



# IQAC Cluster

*Not Competition but co-operation*

(Reg. No.: MAH/236/2021/Pune)  
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## Academic and Administrative Audit Report

(Date: 02-11-2023)

### Basic Details of the organization:

1. Name of the organization
2. Name of the Society/ Mandal that runs the college.
3. Some basics such as year of starting, its vision and mission statement, etc.
4. Accountable authorities,
5. Any other relevant details to give a brief idea of the institution?
  - About the Auditing agency and the auditors:
  - About the firm e.g. IQAC Cluster India
  - Auditors who have audited the organization and their designation.
  - Any other relevant detail

### Observations & Findings

1. Governance
2. Management
3. Administration
4. Academics
5. Co-curricular & Extension
6. Student Progression and Placements
7. Student Services
8. SWOC
9. Suggestions and recommendations



**Sunbeam Women's College Varuna**  
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1. Name of the organization: **Sunbeam Women's College Varuna**
2. Name of the Society/ Mandal that runs the college: **Sunbeam English School Society**
3. **The college started functioning in 2016.**

**Vision:**

Sunbeam Women's College, Varuna envisions developing culturally rooted, globally oriented, self-reliant women committed to achieving excellence through duty, devotion & discipline.

**Mission:**

IM1 - To reinforce the custom of being dutiful, and devoted towards society and the Nation, thereafter keeping the essence of discipline in one's life.

IM2 - To make students sensitive about social concerns, and human rights and thus help them be eco-conscious individuals.

IM3 - To facilitate young women to come up with their leadership qualities, take pride in self and identity, and thus become the change-makers of society.

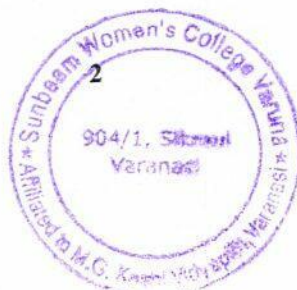
IM4 - To equip and empower students with relevant knowledge, competence, value, and creativity to face global challenges.

IM5 - To inculcate in students the concept and importance of women's empowerment.

IM6 - To pursue student-centric learning for self-development & skill development among students.

IM7 - To educate the women of tomorrow, we aim to practice teaching-learning, research, and extension activities.

4. Accountable authorities:  
**Dr. Rajeev Singh, Principal**  
**Dr. Shalini Singh, Administrator**
5. **Sunbeam Women's College Varuna, Varanasi** is a Premier Institute offering programs of Arts, Commerce, Management, and Science, **affiliated to Mahatma Gandhi Kashi Vidyapeeth, Varanasi**, and working under the aegis of "Sunbeam Group of Educational Institutions – since 1972. The College was founded on 9th August 2016 **with a bold set of goals, Aim to, Assure distinctiveness, Reinforce its appeal to our students, With unlimited creative potential, Transform them into healthy, educated Individuals, Inculcate duty, devotion, and discipline them And instill all the duties of a good citizen, Thus develop culturally rooted, Globally oriented, Self-reliant women, Secure in home and safe outside, Committed to contribute in all Walks of life.**



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- About the Auditing agency and the auditors:

Mr. Piyush Pahade President of IQAC Cluster India & Professor at H. V. Desai College, Pune

Dr. Shrihari A. Pingale, Founder Member of IQAC Cluster, Professor at Nagarpalika Arts, D. J. M. Commerce and B. N. Sarda Science College, Sangamner

- About IQAC Cluster India

Date of Establishment of IQAC 1st June 2015. IQAC is functional and contributes effectively towards the quality enhancement of the institution

- Auditors who have audited the organization and its designation.

Mr. Piyush Pahade

Dr. Shrihari A. Pingale

- Any other relevant detail



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**Observations and findings**

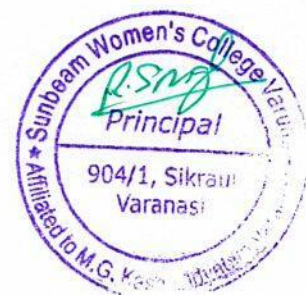
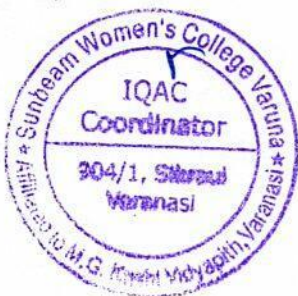
**Governance, management & Administration of the institution**

**Governance:**

2. The top-level management of the organization is a financially sound, able, and decision-making body.
3. The parent body promotes the organization in every way. The Governance structure supports all needs and just the academic, infrastructural and financial demands of the institute.

**Management:**

4. The Principal of the organization is qualified and regular full-time post. His work style has created and maintained a healthy working environment for the organization.
5. The college has a profound Vision, Mission, and Goals which are reflected in all its academic, managerial, and administrative activities.
6. The management has a keen observation and promotes education and curriculum. IQAC has undertaken several important quality initiatives during the academic year 2022-23.
7. The IQAC is an active institutionalized body in the organization.
8. The website is updated and well-maintained.
9. The allocation of responsibilities and work is evident from the decent work style exhibited by the organization.
10. The financial audits are conducted regularly every year. There are no discrepancies.



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11. The college has a student Council as per affiliating University rules and regulations student Council.
12. The college has a functional student grievance redressal cell major grievances have been reported.
13. The committees are in place and their reports suggest their good working.
14. The college conducts academic audits regularly.
15. The college has an active internal complaints committee. Its meetings take place regularly.
16. The college has a functional mandatory anti-ragging committee. The anti-ragging rules and regulations have been displayed at visible important places on the campus.
17. The college has submitted statistical information for an all-India survey of Higher Education (AISHE).
18. The college has its Policies, processes, and SoP in place. The work of putting policies in place is in progress.

**Administration:**

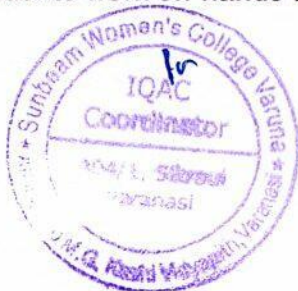
19. The administrative processes are in place, well documented, and functional.
20. The documents are retrievable and working is technologically well supported.
21. The administration is stakeholder-friendly and prompt in its services. The systems are in place.
22. Sufficient technology and tools needed for administrative work are available with the most recent working technology.
23. A healthy work culture prevails in the administrative section.



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**Academics:**

24. The institution caters to Arts, Science, Commerce & Management programs. it is conducted in one shift.
25. The enrolment ratio needs to improve.
26. The admission process is centralized.
27. The teacher-to-student ratio is excellent less than 1:30.
28. The student-to-computer ratio is 1: 5.
29. All classrooms are ICT-enabled.
30. The CO & POs are available on the website and communicated effectively to students.
31. The college caters well to student diversity including the category, non-category, and state students.
32. Academic calendar is prepared each year and executed effectively.
33. Teachers prepare teaching plans and work it out efficiently.
34. The teaching governance is excellent. It includes a countercheck where the student representative in the class enters date-wise teaching done by the teacher.
35. The timetable is well executed and the attendance is excellent.
36. The assessments done are regular and a good organizational effort is visible.
37. Additional courses are offered to students. Students have the freedom to choose additional courses.
38. The teaching staff is young, disciplined, and techno-friendly.
39. A variety of teaching methods and technology-based teaching are used as evidence.
40. Students work on-hands and are given projects for the process of experiential



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learning.

41. Internal assessment is fair and communicated to students through Academic calendars and notices.
42. The results of the organization are good and the attainment ratio is more than 60.

**Co-curricular and Student Progression**

43. The college has a dynamic and active NCC & NSS unit.
44. The organization conducts various cultural and co-curricular activities.
45. The college has a registered Alumni Association.
46. The placement cell is active and has a fair placement record. The training activities go on for the entire year and a variety of experiences are given by the organization to the students.

**Library**

47. The library is fully automated and well equipped. Regularly new books are introduced.
48. The process of induction of books is unique. Books are purchased online within the shortest period.
49. The purchased book is data entered, barcoded, and available to students within 24 to 36 hours.
50. A best practice of the library is maintaining all the projects prepared by the students and guided by the teaching faculty.
51. The footfalls in the library are excellent.
52. The library is student-centric.



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**Strengths, Weaknesses, Opportunities, and Challenges (SWOC)**

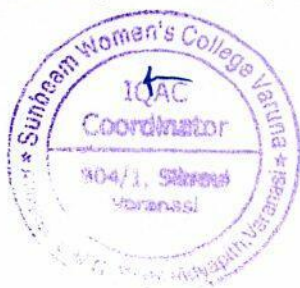
**Notable areas of mention**

**1. Strengths of the organization:**

- a) Strong, supportive caretaking management.
- b) Strategic location concerning the courses they offer.
- c) A Well-crafted brand.
- d) State-of-the-art infrastructure, excellent Library and activity-promoting librarian, well-qualified and active staff, activity and learner-centric learning system.
- e) Dynamic Principal, with student-centric governance, student supportive practices.
- f) Ample facilities for sports and art promotion activities with a swimming pool, two auditorium halls, multiple grounds
- g) Well protected and learning environments for students with strong sensible security.
- h) Excellent canteen and hostel facilities.

**2. Weaknesses of the organization**

- a) The attrition rate is high. It needs to be regulated.
- b) The organization should also encourage students to go for higher levels of studies (at least 10%)





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- c) Participative Gender audit is necessary.
  
- d) Research projects and research funding need to improve. The organization has an excellent reputation and this should help the organization to get more funds and more teachers to work for it.

**3. Opportunities shortly:**

A dynamic and student-centric principal and his team with good leadership and strong positive management will create unlimited opportunities.

- An industry-academia tie-up for innovation and incubation cells on a much larger scale can make the institution a game changer in the educational field.
  
- A stronger Alumni interaction can pave the way for better enrolment

**4. Challenges:**

- Enrolment is the biggest concern. The institution needs to device and brand its institution in a different way. Despite excellent infrastructure and good teachers the enrolment is not satisfactory.
  
- To better penetrate the world, reaching students with an autonomous curriculum parallel with the best institutions must be thought. This means the organization needs to think itself on a wider horizon, that comes with newer courses and experiences.



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**Recommendations:**

1. Autonomy for the institute post-NAAC
2. Focus on more student recruitment.
2. New short-term skill-based courses be added. (one course per year per student)
3. Alumni interaction needs to be strengthened.
4. More emphasis on industry-academia tie-up for innovation and incubation cell with research by teachers as a base.

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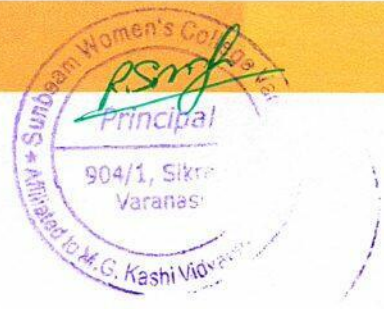
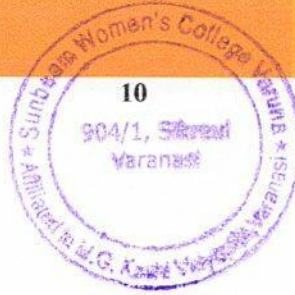
Signature of the auditors



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# Sunbeam Women's College Varuna

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Date: 01-12-23

## Action Taken Report following the Academic and Administrative Audit (AAA) Report for the academic session 2022-23 conducted on 02-11-23

Sl. No.	Recommendations	Action Taken
1	Autonomy for the institute post-NAAC	The college is in process of filing SSR for NAAC accreditation and achieve necessary grade required for autonomy.
2	Focus on more student recruitment.	Administration shall focus more on the promotion of the "Best Practices" and achievements of the college and critically design and execute on-campus placement drives.
3	New short-term skill-based courses be added. (one course per year per student)	New certificate courses in Financial Accounting, Beginner's Program in Financial Market, Python, Personality grooming etc. to be introduced for the upcoming sessions.
4	Alumni interaction needs to be strengthened.	An annual Alumni Meet shall be organized by the Alumni Committee and alumni shall also be invited for miscellaneous activities of the college.
5	An industry-academia tie-up for innovation and incubation cell with research by teachers as a base.	The college has set up an Institution's Innovation Council (IIC) under the aegis of MoE and has participated in different programs promoting entrepreneurship and innovation

### Conclusion

So, after analyzing the inputs and recommendations of the respective auditors, appropriate steps were done to meet the demands. This also assisted us in modifying our curriculum to better meet the needs of the interested parties.

