

# Sri Sathya Sai College for Women, Bhopal

(An Autonomous College Affiliated to Barkatullah University)

## Progress Report for the Session 2024-25

On 04 July 1974 Guru Purnima, 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.

At present 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 have started 18 certificate courses and 2 Diploma courses in the session 2025. 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/Sambadhta/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 24.03.2025 to 25.03.2030**

**As per the UGC guidelines for Autonomous College, the Governing Body of Sri Sathya Sai Autonomous College for Women, is being constituted as follows-**

- |                            |   |   |
|----------------------------|---|---|
| 1. Shri. Jamboo Bhandari   | - | Chairman  |
| 2. Dr. Meena Pimpalasure   | - | Member  |
| 3. Shri. Amit Dubey        | - | Member  |
| 4. Shri. Vijay Sampat      | - | Member  |
| 5. Shri. K. K. Nair        | - | Member  |
| 6. Shri. Atul Kulkarni     | - | Member  |
| 7. Dr. Neena Arora         | - | Member Teacher  |
| 8. Dr. Shriji Seth         | - | Member Teacher  |
| 9. Dr. Pratibha Singh      | - | One member Educationist or Industrialist                        |
| 10. Smt. Elsy Jerome       | - | One Senior Administrative Employee                              |
| 11. Dr. Mathura Prasad     | - | Additional Director, M.P. Higher Education , Government Nominee |
| 12. Dr. Hemant Khandai     | - | University Nominee  |
| 13. Dr. Archana Srivastava | - | Member Secretary (Ex - Officio)                                 |

**Academic Council 21.10.2024 to 20.10.2027**

**The Academic Council of Sri Sathya Sai (Autonomous) College for Women is being constituted as follows as per UGC guidelines for Autonomous College 2023.**

**Chairman:** Dr. Archana Srivastava (Principal)

**All Head of the Department:**

- Dr. Renu Mishra (Botany & Microbiology)  
Dr. Shubha Kapdeo (Home Science)  
Dr. Neena Arora (Chemistry)  
Dr. Sudha Tripathi (Commerce)  
Mrs. Vaishali Kadwey (Computer Science & Applications)  
Dr. Shriji Seth (Political Science)  
Dr. Deepa Singh (History)  
Capt. Dr. Sarita Kushwah  
Dr. Smita Nair (Maths)  
Dr. Rupa Guha Nandi (Zoology & Biotechnology)  
Dr. Anupama Chouhan (Hindi)  
Dr. Megha Singh (English)  
Mrs. Laxmi Thakur (Sociology)  
Dr. Aradhana Argal (Economics)  
Dr. Jyoti Bharti (Psychology)  
Dr. Shivali Verma (Physics)

Dr. Anita Assaiya (Music)

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

1. Mrs. Chhaya Makhijani (Computer Science & Applications)
- 2<sup>v</sup> Dr. Soma Nag (Commerce)
3. Dr. Anuradha Singh (Hindi)
- 4<sup>v</sup> Dr. Shikha Mandloi (Microbiology)

**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:**

1. Dr. Sanjosh Singh Bhadoriya, Principal, Rajeev Gandhi Law College, Bhopal
2. Dr. Sarita Agrawal, Gynecologist
3. Dr. Usha Nair, officer on Special duty, MP Higher Education
4. Shri Rajeev Agrawal, Industrialist

**Three Nominees of the University not less than Professors.**

1. Dr. Rajesh Shrivastava , Prof. Maths, SPM College, Bhopal
2. Dr. Shashank Shekhar Thakur, Prof. Sociology, Barkatullah University
3. Dr. Rashmi Singhai, Prof. Chemistry, Reginal college, Bhopal

**A faculty member nominated by the Principal Member Secretary:**

Dr. Renu Mishra

**Finance Committee 07.03.2025 to 06.03.2028**

- **Chairman:** Dr. Archana Srivastava (Principal)
- One person to be nominated by the Governing Body of the College.

**Shri Atul Kulkarni**

- Finance Officer/ Account Officer of the College

**Dr. Purnima Joshi , Smt. Radhamoni**

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

**Dr. Renu Mishra**

## **Board of Studies:**

Separate Board of Studies was constituted for each subject, in 2024, as per UGC guidelines for a term of three years.

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

Board of Studies were formed for **Science Faculty** for- Mathematics, Physics, Chemistry, Computer Science, Botany, Zoology, Microbiology and 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. Renu Mishra
  2. Dr. Smita Nair
- 2. Grievance Redressal Committee**  
Members -
  1. Dr. Shikha Mandloi
  2. Dr. Seema Soni
- 3. Sexual Harassment Committee**  
Members -
  1. Dr. Manisha Tripathi
  2. Dr. Shikha Mandloi
- 3. Students Welfare Committee**  
Members -
  1. Dr. Anita Awasthi
  2. Dr. Anita Tiwari
- 4. Academic Audit Committee**  
Members -
  1. Dr. Neena Arora
  2. Dr. Shobhana Shrivastava
  3. Dr. Soma Nag
  4. Dr. Renu Shrivastava
  5. Dr Harsha Chaturvedi
- 5. Admission Committee**  
Members -
  1. Dr. Shubha Kapdeo
  2. Dr. Sudha Tripathi
  3. Dr. Purnima Joshi
  4. Dr. Shriji Seth
  5. Dr. Neena Chatterjee
  6. Ms. Girjesh
- 7. Examination Committee**  
Members - All Faculty Heads
- 8. Library Committee**  
Members -
  1. Dr. Sadhana Ananth
  2. 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

## Internal Quality Assurance Cell (IQAC)

*Conscious, Consistent and Catalytic action to improve Quality Education*

**Dr. Renu Mishra**  
IQAC Coordinator

**Dr. Neena Arora**  
IQAC Co- Coordinator

The Internal Quality Assurance Cell (IQAC) plays a crucial role in ensuring continuous quality enhancement in an institution. It serves as a catalyst for institutional excellence by systematically developing quality benchmarks, promoting a culture of best practices, and ensuring stakeholder engagement in the pursuit of academic and administrative improvements.

This report highlights the activities, initiatives and progress made by the IQAC during the academic year 2024-25. Through this report, we reaffirm our commitment to academic excellence, innovation and continuous improvement in alignment with the vision and mission of the institution.

### **Key Achievements: NAAC Accreditation – Third Cycle, Submission of AQAR**

#### **NAAC Accreditation – Third Cycle**

One of the most significant achievements of the academic session was the successful accreditation by NAAC in the third cycle, where the institution was awarded an ‘A+’ **Grade** in recognition of its commitment to academic excellence, quality enhancement and institutional development. For this, IQA was submitted on 28.12.23, **Self-Study Report (SSR)** on 22.02.2024 for the third cycle was submitted.

As part of the accreditation process, the **NAAC Peer Team** visited the institute on **13th-14th November 2024** for an on-site assessment. The esteemed members of the Peer Team were:

1. **Dr. Buddhin Gogoi, Director, University of Science and Technology, Meghalaya, Techno City, Ri Bhoi –793101, Meghalaya**
2. **Dr. Ramesh Prasad Pathak, Professor, School Of Educations, Shri Lal Bahadur Shastri National Sanskrit University, Delhi**
3. **Dr. Sumaya Sheik Dhavud Khan, Principal ,Thassim Beevi Abdul Kader College For Women, Ramanathapuram, Tamil Nadu**

During the visit, the team conducted comprehensive evaluations, including interactions with faculty, students, alumni, and stakeholders, as well as assessments of academic programs, infrastructure, governance, and best practices. Their valuable insights and recommendations will guide the institution in its ongoing journey of academic excellence and institutional development.

#### **Submission of AQAR :**

The Annual Quality Assurance Report (AQAR) for the session 2023-24 was successfully submitted to NAAC on 28.12.2024, subsequently accepted by NAAC.

#### **Faculty Development Program:**

IQAC organized a six days Faculty Development Program (FDP) on Indian Culture & Spirituality” from 28th May to 2nd June 2024. Program was inaugurated by Mrs. Anubha Shrivastava, IAS, OSD - Cum Principal

Revenue Commissioner, Bhopal and Mrs. Anuradha Shankar ,IPS, Retd.DG was the chief guest in the valedictory function. Faculty members attended the program.

### Quality Enhancement Initiatives:

**Promoting Research Culture:** IQAC actively encouraged faculty members and students to publish their research work in peer-reviewed journals, fostering a strong culture of research, innovation, and academic excellence.

**Workshops, Seminars, and Expert Talks:** All departments were motivated to organize workshops, seminars, webinars, invited lectures, and expert talks on quality-related themes. These activities aimed to promote continuous learning, skill development, and knowledge dissemination among faculty and students.

To provide equal opportunities with limited resources 18 students attended a series of free UPSC classes from 5th-7th December 2024, held at Shikhar ICS under the mentorship of Shri Sunil Singh.

### Tide Turners Plastic Challenge:

To take action to reduce plastic waste among the Youth, "**Tide Turners Plastic Challenge**" **United Nation Education Program** was conducted in the institute for NSS Volunteers of different colleges of Bhopal university on 27th December 2024. The event featured enlightening sessions on climate change and initiatives for plastic waste management. This workshop was organized by the Department of Chemistry in collaboration with WWF-India, (M.P. & Chhattisgarh). NSS, Barkatullah University. Orientation was led by Mrs. Sangita Saxena (State Director WWF-India), Mr. Shashank Dubey (Sr. Education Officer), and Mr. Ajay Mishra (Sr. Administrative Officer), aimed at igniting student engagement across youth for the Tide Turners Plastic Challenge.

Orientation program on "Library as a resource" was organized on 11.01.2025. Dr. Pragya Nayak, Librarian, Institute for Excellence in Higher Education, Bhopal delivered a lecture on Library Automation and Dr. Sunita Pamnani, MP Higher Education, Bhopal threw light on Digital Library.

Career Fair & College Carnival was organized by Training & Placement cell with Entrepreneurship Cell on 13.02.2025. In this fair 23 companies came for placement, around 214 students of different colleges registered online for the placement. 22 students were shortlisted for further process.

**Skill Development:** One month skill development classes were organized for the students by Unnati foundation, sponsored by infosys from 8th July to 31st August 2024. 30 students participated in these classes.

Workshop on preparation of Jam, Jelly, Pickles, Juices & Sauce was organized by the Department of Botany & Microbiology on 17-18 January 2025. Dr. Malti Joshi, Assistant Professor of Home Science was the resource person.

A 15-day job oriented training program on Tally Prime was organized from 1st October to 15th October, 2024 under the mentorship of Mr. Rajji Meer, Trainer at Shaifali Business Solution, Bhopal.

**Additionally following programs were also organized in collaboration with various departments:**

| <b>Date</b>       | <b>Program</b>  | <b>Resource Person &amp; Department organized or collaboration</b> |
|-------------------|---|--|
| <b>04.07.2024</b> | <b>Induction Program</b>  | <b>Dr. Shubha Kapdeo, HOD-Home Science</b>                         |
| <b>14.07.2024</b> | <b>Lecture on Shiksha aur Sanskar</b>   | <b>Dr. Anita Tiwari, Assistant Professor, Hindi</b>                |
| <b>18.07.2024</b> | <b>Advisor - Advise Meet</b>  | <b>All Departments</b>   |
| <b>01.08.2024</b> | <b>Kavi Diwas- sw-rachit kavy path</b>  | <b>Hindi Department</b>  |
| <b>15.08.2024</b> | <b>Independence Day Celebration</b>   | <b>College</b>   |
| <b>05.09.2024</b> | <b>Teachers Day Celebration</b>   | <b>Students perform various cultural program</b>                   |
| <b>13.09.2024</b> | <b>Expert Talk on Cervical Cancer by Dr. Neel Kamal Kapoor, Retd.HOD - Pathology, AIIMS, Bhopal</b> | <b>Chemistry Department</b>  |
| <b>19.09.2024</b> | <b>World Ozone Conservation Day</b>   | <b>Dr. Neena Arora HOD, Chemistry</b>                              |
| <b>24.10.2024</b> | <b>Expert talk on UPSC preparation by Shri Sunil</b>  | <b>Placement Cell</b>  |

|                   |   |   |
|-------------------|---|---|
|                   | <b>Singh, from Shikhar<br/>ICS,Bhopal</b>                                       |   |
| <b>21.11.2024</b> | <b>Pratispardha Quiz by Vision<br/>IAS</b>                                      | <b>Placement Cell</b>   |
| <b>05.12.2024</b> | <b>Awareness talk on Breast<br/>Cancer by Dr. Sunil<br/>Kumar,DM -Oncology,</b> | <b>Chemistry Department &amp;<br/>Placement Cell</b>  |
| <b>09.01.2025</b> | <b>The house sparrow is<br/>homeless: A small attempt to<br/>conservation</b>   | <b>Department of Zoology &amp;<br/>Biotechnology and Mohd.<br/>Khalique, Founder &amp; CEO ,<br/>Bhopal Birds</b> |
| <b>16.01.2025</b> | <b>Workshop on Research<br/>Methodology</b>                                     | <b>Department of Political<br/>Science</b>  |
| <b>26.01.2025</b> | <b>Republic Day</b>   | <b>College</b>  |
| <b>07.02.2025</b> | <b>College Annual Function&amp;<br/>Prize Distribution</b>                      | <b>Student Union Incharge &amp;<br/>Cultural Committee</b>  |
| <b>08.02.2025</b> | <b>Traditional Day</b>  | <b>Student Union Incharge &amp;<br/>Committee</b>   |

The IQAC team remains unwavering in its commitment to quality enhancement, continuously working to create a dynamic and supportive environment for learning, research, and the holistic development of every student. The IQAC team ensures that the institution not only meets but exceeds quality standards, thereby preparing students to thrive in a rapidly evolving global landscape.

## 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 NAAC Team Visit.

Admission process for session 2024-25 commenced from June 2024. Meetings of Board of studies for all subjects were held in Sep. 2024. 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 marks scheme will also remain the same. NEP 2020 is implemented in UG I, II, III & IV year as recommended by central board of studies and approved by the Governor of M.P.

### The Examination Cell is structured as –

Chief Controller – Principal, Dr. Archana Srivastava  
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 – Smt. Vaishali Kadwey  
Dy. Co-ordinator – Dr. Megha Singh  
Dy. Co-ordinator – Dr. Smita Nair  
Dy. Co-ordinator – Dr. Soma Nag

### Computer Cell –

Co-ordinator – Ms. Girjesh Chouhan  
Dy. Co-ordinator – Smt. Ekta Sabarwal

### Computer Office & Operator–

Office Assistant – Smt. Asha Sanjay Shirsat  
Data Entry Operator – Smt. Shashi Sharma

Meeting of the **Academic Council** was held on 02.12.2024 Academic Calendar for the session was presented and approved. Generally for PG 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 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.

### **Finance Committee 07.03.2025 to 6.03.2028**

**The Finance Committee meeting of Sri Sathya Sai (Autonomous) College for Women, Bhopal was held on 25.03.2025 the following Members were present.**

- **Chairman:** Dr. Archana Srivastava (Principal)
- Finance Officer/ Account Officer of the College
- **Dr. Purnima Joshi , Smt . Radhamani**
- One senior –most teacher of the College to be nominated in rotation by the Principal.
- **Dr. Renu Mishra**

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.

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. It was conveyed that in the academic session 2024-25 (1 July 2024 to 30 June 2025), the estimated income from examination and other fees would be Rs. 693852/-. An estimated expenditure Rs. 1043448/- was proposed. For the session 2025-26 (01 July 2025 to 30 June 2026) a budget was proposed on the basis of estimated income and expenditure.

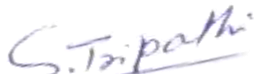
Meeting of the **Governing Body** was held on 29.03.2025.

The following members were present:

1. **Chairman:- Shri. Jamboo Bhandari**
2. Dr. Meena Pimpalpure - Member
3. Shri. Amit Dubey - Member
4. Shri. Vijay Sampat - Member
5. Shri. K.K. Nair - Member
6. Shri. Atul Kulkarni - Member

|                            |   |                            |
|----------------------------|---|----------------------------|
| 7. Dr. Neena Arora         | - | Member Teacher             |
| 8. Dr. Shriji Seth         | - | Member Teacher             |
| 9. Smt. Elsy Jerome        | - | One Senior Employee member |
| 10. Dr. Pratibha Singh     | - | Educationist               |
| 11. Dr. Mathura Prasad     | - | State Government nominee   |
| 12. Dr. Hemant Khandai     | - | University Nominee         |
| 13. Dr. Archana Srivastava |   | -Principal(Ex - Officio)   |

- 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.
- Model questions of NEP 2020 of UG II year Major I & II of all faculties were prepared by Autonomous cell.
- In UG I, II, III & IV Year NEP – 2020 is implemented. The questions paper of the external examination should preferably contain long answer, short answer and objective questions. Where the internal assessment is for 30 marks, the continuous evaluation of the student will be conducted at four times by conducting four tests of 10 marks each of these, three must be written tests and the fourth may, be written test/ Quiz/ Seminar/ Assignment for theoretical courses Marks Obtained in best three tests out of four will be awarded to the student
- Minutes of the Finance Committee meeting were read and approved. Budget proposals for the session 2025-26 were presented for approval.
- The Principal gave a brief report on the working and progress of the Autonomous Cell in the session.
- The Principal conveyed that the next session 2025-26 is expected to commence by July/August 2025. Regarding teaching learning systems and courses, UGC guidelines will be followed.
- The meeting concluded with vote thanks to the Chair and other present.

  
**Controller**

**Autonomous Cell**

  
**Principal**  
PRINCIPAL  
Sri Sathya Sai College  
For Women, Bhopal (M.P.)