



Criterion VI

6.5.1 : Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –

- Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)**
- Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**

Describe two practices institutionalized as a result of IQAC initiatives



Index

- **Incremental improvements made for the preceding five years with regard to quality and post-accreditation quality initiatives after the Second Cycle of NAAC**
- **Academic Audit Report (Performa)**
- **Internal Organization of Quality Mechanisms**
- **Internal Audit Report**
- **External Audit Report**



Incremental improvements made for the preceding five years with regard to quality and post-accreditation quality initiatives after the Second Cycle of NAAC

- As per the recommendations of the NAAC Peer Team following measures were taken for quality enhancement to improve enrolment of students it was felt that more and more people should be familiarised with the strengths of the institution. Advertisements have been made through local newspapers, pamphlets, and local media. Groups of teachers visited the local schools to make presentations and also interacted with students of 12th std. A virtual tour of the institution has been put up on the institutional website highlighting the infrastructure and other facilities available in the college.
- As per the requirements of NEP, various job-oriented courses have been introduced students are being guided and mentored for various courses of SWAYAM, Coursera, etc.
- Several workshops are being conducted for the development of communication skills and soft skills.
- Some of our teachers are qualified Ph. Ph.D. guides to promote a culture of research. Students are encouraged to do projects write research papers and review articles for our institutional journals, Highbrows, and other recognized journals Intradepartmental activities and interaction have always been encouraged making optimum use of our infrastructural and teaching resources. Since the College is held in overlapping shifts this is further facilitated.
- As per the directives of NEP 2020 CBCS System is followed.
- We have an efficient placement cell Career guidance training & placement cell Dr. Seema Soni, Assistant Professor of Commerce conducts various placement-related workshops and seminars for UG Final Year & PG Students to achieve their career goals & also provides a facility to Register themselves for competitive examination. Preparation through college. Industrial visits are also conducted by the CCTP cell to provide practical exposure to the student. Our college also has a standard club “found by Sure are of Indian Standards.



- Nonteaching staff taken advantage of ESI facility A prompt facilitation of PF Loan is also being arranged for Nonteaching staff Provision of casual leave, Medical leave, Earned leave full paid maternity leave for teaching & Nonteaching staff.
- Gender equity programs - Our institution envisions the empowerment of women through value-based education. Talks and skills are organized to make our students aware of their duties and rights. Our objective is to make them responsible citizens with a strong sense of national pride. We have a Women empowerment cell in the college for Dr. Rekha Bhatt Assistant Professor B.Ed. is the coordinator of the cell.
- An Internal Academic Audit Committee has been formed in the college under the guidance of IQAC to conduct Academic Audit every year. There is a committee for external academic audits also. This year institute conducted an external academic audit also.
- IQAC initiated the NPTEL local chapter in the institute under the leadership of Dr. Shriji Seth, Associate Professor of Political Science. Various faculty members have also enrolled and completed the course and are now contributing to the mentor to the course.
- Facilities for alternative sources of energy and energy conservation like solar energy, wheeling to the grid, use of energy-efficient bulbs and equipments.



Sri Sathya Sai (Autonomous) College For Women, Bhopal
Academic Audit Report (Performa)

1. Name of the Department:

2. Year of Establishment :

3. Head of the Department :

4. Email ID:

5. Courses offered :

6. No. of Paper taught (UG & PG if Applicable)

	Theory	Practical
U.G.		
P.G.		

7. Academic Flexibility:

	Course	No. of Elective Subjects	Subject Combinations Available
Undergraduate Level			
Postgraduate Level			

8. No. of teaching post :

Post	Filled
Associate Professor	
Assistant Professor	

9. Faculty Profile:

S.N.	Name	Qualification	Teaching Experience		Specialization	Research Guide	Ph.D. Guided
			U.G.	P.G.			



10. Infrastructure & Facilities:

Library- • Books (Including Reference Books, Research Journal, E-Journal, Text Books)	Central	Departmental
Internet Facility for Staff and Students		

11. Number of Technical Staff (If Applicable) :

12. Details of Publications of the faculty During Session: Name of the teacher with corresponding detail

S.No.	Date & Year	Title of the Research Paper /Review Article / Chapter	Authored/ Edited/ Chapter/ Research Paper/ Review Articles	Name of the Journal / Book/ Publication	Vol./ Edition/ & Page. No.	ISSN/ ISBN No.	Any other specifications (Including Conference Proceeding Pub. , Impact Factor/ Index/ UGC Listed / Peer Reviewed Etc.

13. Research Projects undertaken during Session :

Year of Sanction	Funding Agency	Type of Project	Fund Received	Title	Status ongoing / Completed

14. Research Centre: Name of affiliating University :

15. Number of Seminars/Conferences /Workshops /Symposia attended the session: (Attended in offline and online Mode)

Name of the teacher with corresponding detail (write the figure):

Seminar	Participated / Presented/ Resource Person/Resource Person / Keynote
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• State	
• National	
• International	
Conference	
• State	
• National	
• International	
Workshop	
• State	
• National	
• International	
Symposium	
• State	
• National	
• International	

15(A) Details of FDP/ Orientation/ Refreshers/ Capacity Building Program/

Name of Faculty	Date	Name of Body Organized

16. Seminar/Conference/Workshop/Symposia/Expert Lecture organized during Session:

S.N.	Name	Topic	Date	International/National /State/Regional	Paper Presented

17. Awards/Recognition received by the faculty:

Name	Details	Agency	Regional/ State/ National/ International

18. Student profile of current session:

Semester /Class	Admitted	Appeared

19. Student Progression (previous year):



U.G. to P.G.	
Employed	
Entrepreneur	
Others	

20. Result Analysis (previous year):

Class/ Semester	Pass %	First Division	Dropout

21. Equipment purchased in the Department:

S.No.	Name of Equipment	Source of Fund	Year of Purchase	Make

22. List the teaching methods adopted for different Programs :

Conventional Chalk – Board	
Audio/ Video Tools	
Group Discussions/ Brainstorming	
A Special Group was formed to create interest in students	
Project Work	
Field Visit / Industrial Visit	
Any Other	

23. List the evaluation methodology adopted :

24. Special Effort made for Brighter students :

25. Special Effort made for Weaker students :

26. Give Details of Students Enrichment Programs (e.g. Special lectures /Workshops/ Seminars, Etc.):

27. Any other special feature that the department would like to Highlight:



28. Record Details(Write “yes” or “no” in the corresponding row) :

Academic Planner	
Syllabus Distribution	
Time table	
Teaching Diary	
Attendance Register	
Departmental Meeting Register	

Signature of Faculty

Signature of HOD

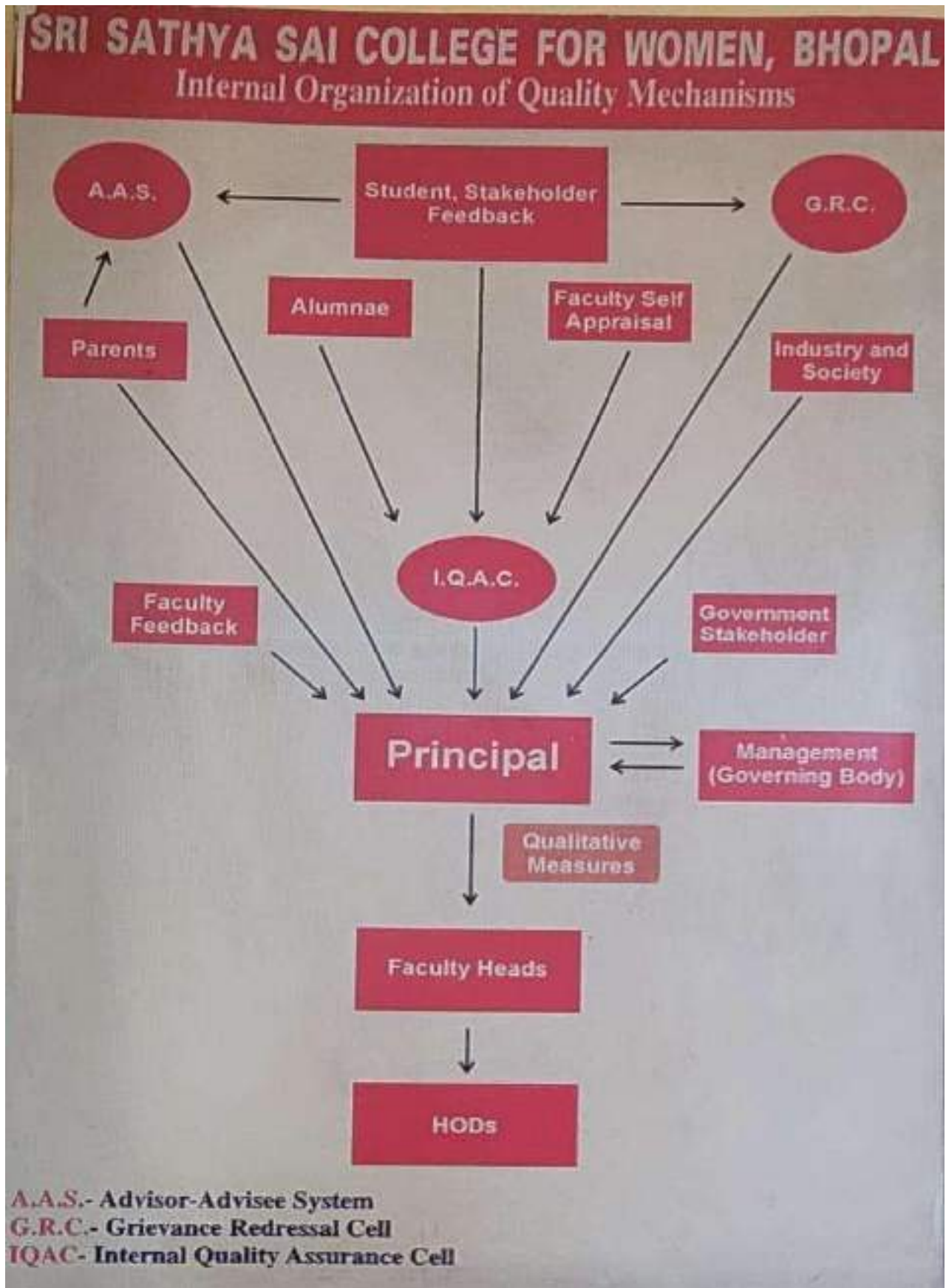
General Assessment &Remark:

Suggestions for Improvement:

Member 1

Member 2

Chairperson





Internal Audit Report

Report - Session 2022-23.

Minutes of Internal Academic Audit Report

The members of Academic Audit Committee visited the departments to conduct audit of the various department

The committee completed the audit of all the department of college in three days from 15.5.23 to 18.5.23.

The committee visited Commerce, Maths, Botany, Microbiology, NSS, Zoology and Chemistry on 15.5.23.

On 16.5.23, the committee visited Computer, Political Science, History, Hindi, English and Home Science department.



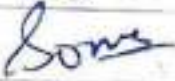


The committee visited Law, Sports, Music, Psychology, B.Ed and Physics on 17.5.23.

On 18.5.23 the committee visited Sociology, Economics, Library and Autonomous cell.

It was found that all the departments have maintained proper records of all activities.



The Committee suggested minute changes in the maintenance of records of some department. The Committee also enquired about the problem and challenges faced by various Department.

1. Dr Shobhna Shrivastava. 
2. Dr Renu Shrivastava. 
3. Dr Soma Nay. 
4. Dr Harsha Chaturvedi. 
5. Smt Gijesh Chouhan. 





Report - Session 2021-22.

The members of Academic Audit Committee visited different departments to conduct audit in the college.

On the first day of audit the committee visited NCC, sports, Library, Home Sc, Commerce, Psychology, Music and Economics departments.

On the second day the committee visited English, Pol. Sc, Hindi, History, Physics & Maths dept.

On the third day committee visited Biotech, microbiology, Zoology, Botany, Computer, Sociology, Law, B. Ed and Autonomous cell.

The audit was done from 19.5.21 to 21.5.21. All the departments of the college had maintained all the records properly and in an orderly manner.



records properly and in an orderly manner.

The committee reported the observation and conclusion of the audit to Principal Madam

Members Present in Audit

1. Dr. Shobha Shrivastava. *(Signature)*
2. Dr. Renu Shrivastava.
3. Dr. Soma Nag. *(Signature)*
4. Dr. Harsha Chaturvedi. *(Signature)*
- 5.





Session 2019-20

The members of Academic Audit committee visited the departments to conduct audit of various departments of the college.

The committee completed the audit of all the department of college in three days, from 24.9.20 to 26.9.20.

On the first day of Audit the committee visited Commerce, Computer, Botany, Zoology, Mathematics, Chemistry & B. Ed.

On the second Day, the members visited History, Hindi, sports, English, Law, Sociology, Economics dept.

On the third day, the members visited Political Sc, Music, Psychology, Home Sc & Physics Dept.

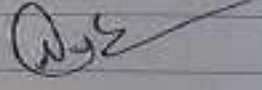
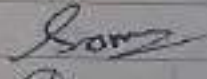

All the department of the college had maintained all the



records properly and in an orderly manner.

The committee reported the observation and conclusion of the audit to Principal Madam

Members Present in Audit.

1. Dr. Shobhna Shrivastava. 
2. Dr. Renu Shrivastava.
3. Dr. Soma Nag. 
4. Dr. Harsha Chaturvedi 





Report Session-2018-19

The members of Academic Audit committee visited the departments to conduct audit of the various departments.

The committee completed the audit of all the departments of college in three days from 22.5.19 to 24.5.19.

On the first day of Audit i.e. on 22.5.19 the committee visited Commerce, Hindi, History, or Economics and Political Science department.

On the second day i.e. on 23.5.19 the members of the committee conducted audit of sports, Music, H. Sc, Computer Science, Biotech, Micro-bio, Physics & Chemistry department.

On the 3rd day i.e. on 24.5.19 the members of the committee visited English, B. Ed & law department.

The committee found that all the departments had maintained



proper record of Activities of the department. Committee also suggested minute changes in the maintenance of records of some departments & also enquired about the problem & challenges faced by various departments.

The committee reported the results & outcome of and observation of the visit to madam principal & took guidance from her for further audit in future course of time.

Members Present -

1. Dr. Neena Arora -
2. Dr. Shobhna Shrivastava -
3. Dr. Renu Shrivastava
4. Dr. Soma Nag -
5. Dr. Alpana Singhal
6. Dr. Harsha Chaturvedi -

Principal
Sri Sathya Sai College
for Women Bhopal





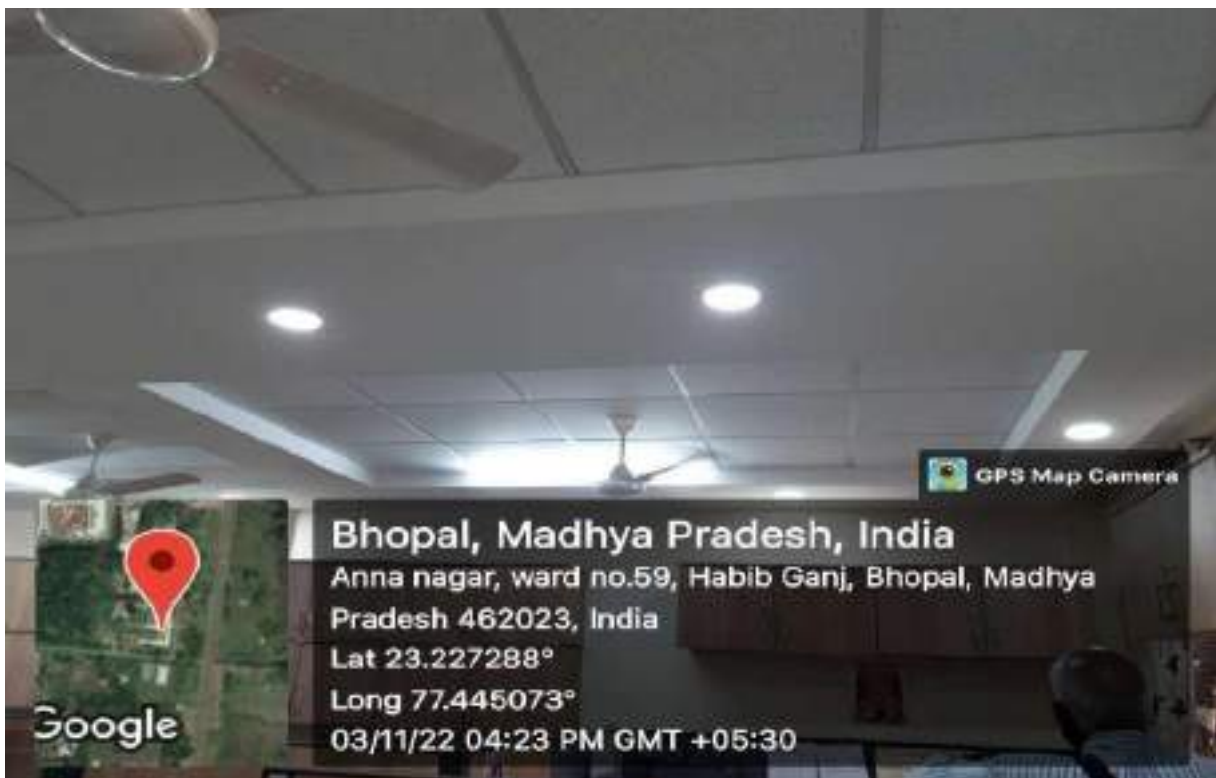
Eco-friendly Pathway



Solar Panel



E-Waste Collection Bin



LED Lighting

Sri Sathya Sai College for Women, Bhopal

An Autonomous College affiliated to Barkatullah University, Bhopal
Accredited 'A' by NAAC

Academic Audit 2022-23

Report of Expert Committee

Sri Sathya Sai College for women, Kasturba Hospital Road, Habibganj, Bhopal which is an Autonomous institution, volunteered for an Academic Audit of the Institution to assess the academic status of the College and to identify areas of improvement, if any. The Principal Dr. Archana Srivastava constituted a Committee of External Experts in the month of December 2023 to conduct the Academic Audit. Following were nominated on the committee: -

- | | |
|--|--------|
| 1. Dr. Bharti Jain, Professor of Chemistry ,
Govt. M.L.B. College, Bhopal | Member |
| 2. Dr. Seema Raizada, Professor of English,
Govt. M.L.B.College, Bhopal | Member |
| 3. Dr. J.K. Parmar , Professor of Commerce ,
Govt. Hamidia P.G. College, Bhopal | Member |

The committee visited the College on 20th December 2023 for interaction with various functionaries, on the spot validation of facts and for making general observations on the academic transactions of the Institution. The committee was received by the Principal in her chamber and a formal welcome was accorded to them.

The members of the committee applauded the voluntary effort of the College to showcase their academic activities before the Expert Committee. A special note of appreciation was extended to IQAC for making elaborate preparations, meticulous planning and systematic execution of the Academic Audit.

The Committee identified four specific areas for the purpose of Academic Audit, the first three being core areas and the fourth one as a support system.

- The Teaching Departments.
- The Teaching Learning Resource Centre (Library).
- The Autonomous Examination Cell.
- Student Support Services affecting Academic Activities.

The Committee made on the spot visit to all the units mentioned above and discussed at length various academic issues concerning the unit. Besides Heads of Department/Units, they also talked to other faculty members of the Department/Unit and students, Members of IQAC and with the Principal. Sufficient time was given to all the departments / units to present their work and to elaborately discuss with the committee.

On the basis of extensive exercise and deliberations, the committee presented the report in the following format.

PART 1

General observations about the Institution and recommendations.

PART 2

General observations and recommendations about the various units.

PART 3

Conclusion and final recommendations.

In each part, we have shared our observations and then given our recommendations.

PART 1

General Observations about the Institution and recommendations

1. Brief About the College

Sri Sathya Sai College was established in 1974 with a view of embracing excellence for higher education of women. The college has a campus spread across an area of 21 acres. The location of the college is at a distance of about 3 km. from Bhopal city near BHEL township which is predominantly an urban area. The college caters to the academic requirements of the local society as well as nearby townships.

The college is recognized by University Grants Commission under section 2-f and 12-B of UGC Act, 1956 and was granted autonomy by UGC in the year 2017 under the concurrence of the State Government i.e. Department of Higher Education and affiliating University i.e. Barkatullah University, Bhopal. The college was accredited by NAAC in 2018 for the II cycle and was granted "A" grade with 3.03 C.G.P.A. Established by Sri Sathya Sai Trust, and run by Sri Sathya Sai education Society, the College is a multi-faculty traditional, non-technical college running UG and PG Programs in Arts, Science and Commerce streams as recognized by UGC. The college is a private but Government Aided in which some teaching posts receive salary from State government.

The student strength of the College is 460 against 57 sanctioned faculty posts. About 23 non-teaching members are also appointed as supporting staff by the Governing body of the college.

The College ensures adequate availability and optimal utilization of physical infrastructure as it is linked to the vision of our College "We envision the emancipation and empowerment of women through value-based education and enabling them to participate actively in the work of nation-building and social

reconstruction". From the inception of the academic year, the need assessment for replacement/ gradation/addition of the existing infrastructure is carried out based on the suggestions from higher authorities, Institutional Heads, Heads of the Departments, faculties, and lab technicians after reviewing course requirements, student computer ratio, budget constraints, working condition of the existing equipment and also student's grievances.

The College has 41 Classrooms (20 Classrooms with more than 70 capacity and 21 classrooms with more than 35 capacity) 9 classrooms with LCD Facility, 2 Computer Literacy labs, 16 laborites, an Auditorium with Wi- fi & Screen Projector 02 Multipurpose hall, E-Content Development room, ICT Cell, Research Center 01. As the campus is Wi-Fi enabled teachers & students use institutional and personal IT Resources in classrooms. The available physical infrastructure is optimally utilized to conduct co-curricular activities/extracurricular activities, parent-teacher meetings, Campus Recruitment meetings, seminars, conferences, etc.

The institution as a whole has 180+ Computers and associated peripherals are well equipped to support ICT work throughout the campus. Besides having separate computer labs for UG and PG classes, the computer literacy lab is equipped with an LCD projector, smart board, and internet facility. All departments, library, B.Ed., Law, Office, A/c Office, etc. have adequate computing and printing facilities in their departments. The academic timetable is made in such a way that Lecture theatres, smart Classrooms, fully automated libraries, Laboratories, etc are fully utilized by staggering the classes. Medicinal Garden is also maintained for Botanical studies.

A well-equipped, fully computerized spacious library spread over 10,000 sq. ft. with a sitting capacity of 100 people simultaneously. It is enriched with 35,488 books & modern amenities a unique feature of the college. The college has

subscribed to electronic recourses of more than 19 laks – aborts & 6000 + e-journal under N- list Facility of INFLIBNET.

The Music department has well-furnished two rooms with musical instruments like Harmonium, Tabla, Dhapli, Tanpura, and Manjeera. Apart from the regular class, there is a provision of 3- and 6-month certificate courses in vocal music, Sugam Sangeet, and Instrumental and Classical dance courses for the students of other streams. Students are motivated to participate in college & intercollegiate activity. The institute has three large multipurpose playgrounds on the premises which are used for multiple games, such as Athletics, Cricket, Football, Hockey, Volleyball, Basketball and Kho-Kho, Badminton as Outdoor games and Table Tennis, Carrom, Chess as Indoor games. The gymnasium is also available. Different sports activities are organized in the college as per the timetable of the Department of Higher Education and Government of M.P. and Affiliating University. The playground in the college is used for intra-collegiate competitions also.

Outdoor Sports Facility: - 1 Kho- Kho Field, 1 Basket Ball Court, 1 Volley Ball Field, 1 Athletic Field, 1 Badminton Court, 1 Foot Ball ground, 1 Hockey Field, 1 Cricket Ground, 1 Lawn tennis court

Indoor Sports Facility:- Table Tennis, Chess, Carrom, Yoga, Marshal Art, Gymnasium

There are two indoor gymnasiums of 12 & 4 stations in the sports complex. Sports & NCC Officer.

2. General Observations

- As for as the demographic profile of the College is concerned, majority of the students come from immediate neighborhood, and nearby villages/townships.

- The student strength of the College is very less comparatively which may be due to another co-ed college nearby and many Govt. Colleges in Bhopal where fee structure is less. The infrastructure of the college specially classrooms are adequate. They may be used for some vocational/skill Development diploma and/or certificate courses to improve the skills and employability of the students. A proper strategic planning is required with faithful implementation of optimum use of available infrastructure.
 - The science laboratories are well equipped with sufficient space to work. Central Laboratory facility having a number of advanced instruments purchased through the financial assistance under DST-FIST of Department of Science and Technology, Govt. of India during XII Plan.
 - The autonomy of the College is in developing stage. Though it was felt the College should make more use of academic autonomy in Curriculum Designing to make it more useful for fulfilling the local needs. The College has sufficient ground to continue with their autonomy.
3. The website of the college is quite informative and updated. But systematization is needed and important links like UGC, DHE, Govt. Of M.P. should also be provided to make it more meaningful.

Recommendations

On the basis of above observations, the committee recommends the following to the Institution in order to maintain the Academic standards on quality parameters.

- The infrastructure of the college is very good but the student strength is very less. Special efforts are needed to increase student strength.
- The college is advised to start some courses as per local needs.
- Classrooms: Few smart classrooms should also be constructed for effective teaching learning.

- The college administration should develop better rapport with various departments and functional units. It should be accepted that all the departments are not at the same level of functioning.
- The academics include teaching learning evaluation as well as research. The Committee observed that the research tempo is visible only in very few departments. This needs lot of improvement.
- One department is a recognized research centers, namely Political Science. There are recognized research guides in other departments also.
- There is a need for strengthening of teaching -learning process particularly in social science and linguistic departments. This can be done if IQAC plays a proactive role by organizing some Faculty Development Programs.
- There is need for evaluation of the work being carried out by IQAC for quality assurance. It will be advisable to organize an expert lecture on IQAC to be attended by all the faculty members or at least by Heads of the Departments besides members of IQAC.

PART 2

General Observations and recommendations about the various units

A. Autonomous Examination Cell

1. General Observations

The Committee visited the Autonomous Examination Cell between 5:00 p.m. and 6:00 pm. The Committee was received by the Controller Examination Professor Dr.Sudha Tripathi and advisor Dr. Abha Bajpai and their team of Deputy Controllers, Assistant Controller and Office Staff. After formal welcome, the Committee started detailed discussions with the controller and her team. Following observations are recorded.

- The College was granted autonomy in December 2017 and the first autonomous academic session started from 2018-19.

- The Autonomous Examination Cell is responsible for all examination related work starting from designing of syllabus to the declaration of results. The cell prepares and communicates the annual academic calendar with targeted dates for each type of activity. It was informed that there is 100% adherence to the academic calendar and all the time limits are strictly followed.
- The autonomous examination cell is duly constituted with Principal as the Chief Controller Examination, one Controller and Deputy Controllers.
- The Cell has good infrastructure with Computers, Photocopy and Risograph Machine, Printers and Scanners.
- There is a printing cell under the control of one Deputy Controller. All the question papers are printed in house and the secrecy is strictly maintained by putting checks and surveillance.
- The statutory bodies are duly constituted.
- Meetings of statutory bodies (Executive Committee, Academic Council, Finance Committee and Board of Studies) are held regularly and minutes are maintained. There is evidence of action taken on the decisions taken by the statutory bodies and to give action taken report in the next meeting of the body.
- Boards of Studies are constituted in each department. They design the syllabus semester wise or on annual pattern as the case may be. Very few departments have made use of the permission given to autonomous colleges to augment 20% syllabus. The Committee advised the Controller to motivate all the Teaching Departments for rescheduling or modifying the syllabus to make it better for students within the permissible limit.
- All the paper setters and valuers are external as host college teachers are not involved in the academic confidential type of jobs. This keeps the transparency of the system and accountability is also maintained.
- The valuation work is of door valuation type.

- There is a provision to show answer book to the students on demand and after paying the required fees. This enhances transparency and promotes faith in the system.
- There is a Result Committee which reviews every result before it is declared. The Committee points out discrepancies, if any, to the Controller. The Controller communicates the discrepancy further to the concerned department / person for future precaution.
- NEP-2020 has been implemented in the year 2020 at undergraduate level. besides annual examination there is continuous comprehensive evaluation also (CCE), both with traditional and nontraditional methods as per the ordinance, four per annum in undergraduate classes and one per semester and two per annum at postgraduate level. The Committee advises the Controller to give option of variation in CCE pattern to the Departments as it makes CCE more effective, interesting and academically sound.
- The Cell has organized one examination reform workshop and some expert lectures were arranged.
- The Cell has organized a question bank workshop for P.G.I Semester and 3 Semester and the subject expert prepared a question bank.
- The Cell organized a model question paper workshop. Model question paper of U.G. First year NEP-2020 course designed/set by the subject expert.
- The Cell organized capacity building workshop for all the functionaries and to emphasize transparency, accountability and honesty while conducting examinations.
- There is mechanism to evaluate the quality and standard of question papers as there is moderation system.
- The committee advised the Controller to think on lines of reforming the present examination system by introducing new technology aided more transparent examination mechanisms.

- The Committee enquired about the difficulties experienced by the Autonomous Cell in carrying out their function properly. The Cell informed following difficulties faced by them from various controlling authorities: -

A. University:

1. University has not amended statute 36 which governs autonomous colleges,
2. University has not decided the affiliation fees for autonomous colleges which should not be more than Rs. 5000.00 per annum.

B. State Government:

1. State Government deals autonomous colleges at par with any other affiliated college with reference to examination system. Autonomous colleges are not allowed to design their own syllabi, decide the pattern of examination and to have their own marking scheme with the result that the autonomous colleges are not able to make any qualitative improvement in examination pattern and subsequent activities.

2. Recommendations

- To ensure that the various teaching departments augment the syllabus within the permissible limit.
- To ensure that the CCE pattern is changed to make it more outcomes based.
- To maintain secrecy of question papers it should be ensured that the persons working in the printing cell do not carry with them any electronic device (Pen drive, Mini Hard-Disk, Mobile, Memory Card) which can be used to store the question paper at a place other than the desktop. This is absolutely necessary.

- To organize a workshop on evaluation of question papers with reference to their quality, content, language and standards.
- To obtain student feedback with special reference to autonomous examination and its efficacy.
- To keep a suggestion box in the Examination Cell to motivate the students to give their suggestions.
- To organize visits to good institutions at least once in two years for learning experience, if it is not done so far. Besides local, some outstation institutions can also be visited. The Deputy Controllers can be given such opportunity on rotation basis.

B. Teaching Learning Resource Centre – The Library

1 General Observations

The Committee visited Library on 20 December 2023 between 2:00 pm and 3:00 noon. Following observations are recorded:

- The Central Library of the College is situated on the Ground floor.
- The Library is open for the users from 8.30 am to 5.30 pm and remains open on Sundays also.
- The Library is maintained well by the Librarian.
- The total number of available text and reference books is 35,488.
- There is a reading room with capacity of 80 students at a time. There is a separate corner for teachers.
- All the students and faculty members of the college are given library membership and a bar coded identity card is issued to them.
- Library services were fully automated since 2004 with ILMS software - Softake Gladulas (Personalised) Version - 3.0. The various activities of the library such as data entry, issue and returns and renewal of books , member login etc. done through this ILMS software

- It is worth mentioning that Alumni data is also stored in this software. Various types of reports can be generated with the use of above mentioned software which is useful for various committees and inspections. Software is upgraded time to time against the regular Annual Maintenance Contract.
- There is a store room for old books.
- Library subscribes to a good number of research journals (38)
- College also subscribes 52 periodicals and magazines.
- The library has membership of INFLIBNET, DELNET and National Digital Library to facilitate use of E-Books and E-Journals.
- Two books per student are issued for a period of one week with an additional re-issue facility of one week to the students at graduate level. The Research students are issued five books for a longer period. Ex-students are also eligible to enroll in the library on payment of Library fees.
- Besides Internet facility, scanning & photo-copying facilities is also available for users.
- Old question papers are available in the library
- As per the flow of readers in the library is concerned, 15 to 20 Teachers and 50 to 60 Students per day visit the library.
- The physical verification of library is done every year.
- There is Library Advisory Committee duly constituted by the Principal.

2. **Recommendations**

On the basis of above observations, the Committee is pleased to give following recommendations:

- The available space is being utilized as per the requirement with different areas identified for specific purpose like Stack room, Reading room,

Newspaper corner, E-library facility, issue counters and property counters.

- Library needs staff to handle multiple types of activities. At least one book lifter and one helper should be placed in the library.
- The Committee was happy to see the status of Journals prescribed, both in terms of their number. But committee feels that the college should prescribe more and reputed Journals in relevant areas with good impact factor. This will also help to create research environment in the college.
- Teachers may give projects in which references should be sited for books in the library to enhance footfall in the library.
- Library should encourage students to give their feedback to improve the library services. A suggestion box should be placed in library and students be made to use the suggestion box for giving their inputs.

C. Teaching Departments

1 General Observations

The college has 19 Teaching Departments including the Department of Education and the Department of Law out of which 9 are running Post graduate courses also. Five short term certificate courses are also being run by different Departments. The Members of the Committee visited all the departments to take stock of the situation and for validation of facts. The Committee had detailed discussion with all the Heads of the Departments separately. Following observations are recorded:

- The Committee was pleased to see that 80% faculty members are Ph.D holders. There is a good blend of Senior and Junior Faculties. All the Departments are established with Head of the Department and other faculties.

- Teachers are participating in seminars and conferences. The number of research publications of few teachers is very impressive. Few teachers have presented their papers in Conferences.
- Teaching and Learning is the backbone of all academic activities of the College. If Teaching is not of desired quality, it will have an impact on the academic status of the College. This should be given top priority. The Committee observed that majority of the Departments are using Modern teaching methods using ICT besides traditional teaching methods. Departmental meetings with Principal at least twice in a month should be the regular practice. It is necessary to empower Heads of the Departments to monitor such activities in their Department teacher wise. Every Department should take student feedback only on Teaching and learning. This should be done for each teacher. A computer based program can be set to analyze such feedback and give conclusive report on the Teaching performance of the Teacher. Such report should be communicated to the Teachers through Head of the Department. The poor performers should be motivated to improve their performance. This should be done confidentially and in one-to-one mode so that nobody feels humiliated or hurt.
- As the number of permanent faculty is very less, majority of the Teachers are given important portfolios to handle various activities of the College. There is IQAC, Student Union, NSS, NCC, Sports and many other important areas. Teachers are handling all these activities in addition to their teaching workload. This is commendable and praise worthy, but care should be taken that this does not affect their teaching.
- The computer Department has a good number of computers and peripherals .These should be used to strengthen the teaching-learning through IT in the College. A workshop to prepare E -content can also be organized for faculty.

- Committee feels that there is need for betterment of the teaching learning process through stringent monitoring.

2 Recommendations

- More innovative methods can be included in teaching learning. The CCE pattern is also uniform without any variation/innovation. Both these go against the academic standards of the Institution. Use of innovative teaching methods and CCE in various modes may bring qualitative improvement in teaching learning. This should be ensured.
- The faculty should be encouraged to organize seminars and workshop on various areas like teaching learning. This will provide an exposure to students.
- The Faculty should be encouraged to undertake Research project, and to write Books/Chapter.
- The college has some advanced instruments purchased for the DST-FIST funded laboratory. Consultancy services like analysis of samples can be started for their optimum use. This will also help in improving financial condition of the college.
- The college has well qualified faculty. Some interdisciplinary online/offline certificate and diploma courses can also be started in which girl candidates from outside can also be allowed to take admission.
- The Department of Psychology and faculty of Education can establish a counselling cell for students and staff.

PART 3

General Observations and recommendations about the various units

Student Support Service

1. General Observations

The Committee discussed with various units/cells/committees created by the College for various student support services. On the basis of discussion the Committee has recorded their observations which are given in a tabulated form.

S.No.	Name of the Cell/Committee	Observations
1.	Anti-Ragging Committee	<ul style="list-style-type: none">• It is duly constituted.• There are no cases of ragging registered in past several years.
2.	Entrepreneurship Development Cell	<ul style="list-style-type: none">• The Cell is constituted to provide a platform for interaction with entrepreneurs and to impart entrepreneurial education.• Some programs have been organized by the cell.
3.	Grievance Redressal cell	<ul style="list-style-type: none">• The Cell is constituted to register problems of students with various functionaries of the college and to solve such

		problems.
4.	NSS	<ul style="list-style-type: none"> • Two units of NSS are functional, doing good work and carrying out all routine activities.
5.	NCC	<ul style="list-style-type: none"> • A vibrant NCC army wing is functional. • All routine activities including parade are organized. • Some cadets have taken part in Republic Day Parade at RajPath New Delhi.
6.	Placement Cell	<ul style="list-style-type: none"> • There is Career Guidance Cell looking after the capacity building of Students by organizing different types of training in areas like vermicomposting, tally and personality development. • There is training and

		placement officer .
7.	Sports	<ul style="list-style-type: none"> • Sports facilities are available on the Campus for Indoor and Outdoor Games. • Students participate in various games and they represent at university Level. • Yoga classes are also run by the sports cell.
8.	Scholarship	<ul style="list-style-type: none"> • It is a huge task for the College as about 75% students are eligible for various types of Scholarships.
9.	Adult Education	<ul style="list-style-type: none"> • A Mass Programme for Functional Literacy with the motto "Each one teach one" is functional. • The Faculty members and teachers and students volunteer to educate the learners in the slum area near the college, and maid servants and their children at home.

2. Recommendations

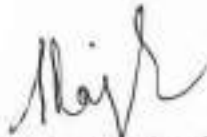
- The College administration needs to be proactive in motivating departments through personal contacts to submit various proposals specially for MRP and Major Research Projects. This will ensure equitable distribution of resources.
- There is need to appoint a Psychologist in the counselling cell on part time basis (like once or twice in a week for two hours), to take care of personal problems of Students. Students feel free in sharing their problems with the psychologist and this will give better results. A record of the same should be maintained.
- The suggestion box can be placed at some accessible point in college to strengthen the mechanism of solving Grievances and for providing quality services. There should be a format and a fixed size of paper to submit suggestion. Such paper should be available near the suggestion box with a pen so that students are motivated to give their suggestion. Students should be addressed for emphasizing the importance of suggestion box. They should be assured that all the suggestions given by them will be taken seriously and will be implemented where ever possible.
- The Guardian tutor scheme is implemented. It is a government scheme with a definite format. The students of the college should be divided into groups of thirty(or less) each and each group should be under a Teacher who is their Guardian Tutor. The group should meet at least once in a month. There should be a diary with every guardian tutor and complete information about the student should be available in this diary.
- E-News Letter can be published on quarterly basis. A research journal can also be published. The all Department of college can play a proactive role for this with the help of Language Departments.

- The Committee is pleased to share this report with the institution. Whatever we have said & written is with a good intention of suggesting ways to improve. We hope the Institution will take it positively. We thank the Institution for their Hospitality and Support. We wish them good luck in all their future endeavors.



Dr. Bharti Jain

Member



Dr. Seema Raizada

Member



Dr. J.K. Parmar

Member

I have gone through the report and I agree with the contents of the report.



Dr. Archana Srivastava

Principal

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