



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)

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

www.sunbeamwcv.com

email : info@sunbeamwcv.com

Date: 21.07.2018

## Notice

A meeting of IQAC has been scheduled on 23/07/2018 at 03:30 P.M in College Multimedia.

Agenda for the meeting:

- To overview the seven criteria of NAAC.

Date: 23/07/2018

Time: 03:30 P.M.

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
3. HODs of Commerce, Science, Arts & Management
4. PRO
5. Activity Coordinator
6. Office
7. Library





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23/07/2018

## MINUTES OF MEETING

Time: 03:30 P.M.

Venue: Multimedia

Agenda:

- To discuss seven criteria of NAAC.

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:

1. Detailed discussion on all criteria of NAAC
2. Scope of work of each criterion
3. SWOC Analysis

### Suggestions:

1. Collect feedback from various stakeholders to finalise the SWOC of the college
2. Formation of various committees to work upon the 7 criteria of NAAC

### Members present:

Dr. Rajeev Singh *R.Singh*

Dr. Piyush Kumar Pathak

Mr. Ram Kumar Ghale *R.K. Ghale*

Dr. Manisha Singh *M.Singh*

Dr. Ritu Singh *R.Singh*

Dr. Nilanjana Kumari *Nilanjana*

Ms. Swati Srivastava *Swati*

Dr. Rishi Kumar Sahu *R.K. Sahu*

Mr. Ashwini Chaudhary *Ashwini*

### Undersigned by-

IQAC chairperson..... *R.Singh*

IQAC Coordinator..... *P.K. Pathak*





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Date: 29.07.2018

## NOTICE

### IQAC

A meeting of IQAC has been scheduled on 31.07.18 at 03:30PM in College Multimedia.

Agenda for the meeting:

- Formation of various committees of NAAC.
- To introduce Add-on/ Certificate courses
- Formation of anti-ragging cell
- Career counselling facility for students
- Installation of cameras
- Any other matter with permission of the chair

Date: 31/07/2018

Time: 03:30 P.M.

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
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Date: 31.07.2018

## MINUTES OF MEETING

Time: 03:30P.M.

Venue: Multimedia

Agenda:

- **Formation of various committees of NAAC.**
- **To introduce Add-on/ Certificate courses**
- **Formation of anti-ragging cell**
- **Career counseling facility for students**
- **Installation of cameras**
- **Any other matter with permission of the chair**

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:

1. Discussion and formation of different committees for NAAC.
2. Role of Academic Planning Committee
3. Introduction of Add-on/ certificate courses
4. Anti-ragging cell
5. Sports facilities
6. Library resources
7. Installation of cameras

### Action Taken:

1. 15 committees will be formed
2. Yoga & Professional and life skill course will be introduced for the students.
3. Anti-ragging cell will be formed, headed by the principal
4. Sports equipment to be increased
5. Librarian to seek suggestions from different departments for adding new books.
6. Skill development classes will be held.
7. More cameras will be installed in the campus for ensuring safety of the students.





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## Composition of different Committees as per NAAC guidelines

### Feedback Committee

ID	Name	Role
40003418	Ms. Himanshi	Convenor
40001516	Dr. Mamta	Member
40002517	Dr. Ragini	Member
40001816	Dr. Manisha	Member
40004418	Dr. Rajiv Sikroria	Member
SWCV/240/17	Ms. Sakshi Upadhyay	Student Representative

### IT & WEBSITE COMMITTEE

ID	Name	Role
40002317	Dr. Piyush	Convenor
40004118	Dr. Vikas	Member
20013315	Mr. Parmeshwar	Member
20019517	Mr. Shaharyar	Member
SWCV/160/17	Ms. Nikita Lalwani	Student Representative

### ADMISSION COMMITTEE:

ID	Name	Role
40000307	Ms. Nahid	Convenor
40000408	Mr. Ram Kumar Ghale	Member
40001816	Dr. Manisha	Member
40003418	Dr. Himanshi	Member
40002517	Dr. Ragini	Member
40004418	Dr. Rajiv	Member
40000716	Mr. Brijesh	Member
SWCV/166/17	Ms. Bhawana	Student Representative





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## ACADEMIC PLANNING COMMITTEE

ID	Name	Role
40001816	Dr. Manisha	Convenor
40004318	Dr. Shalini	Member
40003618	Dr. Rajeev	Member
40001016	Dr. Mandakini	Member
40004418	Dr. Rajiv	Member
40002016	Dr. Anupam	Member
40001516	Dr. Mamta	Member
40001716	Dr. Pooja	Member
40003718	Dr. Ravi Shekhar	Member
40002317	Dr. Piyush	Member
40002617	Dr. Rishi	Member
40001416	Dr. Ritu	Member
SWCV/25/16	Ms. Pragati Srivastava	Student Representative

## EXAMINATION COMMITTEE

ID	Name	Role
40002016	Dr. Anupam	Examination Controller
40001816	Dr. Manisha	Member
40002317	Dr. Piyush	Member
40000716	Mr. Brijesh	Member
40004218	Dr. Karunendra	Member
40002617	Dr. Rishi	Member
SWCV/126/17	Ms. Tushita Rai	Student Representative

## RESEARCH COMMITTEE

ID	Name	Role
40002517	Dr. Ragini	Convenor
40003518	Dr. Anju	Member
40003718	Dr. Ravi Sekhar	Member
40001016	Dr. Mandakini	Member
40005219	Dr. Vikas	Member
40003418	Dr. Himanshi	Member
SWCV/203/17	Ms. Harpreet Kaur	Student Representative





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## INFRASTRUCTURE COMMITTEE:

ID	Name	Role
40004618	Mr. Anand	Convenor
40002617	Dr. Rishi	Member
40004518	Mr. Pranay	Member
40001916	Dr. Aprajita	Member
SWCV/327/18	Ms. Akansha Jaiswal	Student Representative

## LIBRARY COMMITTEE

ID	Name	Role
40000916	Mr. Ashiwani	Librarian
40008623	Ms. Swati Srivastava	Member
40002417	Dr. Deepti	Member
40001416	Dr. Ritu	Member
40004418	Dr. Rajiv Sikroria	Member
40003518	Dr. Anju	Member
40002317	Dr. Piyush	Member
SWCV/202/17	Ms. Yashaswini Shukla	Student Representative
SWCV/341/18	Ms. Smriti Pandey	Student Representative

## CAREER & PLACEMENT COMMITTEE:

ID	Name	Role
40004418	Dr. Rajiv	Head
40004218	Dr. Karunendra	Member
40002417	Dr. Dipti	Member
40002517	Dr. Ragini	Member
SWCV/186/17	Ms. Mimansa Chaubey	Student Representative

## ALUMNI COMMITTEE

ID	Name	Role
40001516	Dr. Mamta	Convenor
40002517	Dr. Ragini	Member
40004418	Dr. Rajiv	Member
40001416	Dr. Ritu	Member
40002016	Dr. Anupam	Member
SWCV/19/16	Ms. Vaishali Srivastava	Student Representative





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## GRIEVANCE COMMITTEE:

ID	Name	Role
40004318	Dr. Shalini	Chairperson
40001416	Dr. Ritu	Convener
40001816	Dr. Manisha	Member
40003418	Dr. Himanshi	Member
40002417	Mr. Anand	Member
SWCV/041/16	Ms. Shobhna Singh	Student Representative
SWCV/031/16	Ms. Jaya Barnwal	Student Representative
SWCV/023/16	Ms. Anushka Srivastava	Student Representative
SWCV/216/17	Ms. Nistha Tiwari	Student Representative

## STUDENT WELFARE COMMITTEE

ID	Name	Role
40001416	Dr. Dipti	Convenor
40002617	Dr. Rishi	Member
40003418	Dr. Himanshi	Member
40001516	Dr. Mamta	Member
40002317	Dr. Piyush	Member
SWCV/216/17	Ms. Nishtha Tiwari	Student Representative
SWCV/777/20	Ms. Deepanjali Singh	Student Representative

## FINANCE COMMITTEE:

ID	Name	Role
40000408	Mr. Ram Kumar	Convenor
40004318	Dr. Shalini	Member
40003618	Dr. Rajeev	Member
40000511	Ms. Akanksha	Member
40006007	Mr. Mukesh	Member







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## EXTENSION COMMITTEE

ID	Name	Role
40001716	Dr. Pooja	Convenor
40001516	Dr. Mamta	Member
40002417	Dr. Deepti	Member
40003418	Dr. Himanshi	Member
40000408	Mr. Ram Kumar	Member
40000916	Mr. Ashiwani	Member
SWCV/241/17	Ms. Navya Mishra	Student Representative

## GAMES & SPORTS COMMITTEE

ID	Name	Role
40005019	Ms. Smita	Convenor
40005620	Dr. Vikas	Member
40002016	Dr. Anupam	Member
40002517	Dr. Ragini	Member
40001716	Dr. Pooja	Member
SWCV/406/18	Ms. Sakshi Singh	Student Representative

### Members present:

Dr. Rajeev Singh

*R.Singh*

Dr. Piyush Kumar Pathak

*P.K. Pathak*

Mr. Ram Kumar Ghale

*R.K. Ghale*

Dr. Manisha Singh

*M.Singh*

Dr. Ritu Singh

*R.Singh*

Dr. Nilanjana Kumari

*Nilanjana*

Ms. Swati Srivastava

*Swati*

Dr. Rishi Kumar Sahu

*R.K. Sahu*

Mr. Ashwini Chaudhary

*Ashwini*

### Undersigned by-

IQAC chairperson.....

*R.Singh*

IQAC Coordinator.....

*P.K. Pathak*





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Date: 08.09.2018

## NOTICE

### IQAC

A meeting of IQAC has been scheduled on 10.09.2018 at 03:30P.M. in College Multimedia.

Agenda for the meeting:

- Welcome of Dr. Shalini Singh as College Administrator
- Academic Progress

Date: 10/09/2018

Time: 03:30 P.M.

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
3. HODs of Commerce, Science, Arts & Management
4. PRO
5. Activity Coordinator
6. Office
7. Library





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Date: 10/09/2018

## Meeting Minutes

Time: 03:30P.M.

Venue: College Multimedia

Agenda:

- Welcome of Dr. Shalini Singh as College Administrator
- Academic Progress

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Proceeding of the meeting

1. The meeting started with welcome note by the Principal Dr. Rajeev Singh and Dr. Shalini Singh was introduced as college Administrator.
2. She was added as one of the members of IQAC.
3. Academic Progress was discussed.

Members present:

Dr. Rajeev Singh *R.Singh*

Dr. Piyush Kumar Pathak *P.K. Pathak*

Mr. Ram Kumar Ghale *R.K. Ghale*

Dr. Manisha Singh *M. Singh*

Dr. Ritu Singh *R. Singh*

Dr. Nilanjana Kumari *N. Kumari*

Ms. Swati Srivastava *S. Srivastava*

Dr. Rishi Kumar Sahu *R.K. Sahu*

Mr. Ashwini Chaudhary *A. Chaudhary*

Undersigned by-

IQAC chairperson..... *R.Singh*

IQAC Coordinator..... *P.K. Pathak*





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Date: 26.02.2019

## NOTICE

### IQAC

A meeting of IQAC has been scheduled on 28/02/2019 at 03:30P.M. in College Multimedia.

Agenda for the meeting:

- Review of academic session 2018-19 and Academic Progress.
- Academic Calendar 2019-2020 to be discussed.
- Discussion of the renovation of assembly hall, transport, laboratory and library facilities.

Date: 28/02/2019

Time: 12:00 Noon

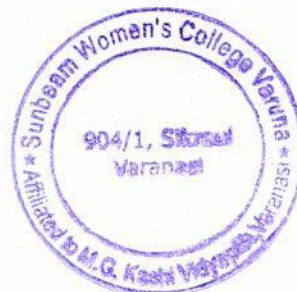
Venue: College Multimedia, Sunbeam Women's College Varuna

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. HODs of Commerce, Science, Arts & Management
4. PRO
5. Estate Manager
6. Activity Coordinator
7. Office
8. Library





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www.sunbeamwcv.com

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Date: 28/02/2019

## Meeting Minutes

Time: 12:00 PM

Venue: college Multimedia

Agenda:

- Review of academic session 2018-19 and Academic Progress.
- Academic Calendar 2019-2020 to be discussed.
- Discussion of the renovation of assembly hall, transport, laboratory and library facilities.

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:

1. Problems confronted by different departments in implementation of curriculum plan as well as academic calendar.
2. Arrangement of remedial & bridge courses for the first year students.
3. Arrangement of remedial classes for students appearing in back & improvement examination of University.
4. Allocation of period to the concern faculty for remedial classes to be done by respective HODs.
5. Planning & discussion on the elective courses in BA, B.Sc., B.Com. III year, redesigning of curriculum.
6. Suggestions and requisitions of all committees for the session 2019-20.
7. Assembly hall to be renovated, more buses to be availed for the students.
8. To prepare list of all the requirements for library and laboratory.

### Action taken

1. Actuaries (optional paper of B.Com. III) to be replaced with GST
2. Remedial and bridge courses to be conducted
3. More outreach programs should be planned
4. Outcome based learning should be ensured

Members present:

Dr. Rajeev Singh

Dr. Piyush Kumar Pathak

Mr. Ram Kumar Ghale





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Dr. Manisha Singh

*Manisha Singh*

Dr. Ritu Singh

*Ritu Singh*

Dr. Nilanjana Kumari

*Nilanjana Kumari*

Ms. Swati Srivastava

*Swati Srivastava*

Dr. Rishi Kumar Sahu

*Rishi Kumar Sahu*

Mr. Anand Mehrotra

*Anand Mehrotra*

Mr. Ashwini Chaudhary

*Ashwini Chaudhary*

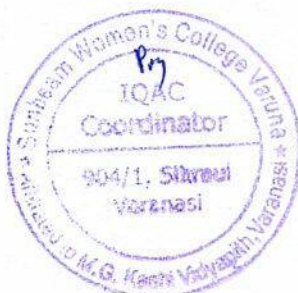
Undersigned by-

IQAC chairperson.....

*R. Singh*

IQAC Coordinator.....

*P. K. Prasad*





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Date: 09/05/2019

## Notice

This is to inform that IQAC has called a meeting on 10<sup>th</sup> May, 2019 to discuss following agendas:

1. To discuss and analyses the feedback given by the students, faculties and other stakeholders.
2. To formulate means and measures to improve overall academic delivery and functioning of the college.
3. To discuss any other issue with permission of the chair.
4. Discussion on the key points of infrastructure committee.

Date: 10.05.2019

Time: 10:30 AM

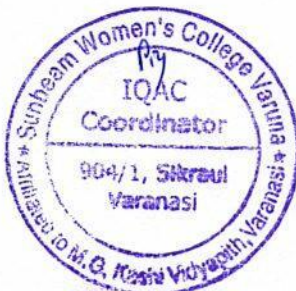
Venue: Multimedia

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Feedback Committee
4. Convener, Infrastructure Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Estate Manager
8. Activity Coordinator
9. Office
10. Library





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Date: 10.05.19

## Minutes of Meeting

Date: 10/05/2019

Time: 10:30 onwards

Venue: Multimedia

Agenda:

1. To discuss and analyze the feedback given by the students, faculties and other stakeholders.
2. To formulate means and measures to improve the overall academic delivery and functioning of the college.
3. To discuss any other issue with permission of the chair.
4. Discussion on the key points of the infrastructure committee.

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:

1. Suggestions given by the stakeholders to the Feedback Committee was analyzed and reviewed thoroughly.
2. Faculties were instructed to participate in different FDP/PDP, Orientation programs.
3. Construction of a sports ground, computer lab and other requirements for sports and infirmary to be procured.

### Action Taken

S.NO.	SUGGESTIONS FORWARDED TO IQAC	ACTION TAKEN
1	More activities to be introduced in LTA including swimming.	Considered
2	Students will be allowed to participate in the Youth Fest of other colleges outside Varanasi	Considered for further action
3	Computers will be installed in Library for students	Installed
4	More sports equipment to be purchased	Purchased more sports equipments
5	NCC and NSS to be introduced	Will be applied for approval
6	Separate Teacher's Section will be made in the library	Created
7	College Stadium (Colosseum) to be modernized	Communicated to infrastructure committee
8	A digital platform should be introduced for sharing of E-content by the teachers	Snap homework will be used







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## Members present:

1. Dr. Rajeev Singh

2. Dr. Piyush Kumar Pathak

3. Mr. Ram Kumar Ghale

4. Dr. Manisha Singh

5. Dr. Ritu Singh

6. Dr. Nilanjana Kumari

7. Ms. Swati Srivastava

8. Dr. Rishi Kumar Sahu

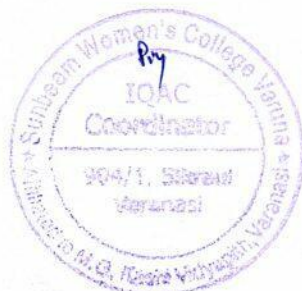
9. Mr. Anand Mehrotra

10. Mr. Ashwini Chaudhary

11. Ms. Himanshi Agrawal

Undersigned by-  
IQAC chairperson.....

IQAC Coordinator.....





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Date: 21/06/2019

## Notice

This is to inform all the members of IQAC and Academic planning committee that a meeting has been called to discuss following agenda:

1. Commencement of new academic session for 2019-20.
2. Introduce new elective course in B.Com. III & B.Sc. III (Maths).
3. Discussion with Grievance Committee regarding miscellaneous matters.

Date: 22.06.2019  
Time: 10:30 AM  
Venue: Multimedia

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Grievance Committee
4. HODs of Commerce, Science, Arts & Management
5. PRO
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www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 22.06.2019

## Minutes of Meeting

Time: 10:30 am onwards

Venue: Multimedia

Date: 22.06.2019

### Agenda:

1. Commencement of new academic session for 2019-20.
2. Introduce new elective course in B.Com. III & B.Sc. III (Maths).
3. Discussion with Grievance Committee regarding miscellaneous matters.

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key points discussed

1. Commencement of new academic session for all four programs (BA, B.Sc., B.Com, and BBA).
2. Elective courses.
3. Allocation of subjects and periods.
4. Approval of Prepared time table and syllabus planning.

### Action Taken

1. All classes will start from 3<sup>rd</sup> July 2019.
2. GST in B.Com III and Linear Programming in BSc III (Maths) to be introduced as new elective course.
3. Collection of time tables.
4. An analysing the fulfillment of requisitions.

### Suggestion

1. More use of student-centric modes of teaching
2. Application for NSS
3. HODs to plan the visits and guest lectures of their departments

Members present:

1. Dr. Rajeev Singh





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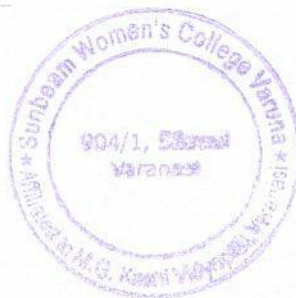
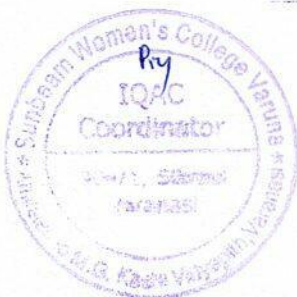
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email : info@sunbeamwcv.com

2. Dr. Piyush Kumar Pathak *P.K.*
3. Mr. Ram Kumar Ghale *R.K.*
4. Dr. Manisha Singh *M.S.*
5. Dr. Ritu Singh *R.S.*
6. Dr. Nilanjana Kumari *N.K.*
7. Ms. Swati Srivastava *S.S.*
8. Dr. Rishi Kumar Sahu *R.K.S.*
9. Mr. Ashwini Chaudhary *A.C.*

Undersigned by- *P.S.M.*  
IQAC chairperson.....

*P.K.*  
IQAC Coordinator.....





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email : info@sunbeamwcv.com

Date: 13/08/2019

## Notice

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

Agenda:

1. Review of University result analysis
2. Cyber cell
3. Alumni Connect
4. Reviewing the meeting of Internal Complaint and Anti-sexual Harassment Committee

Date: 14/08/2019

Time: 03:15 PM

Venue: College Multimedia.

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Examination Committee
4. HODs of Commerce, Science, Arts & Management
5. PRO
6. Activity Coordinator
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# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)

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

www.sunbeamwcv.com

email : info@sunbeamwcv.com

Date: 14.08.2019

## Minutes of Meeting

Time: 03:15 onwards

Venue: Multimedia

### Agenda:

1. Review of University result analysis
2. Cyber cell
3. Alumni Connect

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Result of first batch of the college
2. Formation of cyber cell
3. Registration of alumni association
4. The mechanism of functioning of the Internal Complaint and Anti-sexual Harassment Committee was discussed and reviewed.

### Action taken

1. E-content of all respective courses is to be procured and provided for the students and respective HODs should monitor the same.
2. Cyber security cell will come into existence, headed by Dr. Piyush Kumar Pathak

### Suggestions

1. HODs to monitor the shared e-content
2. More use of outcome-based learning & ICT tools
3. Teachers to be in connect with their alumni
4. HODs to maintain record of the current status of their alumni

### Members Present:

1. Dr. Rajeev Singh

2. Dr. Piyush Kumar Pathak

3. Mr. Ram Kumar Ghale





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4. Dr. Manisha Singh

5. Dr. Ritu Singh

6. Dr. Nilanjana Kumari

7. Ms. Swati Srivastava

8. Dr. Rishi Kumar Sahu

9. Mr. Ashwini Chaudhary

Undersigned by-  
IQAC chairperson.....

IQAC Coordinator.....





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904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 27/02/2020

## Notice

This is to inform all the members of IQAC and academic planning committee that a meeting has been scheduled to discussed following agenda:

Agenda: **Review of academic session 2019-2020**

Date: 28/02/2020

Time: 12:00 PM

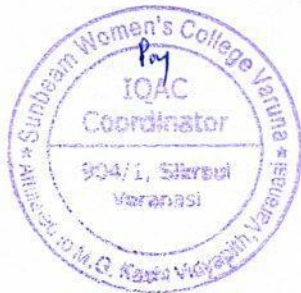
Venue: College Multimedia.

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Career and Placement Committee
4. HODs of Commerce, Science, Arts & Management
5. PRO
6. Activity Coordinator
7. Office
8. Library







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

www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 28/02/2020

## Meeting Minutes

Time: 12:00 PM

Venue: College Multimedia

Agenda: **Review of academic session 2019-2020**

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:


1. Problems confronted by different departments in implementation of curriculum plan as well as academic calendar.
2. Training of new faculty members
3. Arrangement of remedial & bridge courses for first year students.
4. Arrangement of remedial classes for students appearing in back & improvement examination of University.
5. Allocation of period to the concern faculty for remedial classes has to be done by respective HODs of the department.
6. Planning & discussion on the elective courses in BA, B.Sc., B.Com. III year, redesigning of curriculum.
7. Suggestions and requisitions of all committees for the session 2020-21.
8. Placement and internship opportunities.

### Action taken

1. Remedial and bridge courses to be conducted
2. Orientation program for freshers will be organized
3. Training for new faculty members will be conducted
4. More internship opportunities will be offered
5. Outcome based learning should be ensured
6. More outreach programs should be planned

Members present:

1. Dr. Rajeev Singh 

2. Dr. Piyush Kumar Pathak 





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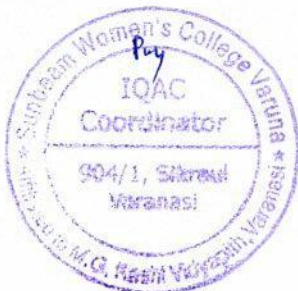
www.sunbeamwcv.com

email : info@sunbeamwcv.com

3. Mr. Ram Kumar Ghale *RK*
4. Dr. Manisha Singh *Msingh*
5. Dr. Ritu Singh *Risingsh*
6. Dr. Nilanjana Kumari *Nilanjana*
7. Ms. Swati Srivastava *Swati*
8. Dr. Rishi Kumar Sahu *RKS*
9. Mr. Ashwini Chaudhary *Ashwini*
10. Dr. Rajiv Sikroria *Rajiv*

Undersigned by- *P.Smf*  
IQAC chairperson.....

IQAC Coordinator..... *P.V. Jadau*





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Date: 20/04/2020

## Notice

This is to inform IQAC members that an online meeting (via Zoom) has been called on 21<sup>st</sup> April, 2020 to discuss the following agenda:

1. Online admission process
2. Virtual platform to be used for teaching and learning
3. Teacher training for online pedagogy
4. Webinar

Date: 21.04.2020

Time: 10:30 AM

Mode: Zoom

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
3. Convener, Admission Committee
4. Convener, IT & Website Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Activity Coordinator
8. Office
9. Library





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www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 21.04.2020

## Minutes of Meeting

Time: 10:30 onwards

Mode: Zoom

### Agenda:

1. Online admission process
2. Virtual platform to be used for teaching and learning
3. Teacher training for online pedagogy
4. Webinar

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:

1. Online counseling process for admission was discussed and finalized.
2. Use of MS Teams and Zoom as the online platform for teaching and learning.
3. Teachers' training for use of the online platforms was conducted.
4. Organizing a webinar to make faculty better equipped with the online pedagogy.

### Action Taken

1. The role of IT website committee and admission committee was defined for handling online admission process
2. Teachers were informed about the online counselling sessions
3. MS Teams will be purchased and training will be provided to the teachers for its use
4. A 2-day national webinar on "Changing Dynamics around the globe" will be organized in the month of May 2020
5. Teachers were suggested to use MS teams and make their online classes interesting and interactive
6. 100% sharing of E-content with the students as per the government norms

### Members present in the Zoom Meeting:

1. Dr. Rajeev Singh
2. Dr. Piyush Kumar Pathak
3. Mr. Ram Kumar Ghale
4. Dr. Manisha Singh





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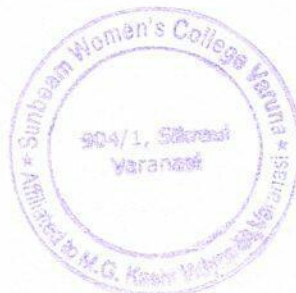
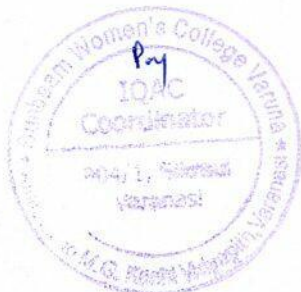
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5. Dr. Ritu Singh
6. Dr. Nilanjana Kumari
7. Ms. Swati Srivastava
8. Dr. Rishi Kumar Sahu
9. Mr. Ashwini Chaudhary





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Date: 11/05/2020

## Notice

This is to inform IQAC that an online meeting via Zoom has been called on 12<sup>th</sup> May, 2020 to discussed following agenda:

1. To discuss and analyses the feedback given by the students, faculties and other stakeholders.
2. To formulate means and measures to improve overall academic delivery and functioning of the college.
3. Feedback of the webinar
4. To discuss any other issue with permission of the chair.

Date: 12.05.2020

Time: 10:30 AM

Mode: Zoom

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Feedback Committee
4. HODs of Commerce, Science, Arts & Management
5. PRO
6. Office
7. Library





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www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 12.05.2020

## Minutes of Meeting

Time: 10:30 onwards

Mode: Zoom

### Agenda:

1. To discuss and analyses the feedback given by the students, faculties and other stakeholders.
2. To formulate means and measures to improve overall academic delivery and functioning of the college.
3. Feedback of the webinar
4. To discuss any other issue with permission of the chair.

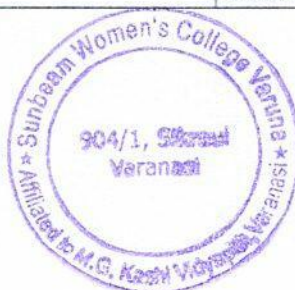
Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed:

1. Suggestions given by the stakeholders to the Feedback Committee were analyzed and discussed.
2. Various challenges faced in the conduction of webinars and how to overcome those in future events.
3. Challenges faced in the use of MS Teams and its appropriate solutions were formulated.
4. Measures for students' and teachers' connect during the pandemic was discussed.

### Action Taken

S.NO.	SUGGESTIONS FORWARDED TO IQAC	ACTION TAKEN
1	NCC & NSS will be introduced	NSS has been introduced NCC to be Considered for further action
2	Free class to be given to the students	Will be considered
3	Introduction of Cyber Cell for Making students understand cyber security issues	Established
4	Increase in the number of installments for payment of fees	Considered by finance committee and management
5	Library resources to be upgraded	Noted
6	Lab resources to be updated	More lab resources and equipments have been purchased





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7. Sunshine calls will be made by the teachers and the management to know the well-being of the students
8. Session on mental health and personal counselling would be provided to the students
9. Proposal for subsidized purchase of gadgets by the teachers for online classes
10. Faculty certificate training program by Experiential Learning System on Virtual Teaching (The MOOC version 2020)

## Members present in the Zoom meeting:

1. Dr. Rajeev Singh
2. Dr. Piyush Kumar Pathak
3. Mr. Ram Kumar Ghale
4. Dr. Manisha Singh
5. Dr. Ritu Singh
6. Dr. Nilanjana Kumari
7. Ms. Himanshi Agrawal
8. Dr. Rishi Kumar Sahu
9. Mr. Ashwini Chaudhary







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Date: 28.08.2020

## NOTICE

A meeting of IQAC has been scheduled on 29/08/2020 at 3:00 PM in online mode **via Zoom**.

Agenda for the meeting:

- Commencement of new academic year 2020-21
- Introduction of NCC

Date: 29/08/2020

Time: 03:00 PM

Mode: Zoom

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
3. HODs of Commerce, Science, Arts & Management
4. PRO
5. Office
6. Library





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Date: 29/08/2020

## MINUTES OF MEETING

### INTERNAL QUALITY & ASSURANCE CELL

Time: 3:00 PM to 4:00 PM

Mode: Zoom

Agenda:

- Commencement of new academic year 2020-21
- Introduction of NCC

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Date for commencing the online classes for the session 2020-21.
2. Mode of the online classes to be conducted was discussed.
3. Maintenance of college records in online mode
4. Internal assessment and Evaluation procedure in online mode
5. Fee waivers and number of installments
6. Introduction and appointment of NCC care taker.

### Action Taken

1. Classes for 2<sup>nd</sup> and 3<sup>rd</sup> year will commence from 7<sup>th</sup> September 2020
2. Classes for 1<sup>st</sup> year will commence from 15<sup>th</sup> September 2020
3. Mode of classes will be online until further government orders
4. All sessions, placements and internships will also be organized online
5. All records will be maintained in softcopy
6. Principal shall review all activities and records at frequent intervals
7. Changes in fee structures due to Covid-19 and the number of installments for payment of fees to be increased.
8. NCC Cadets will be headed by: Ms. Smita Singh (Care taker)

### Suggestions

1. Teachers must try to make online classes interesting and interactive.
2. 100% e-content must be provided for the students.
3. All introductory lab experiments to be done in online mode via virtual lab platforms.





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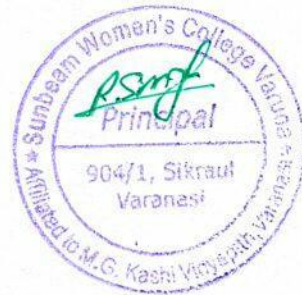
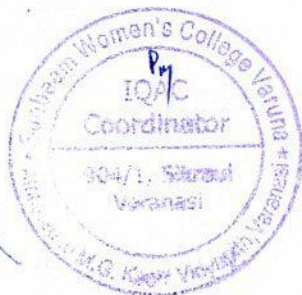
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4. Teachers can come to the college to conduct live experiments by adhering to all government regulations for the pandemic.

## Members Present in the Zoom meeting:

1. Dr. Rajeev Singh
2. Dr. Piyush Kumar Pathak
3. Mr. Ram Kumar Ghale
4. Dr. Manisha Singh
5. Dr. Ritu Singh
6. Dr. Nilanjana Kumari
7. Ms. Swati Srivastava
8. Dr. Rishi Kumar Sahu
9. Mr. Ashwini Chaudhary





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Date: 19/11/2020

## NOTICE

A meeting of IQAC has been scheduled on 20/11/20 at 10:00 AM in college multimedia

Agenda for the meeting:

- Commencement of classes in an offline mode
- Planning for youth fest (Aakaar)
- Introduction of new IQAC member

Date: 20/11/2020

Time: 10:00 AM

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to: -

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, IT & Website Committee
4. Convener, Finance Committee
5. Estate Manager
6. HODs of Commerce, Science, Arts & Management
7. PRO
8. Office
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Date: 20/11/2020

## MINUTES OF MEETING

### INTERNAL QUALITY & ASSURANCE CELL

Time: 10:00 AM

Venue: College multimedia

#### Agenda:

- Commencement of classes in an offline mode
- Planning for youth fest (Aakaar)

Chaired by: Dr. Rajeev Singh, Chairperson IQAC





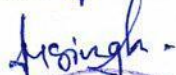
#### Key Points Discussed

1. Date for commencing classes
2. Requirements for hybrid classes
3. Platform to be used for online class
4. Implementation of Covid protocols
5. Planning of youth fest in online mode
6. Dr. Soumik Goswami, Asst. Prof. Department of Zoology was introduced as a new IQAC member.

#### Action Taken

1. Hybrid Classes will commence from 23/11/2020 with 50% strength
2. Tripods to be purchased
3. Proper COVID protocols must be followed
4. Covid Task Force will be formed
5. 2 days Youth fest (Aakaar) shall be organized in an online mode

#### Members Present:

1. Dr. Rajeev Singh 
2. Dr. Shalini Singh 
3. Dr. Piyush Kumar Pathak 
4. Mr. Ram Kumar Ghale 
5. Dr. Manisha Singh 





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6. Dr. Ritu Singh

7. Dr. Nilanjana Kumari

8. Dr. Soumik Goswami

9. Dr. Rishi Kumar Sahu

10. Mr. Ashwini Chaudhary

11. Mr. Anand Mehrotra

12. Mr. Mukesh

Undersigned by-  
IQAC chairperson.....

IQAC Coordinator.....





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Date: 23/01/2021

## NOTICE

A meeting of IQAC has been scheduled on 25/01/21 at 02:00 PM in college multimedia

Agenda for the meeting:

- Result analysis for 3<sup>rd</sup> year
- Feedback of inter-collegiate youth fest (Aakaar)
- Planning for running college in complete offline mode

Date: 25/01/21

Time: 02:00 PM

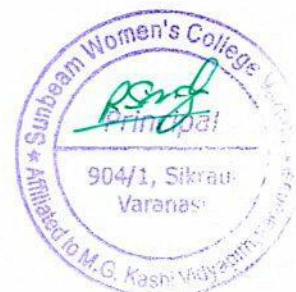
Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
3. Convener, Admission Committee
4. Convener, IT & Website Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Estate Manager
8. Activity Coordinator
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Date: 25/01/2021

## MINUTES OF MEETING

### INTERNAL QUALITY & ASSURANCE CELL

Time: 02:00 PM

Venue: College multimedia

Agenda:

- Result analysis for 3<sup>rd</sup> year
- Feedback of inter-collegiate youth fest (Aakaar)
- Planning for running college in complete offline mode

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Result analysis of 2017-2020 batch of students.
2. Technical challenges faced in few events of the youth fest.
3. Offline conduction of classes as per government order following COVID-19 protocols.

### Action Taken

1. Offline classes will commence with 100% strength from 27<sup>th</sup> January 2021, following complete COVID protocols.
2. COVID Task Force must be vigilant and look after that the covid protocols are followed in the campus by all staff and students.







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## Members Present:

1. Dr. Rajeev Singh *R.Singh*
2. Dr. Shalini Singh *S.Singh*
3. Dr. Piyush Kumar Pathak *P.K.P.*
4. Mr. Ram Kumar Ghale *R.K.G.*
5. Dr. Manisha Singh *M.Singh*
6. Dr. Ritu Singh *R.Singh*
7. Dr. Nilanjana Kumari *Nilanjana*
8. Dr. Soumik Goswami *S.G.*
9. Dr. Rishi Kumar Sahu *R.K.S.*
10. Mr. Ashwini Chaudhary *Ashwini*
11. Mr. Anand Mehrotra *Anand*

Undersigned by- *R.Singh*  
IQAC chairperson.....

*P.K.P.*  
IQAC Coordinator.....





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www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 30/03/2021

## NOTICE

A meeting of IQAC has been scheduled on 31/03/21 at 10:30 AM in college multimedia

Agenda for the meeting:

- Resumption of Online classes
- Review of academic calendar 2020-21
- Planning for academic session 2021-22

Date: 31/03/21

Time: 10:30 AM

Venue: College Multimedia

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning
3. Convener, IT & Website Committee
4. Convener, Finance Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
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www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 31/03/2021

## MINUTES OF MEETING

### INTERNAL QUALITY & ASSURANCE CELL

**Time:** 10:00 AM

**Venue:** College multimedia

**Agenda:**

- Resumption of Online classes
- Review of academic calendar 2020-21
- Planning for academic session 2021-22

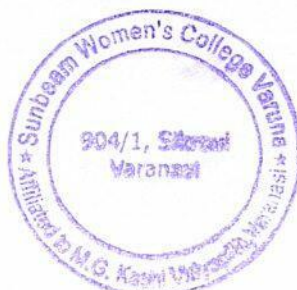
Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Conduction of online classes due to second wave of COVID as per government orders.
2. Problems confronted by different departments in implementation of curriculum plan as well as academic calendar due to delay in academic session.
3. Allocation of period to the concern faculty for remedial classes has to be done by respective HODs of the department.
4. Planning & discussion on the elective courses in BA, B.Sc., B.Com. III year, redesigning of curriculum.
5. Suggestions and requisitions of all committees for the session 2019-20
6. Fee Structure of BBA for 2021-22
7. Concession in Fee to the students affected by the pandemic.
8. COVID leave norms to be implemented for staff.

### Action Taken

1. Online revision classes will be held
2. More online internship opportunities will be offered
3. FEES of BBA will be reduced
4. Covid concession will be given on fees
5. Covid leave can be availed by staff members
6. Academic planning committee was asked to prepare the academic calendar
7. HODs were asked to prepare departmental time tables and course syllabi.





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## Members Present:

1. Dr. Rajeev Singh

*R.Singh*

2. Dr. Shalini Singh

*Shalini Singh*

3. Dr. Piyush Kumar Pathak

*P.K.P.*

4. Mr. Ram Kumar Ghale

*R.K.G.*

5. Dr. Manisha Singh

*M.Singh*

6. Dr. Ritu Singh

*R.Singh*

7. Dr. Nilanjana Kumari

*N.Kumari*

8. Dr. Soumik Goswami

*S.Goswami*

9. Dr. Rishi Kumar Sahu

*R.K.Sahu*

10. Mr. Ashwini Chaudhary

*A.Chaudhary*

11. Mr. Mukesh

*Mukesh*

Undersigned by-  
IQAC chairperson.....

*R.Singh*

IQAC Coordinator.....

*P.K.P.*





# Sunbeam Women's College Varuna

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904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 25/06/2021

## NOTICE

A meeting of IQAC has been scheduled on 26/06/21 at 10:30 AM in online mode **via Zoom**

Agenda for the meeting:

- Feedback analysis
- Commencement of session 2021-22

Date: 26/06/21

Time: 10:30 AM

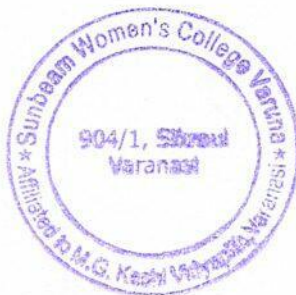
Venue: Zoom

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Feedback Committee
4. Convener, Infrastructure Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Office
8. Library





# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)

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

www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 26/06/2021

## MINUTES OF MEETING

### INTERNAL QUALITY & ASSURANCE CELL

Time: 10:30 AM

Mode: Zoom

Agenda:

- Feedback analysis
- Commencement of session 2021-22

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Feedback received from various stakeholders
2. Dates for the commencement of new session
3. Examination of 2<sup>nd</sup> and 3<sup>rd</sup> year students
4. FDP and conference to be organized by the college
5. Research committee to plan the FDP & conference
6. Teachers should use digi boards and make their classes interactive by using different Ed-Tech tools.
7. Computer practical classes should be given to the students
8. Teachers should introduce the changed examination paper pattern to the students
9. IQAC members to propose for NAAC Accreditation

### Action Taken

S.NO.	SUGGESTIONS FORWARDED TO IQAC	ACTION TAKEN
1	Inclusion of Add-on courses like Tally + GST and CCC for ensuring digital literacy of the students	Considered
2	Establishment of a Computer laboratory with modern computers and internet facility.	Will be considered for further action
3	Planning and executing educational visits and excursions to ensure experiential learning in students.	Communicated to Head of Departments
4	Installation of Digi-boards for making classes more interesting and realistic.	Considered and installed
5	Providing more skill development training programs through a certified organization.	Considered and more add-on courses have been introduced
6	Provide more placement and internship opportunities.	Communicated to Training & Placement cell
7	Up-gradation of Library resources and access to e-content.	Noted and communicated to Library committee
8	Installation of Wi-Fi facility in the campus to promote e-learning.	Will be considered for further action
9	Invite Alumni in various college events	Considered
10	Duty leave will be sanctioned to the teachers for their academic enrichment	Will be considered for further action
11	Fees will be reduced for BBA.	Revised the fee slab
12	Sanitary Paper vending Machine will be installed	Considered and installed





Estd. 1972

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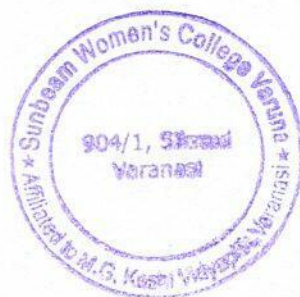
1. More Digi-board to be installed in classes.
2. More computers to be procured.
3. Library to be automated.
4. A Faculty Development Program is to be planned in the month of July 2021
5. National Conference to be organized in the month of January/February 2022
6. Classes for 2<sup>nd</sup> year will commence from 5<sup>th</sup> July 2021

## Members Present:

1. Dr. Rajeev Singh
2. Dr. Piyush Kumar Pathak
3. Mr. Ram Kumar Ghale
4. Dr. Manisha Singh
5. Dr. Ritu Singh
6. Dr. Nilanjana Kumari
7. Dr. Rajiv Sikroria
8. Dr. Rishi Kumar Sahu
9. Mr. Ashwini Chaudhary

Undersigned by-  
IQAC chairperson.....

IQAC Coordinator.....





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

www.sunbeamwcv.com

email : info@sunbeamwcv.com

Date: 31/08/2021

## NOTICE

A meeting of IQAC along with Academic Planning Committee has been scheduled on 01/09/2021 at 3:00 PM in college multimedia.

Agenda for the meeting:

- Implementation of NEP
- Commencement of University Examination of session 2020-21

Date: 01/09/21

Time: 3:00 PM

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Academic Head
3. Convener, Examination Committee
4. Convener, Infrastructure Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Activity Coordinator
8. Office
9. Library







# Sunbeam Women's College Varuna

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

www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 01/09/2021

## MINUTES OF MEETING

### IQAC & ACADEMIC PLANNING COMMITTEE

Time: 3:00PM

Venue: College Multimedia

Agenda:

- Implementation of NEP
- Commencement of University Examination of session 2020-21

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Review of the guidelines of National Education Policy 2020 provided by the Uttar Pradesh Higher Education Service Commission.
2. Review of Choice Based Credit System.
3. Planning for its effective implementation in the current session
4. Approval for the addition of a new floor in the college building
5. Commencement of University Exam for third year students

### Action Taken

1. List of subjects to be offered to the students was prepared in consultation with the HODs and Principal
2. HODs were asked to prepare the syllabus and Time Tables
3. Collection of Lab and Library Requirements as per NEP
4. Construction of Third floor with upgraded science labs and library.
5. Examination committee to deal with all the matters related to University exams taking into consideration COVID protocols
6. Teachers' orientation for NEP
7. Students' and Parents' Orientation for NEP
8. Information about NEP to be conveyed to the admission Committee





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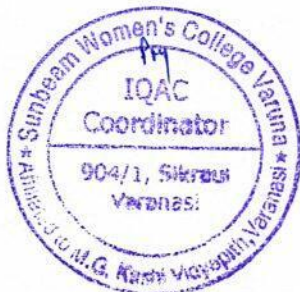
www.sunbeamwcv.com email : info@sunbeamwcv.com

## Members Present:

1. Dr. Rajeev Singh *R.Singh*
2. Dr. Piyush Kumar Pathak *P.K.*
3. Mr. Ram Kumar Ghale *R.K.*
4. Dr. Manisha Singh *M.Singh*
5. Dr. Ritu Singh *R.Singh*
6. Dr. Nilanjana Kumari *Nilanjana*
7. Dr. Ragini Tripathi *Ragini*
8. Dr. Rishi Kumar Sahu *R.K.S.*
9. Mr. Ashwini Chaudhary *Ashwini*

Undersigned by- *R.Singh*  
IQAC chairperson.....

*P.K. Pathak*  
IQAC Coordinator.....





# Sunbeam Women's College Varuna

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email : info@sunbeamwcv.com

Date: 13/09/2021

## NOTICE

A meeting of IQAC along with Academic Planning Committee has been scheduled on 14/09/2021 at 3:00 PM in college multimedia.

Agenda for the meeting:

- Implementation of NEP for 1<sup>st</sup> semester students
- Commencement of the classes of third year
- Commemorating 50 years of Sunbeam Group of Educational Institutions
- Conduction of events pertaining to 75<sup>th</sup> year of independence "Azadi ka Amrit Mahotsav"
- Use of Swayam/NPTEL courses
- Organise event by INTACH Varanasi chapter.

Date: 14/09/21

Time: 3:00 PM

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, IT & Website Committee
3. Convener, Extension Committee
4. HODs of Commerce, Science, Arts & Management
5. PRO
6. Estate Manager
7. Activity Coordinator
8. Office
9. Library





# Sunbeam Women's College Varuna

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

www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 14/09/2021

## MINUTES OF MEETING

### IQAC & ACADEMIC PLANNING COMMITTEE

Time: 3:00PM

Venue: College Multimedia

Agenda:

- Implementation of NEP for 1<sup>st</sup> semester students
- Commencement of the classes of third year
- Commemorating 50 years of Sunbeam Group of Educational Institutions
- Conduction of events pertaining to 75<sup>th</sup> year of independence "Azadi ka Amrit Mahotsav"
- Use of SWAYAM/NPTEL courses
- Organise event by INTACH Varanasi chapter.

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. CBCS to be introduced in the curriculum for new semesters.
2. Respective Subject allotment to different faculty members as per NEP 2020.
3. Discussion regarding the need for a full time Computer teacher.
4. Preparation of Syllabi and Timetable as per NEP 2020.
5. Sunbeam group has completed 50 years of its establishment. Hence, various events to be organized to commemorate the golden jubilee celebrations.
6. Celebration of different events in lieu of 75<sup>th</sup> year of independence "Azadi ka Amrit Mahotsav" in college.
7. Teachers were encouraged to enroll in different certificate courses offered by SWAYAM/NPTEL.
8. A program under the aegis of INTACH Varanasi chapter to be organized.

### Action Taken

1. Orientation of faculty members, parents and students by Academic Head regarding divisions of Major, Minor and Vocational courses as per NEP 2020 syllabi.
2. Faculty for Computer Sciences is to be appointed.





# Sunbeam Women's College Varuna

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www.sunbeamwcv.com

email : info@sunbeamwcv.com

## Members Present:

1. Dr. Rajeev Singh *R Singh*

2. Dr. Shalini Singh *Shalini Singh*

3. Dr. Piyush Kumar Pathak *P.K. Pathak*

4. Mr. Ram Kumar Ghale *R.K. Ghale*

5. Dr. Manisha Singh *Manisha Singh*

6. Dr. Ritu Singh *Ritu Singh*

7. Dr. Nilanjana Kumari *Nilanjana*

8. Dr. Soumik Goswami *Soumik Goswami*

9. Dr. Rishi Kumar Sahu *Rishi Kumar Sahu*

10. Mr. Ashwini Chaudhary *Ashwini Chaudhary*

11. Mr. Anand Mehrotra *Anand Mehrotra*

12. Mr. Parameshwar Tiwari *Parameshwar Tiwari*

Undersigned by-  
IQAC chairperson.....

*R Singh*

IQAC Coordinator.....

*P.K. Pathak*





# Sunbeam Women's College Varuna

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Date: 12/02/2022

## NOTICE

A meeting of IQAC has been scheduled on 14/02/2022 at 3:00 PM in college multimedia.

Agenda for the meeting:

- Review of academic session 2021-22
- Review of University result
- Infrastructure upgradation
- Registration of Alumni Cell

Date: 14/02/22

Time: 3:00 PM

Venue: College Multimedia

**Dr. Rajeev Singh**  
Principal

**Dr. Piyush Kumar Pathak**  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Infrastructure Committee
4. Convener, Extension Committee
5. Convener, Finance Committee
6. HODs of Commerce, Science, Arts & Management
7. PRO
8. Estate Manager
9. Activity Coordinator
10. Office
11. Library





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Date: 14/02/2022

## MINUTES OF MEETING

### IQAC

Time: 3:00PM

Venue: College Multimedia

Agenda:

- Review of academic session 2021-22
- Review of University result
- Infrastructure upgradation
- Registration of Alumni Cell

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Discussion upon the requirements and challenges faced during the session 2021-22
2. Principal congratulated faculty members for excellent academic results: Gold medal by Devika Upadhyay of BBA and students of other programs for being in University top 10 merit list.
3. Status of ongoing construction of lift and college assembly hall
4. More installation of digiboards and ICT enabled classrooms.
5. Maintenance and review of the safety measures in the campus.

### Action Taken

1. Lift installation work to be completed as soon as possible.
2. LED screen to be installed in Assembly hall.
3. More Digiboards to be installed in more classes
4. More add-on courses to be introduced for the students
5. Emphasis upon teachers training and professional development
6. Planning of more CSR activities under Extension Committee.





# Sunbeam Women's College Varuna

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

www.sunbeamwcv.com email : info@sunbeamwcv.com

## Members Present:

1. Dr. Rajeev Singh *R.Singh*
2. Dr. Shalini Singh *S. Singh*
3. Dr. Piyush Kumar Pathak *P.K. Pathak*
4. Mr. Ram Kumar Ghale *R.K. Ghale*
5. Dr. Manisha Singh *M. Singh*
6. Dr. Ragini Tripathi *Ragini*
7. Dr. Soumik Goswami *S. Goswami*
8. Dr. Rishi Kumar Sahu *R.K. Sahu*
9. Mr. Anand Mehrotra *Anand*
10. Mrs. Sangeeta Prajapati *S. Prajapati*

Undersigned by- *R.Singh*  
IQAC chairperson.....

*P.K. Pathak*  
IQAC Coordinator.....







# Sunbeam Women's College Varuna

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

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email : info@sunbeamwcv.com

Date: 29/06/2022

## NOTICE

A meeting of IQAC along with Academic Planning Committee has been scheduled on 30/06/2022 at 3:00 PM in college multimedia.

### Agenda:

- Approval of Academic Calendar for academic session 2022-23
- Approval of Activity Planner for the next academic session
- Approval for requisitions and requirements for coming academic session
- Collection of syllabi and timetable
- Organizing an offline conference
- Feedback Analysis
- Revision of Fee structure

Date: 30/06/22

Time: 3:00 PM

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Feedback Committee
3. Convener, Research Committee
4. Convener, Finance Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Activity Coordinator
8. Estate Manager
9. Office
10. Library





# Sunbeam Women's College Varuna

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Date: 30/06/2022

## MINUTES OF MEETING

### IQAC & ACADEMIC PLANNING COMMITTEE

Time: 3:00PM

Venue: College Multimedia

Agenda:

- Approval of Academic Calendar for academic session 2022-23
- Approval of Activity Planner for the next academic session
- Approval for requisitions and requirements for coming academic session
- Collection of syllabi and timetable from all programs
- Organizing an offline conference
- Feedback Analysis
- Revision of Fee structure

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Offline conference to be organized in collaboration with other institutions by the Research Committee during the coming session
2. Encourage faculty members for academic and professional development
3. Analysis of the suggestions provided by feedback committee
4. Approval of academic calendar and activity planner
5. Selection of elective and vocational paper for third and fourth semesters of NEP

### Action Taken

1. Research Committee to approach Banaras Hindu University and Mahatma Gandhi Kashi Vidyapith for collaborative organization of National Conference on "Going Green: Environmental Conservation and Sustainability"
2. Allocation of funds for the upgradation of the building infrastructure
3. Revision of fee slab of all programs.

### Suggestions

1. All staff members to work on the proper documentation as per the NAAC accreditation norms





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email : info@sunbeamwcv.com

## Members Present:

1. Dr. Rajeev Singh *R.Singh*
2. Dr. Shalini Singh *S.Singh*
3. Dr. Piyush Kumar Pathak *P.K.P.*
4. Mr. Ram Kumar Ghale *R.K.G.*
5. Dr. Manisha Singh *M.Singh*
6. Dr. Ragini Tripathi *Ragini*
7. Dr. Soumik Goswami *S.G.*
8. Dr. Rishi Kumar Sahu *R.K.S.*
9. Mr. Anand Mehrotra *Anand*
10. Mrs. Sangeeta Prajapati *S.P.*
11. Mr. Sunil Kumar Gupta *Sunil*

Undersigned by- *R.Singh*  
IQAC chairperson.....

*Anand*  
IQAC Coordinator.....





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Date: 02/09/2022

## NOTICE

A meeting of IQAC has been scheduled on 03/09/2022 at 3:00 PM in college multimedia.

Agenda for the meeting:

- Review of the progress of all committees
- Discussion on conducting Gender, Energy, Environment, Academic audits
- Formation of Student Council

Date: 03/09/22

Time: 3:00 PM

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Admission Committee
4. Convener, IT & Website Committee
5. Convener, Examination Committee





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email : info@sunbeamwcv.com

6. Convener, Feedback Committee
7. Convener, Alumni Committee
8. Convener, Infrastructure Committee
9. Convener, Grievance Committee
10. Convener, Finance Committee
11. Convener, Extension Committee
12. Convener, Library Committee
13. Convener, Research Committee
14. Convener, Career & Placement Committee
15. Estate Manager
16. PRO
17. Activity Coordinator
18. Office
19. Library





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Date: 03/09/2022

## MINUTES OF MEETING

### IQAC

Time: 3:00PM

Venue: College Multimedia

#### Agenda:

- Review of the progress of all committees
- Formation of Student Council
- Discussion on conducting Gender, Energy, Environment, Academic audits

Chaired by: Dr. Rajeev Singh, Chairperson IQAC





#### Key Points Discussed

1. Progress and documentation of the activities of all committees as per NAAC guidelines was reviewed.
2. Interview schedule for different posts of Student councils and investiture program was discussed

#### Action Taken

1. Respective criteria in charges were instructed to submit all pending documentation as per NAAC guidelines to IQAC.
2. Respective person in-charge to take necessary actions to apply for **Gender, Energy, Environment, Academic audits.**

#### Members Present:

1. Dr. Rajeev Singh 
2. Dr. Shalini Singh 
3. Dr. Piyush Kumar Pathak 
4. Mr. Ram Kumar Ghale 





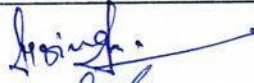










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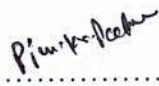
904/1, Central Jail Road, Sikraul, Varanasi-221002

www.sunbeamwcv.com

email : info@sunbeamwcv.com

5. Dr. Manisha Singh 
6. Dr. Ritu Singh 
7. Dr. Himanshi Agrawal 
8. Dr. Ragini Tripathi 
9. Dr. Dipti Agrawal 
10. Dr. Soumik Goswami 
11. Dr. Rajiv Sikroria 
12. Dr. Rishi Kumar Sahu 
13. Mrs. Sangeeta Prajapati 
14. Dr. Pooja Singh 
15. Ms. Smita Singh 

Undersigned by-   
IQAC chairperson.....

  
IQAC Coordinator.....





# Sunbeam Women's College Varuna

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904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 27/02/2023

## NOTICE

A meeting of IQAC has been scheduled on 28/02/2023 at 3:00 PM in college multimedia.

Agenda for the meeting:

- Admission for new academic session 2023-24
- 1<sup>st</sup> Alumni Meet
- All requirements and requisitions for the coming session
- Syllabi and time table for the coming session

Date: 28/02/2023

Time: 3:00 PM

Venue: College Multimedia

Dr. Rajeev Singh  
Principal

Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Admission Committee
4. Convener, Alumni Committee
5. HODs of Commerce, Science, Arts & Management
6. PRO
7. Estate Manager
8. Activity Coordinator
9. Office
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www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 28/02/2023

## MINUTES OF MEETING

### IQAC

Time: 3:00PM

Venue: College Multimedia

Agenda:

- Admission for new academic session 2023-24
- 1<sup>st</sup> Alumni Meet
- All requirements and requisitions for the coming session
- Syllabi and time table for the coming session

Chaired by: Dr. Rajeev Singh, Chairperson IQAC





### Key Points Discussed

1. Flowchart for new Admission for the academic session 2023-24 was discussed.
2. 1<sup>st</sup> Alumni meet to be organized in the month of March as per discussion with alumnae.
3. Collection of lab and library related requisitions

### Action Taken

1. Alumni meet to be held on 6<sup>th</sup> March 2023
2. Itinerary for alumni meet was finalized
3. All requirements and requisitions for the coming session 2023-24 were taken into consideration.

### Members Present:

1. Dr. Rajeev Singh 
2. Dr. Shalini Singh 
3. Dr. Piyush Kumar Pathak 
4. Mr. Ram Kumar Ghale 





# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)

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

www.sunbeamwcv.com

email : info@sunbeamwcv.com

5. Dr. Manisha Singh *Manisha Singh*
6. Dr. Ritu Singh *Ritu Singh*
7. Dr. Soumik Goswami *Soumik Goswami*
8. Ms. Shubhkamna Singh *Shubhkamna Singh*
9. Dr. Rishi Kumar Sahu *Rishi Kumar Sahu*
10. Mrs. Sangeeta Prajapati *Sangeeta Prajapati*
11. Ms. Vaishali Srivastava (Alumnae) *Vaishali*

Undersigned by-  
IQAC chairperson.....

*R.Smf*

IQAC Coordinator.....

*Principa. Keshu*





# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

Date: 24/06/2023

## NOTICE

A meeting of IQAC along with Academic Planning Committee has been scheduled on 26/06/2023 at 3:00 PM in college multimedia.


Agenda for the meeting:

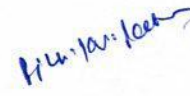
- Approval of Academic Calendar for the academic session 2023-24
- Approval of Activity Planner for the next academic session
- Approval for requisitions and requirements for the next academic session
- Collection of syllabi and timetable for coming session
- Up-gradation of the Computer lab

Date: 26/06/23

Time: 3:00 PM

Venue: College Multimedia

  
Dr. Rajeev Singh  
Principal

  
Dr. Piyush Kumar Pathak  
Coordinator, IQAC

CC to:-

1. Administrative Head
2. Convener, Academic Planning Committee
3. Convener, Admission Committee
4. HODs of Commerce, Science, Arts & Management
5. PRO
6. Estate Manager
7. Activity Coordinator
8. Office
9. Library





# Sunbeam Women's College Varuna

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

www.sunbeamwcv.com

email : info@sunbeamwcv.com

Date: 26/06/2023

## MINUTES OF MEETING

### IQAC & ACADEMIC PLANNING COMMITTEE

Time: 3:00PM

Venue: College Multimedia

Agenda:

- Approval of Academic Calendar for the academic session 2023-24
- Approval of Activity Planner for the next academic session
- Approval for requisitions and requirements for the next academic session
- Collection of syllabi and timetable for coming session
- Up-gradation of the Computer lab

Chaired by: Dr. Rajeev Singh, Chairperson IQAC

### Key Points Discussed

1. Discussion upon the renovation and up-gradation of the Computer Lab.
2. Encourage faculty members for academic and professional development through FDP/PDP/Orientation/Refresher/Induction programs.
3. Approval of academic calendar and activity planner for the next session.
4. Planning for educational tour
5. Inauguration of elevator, renovated physics lab & library.
6. Installation of more cameras for surveillance.

### Action Taken

1. Students' will be taken for educational trip to Patanjali Research Foundation and Yogpeeth, Hardwar.
2. Elective papers and projects were finalized.
3. Renovated computer lab to be established on first floor.
4. Extension activities were finalized for the session 2023-24.
5. Funds for library upgradation were sanctioned





# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)

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## Members Present:

1. Dr. Rajeev Singh *R.Singh*
2. Dr. Piyush Kumar Pathak *P.K.P.*
3. Mr. Ram Kumar Ghale *R.K.G.*
4. Dr. Manisha Singh *M.Singh*
5. Dr. Ritu Singh *R.Singh*
6. Dr. Soumik Goswami *S.G.*
7. Ms. Swati Srivastava *Swati*
8. Dr. Rishi Kumar Sahu *R.K.S.*
9. Mr. Sangeeta Prajapati *S.P.*

Undersigned by- *R.Singh*  
IQAC chairperson.....

*P.K.P.*  
IQAC Coordinator.....

