evaluation of the students. 4. Fee Payments: Students pay their annual fees, tuition fees, exam fees and other using online mode. 5. Account and Finance: The Accounts and Finance departments of the institute act as per the directives of the account and finance modules designed by the government.

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Govt. Arts and Science College, Ratlam currently follows the following mechanism for effective delivery of curriculum. The institution has a time table committee. This committee prepares a general timetable for both the faculties, i. e. Arts and Science at the commencement of each academic session. Meetings are held in every department where the topics of the syllabi are distributed to the teachers after due discussion with them. Each Head of the Department prepares departmental timetable and gets it duly approved by the Principal. Teachers prepare their lectures according to the syllabi allotted to them. Theory classes and practical lab works are held according to the preset schedule under the supervision of the college administration. Various teaching methods based on needs of different subjects are regularly used for effective delivery of the curriculum such as (i) ICT- enabled teaching learning method (ii) Use of charts for effective lecture delivery (iii) Distribution of class notes (iv) Group discussion among the students during the class (v) Seminars by the students related to syllabus (vi) Study tours (vii) Project work for students of UG final year and PG IV semester. (viii) Continuous comprehensive evaluation (C. C. E.) (ix) Traditional teaching method, i. e., lecture method Departments maintain the detailed record of classes held, C. C. E., practical work, project works carried out by the students etc. The college administration keeps vigilant eye on improvement of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The college has developed a formal mechanism to obtain anonymous feedback from students on all aspects related to them. Feedback is also obtained from parents and alumni and analyzed. Feedback form is filled by both UG and PG students. This feedback form consists three sections. Section A is about facilities provided by the college. This section has 8 subsections which include observations on cleanliness, library and reading room, drinking water, toilets, implementation of different scholarship schemes provided by the government, behavior and working of office staff, conduction of examination in the college and anti ragging arrangements. Section B is devoted to sports and other activities such as personality development, cultural activities, career guidance, placement cell and preparation for competitive exams etc. Section C is about academic activities with 6 sub sections such as presence of professor in the class, completion of syllabus by the teachers, availability of literature taught in the classroom, teaching by using ICT/smart class rooms, availability of equipments in the labs and standard of teaching and learning in the college. These feedbacks are analyzed on a grade of four scale. Percentages of various criteria are calculated. Important suggestions written by all stakeholders are summarized. Feedback analysis is discussed during IQAC meetings. The different areas where improvements are required are discussed in the meeting. These proposals of future development of the college are discussed in JBS of the college for necessary action. PG students also provide feedback for each teacher who teaches them. The parameters of this feedback are communication skill, availability of teacher after lecture for academic discussion, regularity, punctuality, innovation in teaching, knowledge of the subject, use of latest technology in teaching, motivation for further study etc. These feedback forms are analyzed by the head of the department and communicated to the teacher. The teachers accordingly improve their performances.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	All groups	480	491	480
BSc	Botany, Chemistry, Zoology	220	219	219
BSc	Bio Tech, Chemistry, Zoology	50	49	49
BSc	Computer Science, Maths, Physics	75	73	73
BSc	Economics, Maths, Statistics	50	7	7
BSc	Micro Biology, Chemistry, Zoology	50	51	51
BSc	Physics, Chemistry, Maths	140	141	141
BSc	Physics, Maths, Statistics	50	23	23
MA	Economics	50	51	51
MA	English	50	28	28
MA	Geography	50	52	50
MA	Hindi	50	55	55
MA	History	50	48	48
MA	Political Science	50	52	52
MSW	Social Work	30	14	14
MSc	Botany	20	25	25
MSc	Bio Tech	20	13	13
MSc	Computer Science	25	13	13
MSc	Chemistry	50	55	50
MSc	Maths	50	50	50
MSc	Micro Bio	20	22	22
MSc	Physics	20	22	22
MSc	Statistics	15	3	3
MSc	Zoology	20	25	25
BSc	Computer Application,	60	23	23

Maths, Statistics				

View Uploaded File

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2718	839	1	0	82

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
82	30	10	7	7	30

No file uploaded.

No file uploaded.

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
No Data Entered/Not Applicable !!!				

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

No file uploaded.

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end

					examination

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous and Comprehensive Evaluation (CCE) aims at making students capable of becoming responsible, productive and useful members of society. Knowledge skills and attitudes are built through learning experiences and opportunities created for learners in college. In order to improve the CCE method, a meeting of staff was organized in the college in which it was informed by faculties that students do not give their CCE on time, so to rectify this problem, it was decided that all the faculties at UG level will conduct CCE on same date and same mode in the coming years. Students should have ample time to inform about the conduction of CCE so it was also decided that a prior notice should display on notice board for two weeks in advance. It was ensured that the departments at PG level should decide different modes for CCE, with its multiple evaluation tools and techniques and corrective measures can be developed in order to remove their academic deficiencies. Continuous and comprehensive evaluation facilitates students' effective learning as well as their all .By using this particular evaluation technique, the teacher can turn ordinary students into active learners.

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

The accademic calendar of Higher Education Department of Mp is followed. Since our college is affiliated to Vikram University, Ujjain, the examination are organised as per university guidelines.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MSc	Statistics	5	4	80
Nill	BA	All groups	326	172	52.76
Nill	BSc	All groups	366	204	55.73
Nill	MA	Economics	20	16	80
Nill	MA	Political Sci	26	25	96.15
Nill	MA	English	8	7	87.5
Nill	MA	Hindi	38	28	73.68
Nill	MA	History	26	15	57.69
Nill	MA	Geography	41	27	65.85
Nill	MSc	Chemistry	25	17	68
Nill	MSc	Botany	5	3	60

Nill	MSc	Computer Sci	8	8	100
Nill	MSc	Maths	42	38	90.47
Nill	MSc	Physics	12	11	91.66
Nill	MSc	Zoology	11	8	72.72
Nill	MSc	Bio Tech	14	13	92.85
Nill	MSW	Social Work	16	15	93.75
View Uploaded File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<center>**No Data Entered/Not Applicable !!!**</center>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

Mathematics	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	2	1.9
International	Zoology	3	3.2

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation	NSS	3	55
Nirwachan Rath	NSS, Jila Nirwachan Ratlam	3	125
Harghar Poshan Tyohar	Nss, Women and child development Ratlam	3	92

Voters awareness rally	NSS, Jila Nirwachan Ratlam	3	79
Manav Shrinkhala	NSS, Jila Nirwachan Ratlam	3	89
Aids awarnessprogramme	NSS and district hospital Ratlam	3	103
Run for unity	NSS and Sports and Youh Dept.	3	45
NSS camp	NSSand Gram Panchayat, Etava Mataji, Dist. Ratlam	3	147
Environment awareness bycycle rally	NCC unit of the college	1	30
Plantation at Sawaliya Rundi	NCC unit of the college and 21MPBN NCC Ratlam	1	45
Blood donation	NCC unit of the college and 21MPBN NCC Ratlam	1	33
Old age home visit	NCC unit of the college and 21MPBN NCC Ratlam1	1	30
SVEEP programme, speech, slogan, drawing competition	NCC unit of the college	1	40
Swacha Bharat Abhiyan	NCC unit of the college and 21MPBN NCC Ratlam	1	26
Traffic awareness programme	NCC unit of the college	1	25
Run for unity	NCC unit of the college	1	25
Mini Merathan	NCC unit of the college and district collector	1	30
Weapon training	NCC unit of the college and 21MPBN NCC Ratlam	1	60

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Aids awarness	NSS and district hospital Ratlam	Aids awarness programme	3	103
SVEEP programme	NCC unit of the college	Speech, slogan, drawing competition	1	40
Swacha Bharat Abhiyan	NCC unit of the college and 21MPBN NCC Ratlam	Swacha Bharat Abhiyan	1	26
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
14	14

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

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

View File

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	98	2	20	0	1	5	12	425	18
Added	10	0	0	0	0	1	2	0	0
Total	108	2	20	0	1	6	14	425	18

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

425.9 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilites
3	3	3	3

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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

http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=Mjc0NA==&InstId=NTU3

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mobile Reparing	10/09/2018	40	CEDMAP, Ratlam
Horticulture	23/11/2018	41	NLTI/GVT(Krubhako) Namali (Ratlam)
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Swami Vivekanand Career Guidance Scheme	511	2190	2	1

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Career fair	191	30	01	1	1

View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	521	B. A., B. Sc	Govt. Arts acd Science College, Ratlam, Govt. Girls College Ratlam, Govt. College, Sailana, Govt. College, Jaora	Govt. Arts and Science College, Ratlam	M. A. M. Sc. M. S. W.

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	1

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

Activity	Level	Number of Participants
Wrestling	District	13
Debate (Youth Festival)	College level	12
Mime (Youth Festival)	College level	5
Spot painting(Youth Festival)	College level	5
Poster(Youth Festival)	College level	3
Mimicry (Youth Festival)	College level03	3
Sugam sangeet (Youth Festival)	College level	5
Group song (Indian) (Youth Festival)	College level	12
Group dance (Youth Festival)	College level	16
Cartoon (Youth Festival)	College level	3
Rangoli (Youth Festival)	College level	8
Quiz (Youth Festival)	College level	30
Solo Dance (Youth Festival)	College level	1
Debate (Youth Festival)	Distract Level	12
Speech (Youth Festival)	Distract Level	6
Mimicry (Youth Festival)	Distract Level	3
Skit (Youth Festival)	Distract Level	16
Mime (Youth Festival)	Distract Level	10
Sculpture (Youth Festival)	Distract Level	2
Ekanki (Youth Festival)	Distract Level	14

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation lof students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Collected feedback from alumni.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution has formed various committees for the execution of various activities throughout the year. Some of them are admission committee, discipline, anti raging committee, library committee, annual function committee, UGC committee, RUSA Committee, Purchase committee, physical verification committee, condemnation board, semester Cell, proctorial board, A. F. committee, janbhagidari committee .

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum development is carried out by Central board for UG at state level and University at PG level. Currently, one of the teachers in the Dept of Geography is a member of the "Central Board of Studies" and other two are members of "Boards of Studies in Vikram University, Ujjain" in Hindi and History disciplines respectively. They contribute in designing the curriculum.
Teaching and Learning	The academic calendar of Higher Education Department of Mp is followed. For effective teaching and learning following methods are used: (i)Learning through study tour. (ii)Learning through project work. (iii)Teaching by using technological teaching aids. (iv)Enhancement of learning skills of

	the P. G. students by conducting student seminar on allotted topics by using power point presentations.
Examination and Evaluation	Since our college is affiliated to Vikram University, Ujjain the examinations are organized as per university guidelines. The college conducts continuous comprehensive evaluation (CCE) in different modes.
Research and Development	There are 10 departments recognized as research centers by Vikram University, Ujjain (MP). There are O9 faculty members acting as Research Supervisor. Eighteen research scholars are working for their doctoral degree under different supervisors. During the session 201819, Ph. D. degree has been awarded to one research scholar, 17 papers are published in international, peer reviewed, indexed journals during this session and faculty members presented papers in National /International Seminars/Conferences. One faculty member was invited as a resource person in an international conference. Following are the Strategies to improve the quality in Research development: (i)Encouraging teachers to submit research projects to various funding agencies, publish books, research papers in refereed journals with high impact factor. (ii) Motivating teachers to participate in state/national level seminar/ workshop/ conference /symposium. (iii) Invited eminent academicians and speakers for delivering talks. (iv) Promoting faculty members and students to organize various seminars workshops at Institutional / State / National / International levels. (v) Encouraging faculties to act as M. Phil. / Ph.D. supervisors.
Library, ICT and Physical Infrastructure / Instrumentation	One classroom of the size 11x 9 square meters is constructed in current session. Students can access the reference books and journals which augments the learning process. Apart from the central library, every department has a Departmental Library for PG students. Library is using SOUL software. Faculty is registered under INFLIBNET N list programme. Most of the departments have ICT facilities. ICT facilitates are proposed for remaining departments.

Human Resource Management	: Different committees are formed for effective human resource management. Staff is entitled for CL/Ml/EL etc. and all Govt. welfare schemes. (i)Faculty members are encouraged to attend various staff development programmes conducted by UGC and Government. (ii)Provision of UGC pay scale to teachers, additional increments to M. Phil. /Ph.D. awarded teachers as per UGC norms, annual increments and promotion to the faculty as per UGC norms. (iii) Access to computers to all sections of administration. (iv) Staff is entitled for CL/Ml/EL etc. and all Govt. welfare schemes. (v) The performance of teaching staff is monitored through PBAS as per the recommendation of UGC. (vi) Formation of Grievance Redressal Cell, AntiRagging Committee, Sexual HarassmentCommittee.

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

E-governace area	Details
Administration	The MIS module of the Institute helps in planning academic activities, which include timetable, feedback by students, allotment of projects, distribution of students in batches. This helps in overall development of the Institute.
Administration	(i) Keeping service records of all the employees by maintaining service books, promotion records, seniority etc. (ii) Biometric attendance system for all employees. (iii) SMS/WhatsApp dissemination gateway system for internal stakeholders of the college.
Student Admission and Support	(i) Online admission including online fees payment. (ii) Online application for various scholarships.
Examination	Collection of C. C. E. marks from all departments and timely submission to the University.
Finance and Accounts	In our institution, all the govt. related funds are carried out through "Integrated Financial Management System". All transactions are cashless. Students pay their fees through SBI collect and POS machine. The accounts are maintained through a software. An Integrated financial system of all the govt. colleges of MP is underway and it will be operational before Jan 2020.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	00	00	00	0

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	16/07/2018	04/08/2018	20
Refresher Course	1	28/05/2018	16/06/2018	20
Refresher Course	1	05/09/2018	25/09/2018	21

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00

No file uploaded.

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

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

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

NIL

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

NIL

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

(i) The institution has developed a formal mechanism to obtain anonymous feedback from students and other stakeholders on teachers and college facilities. (ii) Departments analysed results for both UG and PG programmes. (iii) Critical thinking, analytical skills and mind mappings are being used to enhance creative teaching.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
(i) Extension of Herbal Garden (ii) Formation of Eco Club (iii) Tree plantation in campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**8**
Scribes for examination	**Yes**	**4**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

(i) Extension of herbal Garden (ii) Formation of EcoClub (iii)Tree plantation (iv)Using garden waste for making organic compost (v)Prohibition of vehicles in college campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES IN OUR INSTITUTION (Session 201819) 1. Title of the Practice (i) EcoClub, Govt. Arts and Science College, Ratlam 2. The context that required the initiation of the practice: The Finance and Environment Management is successfully organizing various activities regarding Environment Protection and

nurturing, The new Project 'NATIONAL GRREN CORPS' of The Ministry of Environment, Forest and Climate Change (MoEFCC) of Govt. of India, through Eco Club in 100 centers of 50 districts is being run successfully. 3. Objectives of the Practice: To bring widespread awareness of the Ecological System amongst the students who would become the responsible citizens in future. To make them aware of the importance of Nature and their connectivity with it so as to make them Eco friendly. In this regard the EcoClub was formed and 50 students from different classes and faculties were enrolled as members. The following activities from the scheduled monthly activities were done successfully. 4. The Practice: (i).Lectures by experts are organized on the special days such as 21/03/19 World Forestation Day, 22/04/19 World Earth Day, 22/05/19 World Bio Diversity Day, 05/06/19World Environment Day (ii) Organize workshops for active participation of EcoClub members. Invite innovative ideas for shaping the future programmes. (iii) A herbal garden is developed in the institute to bring about an awareness of the importance of plants and the remedies available in nature. (iv) There are discussions, cartoon making and essay writings on daily basis to express and share thoughts on various aspects of Environment Protection. (v) Caring for thirsty birds, twenty mud pots are kept at different places in the garden. (vi) Green and Blue Dustbins for dry and wet garbage are put at different places in the College Campus. (vii) To provide shelter and home to birds 5 nests are placed on trees. (viii) Banners on topics like Environment Protection, Plantation, Biodiversity conservation, Cleanliness, Ban on Plastic, Prohibition of smoking, Tobacco prohibition, Mobile prohibition, etc. are put on the walls of the College. 5. Obstacles faced if any and strategies adopted to overcome them: Many of the students come from the nearby villages and to make them attend the activities regularly in the extreme weather conditions becomes challenging. To encourage the presence of the student members the programme timings are set accordingly. 6. Impact of the practice: Awareness is seen in the students towards the environment as some of the members offer to bring plants for the garden. Keen interest is also being shown by the participants. 7. Resources required: Bigger place, man power, financial aids and technical aids are required so that gardening and forestation trainings could be included in the present programme. 8. About the Institution: (i) Name of the Institution : Govt. Arts and Science College, Ratlam (ii) Year of Accreditation: 2017 (iii) Address: College road, Infront of Nagar Nigam, Ratlam (MP) (iv) Grade awarded by NAAC: B (v) EMail: hegaaspgcrat@mp.gov.in (vi) Contact person for further detail: Principal, Govt. Arts and Science College, Ratlam (vii)Website:http://www.mphighereducation.nic.in/ratlam ……………………………………………………………………………….. 1. Title of the Practice (ii). Preparatory classes for UPSC and other competitive exams 2. The context: that required the initiation of the practice It is remarkably mentioned that by the initiative of District Administration, Swami Vivekananda Carrier Guidance Cell of the College is organizing preparatory training classes regularly for UPSC and PSC competitive Exams free of charge under the title 'Sankalp the Endeavour for a Better Future'. The District Convener is in charge of Carrier Guidance Cell of the college. The Collector of Ratlam district herself is Patronizing the Programme. 3. Objectives of the Practice: To help those students who seek guidance while preparing for competitive exams. To boost the confidence of the students and train them for written test and interview especially in the time when the private coaching institutes are charging the huge fees for such trainings. 4. The Practice: (i). About 2407 students from Ratlam and the nearby places are enrolled. They are selected through entrance test conducted by the College on OMR sheet. The test was attempted by 1429 students. As per the results 162 students chosen on the merit basis are being trained 4 days a week regularly. (ii). The Patron of the programme, the Collector, SP, CEOJP, SDM, Ad, SP (for all UPSC exams) and ADM, DSP (for all PSC exams) guide and inspire the students on Sundays. (iii). WhatsApp group of students is formed for the

registered students so as to share the study material, PDF of leading National Newspapers and other useful material related to their exams. The administrative officers of the district are also part of the Whats App group who guide the students from time to time. (iv). OMR sheet tests are also conducted for the students from time to time. The results and solved questions are posted on the WhatsApp group for self assessment. (v). Subject experts of the college and reputed coaching institutes of the town and nearby places are invited to deliver lectures regularly. (vi). The Principal of the College is the Nodal Officer while the coordinating team comprises of the incharge of Swami Vivekananda Carrier Guidance Cell. (vii). This free training Has been started on 07th September 2018 and is running successfully till date. 5. Obstacles faced if any and strategies adopted to overcome them: There is no place big enough to make a good number of participants attend the workshops or the training sessions. Even funds are not sufficient to meet the requirements of the programme. 6. Impact of the practice: More and more students are becoming aware of the facility being provided. There are tremendous admissions in Arts group of studies due to the provision. 7. Resources required: Financial aids, technical aids, man power, furniture and bigger place are required for the better execution of the programme. 8. About the Institution: (i) Name of the Institution : Govt. Arts and Science College, Ratlam (ii) Year of Accreditation: 2017 (iii) Address: College road, Infront of Nagar Nigam, Ratlam (MP) (iv) Grade awarded by NAAC: B (v) EMail: hegaaspgcrat@mp.gov.in (vi) Contact person for further detail: Principal, Govt. Arts and Science College, Ratlam (vii)Website:http://www.mphighereducation.nic.in/ratlam

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.mphighereducation.nic.in/InstitutePortal/Public/Document_Details.aspx?id=Mjc0NQ==&InstId=NTU3

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

No data entered !!!

8.Future Plans of Actions for Next Academic Year

(i) Enhancement of infrastructural facilities for increasing student strength (ii) Increasing academic excellence (iii) Converting more class rooms to smart class rooms with the aim to augment creative teaching (iv)Organize a faculty development programme.