



Sunbeam Women's College Varuna

College Code: 198

(Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)

(Accredited by NAAC)

904/1, Central Jail Road, Sikraul, Varanasi-221002

www.sunbeamwcv.com

email : info@sunbeamwcv.com

Ref. No. : **SWCV/IQAC/25-26/13**

Date : **15/04/2026**

NOTICE

3-Day Personality Development Program on Grooming, Communication & Job Etiquettes



Dear Staff Members,

All faculty members are hereby informed that the Internal Quality Assurance Cell (IQAC) is organizing a **three-day workshop titled "Finesse 2026: Professional Grooming, Communication & Workplace Excellence Workshop."**

The workshop aims to enhance staff professional competencies by focusing on essential areas such as personal grooming, effective communication, and workplace/job etiquette. Experienced resource persons will conduct the sessions and will include interactive activities and practical demonstrations.

Details of the Camp:

- **Date:** 17.4.26 to 20.4.26
- **Time:** 3:00 PM onwards
- **Venue:** Sunbeam Women's College, Varuna

All faculty members are encouraged to actively participate in the workshop to strengthen their professional skills and contribute to overall institutional excellence.

Dr. Soumik Goswami
Coordinator, IQAC

Dr. Rajeev Singh
Chairperson, IQAC

CC to:

1. Administrator
2. Academic Head
3. HoDs
4. IQAC members