

Sri Sathya Sai College for Women, Bhopal

(An Autonomous College Affiliated to Barkatullah University)

Progress Report for the Session 2019-20

Sri Sathya Sai College for Women, Bhopal was founded by no less a person than our founder President Bhagwan Sri Sathya Sai Baba on 4th July 1974, a Guru Purnima day. It received the sanction from the M.P. Uchcha Shiksha Anudan Ayog in 1974, (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), and was later recognized by UGC, New Delhi under 2(f) and 12 (B), [Vide letter No. F. 8- 14/78 (C.P.) dated. 27.03.82 and F 8 - 259/2003(CPP-i) dated 4.02.2004]. Since its inception, the College has maintained its disposition as a center for all-round education based on discipline, duty, devotion, innovative teaching, informed and engaging research.

Currently College offers 20 subjects at UG level in four faculties and 9 subjects in PG courses English, Hindi, viz 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. College publishes its biannual research journal "Highbrow" with ISSN number and college magazine "Divya" to nurture the budding talents of the institution. College also has an in-campus hostel with all facilities for its 108 inmates and a rich library with 36,600 plus books, e-journals and e-books through Infilbnet, sports complex with gymnasium and separate activity center. The college has continually registered nearly 100% pass result in the examination from the last 44 plus years. 68% teachers of the college have been conferred with Ph.D. Degree. Many teachers have attended National and International conferences/seminar/workshop over the years and published more than 400 research papers in the last five years.

We are highly indebted to **NAAC** Peer Team for examining our systems and validating our claims in our re-accreditation process for which we received **“A” Grade in the year 2015**. In our quest for excellence, Internal Quality Assurance Cell (IQAC) of the college applied for autonomous status of the institution to UGC, New Delhi and subsequently college was granted Autonomous status for ten years from the session 2018-19 by UGC in December 2017 (Letter No. F.22-1/2017(AC) dated 28.12.2017) for all programs run under auspices of UGC. Subsequent to the approval by UGC we applied for NOC from department of Higher Education, Govt. of Madhya Pradesh and same was conferred to us vide there letter No. 466/484/2018/38-3 dated- 24.05.2018. After an inspection by a special committee constituted by Barkatullah University, Bhopal the Autonomous status was conferred to us for 10 years under University Statue 36 vide their letter No. 2432/Academy/Sambadhta/2018 dated - 13.07.2018. After obtaining all necessary sanction and approval we commenced requisite process and procedure as laid down by the UGC guidelines 2018 for establishing the Autonomous Cell of the college. The constitution of the Autonomous Cell is as follows -

Governing Body

The Governing Body of Sri Sathya Sai (Autonomous) College for Women, is being constituted as follows, as per UGC guidelines for Autonomous College 2018.

**A. Constitution of Governing Body of Private College run by Trust.
5 Members (Trust or management as per the constitution or byelaws, with the Chairman or President /Director as the chairperson)**

Chairman:- Dr. Meena Pimpalapur

Members:-

Shri. Jamboo Bhandari

Shri. S.K. Sachdeva

Dr. Gyanvardhan Pathak

Shri. Tribhuvan Sachdeva

Two member's teachers of the college nominated by the Principal based on seniority by the rotation.

Dr. Asha Agarwal

Dr. Subha D. Kapdeo

One member Educationist or Industrialist – Nominated by the management.

Dr. Radhavallabh Sharma

One member UGC nominee – Nominated by the UGC

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

One member State Government nominee – Academician not below the rank of professor or State Government official of Directorate of Higher Education/ State Council of Higher Education.

Dr. M.S. Raghuvanshi Additional Director, Higher Education, Bhopal

One member University Nominee – Nominated by the University

Dr. D.C. Gupta (Geology Department, UTD, BU.)

One member Principal of College – Ex- Officio

Dr. Sudha Pathak

Term: The term of the nominated members shall be three year.

Meeting: Governing Body shall meet at least twice a year.

Academic Council

The Academic Council of Sri Sathya Sai (Autonomous) College for Women is being constituted as follows, as per the UGC guidelines for Autonomous College 2018.

Chairman: Dr. Sudha Pathak (Principal)

All Head of the Department:

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)

Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college

Dr. Malti Joshi (Home Science)

Dr. Poornima Joshi (Commerce)

Dr. Megha Singh (English)

Dr. Shalu Saxena (Mathematics)

Not less than four experts/academicians from Outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Science etc. to be 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)

Three Nominees of the University not less than Professors.

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)

A faculty member nominated by the Principal

Member Secretary: Dr. Archana Srivastava

Term: The term of the nominated members shall be three year.

Meeting: Academic Council shall meet at least twice a year.

Finance Committee

The Finance Committee of the College is being constituted as follows, as per the UGC guidelines for Autonomous College 2018.

Chairman: Dr. Sudha Pathak (Principal)

One person to be nominated by the Governing Body of the College for a period of two years. -

Member - Shri Tribhuvan Sachdeva

Finance Officer of the affiliating University

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

One senior-most teacher of the College to be nominated in rotation by the Principal for two years.

Member - Dr. Asha Agrawal

Term: The term of the Finance Committee shall be three years.

Meeting: The Finance Committee shall meet at least twice a year.

Board of Studies:

18 Board of Studies were constituted in faculty of Arts in subjects English, Hindi, Economics, Political Science, Sociology, History, Home Science and Music. In Faculty

of Science & Board of Studies were constituted in Maths, Physics, Chemistry, Computer Science, Botany, Zoology, Microbiology, Biotechnology apart from Board of Studies for Commerce faculty and Computer Science and Applications faculty, with the structure as given in UGC guidelines for Autonomous Colleges 2018.

Apart from Governing Body, Academic Council, Finance Committee and Board of Studies, the Autonomous Cell have following 9 other non-statutory committees.

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. Purna Shrivastava
3. Dr. Seema Soni

3. Sexual Harassment Committee

Members - 1. Dr. Manisha Tripathi
2. Dr. Shikha Mandloi
3. Dr. Purna 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

Examination Cell

Autonomy facilitates an academic freedom that the college can formulate its own syllabus for all UG and PG courses, starting from the academic year 2018-19 and carries out the assessments also. The Examination Cell therefore, has been restructured to carry out all the examination activities. The Examination Cell of the college is a confidential section with the responsibility of conduction of examinations both internal and external, evaluation, publication and display of results, maintenance of student records for all UGC approved courses offered by the college which falls under the preview of Autonomy. Apart from central examination system every department has departmental examination committee comprising HOD and Examination Coordinators for each year. The examination cell is re-structured as

Chief Controller

- Principal Dr. Sudha Pathak

Advisor

- Dr. Smt. Abha Bajpai (Retired Professor, Hindi)

Examination Committee

Controller

- Dr. Smt. Sudha Tripathi

Dy. Controller -Exams

- Dr. Shriji Seth

Dy. Controller - Exams

- Dr. Shalu Saxena

Finance Committee

Advisor

- Shri. O.P. Mishra

Co-ordinator

- Dr. Poorinma Joshi

Dy. Co-ordinator

- Dr. Sunita Yadav

Printing Cell

Co-Ordinator	-	Dr. Meena Parashar
Dy. Cordinator	-	Dr. Megha Singh
Dy. Cordinator	-	Smt. Vaishali Kadwe

Computer Cell

Co-ordinator	-	Smt. Abhilasha Kumar
Dy. Cordinator	-	Ms. Girjesh Chauhan

Computer Operator & Office

Data Entry Operator	-	Mrs. Shashi Sharma
Office Asst.	-	Mrs. Seema Sahay
	-	Mrs. Anita Dar

Last year, being the first of establishment of Autonomous Cell, the Board of Studies of all the 18 subjects in the faculty of Arts, Science, Commerce and Computer Science & Application were constituted as per the UGC guidelines. Academic council, finance committee and Governing Body Council were also constituted. Barkatullah University has nominated their members for all the committees in line with the guidelines of the University. In every Board of Studies, one nominee from Barkatullah University (Vide letter No. 3054/Academy/2018 dated-25.09.2018), one member from other university, head of the department of the concerned subject and all faculty members of the department were the members. One representative from industry/corporate sector/ allied area relating to placement and one meritorious alumna of the department were nominated by the Principal. Two subject experts were nominated by the Academic Council of the college. As the tenure of all the committees is of three years hence the same committees with little modifications were in force for the present session.

Meetings of all the 18 Board of Studies were convened during the last week of June, 19. It was decided and conveyed by the BOS that the syllabus of Central Board of Studies as approved by Barkatullah University will be followed for the first year of Autonomy. The examination pattern and the marking scheme in each subjects of UG first year & PG first and second semester will be the same as that of Barkatullah University.

The meeting of the Academic Council was held on 26.6.2019. The academic council approved the minutes of the Board of Studies meetings. Academic council decided that during the second year the first CCE(Continuous Comprehensive Evaluation) examination, in the month of Sep,19, will continue to be "Non Traditional" and second CCE will be of "Traditional mode" in the month of Jan'20 for the year 2019-20 in PG/UG I and II year . Academic calendar for the session 2019-20 was also approved. It was reiterated that the question paper of PG II and IV semester and UG II yr courses will have a prototype of 3 section of objective type, short answer and long answer as practiced in PG I & III Sem and UG I yr courses during the 2018-19 session.

As decided and approved by the academic council, College started **certificate course** for 3 months duration in the department of Music. The "Sugam Sangeet", "Shartriya Sangeet" and "Vaadan Harmoniyam" classes attracted 52 students this year. Apart from various cultural, academic, extracurricular activities and extension activities in adopted village "Chota Teela Kheda" and with various NGO's of Bhopal by all the departments of the college, some activities are worth mentioning here.

1. IQAC and Law department of the college organised a one day **District level seminar on "Recent Trends in IPR (Intellectual Property Rights)" on 15.10.2019**. Experts from the various organization working in the field of IPR and research were invited and it was attended by 172 students and teachers of the college.

2. One day college level **"Terrarium Workshop" and "Vegetative Propagation Workshop"** was organised by department of Botany on 4.12.19 and 7.12.19 respectively. Experts shared the technical knowhow on terrarium making and vegetative propagation in Dhanvantri medicinal Park.

3. Two days **National Seminar on "Role of Fundamental Duties in Sustainable Development and Nation Building"** was organised by the college on 17-18th Jan'20. It was attended by around 180 participants and experts from variuos parts of India delivered their expert lectures. Around 50 papers were presented during this seminar and the proceedings were published in book form.

4. IQAC Cell and Science faculty of the college organised a two days **National Workshop on ""Research Methodology in Physical and Biological Sciences"** on 10-11th Feb'20. The experts and scientist from BARC Trombay, ICAR Mumbai, NIT Surat, Amity University Kolkatta, JKLU Jaipur, AMPRI Bhopal, MANIT Bhopal, IISER Bhopal, NLIU Bhopal, EPCO Bhopal, MSCST Bhopal and Barkatullah University shared their expertise and knowledge with the participants. Around 170 faculty, research scholars and students attended this workshop.

5. Seven day program on **"Capacity Building"** was organised by the Autonomous Cell for the teachers of the college from 12th - 19th Feb'20.

6. Two days workshop was organised for preparing **Question Bank for the PG courses** of the college in Feb'20, All the PG departments participated with the external experts from various colleges of Bhopal.

7. Five days **Orientation and Re-training program on "Recent Advancements in Computer Science"** was organised by Computer Science and Application department of the college from 24th to 28th Feb'20.

8. **Workshop on "Examination Reforms"** was organised by the Autonomous Cell on 26.2.20. Experts from various colleges of Bhopal delivered their lectures on the topic.

Autonomous cell was upgraded and strengthened with the purchase of required furniture, computers, photocopier, establishment of IT Cell and hiring some services of

technical experts. Autonomous Examination Cell conducted the semester examination for PG I & III sem in the month of Dec 2019 in eight subjects with 35 papers. The examination process began with examination form submission by students in the month of Nov 2018. Exam were conducted from 15 days (14.12.2019-28.12.2019). The examination pattern of Barkatullah University was followed for the whole process of PG examination. The TR and marksheets were sent to Barkatullah University for validation and signature of Registrar, Barkatullah University. A meeting of examination committee was convened to discuss the result and the result was declared 31.01.2019 through the college website. The whole process of PG examination from declaration of time table to the declaration of result was completed in less than 75 days.

Further a meeting of finance committee was held on 29.4.19 and 21. 5. 20, the committee reviewed the budget for the session 2019-20 for examination related expenditure and grant for other heads. Honourable members approved the proposed budget. The committee also instructed that all the expenditure should be made as per the rules of Govt. of Madhya Pradesh (M.P. Bhandar Kray Niyam Tatha Seva Uparjan Niyam 2015). UGC, New Delhi released the Autonomous grant for the year 2019-20 and reimbursement of expenditure of the 2018-19 in the month of Dec' 19.

A meeting of Governing Body Council was held on 30.4.19 and 22.5.20. The council approved the minutes of the Boards of Studies of the 18 subjects after scrutiny. The minutes of academic council and finance committee were approved. The Governing Body was informed that the MIS module developed for the examination cell of the Autonomous cell, is in the final stage of its implementation. MIS system is storing the information of all the students admitted to the courses under the preview of the Autonomous scheme, examination details, TR sheets, Mark sheets etc.

The process for PG II and IV semester and UG I & II yr examination was started on 28th Jan and students of UG classes and PG classes filled the examination forms till 16th March' 20. Due to unforeseen circumstances of COVID 19, the exams will be held in UG and PG classes as per the Government directives at the earliest possible dates. Teachers completed the syllabus of UG/PG classes through online mode after nationwide lockdown post 22th March '20.