



Cluny Women's College

8th Mile, Kalimpong - 734301

West Bengal, INDIA

(Established & Administered by Sisters of St. Joseph of Cluny)

W.B. Govt. Aided Christian Minority College Affiliated to NBU & recognized by UGC under section 2(f) & 12(B)

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IQAC ACTION TAKEN REPORT

2022-2023

	IQAC/CWC/28/2022 Date 20/06/2022	ACTION TAKEN
1.	Confirmation of the minutes of the last meeting	The minutes of the last meeting have been carefully reviewed and confirmed. Any corrections or amendments suggested by the attendees have been incorporated.
2.	Discussion on Formation of NAAC steering committee	A preliminary list of potential members for the NAAC Steering Committee has been compiled. This list takes into consideration individuals with expertise in accreditation processes, quality assurance, and relevant academic and administrative experience.
3.	Discussion on preparation of departmental/committee report and plan of action	Each department and committee has submitted comprehensive report outlining their current status, achievements, challenges, and future plans. A standardized template has been circulated to ensure uniformity across all reports. All the reports have been submitted to IQAC office for the final scrutiny.
4.	Discussion on conduct of meaningful webinar/seminar for the students	A sub-committee has been formed to brainstorm and propose topics for webinars/seminars that would be beneficial for the students. This sub-committee has also been responsible for coordinating with potential speakers and organizing the events.
5.	Discussion on infrastructure and quality enhancement programmes	An audit of current infrastructure has been initiated to identify areas that require improvement. Simultaneously, proposals for quality enhancement programs are being collated from various departments. A joint meeting of relevant stakeholders has been convened to prioritize and plan the implementation of these initiatives.

S. Pushpa

Principal

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[Signature]

Coordinator

Internal Quality Assurance Cell (IQAC)

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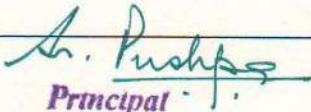
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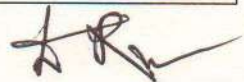
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IQAC ACTION TAKEN REPORT 2022-2023

	IQAC/CWC/29/2022 Date:10/08/2022	ACTION TAKEN
1.	Discussion on plan of action and division of work related to NAAC	Seven faculty members have been designated to work collaboratively on the Self-Study Report (SSR) for the NAAC accreditation. A detailed plan of action has been drafted, outlining specific responsibilities and timelines for each faculty member. Regular progress meetings have been conducted to ensure the timely and accurate completion of the SSR report.
2.	Discussion on registration of Alumni Association	The Alumni Conveners had held a meeting with the IQAC coordinator to discuss the registration process for the Alumni Association. During this meeting, the Alumni Conveners had expressed their commitment and assured their fullest support for the NAAC accreditation. The College Alumni Association has been successfully registered through offline means, and a specific register has been maintained for this purpose. The Alumni Conveners have actively engaged with the alumni network to garner support and involvement in various activities related to NAAC accreditation.


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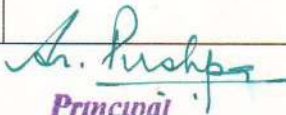
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IQAC ACTION TAKEN REPORT

2022-2023

	IQAC/CWC/30/2023 Date: 2/02/2023	ACTION TAKEN
1.	Holding of a seminar/ workshop on career opportunities and competitive examinations in collaboration with RICE Education Siliguri.	The seminar in collaboration with RICE Education, Siliguri was successfully conducted on 11/2/2023. Sixth-semester students actively participated gaining valuable insights into career opportunities and competitive examinations.
2.	To hold a seminar on Intellectual Property Rights in collaboration with NIPAM Kolkata.	Online seminar/workshop in collaboration with NIPAM Kolkata took place on 14/2/2023. A substantial turnout of 230 students attended, showcasing a keen interest in understanding Intellectual Property Rights.
3.	To maintain common attendance register all-purpose i.e., Seminar/ Workshop	The implementation of a common attendance register for all seminars and workshops has been initiated. This centralized record will streamline attendance tracking and facilitate efficient monitoring of participation in various academic events.
4.	MANI Trust of Kalimpong collaborated with the student volunteers of the college in organizing a Free Mega Health Camp	Students of the college rendered volunteering aid at the Free Mega Health Camp organized by Mani Trust, Kalimpong. The event aimed to provide essential healthcare services to the community, reflecting our commitment to social responsibility.
5.	Celebration of International Women's Day on 6th March. Women's Cell and Cultural Committee jointly organized the event.	The Women's Cell and Cultural Committee actively organized the International Women's Day celebration scheduled on 6th March. The event highlighted the achievements and contributions of women, fostering awareness and empowerment.


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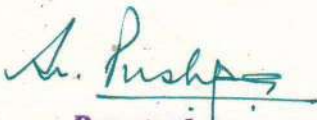
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IQAC ACTION TAKEN REPORT 2022-2023

	IQAC/CWC/31/2023 Date: 15/02/2023	ACTION TAKEN
1.	Upcoming 1st Semester U.G Examination	Examination committee has successfully conducted University UG exam from 22/2/23 to 3/3/23. All the arrangements have been put in place to ensure a smooth conduct of the examinations. This includes the allocation of examination rooms, distribution of examination materials, and coordination with invigilators. Necessary communication has been disseminated to students, faculty, and staff outlining the examination guidelines, schedule, and any other relevant information.
2.	Departmental preparation for NAAC Peer team visit	Each department has initiated focused preparations for the NAAC Peer Team visit. A dedicated committee has been formed within each department to review and enhance various parameters as per NAAC standards. Internal audits and mock assessments are being conducted to identify and address any potential gaps or areas of improvement in advance of the NAAC visit.



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IQAC ACTION TAKEN REPORT 2022-2023

	IQAC/CWC/32/2023 Date: 24/03/2023	ACTION TAKEN
1.	Discussion on Internal Grievance Cell	The institution has initiated a review of the current class schedule. A committee is actively exploring options to revise the schedule, considering shorter class durations and appropriate breaks between classes. The Internal Grievance Cell is actively monitoring and addressing student feedback and grievances related to class durations and exhaustion, ensuring a proactive approach to resolving issues.
2.	IQAC's preparation for NAAC Peer team visit	The IQAC has initiated preparations for the NAAC Peer team visit. This includes: Thoroughly reviewed NAAC criteria for assessment. Conducted a successful mock peer visit involving faculty, staff, and stakeholders. Ensured all necessary documentation was ready for review during the Peer team visit
3.	Departmental Seminar	The departmental seminar on the latest developments and trends in respective fields was scheduled and conducted accordingly.

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4.	Discussion on UG results 4th & 6th Semester	<p>Identifying Causes: The IQAC has analyzed results to identify causes for lower pass percentages in the 1st semester and developing targeted remedial measures. Student Support Programs: Additional academic support, including remedial classes and mentoring sessions, is being provided to students who need assistance.</p> <p>Counseling and Mentoring: Counseling and mentoring program has been established to provide guidance and support to students, addressing both academic and personal challenges. Mock Tests and Practice Papers: Regular mock tests and practice papers are being conducted to familiarize students with exam patterns and provide targeted feedback.</p>
5.	Purchase of lab instruments for Geography Department	<p>Approximately five lakh rupees were utilized for the acquisition of geography laboratory equipment's. The allocation of funds and the procurement process adhered to the institution's guidelines.</p>
6.	Continuous internal evaluations	<p>Regular assessments and evaluations have been implemented to monitor the academic progress of students. Timely feedback is provided to support students in their academic improvement.</p>

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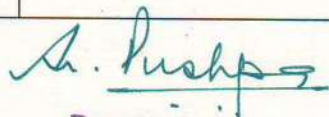
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IQAC ACTION TAKEN REPORT

2022-2023

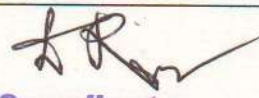
	IQAC/CWC/33/2023 Date: 23/4/2023	ACTION TAKEN
1.	International Seminar (English Dept.) on 12 th & 13 th May 2023	On May 12th and 13th, 2023, the English Department seamlessly organized an International Seminar titled 'From Farm to Fork: Exploring the Interplay between Food Culture and Politics.' The seminar was conducted in partnership with the IQAC and in collaboration with the HRDC of North Bengal University.
2.	College Internal Examinations - 4 th , 6 th & 2 nd Semester	Internal examination was scheduled for the 4 th , 6 th , and 2 nd semester on 18 th May to 13 th June 2023. Examination committee was mandated to coordinate and implement all the necessary arrangements for the internal exam.
3.	UG Examinations - 4 th & 6 th Semester	The Examination Committee effectively administered the University UG 6th, 4th & 2nd Semester examinations, held from June 24, 2023, to July 23, 2023, June 14, 2023, to July 21, 2023, and for the 2nd semester from July 25, 2023, to August 4, 2023, respectively. Comprehensive preparations were made to ensure the seamless execution of the examinations, encompassing the allocation of examination rooms, distribution of examination materials, and coordination with invigilators. Pertinent information, including examination guidelines, schedule, and other relevant details, has been communicated to students, faculty, and staff.



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4.	Conducting of career counseling programme with LIC	In response to the opportunity presented by LIC for part-time marketing jobs, the college facilitated the registration of names for IRDA training exclusively for 6th-semester students. A collaborative effort between the career counseling cell and LIC resulted in a workshop held on May 24, 2023, at 12 noon in Declan Hall. A total of 57 students actively participated in the program, gaining valuable insights into the field of insurance marketing and contributing to their career development. The college remains committed to providing such meaningful opportunities for skill development and practical exposure.
5.	Final preparation for NAAC Peer team visit	In response to the NAAC Peer Team visit to Cluny Women's College on May 3rd and 4th, 2023, the institution has taken several strategic actions to address recommendations and enhance overall institutional quality.
6.	Introduction of new COP subject (computer Application) for the session 2023	IQAC has approved the introduction of new COP subjects focusing on Computer Application for the Academic session 2023
7.	Preparation for forthcoming academic session and discussion on online admission portal and its related activities	Recognizing the critical role of the online admission portal, a significant investment has been made to upgrade its accessibility. This involves optimizing the user interface, ensuring compatibility across devices, and implementing user-friendly features. The admission portal's application process has undergone a comprehensive review, resulting in streamlining procedures for applicants. To expedite the admission confirmation process, an automated system has been introduced. Applicants will receive timely confirmations, acknowledgments, and relevant updates through the portal, reducing manual intervention and ensuring prompt communication.

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Summary of the action taken report:

The institutional pursuit of excellence and commitment to continuous improvement are evident in the meticulously documented series of actions taken by the Internal Quality Assurance Cell (IQAC) at Cluny Women's College. The meeting minutes, confirming careful review and attendee input incorporation, showcase a dedication to transparent and inclusive governance. The formation of a potential NAAC Steering Committee underscores a strategic approach, considering individuals with expertise crucial for accreditation processes.

The IQAC's emphasis on uniformity and comprehensiveness is evident in the departmental and committee reports submitted. The standardized template ensures consistency, fostering a cohesive institutional narrative. Initiatives such as the sub-committee for webinars reveal a forward-looking mindset, actively engaging with contemporary modes of knowledge dissemination.

Crucially, the commitment to infrastructure audit and quality enhancement programs reflects a holistic approach to institutional growth. The allocation of faculty members for the NAAC Self-Study Report exemplifies collaborative efforts, ensuring a comprehensive and timely submission.

The proactive engagement with alumni, successful seminars, social outreach programmes and participation / volunteering at health camps, and the streamlined examination processes demonstrate the college's commitment to holistic education and social responsibility. The anticipation and preparation for NAAC Peer Team visit affirms a commitment to aligning institutional practices with accreditation standards.

Innovations such as investments in Geographical applicances further signify the institution's dedication to providing a cutting-edge and conducive learning environment. The revamped online admission portal showcases an understanding of the evolving needs of applicants, streamlining processes for enhanced efficiency.

In essence, the multifaceted actions undertaken by the IQAC underscore a commitment to excellence, transparency, and continuous enhancement, positioning Cluny Women's College as an exemplar of quality education and institutional effectiveness

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