# Sunbeam College for Women

## Autonomous Post Graduate College | Accredited 'A' Grade by NAAC
### BHAGWANPUR, VARANASI-221005 (U.P.)

# YEARLY STATUS REPORT – 2023-2024

# Annual Quality Assurance Report (AQAR) 2023-24

## Date of Submission: 28.12.2024

## Date of Review: 07.01.2025

## Date of Acceptance: 26.03.2025

# YEARLY STATUS REPORT - 2023-2024

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | Sunbeam College for Women |
| • Name of the Head of the institution | Dr. Saurabh Sen |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 05422366488 |
| • Mobile No: | 9721453200 |
| • Registered e-mail | info@sunbeamcollege.com |
| • Alternate e-mail | principal@sunbeamcollege.com |
| • Address | 206, Bhagwanpur, Lanka |
| • City/Town | Varanasi |
| • State/UT | Uttar Pradesh |
| • Pin Code | 221005 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | Affiliated |
| • Type of Institution | Women |
| • Location | Semi-Urban |
| • Financial Status | Self-financing |

| | |
|---|---|
| • Name of the Affiliating University | **Mahatma Gandhi Kashi Vidyapith** |
| • Name of the IQAC Coordinator | **Dr. Amit Kumar** |
| • Phone No. | **05422366488** |
| • Alternate phone No. | **05422366488** |
| • Mobile | **6394841603** |
| • IQAC e-mail address | **iqac@sunbeamcollege.com** |
| • Alternate e-mail address | **amitkumar@sunbeamcollege.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | [https://sunbeamcollege.com/iqac/?pg=AQAR](https://sunbeamcollege.com/iqac/?pg=AQAR) |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | [https://sunbeamcollege.com/iqac/?pg=AcademicCalendar](https://sunbeamcollege.com/iqac/?pg=AcademicCalendar) |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 2** | **A** | **3.2** | **2022** | **11/10/2022** | **10/10/2027** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **16/07/2013** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
| • Upload latest notification of formation of IQAC | [View File](#) |
| **9.No. of IQAC meetings held during the year** | **04** |

| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | **Yes** | |
|---|---|---|
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | [View File](#) | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** | |
| • If yes, mention the amount | | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

• Installation of Air-conditioner in all the class rooms with enhanced AV equipment

• Conducted various workshops to enhance students' skills: - Workshop on Digital Marketing by Mr. Sandeep Chatterjee and Mr. Yusuf Khan, SEG Academy, Varanasi - Four Days Pearl Cultivation Workshop in collaboration with Institute of Agricultural Sciences, Banaras Hindu University - Three Days Hands-on Training Workshop on Molecular Tools & Techniques in collaboration with Institute of Science, BHU

• Various Seminars/ Sessions were organized for students: - Guest Lecture on Gene Regulation by Dr. Amrita Srivastava, Asst. Professor, Dept. of Biological Sciences, Central University of South Bihar - A Session on CANCER AWARENESS by Dr. Sudha Jain & TEAM, IMS, Banaras Hindu University - A Session by CA Raj Agrawal on Learning How to Become a Successful Entrepreneur

• Field trips, FDPs and CSR Activities: - Faculty Development Programme on Advantages of Traditional Teaching Methodology by Dr. Shalini Khandelwal, IBS, Gurugram - Blood Donation Camp by Sir Sunderlal Hospital, BHU in collaboration with HDFC Bank, Varanasi - Visit to Ayurvedic Garden, Dravyaguna Museum, and the Department of Medicinal Chemistry at BHU by B.Sc. Students

• Green Initiatives: - Plantation Drive on World Environment Day 2023 (5th June, 2023) by NSS Wing, Sunbeam College for Women - Cleanliness Drive by NSS Wing, Sunbeam College for Women at Shooltankeshwar Temple and Ganges Ghat.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| Conduction of Workshops/ FDP/ SDP/ Sessions | 1. A Career Counselling Programme by CA Mr. Harjeet Singh Dua, ICAI, New Delhi on 8th September, 2023 2. The college organized a one-day workshop on Digital Marketing in collaboration with SEG Academy, Varanasi by Mr. Sandeep Chatterjee on 11th September, 2023. 3. Student Development Programme on Resume Building Dr. Shalini Khandelwal, Faculty and Area Coordinator, ICFAI Business School, Gurugram on 10th October, 2023 4. Faculty Development Programme on Advantages of Traditional Teaching Methodology by Dr. Shalini Khandelwal, Faculty and Area Coordinator, ICFAI Business School, Gurugram on 10th October, 2023 5. 3 Days Digital Literacy Workshop by Mr. Daya Shankar Singh, Asstt. Professor, Sunbeam College for Women, Varanasi from 29th November to 1st December, 2023 6. 4 Days Hands-on Training Workshop on Fresh Water Pearl Cultivation in collaboration with Pearl Culture Unit, Institute of Agricultural Sciences, BHU, Varanasi from 11th to 14th December, 2023 7. 3 Days Workshop on Molecular Tools and Techniques in collaboration with Microbiologists Society of India from 26th February to 28th February, 2024 8. 2 Days Grooming Workshop (Pehchaan) by Ms. Ruchi Lahoti, a prominent figure in Make Up Artistry and Grooming was organized by Sunbeam College for Women, Varanasi on 22nd and 23rd April, |

|  | 2024 9. A session organized by Associate Professor Dr. Saurabh Sen, Sunbeam College for Women on Career Prospects after M.Com. on 24th May, 2024 10. Voter's Awareness Session organized by Ms. Amrita Burman, Director, Sunbeam Group of Educational Institutions, Varanasi on 25th May, 2024 11. A session on Interview Skills by Mr. Sandeep Mukherjee, COO, Sunbeam Group of Educational Institutions, Varanasi on 27th May, 2024 |
|---|---|
| To Conduct Seminars/ Webinars/ Skill Development Programmes | 1. A Job Oriented Seminar in collaboration with TimesPro by Mr. Harsh Rathi, TimesPro on 19th April, 2023 2. 6 Days Skill Development Programme (DAKSHAM) organized by Sunbeam College for Women, Varanasi from 8th May to 13th May, 2023 3. Webinar on Certificate Program in Banking, Finance, and Insurance (CPBFI) in collaboration with Bajaj Finserv by Mr. Amresh Kumar, National Operations Head, and Mr. Rahul Basak, Financial Advisor Trainer at Bajaj Financial Services on 28th September, 2023 |
| To attain new MoUs | New MoUs were signed with SamrtBrains Engineers & Technology Pvt. Ltd, Noida, UP. and SEG Academy, Varanasi |
| Classroom renovation | Air-conditioner in all the class rooms were installed with enhanced AV equipment |
| Community Services | Students participated in various community outreach programs by NSS |
| **13.Whether the AQAR was placed before** | Yes |

**statutory body?**

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Managing Committee | 30/12/2023 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2022-23 | 19/01/2023 |

**15.Multidisciplinary / interdisciplinary**

Under the guidance of Mahatma Gandhi Kashi Vidyapith, Sunbeam College for Women is dedicated to providing high-quality education that is consistent with the National Education Policy (NEP). Our college provides a wide variety of interdisciplinary and multidisciplinary courses that are reflective of the changing educational environment. We offer four unique disciplines at Sunbeam College for Women: B.Com., B.Sc., BCA, and M.Com. Our dedication to a multidisciplinary approach is exemplified by courses such as E-Taxation, Advertising, Human Values & Environmental Studies, Business English, Statistical Analysis through SPSS and Physical Education and Yoga. Each program now includes a course that is intrinsically interdisciplinary or multidisciplinary as a result of the NEP's implementation. This strategic alignment with the NEP's vision and our affiliation with Mahatma Gandhi Kashi Vidyapith emphasizes our commitment to delivering a comprehensive and modern education that equips our students to confront the ever-changing challenges of the contemporary era.

**16.Academic bank of credits (ABC):**

The college adheres to the guidelines of the university and state government. Sunbeam College for Women is registered with UP Government designated credit bank ABACUS. Students are encouraged to register in ABACUS credit bank.

**17.Skill development:**

In our pursuit of excellence, the college is committed to offering a comprehensive education that seamlessly incorporates formal classroom instruction with real-world industry exposure and a variety of internship opportunities. This strategic approach is

intended to cultivate an awareness of ongoing skill development across a variety of professional domains, in addition to enhancing the employability of our students. In order to realize this vision, the college conducts a variety of seminars and resource lectures, which provide students with valuable insights and vocational guidance. Our Placement Cell is instrumental in facilitating the transition from academia to the professional world by conducting on-campus placement campaigns and providing students with targeted training programs that prepare them for successful careers. We are committed to the advancement of skills through a variety of channels, including bridge courses, ADD-ON courses, webinars, seminars, guest lectures, workshops, and organized competitions, in addition to these initiatives. This dedication to skill development is implemented through both online and offline platforms, guaranteeing a comprehensive and adaptable strategy that is consistent with the changing requirements of the labor market. The College continued to collaborate with Bajaj Finserve to offer an Add-on course on CPBFI (Certificate Programme in Banking, Finance, and Insurance), which enriched the understanding of our students. State-of-the-art facilities, such as our dedicated commerce lab, mathematics lab, and computer lab, are deeply rooted in our dedication to student development. These labs provide a dynamic learning environment that is specifically designed for our students, and it covers a wide range of subjects. Students acquire practical knowledge in areas such as online tax filing, commerce jargon, Tally, and practice exams for banking competitions. The laboratory also offers practical training in the utilization of essential research software, such as SPSS and Sci-Lab to provide a competitive advantage in the field of research.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The students at Sunbeam College for Women are provided with an environment that is conducive to their growth as creative individuals. The college prioritizes the intellectual, cultural, and scholastic growth of its students, ensuring that they are equipped to confront the challenges of the present with a strong foundation in India's cultural heritage. Fortitude, justice, and benevolence are the fundamental principles of the education that is provided here. Sunbeam believes in the preservation of traditional values. To preserve the cultural ethos and values of Sunbeam College, a variety of cultural activities are being organized in accordance with the same cadence. A variety of extracurricular, recreational, and educational activities are essential components of the college's operations. Our institution ensures that students are involved in a

variety of cultural events that preserve the cultural heritage by incorporating them into all of its extracurricular activities. for example, special assembly is conducted on days such as Sanskrit Diwas, Hindi Diwas, etc. Also, students are encouraged to participate in events such as Kashi Sansad Sanskritik Mahotsav and Srishti-The Sawan Celebration, etc.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Sunbeam College for Women is committed to providing outcome-based education, guaranteeing that students have acquired the necessary knowledge by the end of their courses. The college strives to improve the overall educational experience by organizing activities and providing facilities to the best of its ability. We follow the affiliated university's curriculum, which is outcome-based in accordance with the National Education Policy (NEP). Remedial classes are provided to facilitate more comprehensive and improved learning-based outcomes, and an emphasis is placed on establishing correlations among topics. Our faculty is dedicated to the development of learning resources that are outcome-based. This includes the utilization of available online resources, flexible classes, and impactful presentations (PPTs). The proactive approach to students' learning journey is fostered by the provision of information regarding their current program and course outcomes. Teachers provide learners with a comprehensive understanding of Program Outcomes (POs), Program Specific Outcomes (PSOs), Course Outcomes (COs), and Course Specific Outcomes (CSOs) during orientation and lectures. In order to guarantee transparency and accessibility, these anticipated outcomes are prominently displayed on the College Website and further elaborated upon by subject teachers in the classrooms. Sunbeam College for Women is committed to promoting a more profound comprehension of subjects among its students by adhering to the National Education Policy (NEP).

**20.Distance education/online education:**

Our college has initiated a transformative journey in response to the changing educational landscape, utilizing Information and Communication Technology (ICT) to improve the learning experience. The institution has made substantial investments in smart classrooms, which have facilitated a blended learning approach that integrates digital components with traditional face-to-face instructions. These classrooms, which are equipped with technology, function as a central location for interactive sessions, enabling educators to seamlessly incorporate e-content into their lectures. Students' engagement and comprehension are improved by the integration of traditional and digital methodologies. Our faculty

actively engages in training programs that emphasize innovative and online teaching-learning tools and techniques, acknowledging the significance of ongoing professional development. These initiatives enable educators to remain informed about the most recent developments in educational technology, thereby enabling them to fully utilize ICT in their teaching methodologies.  The traditional borders and barriers to education have been dismantled by the availability of e-content online, which is accessible through the college website, Google Classrooms, and shared directly in classes through social media groups. This blended learning approach promotes a more inclusive educational environment by accommodating a variety of learning styles.   The incorporation of online platforms has created a plethora of opportunities for both students and educators. Occasionally, educators orchestrate webinars, workshops, and collaborative sessions that extend beyond geographical boundaries. This global exposure not only enhances the educational experience but also broadens students' perspectives, thereby preparing them for a more interconnected world.

# Extended Profile

## 1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | **206** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 2.Student

| 2.1 Number of students during the year | **768** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **298** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 | **249** |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

| 3.1 | **34** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 | **42** |
|---|---|
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 | **31** |
|---|---|
| Total number of Classrooms and Seminar halls | |

| 4.2 | **36.19** |
|---|---|
| Total expenditure excluding salary during the year (INR in lakhs) | |

| 4.3 | **85** |
|---|---|
| Total number of computers on campus for academic purposes | |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

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

Sunbeam College for Women ensures effective curriculum delivery through a structured and student-centric approach, blending traditional and modern teaching methods for an engaging learning experience. Academic activities are meticulously planned via an institutional calendar aligned with the parent university (Mahatma Gandhi Kashi Vidyapith) schedule, and departmental timetables are created to ensure smooth execution. Faculty members prepare detailed teaching plans as weekly planners, monitored for progress to maintain quality and adherence to schedules.

Curriculum delivery incorporates diverse teaching methodologies, including chalk-and-talk, ICT tools, e-books, and online resources provided by every faculty during their respective classes. Interactive learning activities like debates, quizzes, group discussions, and field visits foster experiential learning, while seminars, assignments, projects, and flipped classrooms enhance critical thinking and subject understanding. Students are supported through induction programs and mentorship initiatives that address both academic and personal challenges.

The institution's robust infrastructure supports these efforts with a well-equipped library, computers, internet connectivity, and creative platforms such as the Literary Club, Tech Society, etc. to encourage holistic development. Guest lectures, workshops, and case studies further enrich the learning process by connecting theoretical knowledge with practical applications. This comprehensive system ensures inclusive and effective curriculum delivery, aligned with academic excellence and student growth.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [N/A](#) |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Sunbeam College for Women has embraced the National Education Policy (NEP) 2020 principles in its internal assessment system for the 2023-24 academic year. This progressive approach aligns with the policy's emphasis on holistic development, critical thinking, and

**experiential learning.**

**As per the guidelines of NEP 2020, the college emphasized the importance of continuous evaluation. Regular assessments, such as internal assessments, quizzes, and assignments, were conducted to monitor students' progress and provide timely feedback. This formative assessment helped students identify areas of strength and weakness and work on improving their performance.**

**Sunbeam College faculty clearly explains the internal assessment components at the semester's start to ensure transparency. Schedules for internal tests are pre-communicated, corrected answer papers are returned for student verification, and uploaded on the university portal (mgkvp.ac.in) for easy access.**

**By adopting the NEP 2020 guidelines, Sunbeam College has successfully implemented an internal assessment system that fosters a student-centric learning environment.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | [https://sunbeamcollege.com/iqac/?pg=Academic Calendar](https://sunbeamcollege.com/iqac/?pg=Academic) |

| | |
|---|---|
| **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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University** | **C. Any 2 of the above** |

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

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

`04`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

`03`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

`241`

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

`241`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

**Sunbeam College for Women integrates cross-cutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum, ensuring the holistic development of students. The college offers undergraduate and postgraduate courses that emphasize professional ethics and human values, including subjects like Human Values and Environmental Studies, Research Methodology, etc. These courses are complemented by regular career guidance sessions delivered through guest lectures and workshops on emerging career opportunities and skill enhancement.**

**The college actively promotes societal engagement through the National Service Scheme (NSS). Activities such as blood donation camps, Lok Sabha 2024 election duty, plantation drives, etc. reflect the college's commitment to serving the community as a whole. Gender sensitization workshops and talks on women's empowerment encourage students to uphold equality and justice.**

**Environmental awareness is a key focus, with seminars, workshops, and field visits organized to promote sustainability. Students also engage in cleanliness drives under the Swachh Bharat Abhiyaan. To instill human values, the college celebrates cultural diversity through events and promotes social service initiatives that foster a sense of responsibility and empathy.**

**Through these integrated efforts, Sunbeam College for Women nurtures ethically conscious, socially responsible, and environmentally aware individuals.**

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

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

**42**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

## 1.3.3 - Number of students undertaking project work/field work/ internships

**295**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

## 1.4 - Feedback System

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution** | **A. All of the above** |

| | |
|---|---|
| **from the following stakeholders Students Teachers Employers Alumni** | |

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

| | |
|---|---|
| **1.4.2 - Feedback process of the Institution may be classified as follows** | **A. Feedback collected, analyzed and action taken and feedback available on website** |

| File Description | Documents |
|---|---|
| Upload any additional information | *View File* |
| URL for feedback report | *https://sunbeamcollege.com/iqac/?pg=questionnaire* |

| |
|---|
| **TEACHING-LEARNING AND EVALUATION** |

| |
|---|
| **2.1 - Student Enrollment and Profile** |

| |
|---|
| **2.1.1 - Enrolment Number Number of students admitted during the year** |

| |
|---|
| **2.1.1.1 - Number of sanctioned seats during the year** |

| |
|---|
| **600** |

| File Description | Documents |
|---|---|
| Any additional information | *View File* |
| Institutional data in prescribed format | *View File* |

| |
|---|
| **2.1.2 - Number of seats filled against seats reserved for various categories (SC,  ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year  (exclusive of supernumerary seats)** |

| |
|---|
| **2.1.2.1 - Number of actual students admitted from the reserved categories during the year** |

| **102** |
|---|

| File Description | Documents |
|---|---|
| Any additional information | *View File* |
| Number of seats filled against seats reserved (Data Template) | *View File* |

## 2.2 - Catering to Student Diversity

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

**The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners.**

**When the students got their admission in First year in the Institution, an Orientation Programme is organized to make them aware of and acquainted with the course curriculum, examination pattern, and other amenities provided for in the college. The College offers a Bridge Course for the newly admitted students in order to bridge the gap between the level of previous learning and the present course curriculum. After completion of the Bridge course, the college organises a diagnostic test after 15 days of the bridge course (as the case may be) in order to identify the advanced and slow learners.**

**Thereafter, the teachers also assess the advanced and slow learners at different semesters through their participation/performance in class-room discussions, quiz, unit-tests and class-tests. The Pre-University Tests are conducted after the completion of syllabus. For slow learners, the teachers take remedial classes, whereas for advanced learners, perks of participating in various activities like workshops, sessions, etc. are provided. Further, the secondand 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.**

| File Description | Documents |
|---|---|
| Link for additional Information | *www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_2_1_Catering_Student_Diversity.pdf* |
| Upload any additional information | *View File* |

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

| Number of Students | Number of Teachers |
|---|---|
| 768 | 34 |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

**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

- Students are engaged with their curriculum through Interactive Simulations. Activities are designed to simulate "real-life" situations. Teachers use various methods to enhance the quality of learning experience.
- Lecture Plans are planned and conducted as part of curriculum and assessments rubrics are developed. Continuous supervision of completion of syllabus and effective delivery is ensured through monitoring by HODs of various departments.
- Students undertake internships and field work which help enrich them with professional experience and practical knowledge.
- Field Visits are taken to industries, research laboratories, biospheres and market places to enable students with observations and analytical skills.
- Departments arrange Guest Lectures of eminent scholars, Seminar & Workshops on different issues and skills throughout the year.
- College organises competitions and co-curricular activities such as 'Ideation of Business Plan' and presentation, Model making, Group discussions, Speech and Elocution competitions, Power Point presentations and more.
- SWAYAM Online courses registration is done by the College. College guides students to enrol in courses offered by Spoken Tutorials and SWAYAM etc.
- The College also promotes learning through Extra-Curricular Activities like event management at the college premises in which a student gets opportunity to organise and manage cultural and competitive activities using their own initiative and leadership capabilities.
- Students participate in Extension Activities like Blood Donation, Swachh Bharat Abhiyan, and Cleanliness Drive etc. Club and Council activities help students achieve affective

**domain areas of programme outcome such as teamwork, leadership and interpersonal skills.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Link for additional information | [www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_2_3_1_Student_Centric_Method.pdf]() |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **The college follows ICT-enabled teaching in addition to traditional classroom teaching. The college takes substantial effort to provide an e-learning atmosphere in the classroom.**
- **Teachers use IT-enabled learning tools such as PPT, audiovisuals and online resources to expose students to latest knowledge and practical learning.**
- **All classrooms are equipped with smart-boards/over-head projectors/interactive-panels along with speakers and internet connection.**
- **Most of the faculty members use PPTs, audio visuals from YouTube and portals of different universities for subject specific content available online.**
- **The college premises is Wi-Fi enabled and faculty members are provided with Wi-Fi access for their laptops and handled devices. Students can also access e-learning resources by using the dedicated computer systems in the library of the college and can use internet from the computer lab and Commerce and Mathematics Lab, i.e., Gigabyte.**

**Access of both the Students and Teachers to Digital Platforms:**

**1. Google Classroom for effective sharing and preservation of notes and subject content electronically**

**2. Google Meet and Zoom (Licensed) for convening webinars and enabling remote access to students in the classroom**

**3. Access to NPTEL and SWAYAM**

**4. Access to N-List: National Library and Information Services Infrastructure for Scholarly Content (inflibnet.ac.in)**

## 5. State of the art Multimedia content creation lab

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.sunbeamcollege.com/ED/?act=20 |

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

**2.3.3.1 - Number of mentors**

**34**

| File Description | Documents |
| --- | --- |
| Upload, number of students enrolled and full time teachers on roll. | [View File](#) |
| Circulars pertaining to assigning mentors to mentees | [View File](#) |
| mentor/mentee ratio | [View File](#) |

## 2.4 - Teacher Profile and Quality

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

**34**

| File Description | Documents |
| --- | --- |
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | [View File](#) |

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

| 20 | |
|---|---|

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

## 2.4.3.1 - Total experience of full-time teachers

| 319 |
|---|

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Internal Assessment (CIA) is a mandatory practice in all the programmes run according to NEP 2020. College adheres to the NEP 2020 regarding the continuous internal assessment of students. Following are the key points:

- The College ensures, through dissemination of information by the concerned teachers, that all students are aware of the commencement of Internal examination/assessments and through college academic calendar. Internal assessments are prepared as per the University guidelines framed according to NEP2020 and are made available to all faculties and students of different programmes.
- Continuous Assessment includes presentations, tests and writing of the assignments by students who are mentored by the respective subject teachers at regular intervals with feedback. Dates for the tests/submission of assignments are

- notified by respective faculty in the classes at least one week in advance. The assignments are checked and shared with students and also 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 sanctity 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 activities.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | N/A |

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

- Examination committee of the college coordinates with students and university to provide quick resolution. 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 college and forwarded to university.
- Students need to apply to the University for correction in marks and for re-totalling of marks. This process is governed by the Mahatma Gandhi Kashi Vidyapith Ordinance. The office executive of the college guides students about the process. For erroneously marking the examinee , correction of marks required in mark sheets etc. college promptly sends duly certified attendance sheet to assist in locating marks in examination and correcting discrepancies.
- Examination committee addresses all grievances related to internal assessment marks. All queries related to mistakes/errors related to attendance or internal assessment of students are responded by Convener, Examination Committee.
- Grievances related to term end examinations are taken up by college with university examination grievance cell.
- Students can request for photocopy of answer scripts as per process of university.
- Students' performance is assessed for every experiment. Any grievances related to laboratory exams are raised to examination committee.

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| Link for additional information | [https://sunbeamcollege.com/ED/?act=22] |

## 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.

**The Parent University of the College, according to the guidelines of NEP 2020, has developed POs and COs for all of its programmes run under the NEP 2020. Students and teachers are periodically informed about the programme and course outcomes as well as the programme and course outcomes are displayed on college website. College conducts workshops and seminars on the outcome-based education by inviting experts from outside the institution. Literature published by the college including student handbooks carry POs and COs. During Induction programme, special attention is given to communicate the PO's and COs of the programmes and courses. Teachers also communicate the COs in the class before the beginning of the course. Common areas, laboratory and notice boards of the concern departments display POs to create awareness among students and teachers. Individual departments are informed to align the assessments as per the course outcomes defined. IQAC encourages academic committee to align the cocurricular and extracurricular activities to the POs 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 | Documents |
|---|---|
| Upload any additional information | [View File] |
| Paste link for Additional information | [N/A] |
| Upload COs for all courses (exemplars from Glossary) | [View File] |

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

**The Programme Outcomes (POs) and Course Outcomes (COs) are linked for the programmes and the courses run by the parent university (Mahatma Gandhi Kashi Vidyapith), however there is no prescribed mechanism by the university for evaluating attainment of the PO with**

**CO. In absence of such guidelines, even the institution refrains from such practice of evaluating attainment of PO and CO. The college, however, takes care of attainment of the PO and COs during delivery of the course in regular practice.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | [N/A](#) |

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

**222**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | [View File](#) |
| Paste link for the annual report | [N/A](#) |

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://www.sunbeamcollege.com/iqac/?pg=questionnaire](https://www.sunbeamcollege.com/iqac/?pg=questionnaire)

**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 year (INR in Lakhs)**

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number  of departments having Research projects funded by government and non government agencies during the year**

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

**0**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | N/A |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

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

**07**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

**12**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

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

**21**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

**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 year

Sunbeam College for Women is dedicated to fostering the holistic development of its students by emphasizing the importance of moral values, accountability, and social awareness. To this end, the college orchestrates a variety of outreach initiatives each academic year, led by its National Service Scheme (NSS) unit and an active student council comprising committees like Social, Discipline, and Editorial, among others. These initiatives are thoughtfully designed to instill a sense of social responsibility while aligning with national priorities and development programs. Through campaigns such as Blood Donation Drives, Road Safety Awareness initiatives, Swachh Bharat Abhiyaan, and Clothes Donation Drives, students actively contribute to societal well-being. Programs like Voter Awareness Camps, Women's Health and Hygiene workshops, and initiatives under

Beti Bachao Beti Padhao not only educate students on pressing social issues but also inspire them to take meaningful action.

By participating in these diverse activities, students cultivate a deeper understanding of their role as responsible citizens in shaping a progressive society. They develop a heightened awareness of critical issues such as violence abolition, road safety, and gender equality while aligning their efforts with government schemes aimed at national development. These initiatives also serve as platforms for experiential learning, helping students build empathy, leadership skills, and a proactive approach to societal challenges. Through these engagements, Sunbeam College for Women ensures that its graduates not only excel academically but also emerge as socially conscious individuals who are equipped to make a positive impact on the world.

| File Description | Documents |
|---|---|
| Paste link for additional information | www.scwconnect.com/NAAC_Data/AQAR_2023-24/3.3.1-Final.pdf |
| Upload any additional information | View File |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

03

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc.,**

**during the year**

| 24 |
| --- |

| File Description | Documents |
| --- | --- |
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**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., during the year**

| 920 |
| --- |

| File Description | Documents |
| --- | --- |
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

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

| 56 |
| --- |

| File Description | Documents |
| --- | --- |
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

**02**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | [View File](#) |
| Any additional information | [View File](#) |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | [View File](#) |

**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.

- **The college features spacious and well-constructed classrooms. There are 3 seminar halls, 6 laboratories, 31 classrooms, and an auditorium. Each classroom is equipped with modern technology, smart boards, and a projector. The library is well-stocked with essential books for the syllabus along with a variety of supplementary materials.**
- **Library houses around 17 magazines, 6 journals, receives 5 newspapers daily, and 12,404 books. Students can borrow books according to the library rules. Online resources, including e-magazines, e-journals, and research papers, are available to keep students updated with the latest findings and studies. Additionally, the library subscribes to N-List annually to provide a wide range of journals and books to students.**
- **LAN & Wi-Fi facilities are available to the students, ensuring instant access to information online. Each department has an adequate number of computers with Wi-Fi capabilities.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://sunbeamcollege.com/ED/?act=20](https://sunbeamcollege.com/ED/?act=20) |

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

The institution allocates substantial resources to cultivate an atmosphere that motivates students to engage in extracurricular and athletic pursuits. This method encourages and cultivates the development of well-rounded personalities and holistic abilities. A Certified and proficient sports instructors provide students with sports training. The schedule allocates one hour each week for athletics, which enables students to participate in athletic activities. They concentrate on the development of their physical capabilities and the identification of their individual interests and inclinations during this period.

OUTDOOR GAMES:

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

- Volleyball, 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 is committed to the comprehensive development of its students. To facilitate this, three auditoriums are designated for a variety of cultural programs. These events see active participation from 50 to 100 students and feature activities such as group dance & solo, instrumental performances, ramp walks, & singing.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://sunbeamcollege.com/ED/?act=20 |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**33**

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

**33**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://sunbeamcollege.com/ED/?act=20](https://sunbeamcollege.com/ED/?act=20) |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

## 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

## 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**111.51**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**The library is outfitted with automation and has a reading capacity of 80 students. It includes a digital library with five computer systems and internet access, in addition to conventional resources. This feature enables students and faculty to investigate digital content, including NPTEL video lectures, PDF notes, NLIST websites, educational YouTube channels, and other course materials. Our collection comprises 11,950 textbooks, competitive exam guides, fiction, and proceedings that contribute to the content of the**

syllabus. Additionally, the library provides previous year's question papers to assist in the preparation of university examinations. We receive six multidisciplinary journals, five newspapers, and seventeen periodicals from local vendors. Furthermore, the library offers access to more than 1,64,300 e-books and 6,000 e-journals through the NLIST program of INFLIBNET. The library is equipped with a fully automated and integrated library management system. The library system is responsible for a variety of tasks, such as the management of book, magazine, journal, and newspaper entries in multiple languages, the supervision of member management, and the processing of issues and returns. These are the primary modules of this software. Furthermore, it entails the automated cataloging, barcoding, and production of library cards, among other tasks. The barcode system facilitates the issue and return of books, thereby streamlining the process.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | [https://sunbeamcollege.com/ED/?act=17](https://sunbeamcollege.com/ED/?act=17) |

| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

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

3.12

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

**75**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **The objective of the college is to equip its students with state-of-the-art amenities that will enable them to leverage these resources to achieve greater heights. This is accomplished by the institution's consistent updating of its IT infrastructure to ensure that its students have access to the most advanced resources.**
- **Audio-visual systems are deployed in all 31 classrooms, which are supplied with LCD projectors.**
- **A CCTV facility oversees the entire campus. Campus activities are monitored through the installation of CCTV cameras in strategic locations.**
- **85 computers are available to students, faculty members, and non-teaching personnel for academic, non-academic, and co-curricular purposes at the college.**
- **All labs, libraries, and staff areas are equipped with Wi-Fi.**
- **Book borrowing in the library is currently being digitized. Similarly, each student's library card is identified by a distinctive bar code, as is each book.**
- **On the website, studentscan find information regarding forthcoming events as well as upcoming academic activities. This also enables the parents to be informed about the**

**college's programs.**
- **In order to facilitate communication, circulars that contain notices for students are posted on notice boards and disseminated via emails and corresponding WhatsApp groups.**
- **In the commencement of each academic year, the academic calendar and admission brochure are also updated on the college website.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://sunbeamcollege.com/ED/?act=20](https://sunbeamcollege.com/ED/?act=20) |

## 4.3.2 - Number of Computers

**85**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Student – computer ratio | [View File](#) |

| 4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

**69.33**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

**LABORATORY:**

The college laboratories are equipped in compliance with statutory regulations. Essential equipment and materials are acquired to ensure that students receive the highest standard of education.

**LIBRARY:**

The management allocates an annual budget for the library to purchase learning resources. The funds are used to acquire books, e-resources, and other reading materials based on the needs of the users.

**COMPUTERS:**

The college is equipped with 85 computers with the latest configuration and 300 Mbps internet connectivity for easy access to study materials online.

**CLASSROOMS:**

The environment in which students' study has a profound effect on their performance. Thus, creating a setting that is supportive, comfortable, and spacious is crucial for fostering academic success.

**SPORTS:**

A sports committee has been established to address sports-related matters and concerns. This committee is composed to discuss various issues, including financial budget preparation & allocation. Organizing, planning, executing, and conducting sports competitions.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_4_4_2_Lab%20Manuals.pdf |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

## 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

## 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**28**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

## 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

## 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**158**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** — A. All of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://scwconnect.com/NAAC_Data/AQAR_2023-24/5.1.3_Merged.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

308

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

308

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent** — A. All of the above

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**06**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

### 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

**61**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | [View File](#) |
| Any additional information | [View File](#) |
| Details of student progression to higher education | [View File](#) |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**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) during the year**

**13**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | [View File](#) |
| Any additional information | [View File](#) |

**5.3 - Student Participation and Activities**

**5.3.1 - 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) during the year**

**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) during the year.**

**37**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | [View File](#) |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | [View File](#) |

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 )

Sunbeam College for Women, Bhagwanpur, aims to encourage and strengthen the tradition of duty and devotion to society and the nation while maintaining the principle of discipline in one's life. The college plays a crucial role in fostering a pleasant work environment and encouraging student participation in diverse activities such as academics, athletics, culture, and social events. The college possesses an active and dynamic student council and class representatives whose primary objectives are to uphold the principles of discipline and integrity on campus, foster harmonious relations among students and faculty, and cultivate a culture of participation among students across all disciplines. The College has established multiple committees (Sports, Cultural, Civic, Academic, Social, Assembly, Cyber Force, Training and Placement Cell, Alumni Committee, Creativity, etc.) that offer various opportunities to develop leadership skills, thereby preparing students to become exemplary citizens. The Student Council and class representatives represent the college at state and national levels in numerous activities, including athletics and academics, while also aiding the student body in planning related events.

| File Description | Documents |
|---|---|
| Paste link for additional information | www.scwconnect.com/NAAC_Data/AQAR_2023-24/M5_3_2_Student_Council.pdf |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

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

33

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 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

**The Alumni Association of Sunbeam College for Women was registered on December 16, 2020, with the purpose of maintaining connections with alumni. The association is a non-profit organization that seeks recommendations for various changes to be implemented at the college. The college considers alumni as brand ambassadors and invites them to mentor juniors, leveraging their extensive expertise to develop a better future for the next generation. The college invites alumni to participate in different activities, including grooming sessions, career counselling, and mentoring juniors. They assist with placements and facilitate internships for students enrolled in the college. Alumni may reach out to the college at alumniscwbgn@gmail.com for participation and assistance in various events.**

**Objectives of the Alumni Association**

**To revise and uphold Alumni records. To foster, cultivate, and enhance strong connections among the Alumni and with the Alma Mater. To foster unwavering affiliation with the Alma Mater among Alumni through consistent communication. To share information about their Alma Mater via multiple platforms. To mentor and support Alumni who have recently finalized their academic programs. To establish a platform for Alumni to exchange thoughts regarding academic, cultural, and social issues. To organize and coordinate alumni reunion activities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | N/A |
| Upload any additional information | View File |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | C. 3 Lakhs - 4Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## 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

**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 and devoted towards the society and the Nation, thereafterkeeping the essence of discipline in one's life.
- To make students sensitive about social concerns, human rights, and thus help them be eco-conscious individuals.
- 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's 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, research, and extension activities.

**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 institution.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.sunbeamcollege.com/ED/?act=3 |
| Upload any additional information | View File |

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

- **The college's managing committee creates policies and action plans to address the evolving needs of society, ensuring alignment with the stated mission.**
- **The leadership of the institution engages representatives from diverse stakeholder groups at multiple levels to facilitate interaction, safeguard their interests, and encourage constructive contributions to society as a whole.**
- **Prior to making a policy decision, policy formulation occurs in compliance with comprehensive study, analysis, deliberation, and consultation with experts and stakeholders.**
- **Setting and achieving new standards of excellence requires ongoing planning and execution within that framework.**
- **We systematically implement organizational changes as needed to ensure transparency, enhance efficiency, and accelerate the decision-making process at multiple levels.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.sunbeamcollege.com/ED/?act=7 |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**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.**

The collective leadership of the college translates objectives, goals, and commitments into action. The college mobilizes financial and other resource allocations.

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

A blended model where a combination of in-class and online teaching was chosen and rollout 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.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | https://sunbeamcollege.com/iqac/?pg=StrategicPlan |
| Upload any additional information | No File Uploaded |

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

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.**

**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.**

| File Description | Documents |
|---|---|
| Paste link for additional information | www.scwconnect.com/NAAC_Data/AQAR_2023-24/6.2.2_AppontmentAndServiceRuleBook.pdf |
| Link to Organogram of the Institution webpage | https://www.sunbeamcollege.com/ED/?act=7 |
| Upload any additional information | View File |

| | |
|---|---|
| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The following welfare measures are implemented for the employees of the college:

- Maternity leave: The female staff gets one month maternity leave.
- 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, subject to verification against appropriate 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 two children.
- Paid summer and winter vacation leave.
- Financial support to attend FDPs/Workshops/Conferences and seminars etc.
- Employee state insurance scheme (ESI): The staff members who are eligible under employee state insurance scheme get this facility.
- Leave for Evaluation of Examination copies: Faculty members get duty leave for evaluation of examination copies in affiliating university.
- Transport facility: Transport facility is available for teaching and non-teaching staff.
- Medical facility: Well-furnished Infirmary is available in

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        campus. Access to doctor and nurse is provided in campus.
  •   Ambulance services for emergency.
  •   Long Service Recognition: Staff members who reach ten years
      and twenty years are felicitated by the management.
```

| File Description | Documents |
|---|---|
| Paste link for additional information | N/A |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

**8**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

**3**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | [View File](#) |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

**26**

| File Description | Documents |
|---|---|
| IQAC report summary | [View File](#) |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

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

**A good performance appraisal system works towards the improvement of the overall organizational performance and individuals for ensuring the achievements of the overall organizational vision and mission. In line with this, the college has designed a self-appraisal form for teaching, non-teaching, and administrative staff. The appraisal form has a range of parameters on which the respondent has to**

respond on the scale of 'A' to 'D.' The self-appraisal form ranges questions of various parameters such as self-control, enthusiasm for work, punctuality, use of ICT in teaching, knowledge of subject matter, behaviour with colleagues, professional ambition, cooperation with administration, etc. At the end of the academic year, every staff member is required to fill out and submit the self-appraisal form to the principal. The principal gives his/her remarks and forwards the same to the Administrative head for her final observations.

Feedback forms in the form of questionnaires are issued to the students of each department. Information about the teachers and different aspects pertaining to the teaching process and infrastructural facilities in the college. A team consisting of administrative head and principal goes through the feedback forms collected from the students and suggests suitable measures to improve the teaching-learning process and others.

| File Description | Documents |
|---|---|
| Paste link for additional information | N/A |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 various 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 the future. The internal auditor also verifies that the fees are collected from all the students, and if there is any concession, the same is granted by a person who is so authorized.

External financial audit is taken by M/s S. Aahuja & Associates,

Chartered Accountants on annual basis. 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 the audit are attended to immediately along with 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 | Documents |
|---|---|
| Paste link for additional information | N/A |
| Upload any additional information | View File |

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

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

0.05

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of Funds: Being a self-financed college, the main source of funds is the fees collected from enrolled students. Besides that, there are few other sources such as - sale of admission form, fees for issuing transfer certificate (TC) and character certificate (CC).

The college does not receive funds/grants from any governmental 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 prepares the annual budget accordingly and endorses the same for approval of management. All proposals for major purchases are approved by the management. Whereas major purchases are made through requisition by concerned department/faculty members. The College receives/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 upgradation, student development, and necessary equipment for the skill-based learning. Every single rupee received/collected is utilized through proper channels, such as quotations, discussions with IQAC, and approval by management.

College has a well-established system of internal/external audit. All the accounts are audited by the concerned auditor.

| File Description | Documents |
|---|---|
| Paste link for additional information | N/A |
| Upload any additional information | View File |

## 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

The Internal Quality Assurance Cell (IQAC) of the college has taken the following quality assurance policy and initiatives to ensure quality output across all processes:

1. Workshop on Pearl Cultivation in association with Institute of Agricultural Sciences, BHU to equip the students with entrepreneurial skills.

2. Hands on Training on Molecular Tools and Techniques in collaboration with MBSI& Experiome for industrial exposure.

3. FDP on Advantages of Traditional Teaching Methodology for upgradation of Faculty members

4. FDP on "Paise ki Pathshala" to make faculty members aware about latest investment policies.

**5. FDP on Tax Saving Plans for Faculty members as per new taxation regime.**

**6. Skill Development Training on Microsoft Word, Fundamentals of Web Designing for students.**

**7. Workshop on Safe Campus for students and female faculty members under "Mission Shakti" program.**

**8. Certificate program in Banking Finance and Insurance in collaboration with Bajaj Finserv for students.**

**9. Grooming and Dining Workshop – "Pehchaan" for students.**

**10. Life skill training in collaboration with YOUREKA at Sitlakhet, Uttarakhand for students.**

**11. Various Guest lectures/visits were organised for holistic development of students under the aegis of IQAC.**

**12. Upgradation of classrooms as, Installation of Smart Boards, Digiboards, Projectors and Air Conditioning.**

**13. Encouraging all the departments for the use of ICT tools and learning platforms in teaching learning.**

**14. Green Initiative – Plantation drive in and off campus.**

**15. Social Services – Blood Donation Drive for faculty and students.**

**16. Career Counselling Sessions – Organised in collaboration with 'T.I.M.E' for students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_6_5_1_IQAC_Initiatives.pdf |
| Upload any additional information | View File |

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

**The college IQAC fully integrated Information and Communication**

Technology (ICT) into the teaching-learning process across all curricula. Educators received training to utilize technology for lessons. Appropriate software and hardware for instruction were acquired. IFP panel, PCs, audio equipment, and internet routers were acquired. Enhanced e-books and access to a digital database were provided in the library.

Educators created videos, audio lectures, PowerPoint presentations, and question banks for both summative and formative assessments. The Academic Calendar is developed in advance, disseminated to college students and staff members, and rigorously adhered to. The IQAC organizes an orientation program for new students, informing them about the college hierarchy, teaching-learning processes, co-curricular activities, discipline, culture, values, and ethos of the institution. Significant announcements are conveyed during the morning assemblies. Before classes begin, students receive information about the timetable and syllabus. All class representatives get the monitors' logbook, which contains comprehensive facts pertaining to the classes. The IQAC has instituted outcome-based education principles, including course results and program outcomes. Internal Assessments are designed and connected with outcome-based education.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sunbeamcollege.com/iqac/?pg=about |
| Upload any additional information | View File |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | A. All of the above |

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://sunbeamcollege.com/iqac/?pg=Minutes |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## 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 year

Sunbeam College for Women, Bhagwanpur fosters an ethical and inclusive work atmosphere. It embraces strong ethical standards in all its measures. All individuals have equal opportunities, regardless of gender, race, caste, colour, creed, language, religion, political or social position, national or social origin, property, birth status, or other factors. The roaster's unique work culture, healthy traditions, and ethos attract employees. The college provides the following amenities and facilities to the female counterparts:

1) Campus Security: CCTV cameras are put in classrooms, offices, lounges, waiting areas, laboratories, stairs, balconies, main entrances, seminar halls, and common spaces to provide safety and security.

2) Appointing female security guards ensures both gender awareness and safety.

3) All buses are GPS-enabled and monitored by security cameras throughout transportation.

4) Sunbeam College for Women, Bhagwanpur has a well-ventilated Student Common Room with 24-hours CCTV surveillance, music-enabled computers, and two washrooms, out of which one is for differently abled students. The Common Room facilities include indoor games such as Ludo, Carrom, Chess, etc.

5) Sunbeam College for Women, Bhagwanpur organizes frequent events

and guest talks to create significant gender equality.

6) College events include demonstrations on grooming, female health and hygiene, self-defense activities, and training programs.

7) The college organizes counselling sessions on gender sensitizationfor collegestudents.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_7_1_1_ANNUAL_GENDER_SENSTIZATION_PLAN.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_7_1_1_Gender_Sensitization_Activities_and_Facilities.pdf |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | A. 4 or All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

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

- The college focuses on recycling and reusing solid wastes, to strengthen that, at several locations, dustbins are kept for

particular wastes.
- The waste is adequately segregated at the source, and the organic waste is converted to bio fertilizer. Other wastes are sold to vendors for recycling.
- Leftover food from the cafeteria is used for cattle feeding.

## E-waste Management

- Reusable e-components like resistors, capacitors, inductors, diodes, transistors etc. are removed from the gadgets and used by the students to make models for science exhibition.

## 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.

## Carbon offsetting

- The campus has planted over 90 plants species (succulents, essential oil plants). The college has also adopted vertical plantation. All the college vehicles have PUC certificates.

## Energy Conservation

- The college conducts regular energy audits to identify any shortcomings.

## Use of Renewable Energy

- Solar panels are installed with the capacity of 162 KWP and generating 5408 KWP per month

## Plastic/tobacco-free campus

- The college emphasizes on Tobacco and Plastic free campus through various awareness drives.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | https://www.scwconnect.com/NAAC_Data/AQAR_2023-24/M_7.1.3_Geo_Tagged_Images.pdf |
| Any other relevant information | **No File Uploaded** |

| | |
|---|---|
| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly pathways**<br>4. **Ban on use of Plastic**<br>5. **landscaping with trees and plants** | **A. Any 4 or All of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

| | |
|---|---|
| **7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution** | |
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** | **B. Any 3 of the above** |

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

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | View File |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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**

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | View File |

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 200 words).

**Sunbeam College for Women has always taken the lead in educating**

students about the social, linguistic, cultural, and geographic disparities. The College is dedicated for creating a tolerant and harmonious environment where students of all religions, cultures and socio-economic backgrounds study together. The organization supports the equality of all traditions and cultures. The institution plans and executes a number of events to foster an atmosphere for ethical cultural, and spiritual values among the students and staff.

- Visit to Bharat Kala Bhavan—students visited Bharat Kala Bhavan to understand the history, culture, and diversity of India.
- Lecture Session on Kashi Travel- The speaker uses mythology to explain Kashi tourism, referencing Varanasi's 84 ghats as a symbol of ancient astronomy and mathematics.
- Bhartiya Sanskriti Gyan Pariksha: This test, administered by the Haridwar-based spiritual organization Shantikunj, assesses applicants' understanding of Indian culture.
- Meri Mati Mera Desh, an initiative program, is a pioneering initiative undertaken with the support and endorsement of the Ministry of Sports, Government of India, in 2023. The initiative provides a platform to the students to develop respect for the people who have made sacrifices for the country by putting the country first and also as youth of India taking further the Panch Pran given by Prime Minister on 15th August 2022.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | [View File](#) |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College believes in providing students with a comprehensive education. One of the lessons taught at the institute through a variety of techniques is educating students on their constitutional rights, values, obligations, and responsibilities.

The institute observes Independence Day, Science Day, AIDS Day, Blood Donation Day, Water Day, and National Youth Day and also holds a variety of guest lectures for students and staff to become more sensitive.

Through the curriculum as well as extracurricular activities, the institution strives to make students and staff aware of their constitutional responsibility.On days of national significance, seminars and workshops on citizen rights, duties, and obligations are also held.

Name of Activity-

REPUBLIC DAY- To celebrate the constitution of India.

WORLD AIDS DAY- Blood Donation Followed by Slogan and Poster Competitions.

NATIONAL VOTER'S DAY- Slogan writing competition and oath-taking event.

CLEANLINESS DRIVE was organized by the students of the college at Shool-tankeshwar mandir.

A welfare program was performed by the NSS students for the elderly and disabled women of Old Age Home.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [View File](#) |
| Any other relevant information | [View File](#) |

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

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**College has been organizing commemorative days related to freedom fighters and people who gave up their life at the altar of the nation. Independence Day and Republic Day is celebrated every year with great enthusiasm and fervor. NSS volunteers also participate in various camps. The college celebrates National Voters Day, Yoga Day, Sports Day every year, where students and staff participate with equal enthusiasm. International Women's Day is also celebrated as an event to celebrate liberty and empowerment. Days related to environment protection and conservation such as June 5, March 22 are observed by organizing talks, competitions and discussions. Birthday of Dr. Sarvepalli Radhakrishnan is celebrated as Teachers Day every year. College also celebrates national and regional festivals like Navratri, Sawan with great enthusiasm.**

**Activities to commemorate these days are organized each year to imbibe these values amongst students.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

## 1. Skill Development

**Objectives:**

To provide an in-depth knowledge through experiential learning and practical approach, skill development workshops, add-on courses and life skill adventure training camp (Youreka) was conducted in the academic session 2023-2024. aimed at honing these skills.

**Challenges:**

While hands-on training has far-reaching benefits, many aspects that make it so effective also pose challenges such as

1. High costs
2. Scheduling and Scalability
3. Availability of Resource person as per academic calendar

**Institutional Practice:**

To ensure enough high-quality benchmarking of globally acceptable qualification standards

To bridge the gap between Industry and Academia

To make the students employable

To uncover and refine the students' talent abilities by putting them through a variety of tasks

To expedite the decision-making ability of the students across various sectors with speed and standards

## 2. Fee Reimbursement Policy for FDPs, Seminars, Orientation, etc. for Faculty

**Objectives:**

A comprehensive, well-structured expense reimbursement policy helps eliminate confusion and problem by providing a consistent framework forthe college faculties so that they can update their knowledge to the present changing scenario by participating in various orientation programs and International and National Seminars and Workshops.

**Challenges:**

It may sound exciting, but implementing the reimbursement policy does have its challenges, primarily the lack of funds & resources, and it requires time management as well.

**Institutional Practice**

An expense reimbursement policy exists so employees can be fairly reimbursed in a timely manner while also providing the institution with a clear framework to track and manage its financial obligations.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File]() |
| Any other relevant information | [View File]() |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Sunbeam College has consistently dedicated itself to excellence and innovation, guided by a strategic emphasis on prioritizing essential areas vital to its mission and vision. One area notably embodies the institution's attitude and principles. We contend that collegiate life encompasses more than just academics, recreation, companionship, and enjoyment. It involves acquiring the ability to engage with others, recognizing social, environmental, and gender challenges, as well as societal imbalances. We offer every student the opportunity to enhance their community and develop as individuals. In accordance with its objective for the socio-economic advancement of the nation, Sunbeam has diligently prioritized community contributions.

Several student committees are formed to carry out the duties towards society. Through the induction program conducted every year, the freshers get an insight into the institute's values and vision. Sunbeam has made significant strides and has set benchmarks in the realm of education, community engagement, or a combination thereof. Along with academic excellence, sports, cultural, and technical activities are also organised and conducted for the holistic development of the students.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File]() |
| Any other relevant information | [View File]() |

**7.3.2 - Plan of action for the next academic year**

**Plan of Action for the next academic session 2024-25:**

- **More Add-on Courses to be introduced.**
- **To Increase the number of MoUs with academia and industries for students' employability.**
- **To Accelerate Campus placement.**
- **To introduce a multi-disciplinary college journal for the upgradation of the teaching-learning environment.**
- **To provide holistic, value-based education and inculcate entrepreneurial abilities in students to face the challenges of the corporate world.**
- **To facilitate more Faculty and Student Exchange Programmes with other Academic Institutions and Linkages.**
- **To fulfil the vision of NEP 2020, more workshops and conferences based on Indian Knowledge System are to be organised.**
- **To organise Guest Lectures/ Workshops on Intellectual Property Rights (IPR).**