SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SUNBEAM COLLEGE FOR WOMEN, BHAGWANPUR, LANKA, VARANASI

SUNBEAM COLLEGE FOR WOMEN 206 BHAGWANPUR LANKA VARANASI 221005
www.sunbeamcollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sunbeam College for Women provides an environment conducive for the students to develop into creative individuals. A natural progression from school level education was the setting up of Sunbeam College for Women at Bhagwanpur in 2000. Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi, it is an answer to the long felt need of an English medium college for girls in Varanasi. 7.5 km straight drive from Varanasi Cantt. Station, the college focuses on academic, intellectual and cultural development of its students such that they face the challenges of today with a base firmly rooted in India's cultural heritage. The qualities of fortitude, justice and benevolence are the cornerstone of the education imparted here. The college has qualified and motivated faculty, committed to teaching and research. Sunbeam believes in upholding the traditional values. Keeping pace with the same rhythm,various cultural activities are being organized in the Sunbeam College in order to retain cultural ethos and values. A number of educative, recreational and extra-curricular activities are integral part of the working of the college. In each of the extra-curricular activities of the college, we make sure to include the participation of the students. Such a step gives them experience in understanding the know how of organizing the events, an experience that would stand them in good stead when they would assume positions of importance. Quizzes, Debates, Extempore, Public Speaking are the order of the day the country over and nothing serves to develop students faculties better. Keeping this in mind the college ensures that students are provided with ample opportunities to participate in all such events. A range of indoor and outdoor games are available and students are encouraged to keep fit and healthy by participating in sports.

Vision

Sunbeam College envisions to develop culturally rooted, globally oriented, self-reliant women committed to achieve excellence through duty, devotion and discipline.

Mission

- To reinforce the custom of being dutiful, devoted towards the society and the Nation, thereafter keeping the essence of discipline in one's life.
- To make students sensitive about social concerns, human rights and thus help them being an eco-conscious individual.
- To facilitate young women to come up with their leadership quality, take pride in self and identity and thus become the change makers of the society.
- To equip and empower students with relevant knowledge, competence, value and creativity to face global challenges.
- To inculcate in students the concept and importance of women empowerment.
- To pursue student-centric learning for self- development & skill development among students.
- To educate the women of tomorrow, we aim to practice in teaching-learning, researches and extension activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Sunbeam College for Women is a pioneer in Women education and is well known in Uttar Pradesh
- Geographical location is such that it caters to the educational needs of female students hailing from adjoining towns and states. The college has a brand value and quality performance, as evident by various recent awards and recognitions. Some of the noteworthy recognitions are:
    - National Education Excellence awarded, 'Most promising college in Varanasi for Women' by WBR Corp.
    - Education World-India Higher Education ranking 2021-2022-Grand jury rankings-Best management practices and systems-Sunbeam College for Women, Bhagwanpur
    - Global Education Awards, 2019-Best Academia and Industry Collaborator (Jury's choice)
- The college adheres to its Vision and Mission in the process of imparting education.
- The faculties are well-qualified, and most of them are Ph.D. holders.
- All classrooms and laboratories are equipped with Effective Teaching Learning facilities, i.e., with ICT and LMS, and there is a place for sports and extracurricular activities.
- Well-structured continuous internal evaluation methodology through regular feedback tracking is done to ensure the flow of curricular delivery through monitoring of lesson plan.
- Institute has a strong orientation towards extension activities and outreach programs, as evident by several activities like Blood Donation Camps, Tree Plantation drives and the spread of social/health/women equality/child education/environment/population awareness camps.
- Discipline and Quality processes are revised and improvised to enhance the effectiveness of the teaching-learning process.
- Institute has a well-connected GPS-equipped bus network throughout the City of Varanasi.
- Many reputed corporate companies visit the campus for placement drive
- Sunbeam College provides a safe and secure environment for all the stakeholders of the college.
- The college conducts seminars/conferences/ FDPs from time to time.
- The recruitment of faculty members is done through a rigorous selection process, and after recruitment, faculties are offered attractive pay scales and defined leave rules,
- Various extra-curricular activities like special assemblies to mark special days, events, sports, quizzes, working models, debates, declamations, presentations and visits to Botanical Garden and high-end laboratories ensure the multi-dimensional growth of students.
- The college has infrastructure facilities for physically disability students
- The college provides fee concession for different criteria. (Data required)

Institutional Weakness

- The college needs to focus on conducting entrance exams to assess new students to improvise the quality of students' intake.
- Alumni associations need to be strengthened further.
- Thrust has to be given for Research publications in collaboration with premier research centers.
- Lack of Professional courses.

Institutional Opportunity

- Central and State Government is committed to Women empowerment
- Sunbeam group, has its own primary, secondary and higher educational opportunities for girls.

- Sunbeam College has the potential to upgrade from affiliated to an autonomous institution
- College is striving to offer PG courses and Professional courses shortly.
- Senior faculty members of the college may be appointed as members of the university academic council / other autonomous colleges.
- Focused Graduated Students can be absorbed into any of the Secondary Schools of the group

Institutional Challenge

- University examination and evaluation procedures are not up to the standard.
- The ratio of outstation students to the total students enrolled is minimal.
- Lack of awareness towards education amongst the parents of this region is a challenge in enrolling academically oriented students.
- Minimal job opportunities due to inadequate industrial setup in this region divert the students to other cities for better career options.
- Students from rural and semi-urban areas are married off immediately after graduation.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sunbeam College for Women offers B.Com, B.Sc., and BCA programmes. Sunbeam College for Women is affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi.

College has noble vision and mission, is aligned with the curriculum for students and all activities conducted by the college. College monitors and adheres to academic calendar, and appropriate actions are taken to minimize deviations to activities.

College serves the local and national requirements by educating local women and girls. Since Sunbeam College for Women is affiliated to Mahatma Gandhi Kashi Vidyapith, the curriculum is implemented as per university guidelines. Add on programmes are provided by the college every year for those programmes which have gaps identified in the curriculum.

Experiential learning by project work, internship and field work are included in curriculum. College assists students in getting internship and projects by having MoU with local business and industries.

Teachers participate in the university activities for implementation of curriculum assessment and evaluation. Teachers are also encouraged to attend the Board of Studies meeting of other autonomous colleges as invitees to enhance the experience and permit knowledge transfer.

College promotes innovative practices in teaching and learning. Best practices are identified and institutionalized by the IQAC of the college.

Learning by doing is promoted for learning and students undergo project work and internship. College takes initiative to build opportunities with the industry and society for providing internships and projects.

All the programmes provided by the college have elective course system.

College has defined course outcomes and programme outcomes where the university curriculum has not defined.

Feedback committee collects the feedback related to design and review of syllabus on periodic basis and is analysed. IQAC reviews the report and suitable recommendations are made to improve the quality.

Teaching-learning and Evaluation

Sunbeam College for Women, Bhagwanpur is committed to excellence in teaching, learning and evaluation process.

Sunbeam College for Women, Bhagwanpur has attracted best students from eastern Uttar Pradesh. College conducts diagnostic tests for identifying learning gaps. Bridge courses are organised for all first year students.

Slow and Advance learners are identified through formative assessments and internal exams.

College provides large number of scholarships every year to Students from weaker sections of society who are good at academics.

To ensure healthy interaction between students and teachers, Student faculty ratio is maintained at 1:30 ratio.

The academic committee adopts innovative methodologies such as blended learning, technology based learning like NPTEL and student presentations. College has NPTEL Chapter within the campus with one of the teachers as the coordinator.

Assessments are built into the student learning process and teachers are encouraged to conduct formative assessments frequently in classes. This helps teachers to provide appropriate additional classes.

Learning by Doing is included as a learning method, so that students with different learning abilities have alternate choice of learning method.

Sunbeam College for Women Bhagwanpur has implemented CO and PO for all courses. Outcome based education training is provided to all teachers and stakeholders of the college.

College has 98% pass percentage and hence is one of the renowned college in Uttar Pradesh.

Sunbeam College for Women, Bhagwanpur has projectors, smart boards, software's, audio - video contents and Wifi with capacity of over 30 mbps. Teachers and students can have 24X7access to online learning resources.

The mentor mentee ratio is 1: 30 and students' issues are addressed effectively and efficiently. The interaction is recorded in the student records for future reference.

Internal and external evaluations are conducted as per the academic calendar. Transparency in process is established and grievances on internal evaluations are resolved by the college and grievances related to external evaluation is forwarded to university for resolution.

Research, Innovations and Extension

Sunbeam College for Women encourage its students to participate in examinations and competitions outside the college.

Periodic events such as conference and seminars are organised in the college and teachers and students are encouraged to participate in the events outside the college. College has identified areas of improvement related to research and innovation. A roadmap is defined to address the shortcoming and also generate grants in the future.

Teachers of the college actively publish research papers in UGC notified journals and publish books.

College has around twelve functional MoUs to provide internship and projects for its students. This also acts as an opportunity for students to identify potential job placements.

College is known for extension activities in Varanasi and has conducted over forty extension and outreach programmes. Students and teachers participate proactively to contribute towards society and nation. Around twenty two percent of the students participate in the extension and outreach activity. Extension activities are carried out through the councils formed in the college and also via NSS. College has achieved several recognitions in lieu of its contribution to society.

Being a women's college, students and teachers are torch bearers of women's progress in the society and the college has been in the forefront of women development awareness programs. College promotes various events and commemorates women's day and other gender sensitizing activity in the society.

Infrastructure and Learning Resources

Sunbeam College for Women has a well-developed high-tech campus equipped with facilities and learning resources to accomplish academic excellence.

It has 24 lecture halls, 5 laboratories, 2 seminar halls and 1 auditorium.

100 percent of classrooms and seminar halls are ICT enabled. All the classrooms are equipped with technology such as projectors, smart boards, wireless microphones, sound systems. Wi-Fi with capacity of over 30Mbps is provided to students and teachers within the campus. College has well equipped computer lab with over 94 computers.

3.49 average percent of expenditure excluding salary is provided for Infrastructure augmentation. College has actual expenditure of 72.42% average over last five years towards Infrastructure maintenance.

Sunbeam College for Women has well equipped library. Around 10,200 books, 20 magazines, 10 journals, 5 newspapers daily is available in the library. Average annual expenditure for purchase of books / e-books and subscription during the last five year is 1.12 Lakhs.

College provides sports facilities both outdoor and indoor and has Table-Tennis, chess, carom, a multipurpose ground basket-ball and Volley ball. The institute has well equipped gymnasium with gym instructor and a permanent caretaker.

Students selected for sports at university level, State level and National level competitions are logistically supported by the college. Track suits and all sports gear are provided to the students for major events. All the Participants are awarded with participation certificates.

Auditorium is a spacious multi-use concert hall a seating capacity of 800 people. College makes an annual budgetary provision for cultural activities, sports activities and annual day celebrations. Every year the college conducts cultural programs like Vividha, Abhivyakti, Sawan Celebration etc.

Student Support and Progression

Sunbeam College for Women has proactively supported educational development of the region and nearly average **15%** students of the college get scholarship during last five years.

College undertakes skills trainings for soft skills, ICT, life skills, language and communication every year and about **48%** of students are benefitted by career counselling and competitive examination guidance.

College has a grievance committee for both online and offline timely redressal of student grievances including sexual harassment and ragging cases. Periodic awareness activities are conducted in the college by expert guest speakers.

On an average over five years, above **22%** of students pursue higher education. Efforts to increase the placements are undergoing and the College has already started to see improvements.

Over 47 students of the college have won awards/medals for outstanding performance in sports/cultural activities at various levels.

College has a structured Student representation model. The student council and class representatives organize Youth fest (VIVIDHA) at national level where participants from other colleges/institutions/Universities etc participate. Student Council and the class representatives also assist student fraternity in organizing following activities related to students such as Literary competitions, Essay writing competition, Cultural competitions, Sports events (state and national level), Excursion tours, social welfare programs

There is a registered Alumni Association and the College has continuously engaged its Alumnus over last five years. The college invites the Alumni for various activities such as Grooming sessions, career counselling, mentoring the juniors etc. They also help in the Placements and providing Internships to the students studying in the college.

Governance, Leadership and Management

Sunbeam College for Women has defined its vision and mission statements and appropriate governance structures. Governance structures which include Managing Committee implements vision and mission of the Sunbeam College for Women. The Sunbeam College for Women has a qualified Principal and Administrator who are inspiration for students and teachers.

Sunbeam College for Women promotes varying degrees of decentralization and participative management among all stake holders at strategic, functional and operational levels. Sunbeam College for Women provides

welfare to all staff of the college. Teaching and non-teaching staff of Sunbeam College for Women under go appraisal every year and appropriate feedback is provided.

Sunbeam College for Women has developed a long-term strategic plan to realize its vision and mission. Objective, goal and commitments are translated into action by the collective leadership of the college. Financial and other resource allocation are mobilized by the college.

IQAC is formulated on the basis of the recommendations given by the NAAC. The IQAC Coordinator is responsible for development, application and monitoring of quality benchmarks. Internal Quality Assurance Cell meets at least three to four times a year to review quality initiatives being carried out. IQAC spearheads major quality changes in the college. Feedbacks from all the stakeholders are reviewed by the IQAC and action taken.

In order to provide continuous improvement in teaching learning, teachers are encouraged to attend faculty development programs. Over **37%** of teachers have undergone faculty development programmes in last five years. In last two years the participation has increased to over **80%**.

E-governance is implemented across most of the functions in the college including Student Admission, Administration, Finance and Accounts, and Examination.

Sunbeam College for Women has defined roles and responsibilities at all levels. Several policies such as human resource policy, service rules, recruitment and selection policy, promotion policy, grievance redressal mechanisms, etc.

Internal Audit is performed annually and report generated and action taken. The Statutory Auditors perform audit procedures on given financial statements. Financial powers are also provided at various levels of the Sunbeam College for Women. Teachers participate in the annual budgeting process by providing inputs for their respective departments.

Institutional Values and Best Practices

At Sunbeam College for Women values and social responsibilities are core aspects of academic programmes. Bhagwad Gita is the eternal message of spiritual wisdom and a doctrine of universal truth, Bhagavad Gita has long been influencing people not only in India but around the world. In order to enhance knowledge among the young generation, our college organizes event related to Gita which includes Gita Path.

Gender sensitisation, women-centric curricular and co-curricular activities such as movie screenings and plays, seminars on biographies of women leaders are conducted to reinforce positive notion of women empowerment. To ensure a safe and secure campus, CCTV cameras have been installed in all the classrooms, offices, lounge and waiting areas, laboratories, stairs and balconies, main entrances, seminar halls and common room. Female security executives have been appointed to ensure gender sensitivity and safety at the same time.

Sunbeam College for Women involves students and teachers in environment committee and promotes waste management. The Sunbeam College for Women promotes environmentally friendly and sustainable campus and has undertaken Solar energy, use of LED bulbs/ power efficient equipment etc., Solar panels are installed, with a capacity of 162 kwp and generating 5408 kwh per month. Rain water harvesting, Borewell /Open well recharge, Construction of tanks are available in campus. Campus has laid down policies for restricted entry of

automobiles, ban on use of Plastic and landscaping with flora and fauna. **Quality audits on environment and energy are conducted annually and certificates obtained.**

Sunbeam College for Women provides inclusive environment and have measures to overcome regional and national barriers. National integration programs promoting commitment and service to nation are conducted. Seminars on national identities, constitutional obligations, constitutional rights, values, and responsibilities are integrated to the curriculum as co-curricular activities. Major Extension and outreach Programs conducted in and outside college include Awareness programs like Nukkad Natak and Skit organized to make people aware about constitutional values, rights and duties.

Best practices are identified and institutionalized across all areas of Sunbeam College for Women. Saving Life through Blood Donation during Crisis and Book Bank are some of the examples.
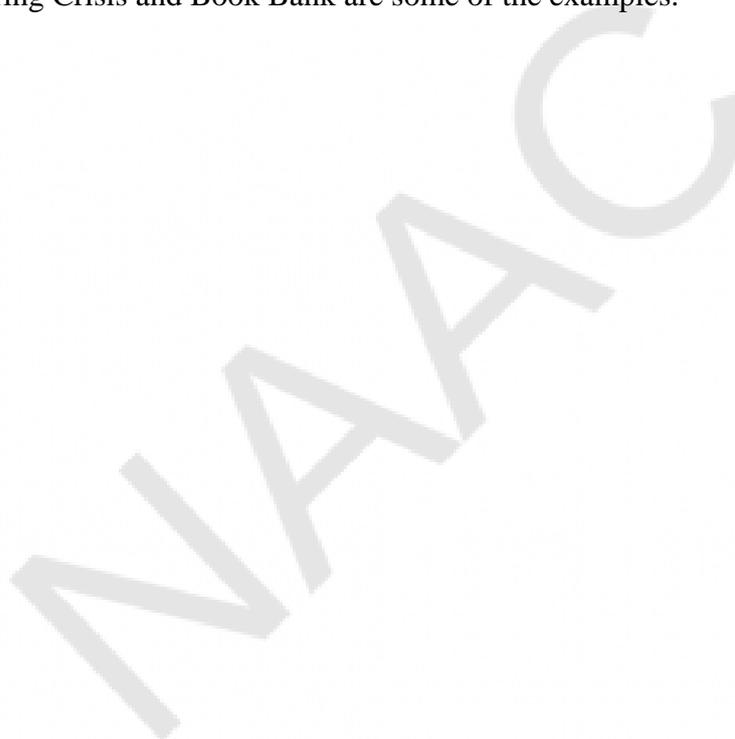
2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SUNBEAM COLLEGE FOR WOMEN, BHAGWANPUR, LANKA, VARANASI
Address	Sunbeam College for Women 206 Bhagwanpur Lanka Varanasi
City	Varanasi
State	Uttar pradesh
Pin	221005
Website	www.sunbeamcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Vibha Shrivastava	0542-2366488	9721452109	0542-236648 8	info@sunbeamcoll ege.com
IQAC / CIQA coordinator	Amit Kumar	0542-5422366488	6394841603	0542-542236 6489	coordinatoriqacscw @gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-07-2000

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Uttar pradesh	Mahatma Gandhi Kashi Vidyapeeth	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-12-2012	View Document
12B of UGC	03-12-2012	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Sunbeam College for Women 206 Bhagwanpur Lanka Varanasi	Semi-urban	0.746	2821.09

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	Higher Secondary	English	240	168
UG	BSc,Science	36	Higher Secondary	English	240	60
UG	BCA,Computer Application	36	Higher Secondary	English	60	7

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				12				15
Recruited	0	0	0	0	5	3	0	8	8	7	0	15
Yet to Recruit				0				4				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				11
Recruited	0	0	0	0	0	0	0	0	5	6	0	11
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	5	4	0	9
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	3	0	3	8	0	19
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	9	2	0	11
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	1	0	2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	0	0	0	0	0
	Female	5	8	7	9	29
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	15	10	7	10
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	2	4	2	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	171	145	162	145
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	307	246	260	223
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		495	405	431	378

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
125	125	125	121	120

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
937	1024	1113	1149	1218

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
270	270	270	270	270

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File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
370	324	391	391	375

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
29	37	37	36	37

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
38	38	38	38	38

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 23

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
00	90.37	48.04	34.57	41.79

4.3

Number of Computers

Response: 103

4.4

Total number of computers in the campus for academic purpose

Response: 94

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Sunbeam College follows student centric methods for curriculum delivery. College ensures curriculum delivery by preparing its own academic calendar based on academic calendar of Mahatma Gandhi Kashi Vidyapith. The academic calendar provides date of commencement of the academic session, duration of year/semester, final year/semester examinations, result announcement dates and important events. In the beginning of the year/ semester, Principal of the college in consultation with the head of the departments, allocates courses to teachers and also prepares timetable.

1. Instructional Delivery:

The teachers prepare the course file consisting of student details, student performance, instructional delivery plan, instructional materials and assessment items. The instructional delivery plan and materials are prepared by the course owner in consultation with the head of the department, according to course outcomes and competencies.

a. Lectures: Sunbeam practices blended learning and hence both in-class and on-line lectures are conducted. Lectures provide information, theories and explanation of the lesson. Lecture notes are prepared by the teachers from text books, online contents and library. Teachers' highlight the main points in lecture, using identified instructional delivery tools and summarize the key points at the end. Teachers provide classroom resources such as course outcomes, notes, videos, and assignments details on cloud storage, accessible by students remotely.

b. Class presentations: Google Slides, Google Sheets, Google documents, Slide share and Power point presentation are used for presentations. This helps in providing key contents to students for their reference. Photos, images and icons are used in the presentation with minimal verbosity.

c. Lab experimental work: Laboratory classes are effectively used to promote student learning. Laboratory classes have clearly defined learning outcomes. Laboratory experiences help students in formulating questions, designing investigations, and creating and revising concepts. Students maintain records of experiments performed by them and the same is considered for evaluation.

2. Innovative Learning Practices:

a. Learning by doing: Students actively engage in opportunities to learn through doing, and reflect on those activities, which help them to apply their theoretical knowledge to practical situations both inside and outside of the classroom. Case based learning and problem-based learning are the approaches taken by the teachers. Videos and role play are used for case studies.

b. Learning by animated models: Teachers use animated models while delivering content of a technical, complex, difficult and sometimes tedious nature.

c. Learning by student Presentations: It enables students to be actively engaged in their learning process and provide a chance to students to become a more independent learner and increase their confidence to speak and participate in the class forum. Students also learn from one another during presentation and it also helps in achieving clarity of the concept.

3. Assessment Methods:

Formative Assessment is integrated to teaching and learning process. Teachers create question banks and update them periodically. Formative assessment performance helps teachers to identify effectiveness of learning among students and decide on additional classes and appropriate instructional delivery methods. As per the guidelines published by the university, internal assessments are conducted, evaluated and results are published.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college academic committee regulates the academic activities including preparation of academic calendar. The committee is headed by convenor of academic committee assisted by senior faculty members. The academic calendar consists of academic session beginning and end dates, vacation dates, internal examination dates and important activities.

During the start of every academic session, students are apprised of academic calendar via college website and notice boards in departments. For the first-year batch, the academic calendar is circulated and explained during induction program. In the academic committee meetings and department meetings, the plan is reviewed for progress and steps taken to bridge the shortfall if any.

Based on the academic calendar course instructor develops the lesson plan which gives detailed description regarding the topics of each class, objectives of each class, learning outcomes, learning resources and formative assessments to be used for each class and method of instruction. The lesson plan which is aligned to the academic calendar of the institution is communicated to the students before the beginning of the course.

Extra-curricular and Co-curricular activities are scheduled in the academic calendar by the department for supporting the curriculum. Various co-curricular activities like guest lectures by experts, workshops, seminars, conference, field trips are aligned as per the industry-academia needs.

Class time-table is made by concerned departments along with the principal of the college and circulated to all the students through circulars and also displayed on the departmental notice boards. The laboratory schedule with days and time is prepared by the concerned faculty member. Details of the students list and batch are made and communicated to students and teachers in advance. The schedule is displayed in the laboratory notice board and explained in the beginning of the course.

The course instructor provides the university syllabus, sample assignments, projects and sample question bank through google class room in advance as per the schedule of academic calendar.

As per the academic calendar, the examination cell issues a circular in advance asking the department to prepare question papers, model answers for the internal assessments as per scheduled dates in the academic calendar and notified to all stakeholders like students, teachers, parents and internal college stakeholders.

Within the prescribed time in the academic calendar, results of the internal evaluation and compilation of the marks are completed and circulated by the examination committee to the Departmental HODs who in turn publish the results. Report cards of the students are distributed by the respective class teachers.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective

course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 3

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 4

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	2	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 2.73

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
38	0	107	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Sunbeam College includes cross cutting issues such as women empowerment, gender equity, environment and sustainability and human values in its curriculum. The syllabus for all programs conducted by the college for environment and sustainability and human values in its curriculum is provided by the university. Above mentioned cross cutting issues are blended into the student learnings as part of content provided by the university. Topics related to national commitment and duties are inculcated through Rashtra Gaurav- taught as a subject in the curriculum which talks about Indian culture and human values.

In addition, college incorporates cross cutting issues as both co-curriculum and extra-curriculum activities for the students. Some of the co-curricular activities are guest lectures on gender issues and women empowerment, seminars and conferences on environment and sustainability. The extra-curricular activities include, organising neighbourhood events related to tree plantation, blood donation, Swach Bharath, awareness of negative impact of plastics on environment. In campus, college conducts poster competitions regarding women empowerment on women's day, environment, pollution reduction, recycling of waste on environment day. Dynamic relationships between social, economic and environment issues are discussed.

Core and transferable skills such as ICT which are cross cutting across all professions in today's world are imparted by add-on and certificate programs. Another cross-cutting skill required is communication and has been identified as an issue with several students from various backgrounds. In order to address this training programs for communication is organised by the college.

Poster activities and seminars are assessed as part of internal assessments for relevant cross cutting topics such as environment and sustainability. Various activities such as guest lectures, events and extracurricular activities as listed below are conducted by Sunbeam College on a periodic basis.

- Program on Women Empowerment
- Participation in Swachh Bharat Abhiyan under the aegis of NSS
- Blood Donation Camps under the aegis of NSS
- Training Program on Self Defence, Women Safety and security
- Program/workshop on female life style and health
- Program on avoiding usage of plastic
- Tree Plantation and Installation of Dustbins
- Guest lecture by spiritual leaders on human values

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 5.5

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	8	6	5	5

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 27.11

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 254

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.Feedback collected, analysed and action taken and feedback available on website
    2.Feedback collected, analysed and action has been taken
    3.Feedback collected and analysed
    4.Feedback collected
    5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.63

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
252	378	431	405	495

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
540	540	540	540	540

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 57.85

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
84	155	171	159	212

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

After students get admission to First year of the programme in Sunbeam College for Women, an Orientation Program is organized to make them aware and acquaint with the atmosphere of the college. A bridge course is conducted to all students who get admitted to the college to address the gap between previous studies and the pre-requisites of admitted programme.

Further, the college in order to identify the advanced and slow learners conducts a Diagnostic Test after one week to 15 days of bridge course (as the case may be).

Thereafter, the teachers also identify the advanced and slow learners through class-room discussions, quiz, Unit Tests and question-answer method. The Pre-University Tests are conducted after the completion of syllabus. For slow learners, the teachers take extra classes whereas for advanced learners, perks of participating in various activities like workshops, Sessions etc. are provided.

Further, the second and third year advanced and slow learners are also identified through the marks obtained in the University examination. The slow learners, thereafter, are provided with remedial and extra classes. The college does have the facility of providing extra text books to the students who are weak and not so financially strong.

To improve the confidence level of the students, several confidence building lectures are arranged. For the advanced learners and slow learners, several opportunities are provided to develop their knowledge and skills like issuing of reference books from library, solving of model question papers and participation in various state and national level competitions to enhance their potential, ability and confidence.

Objectives of Identifying Advanced learners and Slow learners:

1. To raise the confidence of slow learners by imparting knowledge in various subjects.
2. To boost the confidence of advanced learners by giving them opportunity to participate in academic and co-curricular activities.
3. To improve the performance of both the learners in university examination.
4. Encourage participation of advanced learners at state and national level competitive exams.

Opportunities for Advanced learners and Slow learners:

1. Opportunities are given to the students/learners to issue extra books/reference books/ competitive books etc.
2. The students/learners are motivated to read and learn through more reading habits.
3. Slow learners and advanced learners are given special problem-solving classes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 32.31

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences.

- **Interactive simulations:** Students engage through activities such as simulations and demonstrations. Activities are designed to simulate "real-life" situations.
- **Lesson Plan:** Teachers use this method to enhance learning. Lesson plan is planned and conducted as part of curriculum and assessments rubrics are developed.
- **Internship:** Students undertake internships and field work which helps them to enrich with professional experience and practical knowledge. This enhances their employability prospects as well.
- **Field visits**: Sunbeam College provides opportunity for Learning outside classroom. Various field visits are taken to industries, research laboratories, market places to enable the students with analytical skills and thus enhance learning apert from books and theories.
- **Guest Lectures, Seminar & Workshops:** To extend learning beyond the classroom teaching, departments arrange guest lectures and seminars throughout the year on topics periodically. Students are encouraged to attend seminars and workshops.
- **Competitions and Co-curricular activities**: Competitions play a very important role in motivating students to perform, achieve and excel. Students get a chance to gain substantial experience, showcase their skills, analyse and evaluate the outcomes and uncover personal aptitude. They also encourage students to adopt innovative techniques and develop their ideas and skills through activities such as ideation of Business Plan and presentation, Model making, Group discussions, Speech and Elocution competitions, PowerPoint-presentations and more.
- **SWAYAM Online courses Registration**. Online learning has to be the greatest revolution in contemporary education system. It has made a huge change in the system and opened great opportunities for everyone who wants to learn something very innovative. College guides the students to enrol in the courses offered by Spoken tutorials, SWAYAM etc,

- **Learning through Extra-Curricular Activities:** The students participate in various co-curricular activities which support teaching learning process like Event management in which a student gets the opportunity to analyse and manage things using their own intellect. Sponsorship management during the time of college Youth Fest is a great field-learning activity in which a student learns the marketing aptitude and communication skills.
- **Learning through Extension Activities:** The students participate in extension activities like Blood Donation, Swachh Bharat Abhiyan, and Cleanliness Drive etc. The students are expected to observe, understand, analyse, interpret find solutions, and perform that lead to a holistic understanding. Extension activities are good opportunities for learning by problem solving methodologies.
- **Club and Council activities:** This activity helps the students to achieve affective domain areas of the program outcome such as teamwork, leadership and interpersonal skills by participation in club or council activities and solving problems.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Sunbeam College encourages teachers to use ICT enabled tools for collection, storage, transfer and rapid access to enable effective teaching learning process, both in delivery of content and for formative assessments such as quiz, MCQs etc.

Infrastructural access to resources such as hardware, software, networking, data storage and transmission needed by teachers are made available by Sunbeam College. Adequate computers as per norms are provided within campus in labs, library and reading rooms.

All class rooms and seminar halls are ICT enabled.

Sunbeam College has identified the importance of internet bandwidth for delivery of teaching- learning concepts. The college has a bandwidth of 30mbps which facilitates imparting of lectures comfortably. For this the college has entered into contract with the service provider 'Lemongrass'

The Lesson plan clearly mentions delivery mode for each lesson. Various types such as Google slides, Padelet, Survey Monkey, power point presentations, video presentations are adopted for each lesson delivery based on teacher's choice.

Online digital libraries which are important resources to ICT based teaching learning are procured by Sunbeam College's library and some of these are provided as reference books and additional learning materials for courses as part of instructional design.

Teachers are encouraged to record their ongoing class lectures and upload them on Google drive where students can easily access the content. This also helps those students who were unable to attend the classes due to health or other circumstances to keep up with lectures. In addition, faculties are encouraged to create videos for lesson specific content. Teachers during their non-class hours create these videos for students and upload the same.

Teachers create PPT's for at least twenty percent of lesson delivery. These PPT's are made available to students through Google Classroom, E-mail etc.

Sunbeam College promotes NPTEL classes and contents. Lesson specific contents are identified by the teacher and the same is circulated to students. This also promotes innovative teaching learning in classrooms such as flip class, where students come prepared with questions and activities after going through NPTEL videos in advance.

Teachers also identify and map relevant videos found online for specific lesson delivery.

Access to notes and question banks are provided by teachers on ICT infrastructure for students to access remotely anytime and anywhere

Conference facilities to attend virtual remote learning sessions, smart boards, and projectors are provided in lecture halls.

Teachers undergo training on effective usage of various ICT tools such as Learning Management Solution at periodic intervals.

ICT has helped Sunbeam College to adopt outcome-based education by shifting away from teacher centric to student centric teaching learning methods transcending time and space. This has helped students for self-paced learning and promotes lifelong learning skills.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 32:1

2.3.3.1 **Number of mentors**

Response: 29

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.63

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 67.37

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
18	24	26	24	27

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 8.79

2.4.3.1 **Total experience of full-time teachers**

Response: 255

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal assessment is compulsory in BCA course as prescribed by the University.

Sunbeam College follows the following key points.

The College ensures that all students are aware of the commencement of Internal examination/assessments through college academic calendar. The internal assessments are prepared as per the University guidelines and are made available to all faculties and students (BCA). The faculty members however have a certain amount of flexibility in deciding on the kind of assignments so that creativity is not compromised.

Assessment includes presentations, tests and assignments by students who are mentored by teachers at regular intervals with feedback. Dates for the tests/submission of assignments are notified on the college notice boards and announced by faculty in the respective classes at least a week in advance. The assignments are checked and shared with students and further the marking pattern is discussed with them. The internal assessment lists are displayed on the notice board at the end of the evaluation process. This is how transparency and security of evaluation system is ensured. The institution has an effective mechanism for redressal of grievances pertaining to internal assessments, if any. Students are also assessed by the teachers based on their participation in the class.

File Description	Document
Any additional information	[View Document]
Link for additional information	[View Document]

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

Examination committee of the college closely works with the students to resolve all their grievances on a time bound manner and ensure transparency. Examination committee of the college also coordinates

between the students and the university to provide quick resolution. The university has its own examination grievances cell.

Students' grievances related to late application form filling, wrong entries in examination admission letter, delayed receipt of admission letter, poor marks in exams are considered by the college and forwarded to university.

Students need to apply to the University for correction in marks and for re-totalling of their marks. The process is governed by Mahatma Gandhi Kashi Vidyapith Ordinance. The office executive of the college guides the students about the process. For errors like the mark sheets indicating that the student was absent, correction of marks required in mark sheets etc. the college promptly sends the duly certified attendance sheet to assist in locating marks in examination and correcting discrepancies.

The Examination committee addresses all grievances related to internal assessment marks. Head of Department, BCA addresses the issues related to attendance and internal assessments and all queries are responded by the convener of examination committee. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students.

Grievances related to out of syllabus questions and question paper errors in the term end examinations are taken up by the college with the university examination grievance cell.

Students can request for photocopy of the answer scripts as per the process of the university.

For laboratory courses, student must submit lab record as per the timeline. Students' performance is assessed for every experiment. The marks of the student for each experiment is recorded. Any grievances related to laboratory exams are raised to the examination committee.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Under the initiative of IQAC, program outcomes and course outcomes are defined by the college for BCA, BSc., and BCom programs. University is yet to develop PO's and CO's for some of its programs.
Students and teachers are periodically informed about the programme and course outcomes.
The programme and course outcomes are displayed on college website. College conducts workshops and seminars on outcome-based education by inviting experts from outside.

Literature published by the college including student handbooks carry PO's and CO's.
During Induction program, special attention is given to communicate the PO's and CO's of
the programs and courses. Teachers also communicate the CO's in the class before the
beginning of the course.
Common areas, laboratory and notice boards of the concern departments display PO's to
create awareness among students and teachers.
Department have been informed to align the assessments as per the course outcomes defined.
IQAC encourages academic committee to align the co-curricular and extracurricular
activities to the PO's defined by the college.
Feedback obtained from the students during course exit and programme exit have specific
questions on course outcome and programme outcomes.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)
Upload COs for all courses (examples from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

College had developed its own method which it follows for evaluating programme and course outcomes, until the university defines the course and program outcomes in the curriculum.

Both direct and indirect assessment is done to evaluate the attainment. Direct method includes all summative assessments marks of students. Indirect method is based on survey results given by students. University question papers in the semester and annual exams are not as per outcome-based education format. Hence mainly internal assessments are considered for evaluation while average marks is taken for semester end and final exams.

Each internal assessment item is mapped to a course outcome. The combined performance of class is separately tabulated and compared.

Courses outcomes which perform below targets are identified and necessary corrections are taken.

Courses outcomes which perform above targets are identified and upward revision of targets are conducted.

All course outcomes of a particular course are tabulated and then a particular program is evaluated based on the performance of all its courses.

Average survey rating in exit survey is computed for indirect attainment calculation.

Based on program outcomes necessary improvements are considered for programmes.

2.6.3 Average pass percentage of Students during last five years

Response: 97.41

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
365	318	384	386	350

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
370	324	391	391	375

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response: 3.56

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

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File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 9

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	0	1	1

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.63

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
05	03	07	05	02

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.54

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	1	4	7

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Sunbeam College for Women is committed to inculcate moral values and a sense of responsibility among the students sensitizing them to social issues for their holistic development. To achieve this goal our college has a dedicated NSS unit, and student council committees such as Social Council, Civic Council, Cultural Council and Discipline Council etc.

At the beginning of each academic year, extension & outreach programmes for the year are decided and a calendar for the extension activitties are prepared and circulated in advance. Activities organized under Extension committee & NSS effectively turn the students towards the society to which they belong. Major extension and outreach programmes conducted in and outside college include Blood Donation Camps, AIDS Awareness Programs, Swachh Bharat Abhiyaan, Clothes donation drives, Voters Awareness Camp and awareness regarding prevention of diseases. Such programs are organized to promote large participation of the students and to become responsible and dutiful citizens of India.

- Blood Donation Camps and AIDS awareness programs strengthen the sense of compassion among the students and also insist them a sense of commitment and ethical responsibility.
- Under Swachh Bharat Abhiyaan initiated by the government, our faculty members and students are regularly involved, keeping the college and outside surrounding areas clean.
- To promote sustainable and eco- friendly environment, programs like Plantation Drive under U.P. State government are organized. As part of the campaign, environmentally safe practices like

plastic ban, water conservation, cleanliness, and other anti- pollution activities are implemented, in order to encourage the students to initiate steps for such noble cause.

- Awareness programmes are conducted in the neighbourhood on various social issues like Human Rights Day, Fundamental Rights and Duties, Voter's Awareness, AIDS Awareness, Gender Equity, Women Empowerment etc. create consciousness among students about their own human rights and fundamental duties. All this leads to a balanced and responsible citizenship.
- Students distribute cloth bags to vegetable/fruit vendors and shopkeepers, in order to make the environment free from plastics. Such activity makes a part of environment consciousness among the students.
- Our students always help the underprivileged and needy people by doing social work like clothes, books and food distribution and teaching small children.

Extension activities have created strong motivation among the students. The college organizes various events and ensures that students are provided with opportunities to participate leading to a better understanding of their own abilities, talents and career goals. Such events strengthen their social skills, confidence and overall personality.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 32

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	3	2	3

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 12.89

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
43	72	119	207	294

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of linkage related Document	[View Document]
Any additional information	[View Document]

3.4.2 Number of   functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 4

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	00	01	01

File Description	Document
Upload any additional information	[View Document]
Institutional data in prescribed format(Data template)	[View Document]
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The building is constructed with ample natural lighting and air in all the class rooms. The classrooms are spacious, well built and facilitated. The college has 24 classrooms, 2 seminar halls, 1 auditorium and 5 labs. All the classrooms are equipped with technology such as projectors, smart boards, wireless microphones, sound systems. Minimum electricity is consumed by classes as light and air is naturally available.

The library is stacked with the necessary books pertaining to the syllabus as well as extra reference material. Around 10,200 books, 20 magazines, 10 journals, 5 newspapers daily is available in the library. The students are permitted to borrow books as per the library book issue rules and as required. Online resources that provide access to e-journals, e-magazines and research papers are made available to the students to update with the latest findings and studies. The library takes membership of N List every year to enrich students reach, to wide variety of journals and books. Students are also encouraged to watch educational, motivational videos for enhancing the learning. Library hours are allotted to each class so that students have easy access to browse, read and borrow books.

Wi-Fi and LAN facilities are provided and internet for the students for instant accessibility of information available on internet. This allows students to surf the internet for academic purposes such as researches, doubts, project work and more. The access however is monitored.

The laboratory is furnished according to statutory norms. Keeping the curriculum in mind, the laboratory is equipped with resources for necessary procedures designed to dispense the practical knowledge of students for a hands on experience. All safety measures are taken. Lab assistants are present during all sessions to provide necessary support. The labs are maintained in clean and hygienic manner.

Each department is equipped with sufficient number of computers. The teachers are given access to these computers. This makes all communication between departments, within departments and between student and teacher digital allowing easy access. All computer labs are installed with the prescribed software. Several other facilities such as the seminar hall, conference hall and other facilities are made available to the students to encourage them to participate in all events. These facilities are provided with a vision to help students develop their academics and career.

File Description	Document
Upload any additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The institution utilizes a lot of its resources to provide an environment for its students where they are encouraged to indulge in sports and extra-curricular activities. This ensures a holistic development and an all-round personality.

Students are trained in sports under the guidance of qualified and specialized sports teacher. Every week, one hour is allotted for the sports in the time table, thus enabling the students to pursue sports. The students utilize these hours constructively to develop their physical skills as well as explore their interests to find their passion.

Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various levels of competition, including intra college events, inter-university events, national events and international events. Intra-college events are also organized by the college to encourage students to participate. Track suits and all sports gear are provided to the students for major events. All the Participants are awarded with participation certificates. Winner and runners-up teams are duly rewarded with shields and certificates.

OUTDOOR GAMES

Name of the game, Number of courts, Area of the each ground

- Volley ball   1   18m x 9m
- Basketball   2   26m x 14.5m
- Badminton   3   13.4m x 6.1m

YOGA CLASSES:

Yoga classes are conducted for the faculty and students by expert yoga trainers. Trainers are hired from Art of Living foundation. Every week 2 hours are scheduled for yoga classes.

CULTURAL ACTIVITIES:

The college believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs like Vividha, Abhivyakti, Sawan Celebration to make this happen

Three auditoriums are allotted for conducting different types of cultural programs. 50-100 students actively participate in these events. Activities conducted include dance (solo and group), ramp walk, singing, Instrument playing etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 23

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 3.22

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
00	12.34	0.70	0.11	0.28

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Our college library is abode of learning and aids in holistic development of an individual. Library is fully air-conditioned and well stocked with multitude of books and research publications. The faculty members and students of the institution utilize the library for continuous reading and to enhance their knowledge. The Library is automated with a reading capacity of 70 students. Digital Library is an additional facility for the benefit of the students and faculty. Digital Library has 5 computer system with internet connection for students to access digital content like NPTEL video lectures, browsing NLIST websites, educational YouTube channels and PDF notes and other course materials.

Our library has a diverse collection of 10,200 books which includes textbooks, year books, competitive exam books, fictions, proceedings that support the content beyond syllabus. Library also provide question papers for preparing University examination.

Library subscribes 10 journals on multidisciplinary subjects, five newspapers and 20 magazines from local vendors. Library also provides access to 6000+ e journals and 1,99,500 e-Books under NLIST program of INFLIBNET. Library also displays new arrivals in the rack at periodical intervals. It also provides Printing and scanning facility for students. Reprography services is also provided to the students and the faculty.There is seprate reading room for faculty members and others users. Library is under the CCTV Surveillance for security and safety.

Our teachers also utilize the library facilities regularly both online as well as offline. Library maintains a separate register for teachers who visit the library.

Library has fully automated and Integrated Library Management system as follows:

Software	Automation	Version	Year of Purchase	Expiry Da
Auto lib	Full	1.0	2010	2025

This Library Management System handles the day to day activities of library like issue/return of books, magazines, journals and new papers etc.

Main modules of this software includes –

Book/Magazine/Journal/Newspaper entry in multi languages, Member Management, Issue/Return, Library Card Printing, Automatic Cataloging, Bar Coding, Book Searching, No Dues Generation, Library Audit

List etc. Various types of reports can be generated with the use of above mentioned software which is useful for inspection from time to time. Book database is created along with users' database. Issue and return process is fully automated and manual cards are kept as supporting documents for students and faculty.

Bar coding: Issue and return of books is carried out with the help of barcode system.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.04

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
00	2.04	0.90	1.22	1.05

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 13.46

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 130

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

College aims at providing the futuristic facilities to its students so that they can utilize these resources to reach greater heights. To enable this, the institution frequently updates its IT facilities to provide its students with the best of facilities.

24 Classrooms have been equipped with LCD projectors and all of them are supported by audio visual systems.

The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities.

The college is facilitated with 94 computers that are accessible to the students as well as the teachers for academic and co-curricular purposes. Printers are arranged in the office, staffrooms, library, exam branch and laboratories.

Wi-Fi is available at various labs and staff rooms. Students are given limited accessibility to this facility.

The borrowing of books in the library is being digitized. Each book has its own unique barcode and so does every student's ID card. These two are input in the system while borrowing a book. This allows for easy tracking of books in the library.

Information about upcoming events is available on the website. This information includes the time and date along with details about the event. Following the completion of the event, pictures and minutes of the event are also uploaded for easy access. This allows the parents to be aware of the programs being conducted in college as well.

For easier communication, circulars including important notices to students and parents are also posted online via website, email, WhatsApp groups. The academic calendar as well as the course information is also updated in the beginning of every academic year.

The technology at college is constantly updated.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 67.81

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
00	70.36	41.67	30.11	36.5

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

LABORATORY

The laboratories in the college are furnished according to the statutory rules. Necessary equipment and material is procured to deliver to the students the best standards of education.

Procedure for installation of new machinery or software

- Inquiry is made based on the requirement
- Quotations are compared and best suitable is selected and recommended in order of preference.
- Installation is done in the lab area in the presence of the concerned lab in-charge.
- Demo is delivered by the vendor to the lab in-charge and lab technicians for proper utilization.
- After receiving verification from the HOD, the same is duly attested by the Principal.

Utilization

- With respect to the time table, the students conduct experiment in their assigned labs with assistance and supervision from the lab-in-charges and lab technicians. Students are divided in groups and each groups goes to lab according to timetable and performs experiment as given in syllabus.
- Consumable and non-consumable materials registers are updated periodically.
- Regular cleaning of the machines is done by the support team in the presence of lab technicians. This cleaning is monitored by the lab technician concerned and is recorded in a check list.
- Fire Safety equipment is maintained in labs as precautionary measure.

Maintenance

Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines to conduct experiments. Regular inspection of machines is organized.

In case of breakdown of equipment, the same is recorded in the maintenance register duly attested by the HOD pending rectification.

24-08-2022 02:11:20

LIBRARY

Annual budget of the library is sanctioned by the management for the purchase of learning resources. Funds allocated are used for procuring the books , e resources and other reading materials as per the user needs. To make users aware of the new arrivals, they are displayed on the racks. Books /reading materials are circulated to the users in accordance with the library guidelines. Fine is charged for Over due date/damaging the books/ lost of books. Maintenance of books (book binding) is done frequently to the increase shelf life of books. Weeding of books and stock verification is also done to acquaint with the collection of the library. Routine cleaning and fumigation is carried out to preserve the reading materials against dust, termite, humidity etc. Annual maintenance Calendar(AMC) of Xerox machine is done through the company approved by the management. The trained staff members monitor the functioning of computers and LAN. Library software and computer equipments are also upgraded regularly.

Procurement of learning resources:

- The librarian recommends the list of learning resources to be procured
- Systematic effort is put into stocking the Library. This is done so by careful identification, evaluation and selection for the students' convenience.
- Any book, journal, online database or any learning resource is added only after selection process by subject experts and approval of the management.

Procedure of procurement of Books/Reports:

Initiation of Acquisition:

Concerned faculty recommends books to be procured in their respective subjects. Students also recommend books based on their requirement. These requirements are endorsed by the concerned faculty member.

Invoice Processing:

All indents made by the faculty are routed through the Principal to the Chairman for approval. The order is made by print or via email depending on the convenience of the library and accessibility. Purchase Orders are issued by the librarian. Reliable vendors are chosen based on their response to queries, availability of books and adherence to terms and conditions. Vendor panel is updated from time to time based on performance.

Accessioning:

 Bills together with the books are sent to Library. The details of the Invoice and books are made in the Accession Register and accession numbers are given to the books. Bill Files are maintained at Library with librarian.

CLASSROOM

The environment of students when they study plays a pivotal role in their performance. It therefore becomes extremely necessary to provide them with a surrounding that is conducive , comfortable and

spacious. The college takes necessary steps to make this possible. Each class is assigned specific rooms in which lecture is delivered. The seminary halls are reserved in advance for organizing guest lectures, seminars and other activites.

SPORTS

A sports committee is created to handle the matters and concerns related to sports. This committee consists of students as well as concerned faculty. A meeting is held on the last Saturday of every month to discuss matter. Issues like the following are discussed in these meetings:

- Financial - Budget preparation, allocation of budget
- Organization - planning, executing and conduct of competition

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 15.63

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
82	163	220	175	225

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 23.09

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
770	137	81	65	85

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.**Soft skills**
    2.**Language and communication skills**
    3.**Life skills (Yoga, physical fitness, health and hygiene)**
    4.**ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 38.57

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
164	810	438	483	181

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1.**Implementation of guidelines of statutory/regulatory bodies**
    2.**Organisation wide awareness and undertakings on policies with zero tolerance**
    3.**Mechanisms for submission of online/offline students' grievances**
    4.**Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.4

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
10	20	77	03	10

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 27.84

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 103

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 47

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
14	4	13	12	4

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

Sunbeam College for Women, Bhagwanpur has key role in developing positive work environment and boost students for participation in various activities like academics, sports, cultural and social. College has a very active and dynamic student council and class representatives whose major objectives are to uphold the qualities and values of discipline and integrity within campus, maintain harmonious relation among students and teachers and inculcate habit of participation among students from all streams in college. College has formed various committees (Sports, cultural, civic, academic, social, assembly, cyber force, training and placement cell, alumni committee, creativity etc) which provide diverse avenues to enhance their potential of leadership, thus equips them for becoming better citizens. Student Council and the class representatives not only represent college at state and national level in various activities of sports, academics etc. but also assist student fraternity in organizing following activities related to students.

1. Literary competitions
2. Essay writing competition
3. Cultural competitions
4. Sports events (state and national level)
5. Excursion tours
6. Social welfare programs

The student council and class representatives have great responsibility of organizing Youth fest (VIVIDHA) at national level where participants from other colleges/institutions/Universities etc participate. Student council and class representatives can become real heroes and competent managers in future by learning all these skills. Thus, the college aims to make students self-reliant and instill in them the quality of service to the people and duty towards development of the nation.

The various councils work on achieving specific objectives which are mentioned as followed:

Council Categories	Student representatives contribution	
Academic	Student representatives help in organising co-curricular activities such as Debate Group discussions, Quiz, Mentoring of Juniors, Assisting in seminars and conferen	
Editorial	Student representatives contribute in making and maintaining the reports of variou in college like assemblies, youthfest etc. They also maintain the transcripts of interviews session held in college as part of the annual event RENDEZVOUS. council also contributes in the college "INTROSPECT" and "CAMPUS INSIGHT prepare the half yearly report of the events held in college.	

Civic	Student representatives who are part of the civic council encourage students to cleanliness and promote the initiative like No Plastic Zone, Water conservation, G Waste segregation, Save electricity etc. They also help in the Extention activit Hygiene & Environment.
Social	Student representatives organize activities in the neighbourhood as part of the outreach programs such as Blood donation, Plantation drive etc.
Sports	Encourage and promote active participation by college youth in fun and hea activities according to their interests and abilities and also develop positive attribu healthier lifestyles, self-esteem, fair play and good citizenship.
Assembly	To organize and conduct daily college gatherings themed upon different agendas a inculcating mass management skills among students.
Discipline	Maintenance of peace and harmony among campus community in general community in particular. To look into prevention of raggingand harassaments ir They also help resolve issues related to students grievances.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	18	16	13

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association of Sunbeam College for Women was registered on 16 Dec, 2020 and was established with a view to stay connected with the Alumni. The association is a non-profit organization and aims to take suggestions regarding various developments that should take place in the college. The college believes that the Alumni are the brand ambassadors to the world and thus invite them to train their juniors with their immense expertise in their respective fields, thus shaping and building better future for the younger generation. The college invites the Alumni for various activities such as Grooming sessions, career counseling, mentoring the juniors etc. They also helps in the Placements and providing of Internships to the students studying in the college. The Alumni can contact the college on alumniscwbgn@gmail.com for engaging and supporting in various activities.

Objectives of Alumni Association

1. To Update and maintain Alumni records.
2. To encourage, nurture and promote close relations among the Alumni themselves as well as with the Alma Mater.
3. To promote unrelenting belonging to the Alma Mater among the Alumni by being in regular contact with them.
4. To disseminate information regarding their Alma Mater through various platforms.
5. To guide and assist Alumni who have recently completed their courses of study.
6. To provide a forum for the Alumni for exchange of ideas on academics, cultural and social issues.
7. To Organize and coordinating reunion activities of the Alumni.

Composition of Alumni Committee

S.N.	Name	Designation	Position in Alumni Committee
1.	Dr Ruchi Sen	Assistant Prof, Commerce	Convener
2.	Dr Chhaya Pandey	Associate Prof, Science	Member
3.	Dr Preeti Srivastava	Associate Prof, Science	Member
4.	Dr Shashi SIngh	Assistant Prof, Commerce	Member
5.	Mrs B. Ganeshan	Librarian	Member

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

OUR VISION:

• **Sunbeam College envisions to develop culturally rooted, globally oriented, self-reliant women committed to achieve excellence through duty, devotion & discipline.**

OUR MISSION:

- To reinforce the custom of being dutiful, devoted towards the society and the Nation, thereafter keeping the essence of discipline in one's life.
- To make students sensitive about social concerns, human rights and thus help them being an eco-conscious individual.
- To facilitate young women to come up with their leadership quality, take pride in self and identity and thus become the change makers of the society.
- To equip and empower students with relevant knowledge, competence, value and creativity to face global challenges.
- To inculcate in students the concept and importance of women empowerment.
- To pursue student-centric learning for self- development & skill development among students.
- To educate the women of tomorrow, we aim to practice in teaching-learning, researches and extension activities.

The college's long term and short-term plans are derived from the vision and mission of the college. The governance structures such as Managing committee, Principal, Administrator, Academic committee and the advisory board are accountable for the implementation of the vision and mission of the college.

To realize its vision, which is to develop culturally rooted, globally oriented, self-reliant women committed to achieve excellence through duty, devotion & discipline, the college has put up appropriate governance and leadership. The institution has a qualified academic and administrative women leadership accomplished in their respective areas. The leadership has gained immense trust among internal and external stakeholders of the college.

In alignment to one of the missions of the college which is to facilitate young women to come up with leadership qualities, the governance and leadership is entrusted to empowered women who are capable of inspiring girl students and command respect.

The college has governance structure like the councils that promotes its main mission which is to make students sensitive about social concerns, human rights, help being an eco-conscious individual and inculcate the importance of women empowerment. Several co-curricular and extra-curricular activities are designed and aligned to meet college vision and mission.

Systems and practices are laid down in the college to reflect the mission such as devotion to society and nation. All students and staff of the college greet one another with "Jai Hind" which is a unique practice in educational institutions.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The managing committee of the college formulates policies and action plans in view of the changing needs of the society from time to time to achieve the stated mission.

• Leadership of the institution involves the representatives of various stakeholders at various levels to ensure the interaction with stakeholders, protection of their interests and constructive contribution by the stakeholders to the society as a whole.

• Policy formulations are done after detailed study, analysis, deliberations and consultations with the experts and stakeholders before a policy decision is taken.

• Creating new benchmarks of excellence and achieving the same is an ongoing process where our effort is to plan for future and to get the same executed in the above perspective.

• Organizational changes are effectively implemented from time to time to maintain transparency, efficiency and to speed up the decision making process at various levels.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

College has developed a long-term strategic plan to realize its vision and mission. All the stakeholders of

the college are involved in the strategic plan formulation.

Objective, goal and commitments are translated into action by the collective leadership of the college. Financial and other resource allocation are mobilized by the college.

One such example of implementing one of the key action items of strategic plan was "Learning through Ed-tech". The IQAC and Academic committee was asked by management to study and implement this objective.

Initially college went about studying the benefits and challenges of education technology. Preparedness of the students and college infrastructure for learning through Ed-tech. Training needs for effective and efficient implementation of "Learning through Ed-tech".

A blended model where a combination of in-class and online teaching was chosen and roll out of the plan was done in a phased manner by the college.

1. Budgetary allocation for resources was obtained from the college management.
2. Technology and tools were identified such as digital content, digital library, projectors, internet, smart classrooms and computers.
3. Teacher and student training plan by trainers was put in place for all the teachers on education technology tools.
4. Suitable vendors were shortlisted and contract was issued.
5. The objective was implemented by the institution across all departments over an academic year.

The process is continuously reviewed. Key success factor is development of digital content.

File Description	Document
Upload any additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

The hierarchy of the institution facilitates effective governance, decentralization, effective leadership, transparency and stakeholder feedbacks at all levels. College has defined roles and responsibilities in place via human resource policy, recruitment and selection policy, promotion policy, grievance redressal mechanisms, Service rules etc.,

The Management Committee is the Principal executive body of the College and, is the apex body which is involved in framing the strategic plans and policies. It is also responsible for the operation of the college.

The Management Committee appoints the Principal of the institution and is advised and supported by Management Committee. Principal looks into the curricula, teaching methods, student progress and policies and procedures, budget, hiring and evaluation of staff with the help of the senior teachers.

Administrator is responsible for all administrative functions and roles such as Accounts, front office, library, transport, maintenance, human resource, administration, sports, information technology, cafeteria and mess, stores and proctor. It is responsible for the maintenance, admission, fees, student's scholarship, student registration and all other educational needs. The office provides services to staff members, provides administrative support to an academic teaching department.

IQAC promotes quality parameters in the college. It is formulated on the basis of the recommendations given by the NAAC. The IQAC Coordinator is responsible for development, application and monitoring of quality benchmarks.

Head of the Departments are responsible for the maintenance of standards of education, teaching and training, examinations and tests within the Institution, approval of syllabi, admission process, teaching-learning and evaluation methodologies and research initiatives.

The college has a well-defined selection process for teaching and non-teaching staff.

The code of conduct is available to all stake holders. The pay scale, terms and conditions of employment, benefits to employees are communicated to all stake holders. Performance appraisal is conducted, and promotions are based on the college policy.

Grievance Appeal Committee attends to the grievances and complaints registered by students and teachers. It ensures effective solution to the grievances. The committee meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

List of Welfare measures for teaching and non-teaching staff:

- **Maternity leave :** Maternity leave for all women staff.
- **Casual leave :** All the staff gets 14 days Casual leave in an academic year.
- **Medical leave :** Medical leave of 10 days / Annum is allowed to all Teachers and Administrative staff, in case of chronic medical issues subject to verification against appropiate supporting documents & medical certificate.
- **Retirement Benefit :** Staff members get retirement benefit under the Sunbeam rules on retirement from Sunbeam group of educational institutions.
- **Employee Provident Fund (EPF) :** Staff members get the facility of Employee Provident Fund (EPF) scheme.
- **Fee concession :** Staff members get tuition fee concession in sunbeam schools / colleges for maximum two children.
- **Vacation leave :** Teaching and non-teaching members are entitled for paid summer and winter vacation leave
- **Financial support :** Faculty members get financial support to attend FDP/Workshop/Conferences and seminar etc.
- **Employee state insurance scheme (ESI) :** The staff members who are eligible under employee state insurance scheme get this facility.
- **Leave for Confrences and Seminars :** Faculty members get duty leave for attending seminar/conference and workshops.
- **Leave for Evaluation of Examination copies :** Faculty members get duty leave for evaluation of examination copies in Mahatama Gandhi Kashi Vidyapeeth (affiliating university).
- **Transport facility :** Transport facility is available for teaching and non-teaching staff.
- **Medical facility :** Well-furnished Infirmary is available in campus. Access to doctor and nurse is provided in campus. Ambulance services for emergency.
- **Home Internet Reimbursement :** All the faculty members get Rs.400/- per month as complimentary internet cost which helps them in taking online classes during pandemic.
- All the administrative staff have been given Closed User Group (CUG) numbers and the bill is paid by the institution.
- **Long Service Recognition:** Staff members who reach ten (10) years and twenty (20) years are facilitated by the management.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 4.86

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	9	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 36.46

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
27	28	05	00	00

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

A good performance appraisal system works towards the improvement of the overall organisational performance and individuals for ensuring the achievements of the overall organisational vision and mission. An effective performance appraisal system plays a crucial role in managing the organisation in an efficient manner. In line with this, the college has designed a self-appraisal form for teaching, non-teaching and administrative staff. The appraisal from has a range of parameters on which the respondent has to response on the basis of scale of 'A' to 'D'. Where 'A 'stands for 'good', 'B' stands for 'acceptable', 'C' stands for needs improvement and 'D' stands for 'unacceptable'. The self-appraisal form ranges questions of various parameters such as self-control, enthusiasm for work, punctuality, flexibility, use of ICT in teaching, discipline, knowledge of subject matter, professional responsibility, behaviour with colleagues, professional ambition, cooperation with administration etc. At the end of academic year, every staff member is required to fill and submit the self-appraisal form to the principal. After receiving the self-appraisal form, the principal gives her remarks and forward the same to Administrative Head for her final observations.

The performance of the staff members is graded as per the given scales and staff members are informed if the grading is average or below average. The good performers are encouraged and the low performers are counseled, advised and inspired to do better.

Further, at the end of each year, feedback forms are issued to the students of each department. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process and infrastructural facilities in the college as well. A team consisting of administrative head and principal goes through the feedback forms collected from the students and suggest

suitable measures to improve the teaching-learning process and infrastructural facilities.

File Description	Document
Upload any additional information	[View Document]

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College has a well-established system of internal and external financial audit. The internal audit is conducted by Jain Bothra & Company, Chartered Accountants. Internal Audit covers various aspects such as Implementation of schedule of authority, Capitalization of Projects including all tender documents, Checking of receipts, issues, disposal payments and checking of all stock and store registers including monthly balancing, Checking of accuracy of all bank reconciliation, Vouching & Verification of Assets and Transactions, Verification of bills and payments and Compliance with statutory laws. Audit objections raised, if any, are properly addressed and appropriate actions are taken so that they do not occur in future.

External financial audit is taken by M/s S. Aahuja & Company, Chartered Accountants annually. The auditor ensures that all payments are duly authorized. After the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

File Description	Document
Upload any additional information	[View Document]

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of Funds: Being a self-financed private college, the main source of funds is the fees collected from the ernolled students. Besides that, there are few other sources of funds such as - sale of admission form, fees for issuing transfer certificate (TC) and character certificate (cc). The college does not receive fund/grant from any govemmental body/statutory body or any other external sources.

Optimal Utilization of Resources: The college updates its infrastructure regularly. At the end of the session, the principal/Administrative head estimates the infrastructural and other requirements for the new session and prepare annual budget accordingly and endorse the same for approval of management. All proposals for major purchases are approved by the management. whereas major purchases are made through requisition by concemed department/faculty members' The College received/collects and uses funds/fees through cash / cheque / RTGS /NEFT mode' As per the priority, funds are utilized for infrastructural development and beautification' Funds are also utilized for ICT devices and up gradation, student development and necessary equipment for the skill based leaming. Each and every single rupee received/collected is spent/utilized through proper channel, such as quotation, discussion with concemed commiueeAQAC and approval by management. College has a well-established system of Intemal/Extemal audit. All the accounts are audited by the Intemal/Extemal auditor.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Internal Quality Assurance Cell was set up in the year 2013 and first meeting was held on 16/07/2013. IQAC consists of representation from all functional areas. IQAC meets two to three times in an academic year. IQAC conducts seminars, workshops, expert lectures. IQAC initiated several quality improvement activities in the college and it has resulted in quality transformation in teaching learning. The primary aim of IQAC is to identify and institutionalize best practices in the college. Below are two sample practices which are institutionalized.

Initiative 1 - Feedback System: In the meeting held on 13/02/2017 IQAC proposed implementing college wide feedback system. The IQAC implemented 360-degree feedback system based on outcome-based education model from all stake holders within institution. IQAC was responsible for setting up a feedback committee. The committee conducts feedback and analyse the report.

Feedback is obtained from all stakeholders of institution such as students, teachers, parents, industry, alumni and the outcome for the same has been analysed and relevant information is communicated for the necessary actions. In order to improve the teaching learning process of the institution, students are asked to provide course end feedback at end of each course and program end feedback at completion of program. Alumni are asked to provide feedback during alumni meet regarding the relevance of the program and quality of institutional services.

Initiative 2 - Blended learning: In the meeting held on 25/11/2020 IQAC proposed implementing blended learning. IQAC implemented blended learning as an innovative teaching learning method, to impart quality education to the students. It is a hybrid model of in-class and online learning. It helped in increased student engagement and increased student teacher interaction. Students felt increased responsibility for learning. Time flexibility and time management improved significantly among students. The environment provided flexible teaching and learning and enabled 24/7 access to learning materials.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

IQAC implemented full-fledged Information and Communication Technology (ICT) for teaching learning process across all programs of the institution. The initiative was decided to be implemented during the IQAC meeting held on 25/06/2018. Teachers were provided with training to use technology for teaching. Software and hardware required for teaching were procured. Smart projectors, screens, computers and audio support were purchased. Digital books, CD's and access to digital databases were made available in the library.

Teachers developed video and audio lectures, PPT's, question bank for both formative and summative assessment.

Internet access via Wi-Fi is enabled across the college with 30Mbps bandwidth. Students and teachers have access to teaching learning tools 24/7.

IQAC formed an Infrastructure committee in institution to support the ICT infrastructure. IQAC through stakeholder survey and feedback process measures impact of ICT initiatives.

IQAC decided to be implemented Orientation program to the incoming students during the meeting held on 13/02/2017 in which they are made aware of the philosophy, the teaching learning process, the various cocurricular activities, discipline and culture of the college.

Guided tour of the campus and the various facilities were conducted to all new students. New students are provided with the student handbook/diary with details relevant for students.

Students are apprised of the Time-Table, Programme syllabi before the class commences.

IQAC decided to be implement outcome based education concepts such as course outcome and program outcome during its meeting held on 08/07/2020. It was decided to formulate program outcomes and course outcomes for all programs in the college. Internal Assessments were aligned to outcome based education. Teachers and students were briefed on the outcome based education. Workshops were organised to educate all the stakeholders of the college.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document]()
Upload any additional information	[View Document]()
Institutional data in prescribed format(Data template)	[View Document]()
Paste web link of Annual reports of Institution	[View Document]()

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Sunbeam College for Women Bhagwanpur promotes gender equity and sensitivity through various initiatives, resources and actions to ensure the best of safety, security and robust mechanism and atmosphere in the College campus. With regards to the same, here are some of the initiatives and actions taken up to ensure gender equity at College campus level, are as follows:

1) Safety & Security: To ensure a safe and secure campus, CCTV cameras have been installed in all the classrooms, offices, lounge and waiting areas, laboratories, stairs and balconies, main entrances, seminar halls and common room.

Female security executives have been appointed to ensure gender sensitivity and safety at the same time.

2) All the buses are GPS enabled and are always under security vision through security cameras during transit.

3) Sunbeam College for women Bhagwanpur has a system of mentoring for imparting and inculcating a socially sound and an ethical atmosphere for the students and all the employees. SCW Bhagwanpur has a professionally trained counselor i.e. Dr. Madhulika Singh who takes periodical steps through counseling talks to ensure a stress-free and steady environment for everyone in the campus. The Counsellor is trained and qualified. With her experience as a Counsellor in National Commission for Women , she attends to student's Counselling needs with sensitivity. As the Counsellor is a law Graduate she also counsels students about Gender Laws .

4) SCW Bhagwanpur has a Student's Common Room with proper ventilation, 24-hours CCTV surveillance, music system enabled computers and two washrooms. There are indoor games like Ludo, Carom, Chess etc. kept in the Common Room inventory.

Apart from all the above mentioned facilities, Sunbeam College for Women Bhagwanpur ensures periodical events and guest lectures that promotes substantial gender equity. College Administration promotes events such demonstrative lectures on Grooming, Female health and hygiene, Women Self-defense activities and training programs.

SCW Bhagwanpur also encourages one-day events and interactive sessions to ensure career counselling and guidance for budding female entrepreneurs and professionals.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Sunbeam College for Women, Bhagwanpur is determined to adopt the "closed-looped" design and thus gradually attain a "zero-waste" state. To achieve this, the college has taken initiatives in the following directions:

- ○ Solid waste management
- ○ E-waste management
- ○ Minimizing paper usage
- ○ Water conservation
- ○ Carbon offsetting
- ○ Energy conservation

- Use of Renewable energy
- Plastic/tobacco-free campus

Solid waste management

The college focuses on recycling and reusing solid wastes, and to strengthen that, at several locations in the campus, several dustbins are kept for particular wastes.

The waste is adequately segregated at the source, and the organic waste is converted to organic fertilizer. Other wastes like metals, glassware, newspaper and stationery, etc., are sold to vendors for recycling.

Leftover food from the cafeteria is used for cattle feeding.

E-waste management

Electronic devices are repaired for minor defects instead of going for frequent replacement. Reusable e-components like resistors, capacitors, inductors, diodes, transistors, etc., are removed from the gadgets and used by the students to make models during science exhibitions.

We are also in the process of becoming the e-waste collection centre by the Pollution Control Board.

Water conservation

The water tanks are equipped with sensors to check any water loss through overflowing or electricity wastage. Also, the AC effluent is collected in the bucket and is used for irrigation purposes.

Minimizing paper usage

College adopts an almost paperless concept by maximizing the circulation of information through digitalized mode.

Carbon offsetting

The campus has planted over 85 plant species which include succulents, some alkaloid/essential oil-based plants. The college has also adopted vertical plantation . All the college vehicles have Pollution Under Control (PUC) certificates.

Energy conservation

The electronic devices are well maintained, and generators are regularly subjected to servicing to check for overconsumption and excess emissions. The exhaust of the generators is released through chimneys. Air conditioners are operative when needed. In most places, LEDs are installed for power saving. The college has also conducted an energy audit to identify any shortcomings.

Use of Renewable energy

Solar panels are installed, with a capacity of 162 kwp and generating 5408 kwh per month.

Plastic/tobacco-free campus

The college condemns tobacco use on the campus as per the regulations, and slogans and banners are placed to spread awareness across the campus. In addition, our students in the extension programme spread awareness among the common public on giving up polythene use, and they have also distributed cloth bags on different occasions.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)
Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Any other relevant information	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

(within 500 words).

Response:

Sunbeam College for Women organizes activities which promote harmony towards cultural, regional, linguistic, communal socio- economic and other diversities. Such activities are conducted for promotion of universal values (Truth, Righteous conduct, Love, Nonviolence and peace); national values, human values, national integration and communal harmony.

- Bhagwad Gita is the eternal message of spiritual wisdom from ancient India. Considered to be a doctrine of universal truth, Bhagavad Gita has long being influencing people not only in India but around the world also. In order to enhance knowledge among the young generation, our college organizes event related to Gita which includes Gita Path.

- Our students participated in World Heritage Week and learned about national identities and symbols which have great impact in human history.

- The civilization of a country depends largely on its own inherent cultural, ethical, moral and spiritual base. Bhartiya Sanskriti Gyan Pariksha is a sort of examination for student's knowledge about Indian culture through which we are trying to acquaint them about it.

- INTACH- Indian National Trust for Art and Cultural Heritage spreads heritage awareness and conservation in India. Our students participated in its Volunteer Training Workshop and gained knowledge about Indian culture and heritage.

S.No.	List of Activities
1	Bharatiya Sanskriti Gyan Pariksha
2	Gita Paath
3	Vishwa Dharohar Saptah
4	INTACH Heritage Volunteer Training Workshop

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

- Sunbeam College for Women is committed to inculcate moral values and a sense of responsibility among the students. To achieve this goal our institution has a dedicated NSS unit, and student council committees such as Social Council, Civic Council, Cultural Council, and Discipline Council etc. At the beginning of each academic year, extension & outreach programs for the year are decided. Activities organized under Extension committee & NSS effectively turn the students

towards the society to which they belong.

- Major Extension and outreach Programs conducted in and outside college include Awareness programs like Nukkad Natak and Skit organized to make people aware about constitutional values, rights and duties. Voters Awareness Camp, Voters Awareness Rally are organized to generate awareness about electoral process and facilitate voter education.

- Guest Lecture Session in Sunbeam College for Women on Constitution Day by Dr. Chhemendra Nath Tripathi, an Associate Professor of Political Science from Faculty of Social Science, BHU was organized on 26th November 2019 to commemorate the adoption of Constitution of India and to spread the importance of the Constitution.

- Guest Lecture Session on "Fundamental Duties & Constitutional rights of Indian citizens" was organized in college by Dr. Renu Srivastava, Associate Professor, Vasant Kanya Mahavidyalaya. This event was organized to make our students aware of their fundamental rights and duties.

- National Voters' Day is celebrated on 25th January by participating in Voter's Awareness Rally for effective electoral participation. Oath- taking ceremony is held on this day where we the people of India take oath on keeping firm faith on democracy and strive for the independent, impartial and peaceful election and will cast the vote irrespective of religion, community and language.

S.No.	List of Activities	
1	Nukkad Natak on Fundamental Rights and Duties	
2	Guest Lecture on Constitution Day	
3	Guest Lecture on the topic: "Fundamental Duties & Constitutional Rights of Indian Citizens"	
4	Nukkad Natak on "Har Ek Vote Jaroori Hota"	
5	National Voter's Day – i) Oath Ceremony on National Voter's Day ii) Voter's Awareness Rally iii) Casting Your Vote- Youth Ki Awaz	

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Sunbeam College for Women celebrates national and international commemorative days, events, festivals and birth anniversaries of National heroes to inculcate the values of patriotism and unity among Indian citizens. It is an integral part of learning and building a strong cultural belief in students.

Republic Day and Independence Day are celebrated every year in college by hoisting the Indian Flag and organizing cultural program. Attendance of Staff Members is compulsory on that day.

International Women's Day, 8th March is a global day celebrating the social, economic, cultural and political achievements of women.

Teacher's Day is celebrated every year on 5th September and this day is dedicated to Dr. Sarvepalli Radhakrishnan. All the teaching, non-teaching staff and students gather to celebrate Teachers day.

Hindi Diwas- This day is celebrated on September 14 every year to promote Hindi as Matra Bhasha and commemorate the event when it was adopted as the official language of India. On this day, students are motivated to give speech, write essay and perform other activities in Hindi language.

World AIDS Day is an international day dedicated to raise awareness of the AIDS pandemic. Students

participate in events like nukkad natak, poster- making, slogan- writing to help fight HIV.

Sunbeam College celebrates Premchand Jayanti, paying tribute to one of the greatest writers in the field of Hindi literature, and marks the birth anniversary of Munshi Premchand on 31st July. Students celebrate his birth anniversary by playing skits on his famous stories depicting the follies of Indian society and portraying the hardship of poor and common urban man.

National Youth Day is celebrated on January 12, every year to honor the birth anniversary of Swami Vivekananda, one of India's greatest leaders and believer of youth power.

National Voter's day is celebrated all over the country on January 25 every year to mark the Foundation day of Election Commission of India.

June 21 is marked as International Yoga Day to celebrate the ancient Indian art of healthy living.

Constitution Day, also known as National Law Day is celebrated to commemorate the adoption of the constitution of India.

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice – 1:

Title of the Practice: Annual Maintenance of Assets and Infrastructure

The context required by the institution to practice:

All infrastructural assets are subject to gradual wear or aging. The depreciation in the value of the asset occurs at varying speeds, depending on its nature. As the institution has infrastructural assets i.e. ACs, College Vehicles, Water Supply System, Electricity Supply, Photocopiers etc. which requires regular maintenance and up keeping. Adequate maintenance is needed to mitigate the effects of aging and offset

the loss in the asset value associated with it. Thus, to maintain good condition, increase the life of the asset and increase the efficiency of the assets in the long run adequate care is taken by the institute.

Objectives of the practice:

- To establish a system of automatic checks and maintenance.
- To maintain and use the resources efficiently.
- To inculcate the habit of maintenance and efficient use among the staff members.
- To mitigate the effects of aging and offset the loss.
- To make plant, equipment and machinery always available and ready for use.
- To maintain the optimum productive efficiency of the plant equipment and machinery.

The Practice:

The college has divided the maintenance, up keeping and checking task into more than 200 categories. After the division of task, a calendar of all the tasks is being prepared every year mentioning interval of tasks to be done, by whom it has to be done, to whom the report will be sent and so on. Format of reporting, which medium/platform shall be used for the reporting is also mentioned in detail in the Annual Maintenance Calendar (AMC). Everything related to college maintenance (non-academic) is tabled and mentioned in the calendar. Suggestions from different task performers and reporting heads are also collected to incorporate in the next cycle of AMC. Although the basic premise of task reporting has been kept 'paper less', yet, certain documents, reports, registers, log books etc. are to be maintained by the responsible task executors for inspection by authorities from time to time. Procedure of reporting is mentioned below:

- Concerned staff is added to the WhatsApp Group named "Sunbeam AMC".

- Every day by the end of the day, task performer need to post just a simple text using the following Syntax style (example) –

@ Task # 27: Bus cameras checked and found okay.

OR

@ Task # 27: Bus cameras checked and 3 cameras were found faulty.

Corrective measures taken. (No extra formalities like 'Respected Sir/Ma'am, this is to report that Task No 27 is done today and all the bus cameras were found okay' is required. Hence, the formalities are skipped and the reports are kept to-the-point and crisp.)

- Some tasks are period bound. Start and end dates for such tasks are mentioned.

For example: You need to report on both the days like -

@ Task # 236: Inspection and maintenance of synthetic and painted courts started today (i.e. 22nd July).

@ Task # 236: Inspection and maintenance of synthetic and painted courts completed today. (i.e. 25th July)

The first message is to be posted on the day you started the task (22nd July), and the second one on the day you concluded it (25th July).

Obstacles faced if any and strategies adopted to overcome them:

At first when the system was introduced, persons involved in the task were not participating wholeheartedly. But gradually with the passage of time as they understood the procedure and benefits of the same, they started participating in the maintenance procedure to mitigate and offset the risk.

Impact of the practice:

This practice helped the institution in minimizing maintenance cost and effective utilization of available human resource to maintain and up keep the assets available in the institution. Also, the effective reporting format and procedure followed in the system helped in timely decisions of repair or replacement of the assets as well as the efficient use of the said assets.

Resources required:

A smart phone with WhatsApp installed connects the staff members which eases the outcome of the work assigned. In addition, trained staff is available to conduct the task and from time to time the staff members are given advance training for the same.

Best Practice – 2:

Title of the Practice: QCR&D (Quality Assurance for Research and Development

The context required by the institution to practice:

QCR&D is associated with academic Institutions. However, the demand for the same has been growing immensely. QCR&D gives the best of both academic and professional worlds which pushes the limits of theory as well as getting to see the practical and ground-breaking results in action.

Objectives of the practice:

1. Maintain excellence in teaching-learning process
2. Developing various strategies and techniques of imparting education.
3. To have a regular feedback system so as to improve the quality of education.

4. To Encourage collaborative learning
5. Training provided to the teachers based on the shortcomings of the report and feedback.

The Practice:

Quality control Assurance for Research and Development is a process that aims to monitor and maintain the academic standards. Sunbeam College in order to enhance the quality control and encourage research and development among the teachers organizes and conducts class observations by inviting Professors and subject experts from other institutions and colleges of Varanasi. The teachers are observed and later the feedback and reports are generated and submitted to the Head of the Institution so as to check the excellence of the teachers in academics. In case, if the teacher is found to be compromising with the teaching-learning process, strategies are discussed and executed after a thorough discussion with the respective subject teacher. To overcome the deficiencies mentioned in the report, appropriate help and support is provided by the institution.

Obstacles faced if any and strategies adopted to overcome them:

1. Teachers generally have a mindset of being perfect and do not wish to be observed for assessment.
2. Teachers may not be technically savvy and sound due to which they generally avoid having such observations.
3. They do not want to accept their flaws mentioned in the reports.

Impact of the practice:

The college has the established procedure for quality check within the institution. The practice of QCR&D improves the delivery of lectures from the teachers. This enhances the teaching learning among the teachers and the students. The teachers are also provided with adequate exposure while communicating with the subject experts. This not only enhances the efficient usage of various applications but also generate new ideas and concepts while teaching learning procedure.

Resources required:

1. Good PR with other institutions running similar courses
2. Better internet facility and edtech tools
3. Conveyance facility for the vising faculty (Vehicle, stay, food etc)
4. Trained professional of subjects

File Description	Document
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The context required by the institution to practice:

Empowering women is essential so as to maintain the health and social development of families, communities and countries. When women live safe and fulfilled life, they can reach their full potential. They not only can raise happier and healthy children but also contribute in the development of the workforce with their efficiency and skills. They have the power to boost sustainable economies and benefit societies and humanity at large. A key part of this empowerment is through education. Girls who are educated can pursue meaningful work and contribute to their country's economy. Thus, to give them wings to fly, Sunbeam College for Women, provides an environment conducive for the students to develop into creative individuals. In the line with goal of our college "Women empowerment" Sunbeam College for Women sincerely committed towards the empowerment of women not only by imparting education exclusively to women but it has made its appearance visible in society by organizing several programs relevant to the contemporary society. SCW envision a world where women will assume leadership role in all sphere of life.

Objective of the practice

- To gain power and control over their own lives and acquire the ability to make strategic choices.
- To develop society by up skilling their potential and knowledge.
- To encourage gender equality and to ensure sustainable development of the country.
- To raise the status of women through education, awareness, literacy and training.
- To encourage to take up leadership roles in all the spheres of life.

The Practice:

The College aims to sustain its distinguished legacy of having quintessential alumnae who are the forerunners and explore uncharted territories and became extraordinary leaders. The students of Sunbeam College for Women are considered as torchbearers. They have excelled in the University Examinations and have grabbed the Gold Medal in academics. They are passionate and motivated and get equal opportunity to be able to lead from front. Viewing and considering each individual student as special, the college aims to launch them on a unique path, helping them to move forward on a unique career path and soul satisfy them.

Sunbeam College for Women has always redefined the concept of leadership. The college has been a witness of accomplishing several milestones on the journey to success. To name a few:

1. **Sensitization programs** conducted related to rights of women in collaboration with NASSI
2. **International Yoga Day** is observed so as to make women of tomorrow mentally and physically strong and also to acquaint them with different facts of Yoga, diet plan and weight loss to stay healthy.
3. **Teachers Day celebration** is one such event which is exclusively planned and organized by the students of the college. All the programs and peripheral arrangements are done by the students.
4. Under the flagship of **NSS (National Service Scheme)** various events are organized by the college so as to make the cadets self-reliant and self-sufficient. The students also work towards sustainable environment. Following are the events where they participate like poster making competition, essay writing, workshops, plantation drive and so on.
5. **Training program on self-defense** helps to prepare for unexpected situations and also helps develop increased mental and physical health. The college organizes workshops on self-defense in which they learn the basics of self-defense, help prepare for dangerous and unforeseen circumstances.
6. **Talk on women health and hygiene** plays an important role to prevent physical illness. The students got aware about the good health and taking care of the through this program came to know about good health can be achieved through sanitary habits and healthy way of living.
7. The students are made aware about **nutrition by the Dieticians** visiting the campus.
8. They are given opportunities to participate in **Yoga and Zumba sessions** for physical and mental fitness.
9. The students are encouraged in their career through **Career Counseling**.
10. They are encouraged for **adventure camps** to understand their responsibilities towards environment.
11. We ensure that the students find their **representation in all committees** concerning their growth and development.
12. They are encouraged to make the society aware of various social issues by organizing **outdoor events** like Nukad Natak.
13. Promoted to show their **entrepreneur skills** by visiting various industries.

Evidence of success

SCW is counted amongst the top academic institution. It provides a platform and an environment that helps students move forward and focus on their own academic contribution. The college produces women of substance who are counted amongst the top achievers in their chosen field of enterprise. They reflect the college's commitments to paradigmatic change; fostering a culture of innovations; generating new idea and executing new solution. The alumnae list includes students not only pursuing higher education but also working in eminent companies. Many of them are working as software developers; some are in banking and insurance sectors and educational institutions of repute.

Problem encounter

Though the college and students are keen to invite professionals, expert trainees and speakers of national repute but due to lack of visibility of college at national level the college is unable to host them.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Sunbeam College for Women, Bhagwanpur is the only premiere English Medium College in the entire Eastern Uttar Pradesh zone entirely dedicated towards women empowerment.

The college has a brand value and quality performance, as evident by various recent awards and recognitions. Some of the noteworthy recognitions are:

- National Education Excellence Award in the category of 'Most Promising College' in Varanasi for Women' by WBR Corp, in the year 2019
- Best College (Placements) North by EDTech Review in the year 2019
- Global Education Awards, for Best Academia and Industry Collaborator (Jury's choice) by SCOO News in the year 2019
- Education World-India Higher Education ranking 2020-21 Grand jury ranking with 4th Rank in India and 1st in Uttar Pradesh & Varanasi for the category of Best Management practices and Systems.

Achievers from all walks of life have been visiting Sunbeam College for Women Bhagwanpur and have been the key source of inspiration for the teachers and students. Some of the eminent personalities are :

- Mrs. Gunjan Saxena – The Kargil Girl in Vividha
- Dr. Kiran Bedi
- Mrs. Kamla Bhasin- renowned poet, author and feminist activist
- Ms. Rashmi Bhansal – Contemporary writer and author
- Mr. Tushar Gandhi – renowned politician and author, also the Great Grandson of Mahatma Gandhi
- Scott Hartley, the international author of "The Techie and the Fussy"
- Dr. Annapurna Shukla- "manas putri of Pt. Madan Mohan Malviya"
- Padma Shri Vidushi Kamala Shankar in Vividha
- Padma Shri GCD Bharti in Spic Macay
- Padma Shri Geeta Chandran in Spic Macay

Renowned alumnae who visited the campus including :

- Miss Shivangi Singh – First Indian Women Fighter Pilot in Rafale squad.
- Mrs. Priyanka Rai – News Anchor TV18
- Ms. Anamika Mishra, have been to Bangladesh as an Indian Ambassador, selected to represent India in the Youth Exchange Programme in Bangladesh, has been a part of the Republic Day parade at Rajpath, New Delhi.

Our faculty members are also the members of several committees across the nation. Our students have been qualifying to the University Merit list constantly from the last 5 years.

Concluding Remarks :

Sunbeam College for Women is realized by leaders of passion and commitment in the field of academics and

governance, with its greatest potence in the teachers and staff who are devoted to meritocracy. Sunbeam College for Women is in the frontier for academic and intellectual discovery promoting dialogue and discourse among its stakeholders, thereby aspiring to become a monumental educational institution.

The college has been in the forefront of transforming the women's education landscape of Varanasi. The college focuses on academic, intellectual and cultural development of its students such that they face the challenges of today with a base firmly rooted in India's cultural heritage. The qualities of fortitude, justice and benevolence are the cornerstone of the education imparted here.

While we are proud of our contribution to women's higher education needs of Varanasi, we recognize the need for further improvements in academic research, industry collaboration, student and faculty exchange programs.

The College has sound fundamentals and potential for excellence. The college delivers the best to meet the expectations of society at large, and working hard to realize the vision and mission.

NAAC Accreditation process has been a tremendous opportunity for recognizing our strength, weakness, opportunities and challenges. With our determination to overcome the shortcoming through hard work and commitment, Sunbeam College for Women is poised to be a leading light to its students and the community it serves.

The self-study report has attempted to provide an objective scenario of the college. It reflects the journey thus far, as well as its plans and aspirations. It attempts an analytical and critical introspection leading to an enhanced understanding of many issues, concerns, potential and insights. The self-study report provides a comprehensive overview of Sunbeam college of Women.

Overall, NAAC SSR submission has been a very rewarding exercise to pursue our aspiration.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: table1 Answer After DVV Verification : table2 Remark : HEI has not provided supporting documents for "students Development Program in Communication basics" (2019-20) mentioned in data clarification. Hence following input is recommended.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: table3 Answer After DVV Verification : table4 Remark : HEI input provided in this metric should be in accordance with findings provided at metric id 1.2.2. Since there are ZERO Certificate or Add-on programs in YEAR 2019-20, 2017-18 & 2016-17 . the following input is recommended.
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 319 Answer after DVV Verification: 254

table1 (Answer before DVV Verification, 1.2.2.1):

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	1	1

table2 (Answer After DVV Verification, 1.2.2.1):

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	2	0	0

table3 (Answer before DVV Verification, 1.2.3.1):

2020-21	2019-20	2018-19	2017-18	2016-17
38	96	107	30	45

table4 (Answer After DVV Verification, 1.2.3.1):

2020-21	2019-20	2018-19	2017-18	2016-17
38	0	107	00	00

	Remark : As per data clarification provided by the HEI, the following input is recommended.
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>84</td><td>155</td><td>171</td><td>159</td><td>188</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>84</td><td>155</td><td>171</td><td>159</td><td>212</td></tr></table> Remark : As per data clarification provided by the HEI, following input is recommended.
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. **Number of mentors** Answer before DVV Verification : 31 Answer after DVV Verification: 29 Remark : As per the EP 3.1 DVV input is recommended.
2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /* **

D.Sc. / D.Litt. **year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	25	27	25	28

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18	24	26	24	27

Remark : Principal should not be considered as full time teacher, hence DVV input is recommended

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2.4.3

Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

2.4.3.1. **Total experience of full-time teachers**
Answer before DVV Verification : 275
Answer after DVV Verification: 255

Remark : Principal should not be considered as full time teachers, DVV input is recommended accordingly.

2.6.3

Average pass percentage of Students during last five years

2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
370	318	383	386	358

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
365	318	384	386	350

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
370	324	391	391	375

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

370	324	391	391	375

Remark : As per data clarification provided by the HEI, following input is recommended.

3.1.1	**Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

   3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0.55	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3	**Number of Seminars/conferences/workshops conducted by the institution during the last five years**

   3.1.3.1. **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	14	2	4	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	0	1	1

Remark : As per data clarification provided by the HEI following input is recommended.

3.2.1	**Number of papers published per teacher in the Journals notified on UGC website during the last five years**

   3.2.1.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	8	13	14	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
05	03	07	05	02

Remark : As per data clarification provided by the HEI, following input is recommended. Only complete entries with link to website has been considered under this metric

3.2.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.2.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	5	2	7	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	1	4	7

Remark : As per data clarification provided by the HEI, following input is recommended.

3.3.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	6	3	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

3.3.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.3.3.1. **Number of extension and outreach programs conducted by the institution through**

NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	11	3	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	3	2	3

Remark : As per data clarification provided by the HEI, following input is recommended

---

3.3.4 | **Average percentage of students participating in extension activities at 3.3.3. above during last five years**

3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
347	220	119	207	294

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
43	72	119	207	294

Remark : As per data clarification provided by the HEI, following input is recommended.

3.4.1 | **The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

3.4.1.1. **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	6	4	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

	Remark : HEI has not provided any collaboration documents to support the claim, DVV input is recommended accordingly.
3.4.2	**Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years** 3.4.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
12	12	9	5	2 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
00	02	00	01	01	 Remark : HEI has not provided supporting documents and MOUs for all the institution/ industry/ corporate house with whom MoU is signed and mentioned in data clarification. In accordance with the data provided with supporting documents following input is recommended.
4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. **Number of classrooms and seminar halls with ICT facilities** Answer before DVV Verification : 24 Answer after DVV Verification: 23 Remark : As per data clarification provided by the HEI, following input is recommended.
4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
0.65	12.34	0.70	0.11	0.28 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
00	12.34	0.70	0.11	0.28	 Remark : HEI has not provided audited statements as well consolidated statements for the year

	2020-2021, hence following input is recommended.
4.2.2	**The institution has subscription for the following e-resources** 1. **e-journals** 2. **e-ShodhSindhu** 3. **Shodhganga Membership** 4. **e-books** 5. **Databases** 6. **Remote access to e-resources** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above Remark : HEI has not provided supporting documents for Shodhganga Membership in data clarification, hence following input is recommended.
4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)** 4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
0.186	1.800	1.048	1.272	1.302 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
00	2.04	0.90	1.22	1.05	 Remark : HEI has not provided audited statements for the year 2020-2021, hence following input is recommended.
4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. **Number of teachers and students using library per day over last one year** Answer before DVV Verification : 150 Answer after DVV Verification: 130 Remark : HEI has not provided the footfall data for 6/12/21 in the as asked by the DVV partner, the following input is recommended
4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : B. 30 MBPS – 50 MBPS

	Answer After DVV Verification: A. ?50 MBPS
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification:

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
17.01	70.36	41.84	30.11	36.5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	70.36	41.67	30.11	36.5

Remark : As per the data provided by the HEI, the following input is recommended. HEI has not provided data for the year 2020-21

5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)** Answer before DVV Verification:

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
56	132	113	105	225

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
82	163	220	175	225

Remark : As per data clarification provided by the HEI, the following input is recommended.

5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years** 5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
176	901	472	832	181

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
164	810	438	483	181

Remark : As per data clarification provided by the following input is recommended.

5.2.1	**Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	20	77	13	29

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	20	77	03	10

Remark : As per data clarification provided

5.2.2	**Average percentage of students progressing to higher education during the last five years**

5.2.2.1. **Number of outgoing student progressing to higher education.**

Answer before DVV Verification : 366

Answer after DVV Verification: 103

Remark : As per data clarification provided by the HEI, the following input is recommended. The HEI has provided only documents for only 103 students in the data clarification

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	14	18	16	12

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	18	16	13

Remark : As per data clarification provided by the HEI, the following input is recommended.

5.4.2	**Alumni contribution during the last five years (INR in lakhs)**

   Answer before DVV Verification : C. 3 Lakhs - 4 Lakhs
   Answer After DVV Verification: E. <1 Lakhs
Remark : HEI has not provided audited statements for the alumni contribution in data clarification, hence following input is recommended.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

   6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

   Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	26	10	2	2

   Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
27	28	05	00	00

Remark : As per data clarification provided by the HEI, following input is recommended.

7.1.5	**Green campus initiatives include:**

   1. **Restricted entry of automobiles**
   2. **Use of Bicycles/ Battery powered vehicles**
   3. **Pedestrian Friendly pathways**
   4. **Ban on use of Plastic**
   5. **landscaping with trees and plants**

   Answer before DVV Verification : A. Any 4 or All of the above
   Answer After DVV Verification: A. Any 4 or All of the above
Remark : As per data clarification provided by the HEI, following input is recommended.

7.1.7	**The Institution has disabled-friendly, barrier free environment**

   1. **Built environment with ramps/lifts for easy access to classrooms.**

	2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above	
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : As per the documents provided by HEI option 3 & 4 are considered.	

2.Extended Profile Deviations

ID	Extended Questions
1.3	**Number of outgoing / final year students year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
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370	324	391	391	375 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
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370	324	391	391	375	
2.1	**Number of full time teachers year-wise during the last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
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31	42	39	38	39 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
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29	37	37	36	37	

3.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 26 Answer after DVV Verification : 23
3.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification:

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
32.53	93.11	54.44	38.78	45.78

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	90.37	48.04	34.57	41.79