

Sri Sathya Sai College for Women, Bhopal

(An Autonomous College Affiliated to Barkatullah University)

Progress Report for the Session 2020-21

On Guru Purnima, 04 July 1974 Bhagwan Sri Sathya Sai Baba founded Sri Sathya Sai College for Women, Bhopal. Sanction from M.P. Uchha Shiksha Anudan Ayog was received in 1974, vide (Letter No. S/II/Affl/74/10069 dated 19.11.74) as an institution affiliated to the Barkatullah University (Letter No. 23935/Acad/Affl./74 dated 23.12.74). The institution was recognized by UGC, New Delhi under 2(f) and 12 (B), Vide letter No. F8- 14/78 (C.P.) dated. 27.03.82 and F-8 - 259/2003(CPP-i) dated 4.02.2004. Ever Since its inception, the institution has been committed to female education and emancipation our focus is on all round development of learners through value based education, innovative teaching and engaging research.

Presently the College offers 20 subjects at UG level in four faculties - B.A., B.Sc., B.Com and BCA. 9 subjects in PG courses viz. English, Hindi, Mathematics, Political Science, Zoology, Biotechnology, Computer Science, Chemistry and Commerce. We also offer integrated dual Degree in B.A.L.L.B. and professional degrees of L.L.B., B.Ed. and B.C.A. The institution has an in campus hostel which can house 108 inmates. We have a fully computerised rich central library with 36,600 plus books, e-journals and e-books through inflibnet. Most of our teachers hold Ph.D degrees and are engaged actively in research. Our teachers participate in National and International conferences and seminars and have published research papers in national and international journals. The College publishes its biannual multidisciplinary research journal **Highbrow** with ISSN number. College magazine "Divya" is published annually, providing platform to our budding talents to showcase their creativity.

The institution applied to UGC, New Delhi for Autonomous status, which was granted for 10 years in December 2017 to be effective from the session 2018-19 (Letter No. F.22-1/2017(AC) dated 28.12.2017) for all programs run under UGC. Approval for the same was granted by the Department of Higher Education, Govt. of Madhya vide letter No. 466/484/2018/38-3 dated- 24.05.2018. Inspection Committee from the Barkatullah University also inspected our documents and infrastructural resources and approved of our Autonomous status for 10 years under University Statute 36 vide letter No. 2432/Academy/Sambadhata/2018 dated -13.07.2018. Having obtained all required sanction and approval, the Autonomous Cell of the college was established as per UGC guidelines in 2018.

The structure of the **Autonomous Cell** is as follows-

1. Governing Body
2. Academic Council
3. Finance Committee
4. Board of Studies

5. 9 non-statutory Committees
6. Examination Cell

Governing Body

This was constituted, as per UGC guidelines, in 2018 for a term three years. The structure of the Governing Body is as follows:-

Dr. Meena Pimpalpure - Chairman

Prof. (Mrs.) Pushplata Singh - **UGC nominee**
(HOD, Ancient History & Archeology, B.H.U., Varanasi)

Dr. M.S. Raghuvanshi Additional - **State Government nominee**
(Director, Higher Education, Bhopal)

Dr. D.C. Gupta - **University Nominee**
(Geology Department, UTD, BU)

Shri. Jamboo Bhandari - Member

Shri. S.K. Sachdeva - Member

Shri. Tribhuvan Sachdeva - Member

Dr. Radhavallabh Sharma - **Educationist/Industrialist**

Dr. Gyanvardhan Pathak - Member

Dr. Asha Agarwal - Member Teacher

Dr. Subha D. Kapdeo - Member Teacher

Dr. Sudha Pathak - **Principal Ex- Officio**

Academic Council

This was constituted, as per UGC guide lines in 2018 for a term of three years. The structure of the Finance Committee is as follow:-

Chairman: Dr. Sudha Pathak (Principal)

All Heads of the Departments:

Dr. Asha Agarwal (Zoology & Biotechnology)
Dr. Shubha Kapdeo (Home Science)
Dr. Jyotsana Galgale (Physics)
Dr. Shampa Malhotra (English)
Dr. Renu Mishra (Botany & Microbiology)
Dr. Neena Arora (Chemistry)
Dr. Sudha Tripathi (Commerce)
Mrs. Abhilasha Kumar (Computer Science & Application)
Dr. Shriji Seth (Political Science & Sociology)
Dr. Deepa Singh (History)
Dr. Neena Chatterjee (Economic)
Dr. Smita Nair (Mathematics)
Dr. Anupama Chouhan (Hindi)
Dr. Deepti Bhatnagar (Music)

Experts/academicians from Outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Science etc. Nominated by the Governing Body:

Mr. Vinod Mishra (Advocate)
Padma Shri Mrs. Mehrunnisa Parvez Prasad (Educationist and writer)
Mr. Tribhuvan Sachdeva (Income Tax Consultant)
Dr. Rakesh Mishra (Miracle Children Hospital, Bhopal)

Nominees of the University

Dr. Nisha Dubey (HOD, Department of Law, Barkatullah University)
Dr. K.B. Panda (HOD, Department of Comparative Language, Barkatullah University)
Dr. Bhupender Singh (HOD, Department of Psychology, Barkatullah University)

Faculty member nominated by the Principal

Dr. Archana Srivastava, Associate Professor, Physics

Member Secretary

Finance Committee

This was constituted, as per UGC guidelines in 2018 for a term of three years. The structure of the Finance Committee is as follows:

Chairman: Dr. Sudha Pathak (Principal)

Person nominated by the Governing Body of the College

Shri Tribhuvan Sachdeva - Member

Finance Officer of the affiliating University

Smt. Jyoti Gulait (Finance Controller of Barkatullah University) - Member

Senior Faculty member to be nominated in rotation by the Principal.

Dr. Asha Agrawal (Vice Principal & HOD Zoology) - Member

Board of Studies:

Separate Board of Studies was constituted for each subject, in 2018, as per UGC guidelines for a term of three years.

9 Board of Studies were formed for **Arts Faculty** for- English, Hindi, Economics, Political Science, Sociology, Psychology, History, Home Science and Music.

8 Board of Studies were formed for **Science Faculty** for- Mathematics, Physics, Chemistry, Computer Science, Botany, Zoology, Microbiology, Biotechnology.

Board of Studies for faculty of **Commerce**.

Board of Studies for faculty of **Computer Science and Applications**.

The Autonomous Cell has **9 non-statutory committees** which are-

1. Planning and Evaluation Committee

Members - 1. Dr. Archana Srivastava
2. Dr. Renu Mishra
3. Dr. Smita Nair

2. Grievance Redressal Committee

Members - 1. Dr. Shikha Mandloi
2. Dr. Perna Shrivastava
3. Dr. Seema Soni

3. Sexual Harassment Committee

Members - 1. Dr. Manisha Tripathi
2. Dr. Shikha Mandloi
3. Dr. Perna Shrivastava

4. Students Welfare Committee

Members - 1. Dr. Neena Chatterjee
2. Dr. Anita Awasthi
3. Dr. Anita Tiwari

5. Academic Audit Committee

Members - 1. Dr. Neena Arora
2. Dr. Shobhana Shrivastava
3. Dr. Soma Nag
4. Dr. Renu Shrivastava
5. Smt. Arpana Singhal
6. Dr Harsha Chaturvedi

6. Admission Committee

Members - 1. Dr. Asha Agrawal
2. Dr. Shubha Kapdeo
3. Dr. Sudha Tripathi
4. Dr. Purnima Joshi
5. Smt. Abhilasha Kumar (Convenor)
6. Dr. Shriji Seth
7. Dr. Neena Chatterjee
8. Ms. Girijesh
9. Dr. Kusum Dixit Chouhan

7. Examination Committee

Members All Faculty Heads

8. Library Committee

Members - 1. Dr. Sadhana Ananth
2. Dr. Kusum Dixit Chouhan
3. Mrs. Khushboo Vishwakarma (Librarian)
4. Ms. Purnima Malviya (Dy. Librarian)

9. Extra Curricular Committee

Members

- 1. Dr. Malti Joshi (Convenor)
- 2. Dr. Rupa Guha Nandi
- 3. Smt. Supriya Singh Chouksey
- 4. Smt. Meenesh Hindolia
- 5. Smt. Sudha Singh
- 6. Dr. Deepti Bhatnagar

Despite the pandemic and the consequent lockdown our teaching learning went on uninterrupted through our online classes, Webinars, Workshops, training programmes, lecture series, orientation programmes and extension activities. A complete list of all such activities is attached separately.....

The Autonomous cell organized a 7 days **Faculty Development Programme- Capacity Building for Teachers** from 1.3.2021 to 3.3.2021 and 15.3.2021 . Expert speakers were invited to deliver lectures on a variety of topics ranging from the New Education Policy, NAAC revised framework, Best practices, Emotional Quotient, to Online learning tools and Yoga and Meditation.

From July 2020 to January 2021 a number of Webinars were conducted on varied topics for both students and teachers. The IQAC in collaboration with different departments conducted various activities, workshops and lectures in February 2021. Both students and teachers were benefitted.

Under the UGC Autonomous Scheme-**Development of Area Study Programmes** were conducted at Village Tola Chota Kheda, Panchayat Kalapani District Bhopal. This village has been adopted by our College. A one day camp was organised in the village on 17.3.2021 by the students and teachers of the Home Science Department. A lecture was delivered on Health, Hygiene and Nutrition at the anganwadi centre in the village Chota Kheda. Dr. Shubha Kapdeo, HOD Home Science, addressed the students and women of the village and elaborated upon the guidelines of Covid 19 pandemic and the norms of social distancing. She emphasised on the importance of nutritious diet for maintaining good health and developing a good immune system.

Dr. Malti Joshi apprised the villagers about the importance of nutrition garden for the enhancement of nutritional status and immunity of family members. Saplings of fruits and vegetables were distributed to women and children in the Aanganwadi centre. They were also taught to plant the fruit and vegetable saplings in their nutrition garden. Before concluding the camp, biscuits and fruits were distributed to all children and women who participated in the camp.

Question Bank Workshop was organised by the Autonomous Cell for all subjects in Feb 2021. Subject experts were invited from different institutions to prepare Questions paper for PG III sem.

Under the Autonomous Scheme of UGC some **Extension activities** were also organised-

1. 22.02.2021 - **Programme on Health & Hygiene awareness** conducted in Sri Sathya Sai Girls School, Piplani by Dept. of Home Science, Sociology, Education and IQAC, Dr. Pradnya Kapdeo addressed the students virtually about menstrual hygiene and sanitation. Lectures were also delivered on the psychological aspect of menstrual cycle, Cleanliness & hygiene in the Covid phase. They were also made aware of the use of Sanitary napkins & cleanliness.

2. 10.03.2021- **Programmes on Cleanliness/Art & Creativity.** NSS volunteers and students from all faculties went to Bal Kalyan & Bal Sahitya & Shodh Kendra. Students were given drawing and colouring material and taught to make use of them to encourage creativity.

3. 16.03.2021- As an expression of gratitude to senior citizens, students & Teachers visited Old Age Home and spent time interacting with the inmates. Fruits, biscuit, towels & soap were distributed.

Examination Cell

This is a significant part of the Autonomous Cell. It is a confidential section responsible for conducting examinations both internal and external, evaluation, publication and display of results, maintenance of students records for all UGC approved courses falling under the purview of autonomy. The Examination Cell formed in 2018 will remain the same upto session 2020-21 ie. the current session (3 yrs term) Due to the pandemic and its consequent lockdown, examination could not be conducted for the session 2019-2020. As per the directives of Department of Higher Education, Govt. Of M.P. and Barkatullah University, students of UG I & II and PG II were granted general promotion. Students of UG III and PG IV took the open book exam.

Admission process for session 2020-21 commenced from July 2020. Since admissions were delayed the session was also delayed. Since lockdown continued we were instructed to take online classes for all courses. Meetings of Board of studies for all subjects were held in November 2020. It was agreed upon for all subjects that the syllabus prescribed by the Central Board of Studies and approved by Barkatullah University in the previous session will be continued in this session also. The Examination pattern and mark scheme will also remain the same.

Examination for the odd semesters of PG courses could not be conducted. Students were promoted to the next semester on the basis of CCE marks. For session 2020-21 again, owing to Covid 19 pandemic, directives from Higher Education have been received .

UG I & II and PG II of all subjects will be examined by the open book system. UG III and PG sem IV will take offline exams in the paper pen mode in June 2021.

The Examination Cell is structured as –

Chief Controller – Principal, Dr. Sudha Pathak
Advisor – Dr. Abha Bajpai (Retd. Prof. Hindi)

Examinations Committee –

Controller – Dr. Sudha Tripathi
Dy. Controller – Dr. Shriji Seth
Dy. Controller – Dr. Shalu Saxena

Finance Committee –

Advisor – Shri O.P. Mishra
Co-ordinator – Dr. Poornima Joshi
Dy. Co-ordinator – Dr. Sunita Yadav

Printing Cell –

Co-ordinator – Dr. Meena Parashar
Dy. Co-ordinator – Dr. Megha Singh

Dy. Co-ordinator – Smt. Vaishali Kadwe

Computer Cell –

Co-ordinator – Smt. Abhilasha Kumar

Dy. Co-ordinator – Ms. Girjesh Chouhan

Computer Operator & Office –

Data Entry Operator – Smt. Shashi Sharma

Office Assistant – Smt. Seema Sahay

Meeting of the **Academic Council** was held on 9.12.2020. Academic Calendar for the session was presented and approved. This session owing to the pandemic, online classes were conducted for all UG and PG courses and study materials were posted online. Generally two CCEs are held in each session. The first CCE was taken in the non-traditional mode for which students were given MCQs and assignments which they had to submit and were marked on them. The second CCE was held in the Traditional mode- students had to take offline tests-paper pen mode. Their papers were evaluated and marked. It was decided that for all subjects at UG & PG levels a certain pattern of question papers will be followed. The paper will be in three sections – Objective questions, Short answers and Long answers. PG Sem IV will have Job Oriented Project of 100 Marks.

Meeting of the **Finance Committee** was held on 22.03.2021. the following members were present-

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| 1. Dr. Sudha Pathak
Principal, Sri Sathya Sai (Autonomous)
College for women, Bhopal | Chairman |
| 2. Smt. Jyoti Golaith
Finance Controller BU Bhopal | Member |
| 3. Dr. Radha Ballabh Sharma | Member |
| 4. Dr. Asha Agrawal
Vice Principal, Sri Sathya Sai (Autonomous)
College for women, Bhopal | Member |
| 5. Dr. Abha Bajpai
Advisor, Autonomous Cell
Sri Sathya Sai (Autonomous)
College for women, Bhopal | Member |

Dr. Poornima Joshi, Asst. Professor Commerce, Dr. Sunita Yadav Asst. Professor Zoology, Dr. Neena Arora, Associate Professor Chemistry, Dr. Renu Mishra, Associate Professor Botany and Shri O.P. Mishra, Accounts Officer were present in the meeting as special invitees.

The Principal welcomed Smt. Jyoti Golaith and all members present in the meeting.

At the outset it was conveyed that since the College was granted Autonomous Status the finance committee was constituted as per UGC guidelines for a term of 3 years.

The main points discussed were as follows:-

1. Grant to be received in the session 2020-21 was Rs. 15,00,000/- against which actual expenditure of Rs. 15,04,216/- was incurred in the session. In the financial year 2021-22 ie. the next session also a grant of Rs. 15,00,000/- is expected from UGC, Delhi. Accordingly an expenditure of Rupees fifteen lakh on various heads approved by UGC has been planned. A report of the actual income and expenditure of the session 2020-21 was presented and approved. For the session 2021-22, a budget with estimated income and expenditure was presented.
2. As per the guidelines of UGC, in the session 2020-21, an expenditure of Rs. 15,04,216/- was made on different heads approved by UGC. A utilization certificate, duly signed and certified by a CA will be sent to the Regional UGC office, Bhopal along with the other required documents. Since grant for the session has not been received so far money for expenditure had to be borrowed from the Management. A letter regarding release of grant and reimbursement of actual expenditure incurred in the session 2020-21 to be sent to UGC, Delhi.
3. It was conveyed that in the academic session 2020-21 (1 July 2020 to 30 June 2021), the estimated income from examination and other fees would be Rs. 16,70,000/-. An estimated expenditure Rupees. 15,80,000/- was proposed. In the session the actual income was Rs. 15,97,779/- and the expenditure was made accordingly. For the session 2021-22 (01 July 2021 to 30 June 2022) a budget was proposed on the basis of estimated income and expenditure.
4. It was proposed that three staff members from IT cell, who are working for the autonomous cell be paid Rs. 400/- per month for their services in the autonomous cell.

Meeting of the **Governing Body** was held on 12.04.2021. This was a session ending meeting to review the working of the Autonomous Cell in the session 2020-21 and to plan for the session 2021-22. The meeting was held virtually on Google Meet.

The following members were present:

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|------------------------------|---------------------------|
| 1. Dr. Smt. Meena Pimpalpure | Chairperson |
| 2. Dr. R.B. Sharma | Director |
| 3. Dr. Pushpalata Singh | Prof. BHU & UGC Nominee |
| 4. Dr. D.C. Gupta | BU Nominee |
| 5. Shri. M.S.Gupta | Government Representative |
| 6. Dr. G.V. Pathak | Member |
| 7. Dr. U.C. Jain | Member |
| 8. Dr. Asha Agrawal | Member |
| 9. Dr. Subha Kapdeo | Member |
| 10. Dr. Abha Bajpai | Advisor- Autonomous Cell |

11. Dr. Sudha Pathak

Principal

12. Members of the Autonomous Cell

- The Principal Welcomed all the members present in the meeting.
- Dr. Abha Bajpai, Advisor, Autonomous Cell co-ordinated the meeting and presented the working details of the cell and the system of examination followed by the institution.
- Minutes of the Academic Council meeting were read and approved.
- It was reported that owing to the pandemic admission were delayed. Only online classes were conducted as per the guidelines of the Department of Higher Education, Govt. of M.P. Odd semester exams (I & II), generally conducted in Dec/Jan also could not be conducted. Now it is time for the session ending examination for the UG courses following annual pattern and semester ending exams for the PG courses.
- Since the pandemic is still very severe, the Dept. of Higher Education and Barkatullah University have given directives that the I & II year of UG courses and Sem II of the PG courses will be examined by the open book system in June 21. UG III and PG Sem IV courses will take the final examination offline in paper pen mode in May/June 21.
- Minutes of the Finance Committee meeting were read and approved. Budget proposals for the session 2021-22 were presented for approval.
- The Principal gave a brief report on the working and progress of the Autonomous Cell in the session. She concluded by saying that since all major activities are over a report of the cell along with other documents would now be submitted to UGC-CRO. The Principal conveyed that the next session 2021-22 is expected to commence by July/August 2021. Regarding teaching learning systems and courses, UGC guidelines will be followed.
- The meeting concluded with vote thanks to the Chair and other present.

