



Ref. No.: IQAC/SCW/2023-24/004

Date: 03/07/2023

## IQAC-Notice

This is to inform that an IQAC meeting will be held on 05/07/2023 in college library at 2:00 PM. All the Faculty members, HOD's of all departments, Librarians, Activity coordinator and Office Staff are requested to kindly make it convenient to attend the meeting.

### Agenda of the meeting:

1. To discuss about the new composition of IQAC 2023-24 and respective committees.
2. To formulate new policies and quality initiatives to improve overall academic delivery and functioning of the college.
3. To discuss any other issue with the permission of the chair.

Dr. Amit Kumar

Coordinator - IQAC

Sunbeam College for Women,  
Bhagwanpur Varanasi

### Copy to:

Principal

Administrative Head

HODs

IQAC Members

College Notice board

Library



Dr. Amit Kumar

Coordinator - IQAC

Sunbeam College for Women,  
Bhagwanpur Varanasi



# Sunbeam College for Women

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

NAAC Grade "A" Accredited Post Graduate College



206, Bhagwanpur, Lanka, Varanasi - 221005 ■ Mob. : 9721452110 ■ www.sunbeamcollege.com ■ info@sunbeamcollege.com

Ref. No. : IQAC/SCW/2023-24/005

Date : .....05/07/2023.....

## Minutes of Meeting (IQAC)

### Agenda of the meeting:

1. Allocation of task as per criterion for AQAR 2023-24
2. To discuss about the action plan of IQAC (quality measures) for upcoming session 2023-24

**Chaired by:** Chairperson and Coordinator, IQAC.

**Venue:** IQAC office

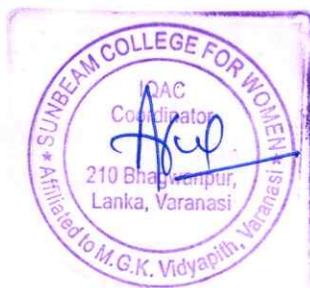
**Time:** 2:00 PM

### Points Discussed:

1. The Chairperson (IQAC) emphasized that the Internal Quality Assurance Cell should propel academic quality which is one of the mandatory requirements of higher education. To ensure that quality education is imparted, only if we have proper monitoring, control, review mechanism and learning from the review process to improve the system.
2. The Chairperson further allotted respective criterion to Internal IQAC members. One additional member will also work along with each Convenor of respective Criteria to make data collection and other relevant details easy and convenient.

### Action Taken:

1. As discussed above, new composition of IQAC for the session 2023-24, Committees / Cells and Criterion Incharges were decided.
2. Following is the list of IQAC members, additional members and Criterion allotted.
3. The print out of matrices of each Criterion shall be handed over to the respective Convenors on 6<sup>th</sup> July, 2023.



### COMPOSITION OF IQAC

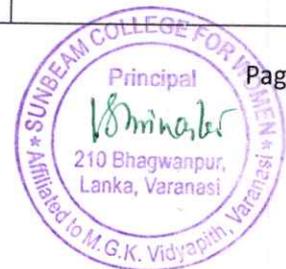
Sl. No.	Title	Name	Designation/ Department
1.	Chairperson	Dr. Vibha Srivastava	Principal
2.	Coordinator	Dr. Amit Kumar	Associate Professor, Department of Commerce
3.	Jt. Coordinator	Dr. Ruchi Sen	Associate Professor, Department of Commerce
4.	Members	Ms. Sarita Rao	Administrative Head
		Dr. Manish Srivastava	Associate Professor, Department of Science
		Dr. Ashish Chaurasia	Associate Professor, Department of Commerce
		Dr. Amita Dubey	Associate Professor, Department of Commerce
		Dr. Sanjay Agarwal	Assistant Professor, Department of Commerce
		Dr. Amit Kumar	Assistant Professor, Department of Science
		Mr. Daya Shankar Singh	Assistant Professor, Department of Computer Science
		Mr. Abhishek Sharma	Assistant Professor, Department of Computer Application
		Mr. Sandeep Mukherjee	COO, Sunbeam Group (Management Nominee)
5.	External Members	Prof. Om Prakash Singh	Professor, Faculty of Commerce, BHU
		Dr. Sanjeev Kumar	Professor, Department of History, Vasanta College for Women, Rajghat, Varanasi
		Mr. Bhagirath Jalan	Managing Director, Jalan Group, Varanasi
		Ms. Shreya Sarraf	Alumni
		Ms. Priyanshi Singh	Student
		Ms. Nisha Yadav	Parent (Homemaker)
		Mr. Nirmal Joshi	Society

### LIST OF COMMITTEES

Sl. No.	Name of Committee	Convener	Member(s)	Designation/Department
1.	Committee for SC/ST	Mr. Abhishek Sharma Assistant Professor, Department of Computer Science	Mr. Daya Shankar Singh	Assistant Professor, Department of Computer Science
			Ms. Sakshi Malhotra	Office Assistant
2.	Minority Cell	Md. Sufiyan Art Teacher	Dr. Neetu Singh	Assistant Professor, Department of Commerce
			Dr. Sanjay Agrawal	Assistant Professor, Department of Commerce



3.	Grievance Redressal Cell	Dr. Ruchi Sen Associate Professor, Department of Commerce	Dr. Ekta Shukla	Assistant Professor, Department of Science
			Ms. Suman Mishra Tiwari	Assistant Professor, Department of Computer Science
			Dr. Neetu Singh	Assistant Professor, Department of Commerce
4.	Internal Complaint Committee	Dr. Chhaya Pandey Associate Professor, Department of Science	Mr. Mahfooz Alam (Advocate)	Legal Advisor
			Dr. Ranjana Gaur	NGO Member
			Dr. Ruchi Sen	Associate Professor, Department of Commerce
			Ms. Suman Mishra Tiwari	Assistant Professor, Department of Computer Science
			Ms. Vanshika Chaurasia	Student Representative
			Ms. Adya Vidhi Pandey	Student Representative
			Ms. Vani Agrahari	Student Representative
5.	Anti-Ragging Committee	Ms. Sarita Rao Administrative Head	Dr. Priti Srivastava	Associate Professor, Department of Science
			Dr. Ashish Chaurasia	Associate Professor, Department of Commerce
			Mr. Abhishek Sharma	Assistant Professor, Department of Computer Science
6.	OBC Cell	Dr. Ashish Chaurasia Associate Professor, Department of Commerce	Mr. Daya Shankar Singh	Assistant Professor, Department of Computer Science
			Mr. Abhishek Sharma	Assistant Professor, Department of Computer Science
7.	Skill Development & Extra Curricular Activities Committee	Dr. Sanjay Agarwal Assistant Professor, Department of Commerce	Ms. Anita Sah	Assistant Professor, Department of Computer Science
			Ms. Anshita Sharma	Activity Coordinator
8.	Extension, Social Welfare & NSS Committee	Mr. Heramb Mishra Program Officer - NSS	Dr. Chhaya Pandey	Associate Professor, Department of Science
			Dr. Madhumita Srivastava	Associate Professor, Department of Science
			Dr. Amita Dubey	Associate Professor, Department of Commerce
			Mr. Nikhil Sharma	Assistant Professor, Department of Commerce
			Mr. Shubham Tiwari	Assistant Professor, Department of Commerce



9.	<b>Examination &amp; Evaluation Committee</b>	<b>Dr. Manish Srivastava</b> Associate Professor, Department of Science	Dr. Amit Kumar	Associate Professor, Department of Commerce
			Dr. Ruchi Sen	Associate Professor, Department of Commerce
			Mr. Abhishek Sharma	Assistant Professor, Department of Computer Science
10.	<b>Library Committee</b>	<b>Ms. Bharathi Ganeshan</b> Senior Librarian	Dr. Madhumita Srivastava	Associate Professor, Department of Science
			Mr. Nikhil Sharma	Assistant Professor, Department of Commerce
			Mr. Heramb Mishra	Librarian
11.	<b>Student Welfare Committee</b>	<b>Ms. Anshita Sharma</b> Activity Coordinator	Dr. Priti Srivastava	Associate Professor, Department of Science
			Mr. Shubham Tiwari	Assistant Professor, Department of Commerce
12.	<b>Academic Audit Committee</b>	<b>Dr. Vibha Srivastava</b> Principal	Dr. Priti Srivastava	Associate Professor, Department of Science
			Dr. Ashish Chaurasia	Associate Professor, Department of Commerce
			Mr. Abhishek Sharma	Assistant Professor, Department of Computer Science
13.	<b>Alumni Committee</b>	<b>Dr. Ruchi Sen</b> Associate Professor, Department of Commerce	Dr. Ekta Shukla	Assistant Professor, Department of Science
			Ms. Suman Mishra Tiwari	Assistant Professor, Department of Computer Science
14.	<b>Feedback Committee</b>	<b>Dr. Sanjay Agrawal</b> Assistant Professor, Department of Commerce	Dr. Anshuman Bhattacharya	Associate Professor, Department of Commerce
			Dr. Amit Kumar	Assistant Professor, Department of Science
			Mr. Abhishek Sharma	Assistant Professor, Department of Computer Science
15.	<b>Admission &amp; Planning Committee</b>	<b>Dr. Anshuman Bhattacharya</b> Associate Professor, Department of Commerce	Mr. Sandeep Mani Tripathi	Admission Counsellor
			Mr. Abhishek Vats	Public Relation Officer
			Ms. Sakshi Malhotra	Front Office Executive
			Mr. Ashish Srivastava	Office Assistant

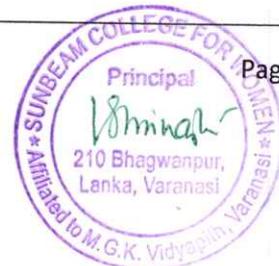
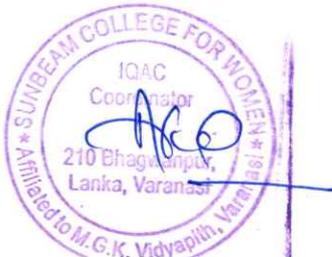


**LIST OF CRITERION INCHARGES & SUB INCHARGES**

Sl. No.	Name	Criterion	Criterion Name
1.	Dr. Sanjay Agrawal along with Ms. Anita Shah	I	Curricular Aspects (100)
2.	Dr. Anshuman along with Dr. Manish Srivastava	II	Teaching- Learning and Evaluation (350)
3.	Dr. Amit Kumar (Science) along with Mr. Shubham Tiwari	III	Research, Innovations and Extension (150)
4.	Mr. Abhishek Sharma along with Mr. Nikhil Sharma	IV	Infrastructure and Learning Resources (100)
5.	Dr. Amita Dubey along with Ms. Suman Mishra Tiwari	V	Student Support and Progression (100)
6.	Dr. Ashish Chaurasia along with Mr. Abhishek Vats	VI	Governance, Leadership and Management (100)
7.	Mr. Daya Shankar Singh along with Dr. Ekta Shukla	VII	Institutional Values and Best Practices (100)

The following dignitaries and members were present for the meeting:

Sl. No.	Name of the Internal Members	Signature
1.	Mr. Sandeep Mukherjee	
2.	Ms. Sarita Rao	
3.	Dr. Vibha Srivastava	
4.	Dr. Saurabh Sen	
5.	Dr. Amit Kumar (Commerce)	
6.	Dr. Ruchi Sen	
7.	Dr. Manish Srivastava	
8.	Dr. Ashish Chaurasia	
9.	Dr. Amita Dubey	
10.	Mr. Daya Shankar Singh	
11.	Dr. Amit Kumar (Science)	
12.	Dr. Sanjay Agrawal	
13.	Mr. Abhishek Sharma	
14.	Dr. Anshuman Bhattacharya	
15.	Ms. Suman Mishra Tiwari	
16.	Mr. Nikhil Sharma	
17.	Dr. Ekta Shukla	



18.	Mr. Abhishek Vats	<i>Abhishek Vats</i>
19.	Ms. Anshita Sharma	<i>Anshita Sharma</i>
20.	Dr. Neetu Singh	<i>Neetu Singh</i>
21.	Dr. Priti Srivastava	<i>Priti Srivastava</i>
22.	Ms. Anita Sah	<i>Anita Sah</i>
23.	Dr. Chhaya Pandey	<i>Chhaya Pandey</i>
24.	Mr. Heramb Mishra	<i>Heramb Mishra</i>
25.	Ms. Bharathi Ganeshan	<i>Bharathi Ganeshan</i>
26.	Ms. Sakshi Malhotra	<i>Sakshi Malhotra</i>
27.	Mr. Ashish Srivastava	<i>Ashish Srivastava</i>
28.	Mr. Sandeep Mani Tripathi	<i>Sandeep Mani Tripathi</i>
29.	Md. Sufiyan	<i>Md. Sufiyan</i>
30.	Mr. Shubham Tiwari	<i>Shubham Tiwari</i>
31.	Ms. Madhumita Srivastava	<i>Madhumita Srivastava</i>
32.	Dr. Dharmendra Dubey	<i>Dharmendra Dubey</i>
33.	Dr. Devendra Mohan Upadhyay	<i>Devendra Mohan Upadhyay</i>
34.	Dr. Arun Kumar Upadhyay	<i>Arun Kumar Upadhyay</i>
35.	Dr. Yashveer Singh	<i>Yashveer Singh</i>
36.	Dr. Shashi Singh	<i>Shashi Singh</i>
37.	Ms. Amrita Keshari	<i>Amrita Keshari</i>
38.	Dr. Sanaya Mehrotra	<i>Sanaya Mehrotra</i>
39.	Dr. Reena Singh	<i>Reena Singh</i>
40.	Mr. Aalok Biswas	<i>Aalok Biswas</i>
41.	Mr. Gaurav Verma	<i>Gaurav Verma</i>

*Amit Kumar*  
**Dr. Amit Kumar**  
 Coordinator, IQAC



*Vibha Shrivastava*  
**Dr. Vibha Shrivastava**  
 Chairperson, IQAC





Ref. No.: .....IQAC/SCW/2023-24/006

Date: .....08.07.2023

**IQAC NOTICE**

This is to inform all the members of IQAC and HODs that a meeting has been scheduled to discuss following agenda:

1. Commencement of new Academic Session 2023-24
2. Approval of Lecture Plan and Activity Planner as per Courses
3. To introduce Elective courses in B.Com., B.Sc., BCA and M.Com.

Above meeting shall be held in the college library at 2:00 PM on 10th July, 2023 (Monday).

All the concerned members are requested to be present for the same.

**Dr. Amit Kumar**  
**Coordinator-IQAC**

**Cc To:**

Principal  
Administrative Head  
Vice-Principal  
IQAC Members  
HODs  
Office  
Library



**Dr. Amit Kumar**  
**Coordinator-IQAC**

## Minutes of IQAC Meeting

Date- 10th July, 2023

Time- 2:00 – 3:00 PM

Venue- College Library

### Agenda:

1. Commencement of new Academic Session 2023-24
2. Approval of Lecture planner and Activity Planner as per semester
3. To introduce Elective course in B.Com., B.Sc., BCA and M.Com.

### Key Points Resolved:

1. It is decided that the commencement of new Academic Session (B.Com., B.Sc., BCA and M.Com.) for III & V Sem. will be from 25<sup>th</sup> July, 2023 and for I Sem. from 4<sup>th</sup> August, 2023.
2. Lecture plan and Activity Planner approved by the members.
3. Introduction of Elective Courses in B.Com., B.Sc., BCA and M.Com. as directed by MGKVP was finalized by the members.

### Members Present:

Dr. Vibha Srivastava (Principal)  
Dr. Amit Kumar (Coordinator-IQAC)  
Dr. Saurabh Sen (Vice Principal)  
Dr. Ashish Chaurasia (Member)  
Dr. Ruchi Sen (Jt. Coordinator-IQAC)  
Dr. Chhaya Pandey (Member)  
Dr. Manish Srivastava (Member)  
Dr. Priti Srivastava (Member)  
Mr. Daya Shankar (Member)  
Mr. Abhishek Sharma (Member)

*[Handwritten signatures of the members listed above, including Dr. Vibha Srivastava, Dr. Amit Kumar, Dr. Saurabh Sen, Dr. Ashish Chaurasia, Dr. Ruchi Sen, Dr. Chhaya Pandey, Dr. Manish Srivastava, Dr. Priti Srivastava, Mr. Daya Shankar, and Mr. Abhishek Sharma.]*



**Dr. Amit Kumar  
Coordinator-IQAC**



Ref. No.: IQAC/SCW/2023-24/006

Date: .. 12.10.2023 .....

## IQAC Notice

This is to inform all the teaching and other staff members that a meeting on orientation of code of conduct is being organised on 15<sup>th</sup> October, 2023 in Library at 11:30 AM.

All the teaching and other staff members are requested to be present for the same.

Dr. Amit Kumar  
Coordinator-IQAC

### Copy to:

Principal  
Administrative Head  
HODs  
IQAC Members  
College Notice board  
Library



Dr. Amit Kumar  
Coordinator-IQAC





Ref. No.: .....

Date: 15.10.2023 .....

## Minutes of IQAC Committee meeting

**Agenda of the meeting:** Formation of Committee to monitor adherence to the code of conduct and professional ethics.

**Venue:** - College library

**Time:** 11.30 AM

**IQAC Coordinator:** Dr. Amit Kumar

**Chaired by:** Principal

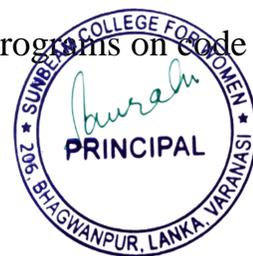
### Members Present:

1. Dr. Chhaya Pandey
2. Dr. Manish Srivastava
3. Dr. Priti Srivastava
4. Dr. Ruchi Sen (Jt. Coordinator)
5. Dr. Saurabh Sen
6. Mr. Daya Shankar
7. Dr. Ashish Chaurasia

### Points Discussed:

1. It was recommended by the IQAC members to form Monitoring Committee.
2. The committee will monitor the programs conducted regarding code of conduct, professional ethics programs for students, teachers, administrators and other staff.

3. The committee will also ensure that annual awareness programs on code of conduct are organized.





Ref. No.: .....

Date: .....

Name of Committee	Convener	Member(s)
Monitoring Committee	Dr. Amit Kumar	Dr. Saurabh Sen Dr. Ruchi Sen Dr. Ashish Chaurasia Dr. Priti Srivastava Mr. Abhishek Sharma

**Resolution:**

1. Resolved that the departments will organize professional ethics programs for students, teachers, administrators and other staff.
2. It was decided that Annual awareness programs on code of conduct must be organized as soon as possible.



Dr. Amit Kumar  
Coordinator-IQAC





Ref. No.: IQAC/SCW/2023-24/008

Date: 05<sup>th</sup> June, 2024

## Minutes of Meeting (IQAC)

### Agenda of the meeting:

1. Progress Review AQAR 2023-24 Cycle II
2. To review the progress of various matrices allotted to IQAC Members.

**Chaired by:** Chairperson, IQAC

**Co-Chaired by:** Administrative Head & Coordinator, IQAC

**Venue:** Administrative Block

**Time:** 12 Noon

### Action Taken:

1. Criterion Incharges are to submit only soft copies of the data to the IQAC Coordinator for analysis according to AQAR requirements.
2. Due to the ongoing data collection process, the Administrative Head of Sunbeam College for Women, will convene a meeting on 31st July, 2024 with the respective Criterion Incharges individually.
3. In the interim, Criterion Incharges are expected to engage in mind mapping, data collection, and identifying sources for data procurement.
4. Data should be properly routed through the college repository system to ensure accessibility to all stakeholders.
5. Each Criterion Incharge must stipulate a submission date for each metric and establish a benchmark (with points allocated as per NAAC).
6. Photography of infrastructural facilities shall commence from this week.



**Dr. Amit Kumar**  
Coordinator – IQAC



**Dr. Saurabh Sen**  
Chairperson - IQAC