



# Sunbeam College for Women

[Affiliated to M. G. Kashi Vidyapith, Varanasi for B.Com., B.Sc., B.C.A.]

206, Bhagwanpur, Lanka, Varanasi - 221005 ■ Phone : 0542-2366488  
www.sunbeamcollege.com ■ info@sunbeamcollege.com

Ref. No. : .....

Date : .....  
Dated: 01/05/2023

## IQAC-Notice

This is to inform that an IQAC meeting will be held on 03/05/2023 in college library at 2.30 pm to discuss about the updating self-appraisal form of teachers as well as maintaining of progressive records of teachers. All the members of IQAC, teaching staff, librarians and activity coordinator are requested to attend the same.

IQAC Coordinator  
(Dr. Amit Kumar)  
Sunbeam College for Women,  
Bhagwanpur Varanasi

Copy to:

Principal  
Administrative Head  
HODs  
IQAC Members  
College Notice board

IQAC Coordinator  
(Dr. Amit Kumar)  
Lanka, Varanasi  
Sunbeam College for Women,  
Bhagwanpur, Varanasi



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Ref. No. : .....

Date : .....

Dated:03/05/2023

## Minutes of meeting - IQAC SCW

### Agenda of the meeting:

To discuss about the updating self-appraisal form of teachers as well as maintaining of progressive records of teachers for the academic session 2022-2023.

**Venue:** College library

**Date:** 03/05/2023

**Time:** 2.30 pm

**Chaired by:** Dr. Vibha Srivastava (Principal)

**Co-chaired by:** Dr. Amit Kumar (Coordinator IQAC)

**Members present:** IQAC members, teaching staff and HODs, librarian and activity coordinator.

### Proceedings of meeting:

1. IQAC Chairperson proposed that teachers should update their self-appraisal form and to maintain their progressive records for the academic session 2022-2023.
2. Discussion on the above proposal has been taken place. It was decided that performance appraisal forms will be distributed to all the faculty members and it was decided that they should be submitted till 13/05/2023.

**Undersigned by:**





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Ref. No. : .....

Date : .....

Dated: 19/06/2023

## IQAC-Notice

This is to inform that an IQAC meeting will be held on 20/06/2023 at 2:30 pm in college library. All members and teaching staff are requested to be present.

### Agenda of the meeting:

1. For conduction of internal assessment of theory and to finalize the dates of B.Sc., BCA, B.Com. and M.Com. examination under NEP.
2. To finalize the test pattern and modules according to university guide lines.
3. To decide the dates of submission of question papers by respective subject teachers.

IQAC Coordinator  
(Dr. Amit Kumar)

Sunbeam College for Women,  
Bhagwanpur Varanasi

Copy to:

Principal

Administrative Head

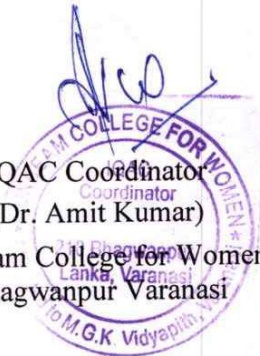
HODs

IQAC Members

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Ref. No. : .....

Date : .....

Dated: 20/06/2023

## Minutes of meeting - IQAC SCW

### Agenda of the meeting:

1. For conduction of internal assessment and to finalize the dates of B.Sc., BCA, B.Com. and M.Com. examination under NEP.
2. To finalize the test pattern and modules according to university guide lines.
3. To decide the dates of submission of question papers by respective subject teachers.

**Venue:** College library

**Date:** 20/06/2023

**Time:** 2.30 pm

**Chaired by:** Dr. Vibha Srivastava (Principal)

**Co-chaired by:** Dr. Amit Kumar (Coordinator IQAC)

**Members present:** Internal IQAC members and teaching staff.

### Point Discussed:

1. Internal assessment test for B.Com. II and IV semester will commence from 27/06/2023 to 30/06/2023. The test pattern will be of MCQ type and the duration will be 1:30 hrs. from 9:30 am to 11 am. The concerned subject teachers are requested to submit the question paper by 23/06/2023.
2. Internal assessment test for M.Com. II and IV semester will commence from 03/07/2023 to 08/07/2023. The test pattern of M.Com. II semester will be of MCQ type while that of IV semester will be of subjective type and the duration will be 1:30 hrs. from 9:30 am to 11 am. The concerned subject teachers are requested to submit the question paper by 30/06/2023.



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Date : .....

3. Internal assessment test for B.Sc. II and IV semester will commence from 11/07/2023 to 20/07/2023. The test pattern will be of MCQ type and the duration will be 1:30 hrs. from 9:30 am to 11 am. The concerned subject teachers are requested to submit the question paper by 06/07/2023.
4. Internal assessment test for BCA II, IV and VI semesters will commence from 18/07/2023 to 21/07/2023. The test pattern will be of subjective type and the duration will be 1:30 hrs from 9:30 am to 11 am. The concerned subject teachers are requested to submit the question paper by 15/07/2023.
5. Number of questions and marking pattern will be decided by respective HODs.

Undersigned by:





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Ref. No. : .....

Date : .....  
Dated: 26/06/2023

## IQAC-Notice

This is to inform that an IQAC meeting will be held on 28/06/2023 in college library at 2.30 pm. All the members of IQAC, feedback committee, HOD's of all departments, Librarians and Activity coordinator are requested to kindly make it convenient to attend the meeting.

### Agenda of the meeting:

1. To discuss and analyze the feedback given by students.
2. To formulate means and measures to improve overall academic delivery and functioning of the college.
3. To discuss any other issue with the permission of the chair.

IQAC Coordinator  
(Dr. Amit Kumar)

Sunbeam College for Women,  
Bhagwanpur Varanasi

Copy to:


Principal

Administrative Head

HODs

IQAC Members

College Notice board

  
IQAC Coordinator  
(Dr. Amit Kumar)  
210 Bhagwanpur,  
Lanka, Varanasi  
M.G.K. Vidyapith





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Ref. No. : .....

Date : .....  
Dated: 28/06/2023

## Minutes of meeting - IQAC SCW

### Agenda of the meeting:

To discuss feedback taken from students for the academic session 2022-2023.

**Venue:** College library

**Date:** 28/06/2023

**Time:** 2.30 pm

**Chaired by:** Dr. Vibha Srivastava (Principal)

**Co-chaired by:** Dr. Amit Kumar (Coordinator IQAC)

**Members present:** Internal IQAC members, feedback committee member, all HODs, librarian and activity coordinator.

### Discussion on feedback given by students:

#### Observations:

- I. Student's feedback depicted that 89% of students were of the opinion that 70-100 % of the syllabus was covered in the class.
- II. 97% of the students were found to be satisfied with the preparedness of the faculties in term of classes taken by them.
- III. The analysis reflected that 84% of students were satisfied with the approach of teachers towards teaching in the classroom.
- IV. Students feedback revealed that 90% of the students were satisfied with the fairness of the internal evaluation process.
- V. The analysis reflected that 77% of the students were satisfied with the institution interest in promotion of internship, student exchange program etc. However, 23% students feel that improvement is required.
- VI. 79% of the students were found to be satisfied with the teaching and mentoring process of the institution.



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- VII. It was noticed that 83% of students agreed that institution make significant effort to engage students in the monitoring, review and continuous quality improvement of teaching learning process.
- VIII. The analysis reflected that 67% of the students admitted that teachers are able to identify their weakness and help them to overcome.
- IX. 85% of students were of the opinion that institute/teachers use student centric methods such as experiential learning for enhancing learning experience.
- X. 86% of the students accepted that teachers encourage them to participate in extracurricular activities.
- XI. The analysis shows that about 87% of the students agreed that efforts were made by institute/teachers to inculcate soft skills, life skills and employability skills to make them ready for the world of work.
- XII. Students feedback depicted that about 84% of the teachers use ICT tools such as LCD projector, Multimedia etc. while teaching.
- XIII. 87% of the students accepted that the overall quality of teaching learning process in their institute is very good.

## Recommendation and action taken:

- For completion of syllabus teachers were asked to arrange extra classes if required.
- Teachers were told to focus on promotion of internship, student exchange program etc.
- Teachers were told to have good connect with students and to use student centric methods such as experiential learning for enhancing learning experience.
- Teachers were advised to encourage students to participate in extracurricular activities and more efforts to inculcate soft skills, life skills and employability skills to make students ready for the world of work.

Undersigned by:



Chairperson IQAC



Coordinator IQAC





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Ref. No. : .....

Date : .....  
Dated: 20/08/2022

## IQAC-Notice

This is to inform that an IQAC meeting will be held on 24/08/2022 at 2:30 pm in college library. All the internal members of IQAC and teaching staff are requested to be present and discuss the following agenda.

### Agenda of the meeting:

1. Commencement of classes for the session 2022-23 for semester students.
2. To discuss about the implementation of NEP.
3. Any other matter with the permission of the chair.

IQAC Coordinator  
(Dr. Amit Kumar)

Sunbeam College for Women,  
Bhagwanpur Varanasi

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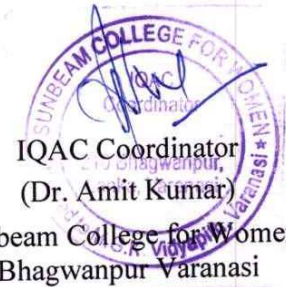
Principal

Administrative Head

HODs

IQAC Members

College Notice board



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Ref. No. : .....

Date : .....

Dated: 24/08/2022

## Minutes of meeting - IQAC SCW

### Agenda of the meeting:

1. Commencement of classes for the session 2022-23 for semester students.
2. To discuss about the implementation of NEP.
3. Any other matter with the permission of the chair.

**Venue:** College library

**Date:** 24/08/2023

**Time:** 2:30 pm onwards

**Chaired by:** Dr. Vibha Srivastava (Principal)

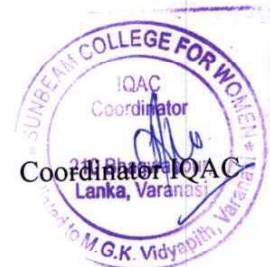
**Co-chaired by:** Dr. Amit Kumar (Coordinator IQAC)

**Members present:** Internal IQAC members and teaching staff.

### Point Discussed:

1. Commencement of classes for semester students of all the departments (B. Com, B.Sc., BCA and M.com) will start from 5<sup>th</sup> of September 2022.
2. As students of B. Com, B.Sc. and M.com are being admitted under NEP, required effort will be made all faculties as well as management to implement NEP and provide the maximum benefit to students as per NEP.
3. Courses under skill development will be allotted to students as per the options made available by our parent university.
4. Allocation of subjects and periods to the faculty members by respective HOD's of all the departments.

**Undersigned by:**



Date: 22/08/2022

## IQAC – Notice

This is to inform that an IQAC meeting has been called on 29/08/2022 at conference room (2:30PM) to discuss about the upcoming NAAC peer team visit and up-dation of self-appraisal form of teachers as well as maintaining of progressive records of teachers.


  
Dr. Amit Kumar

Coordinator, IQAC

Sunbeam College for Women Varanasi

Copy to: -

1. Principal
2. Administrative Head
3. HODs
4. IQAC-Members
5. College notice board

  
Dr. Amit Kumar

Coordinator, IQAC

Sunbeam College for Women Varanasi





# SUNBEAM COLLEGE FOR WOMEN, BHAGAWANPUR, VARANASI

## Minutes of meeting – IQAC, SCW

**Date:** - 29/08/2022

**Agenda of the meeting:** Discussion on enhancement of academic and Peripheral aspects of the college.

**Venue:** - Conference Room

**Time:** 2:30 PM

**Chaired by:** Dr Vibha Srivastava (Principal), Dr. Madhulika Singh (Administrative Head)

**Co-Chaired by:** Dr. Amit Kumar (Co-ordinator, IQAC)

**Members Present:** All internal IQAC members

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### Points Discussed:

1. In case of any error in university syllabus, subject teacher/HOD/principal to write a letter to the Chairperson, Board of Studies of the university.
2. The self-appraisal form of teachers to be submitted to respective Head of Departments; after scrutinize the same shall be forwarded to the principal.
3. From the session 2022-23, appreciation letter can be issued to teachers for their work.
4. Progressive records of teachers can be maintained and thereafter they can be felicitated for their work.
5. Suggestion box to be checked on regular intervals. It is suggested that a suggestion box to be placed in staff room for dropping any grievances from teachers.
6. Suggestion box can be placed in office too for non-Teaching staff for dropping their grievances, if any.

Dr. Amit Kumar

Co-coordinator, IQAC

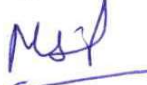

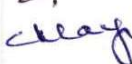
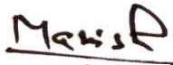







Dr. Vibha Srivastava

Principal



Signature of IQAC members:

S.No.	Name	Signature
1.	Dr. Madhulika Singh	
2.	Dr. Saurabh Sen	
3.	Dr. Chhaya Pandey	
4.	Dr. Manish Srivastava	
5.	Dr. Preeti Srivastava	
6.	Dr. Ruchi Sen	
7.	Mr. Daya Shankar	
6.	Dr. Ashish Chaurasia	
7.	Mr. Sandeep Mukherjee	
8.		
9.		
10.		

  
Dr. Amit Kumar

Co-coordinator, IQAC



Dr. Vibha Srivastava

Principal

