



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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Ref. No.:

Date:

Reference No: IQAC/CWC/28/2022

Date: 10/06/2022

IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 20th June 2022 at 12.30 p.m. at the Principal's Chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Discussion on Formation of NAAC steering committee
03	Discussion on preparation of departmental/committee report and plan of action
04	Discussion on conduction of meaningful webinar/seminar for the students
05	Discussion on infrastructure and quality enhancement programmes
06	AOB


Members in IQAC

SL NO	MEMBERS NAME	DESIGNATION
1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	MR. DIPESH ROY	IQAC CORDINATOR
3.	MR. AMLAN LAHIRI	TEACHER REPRESENTATIVE
4.	MIS. PAYAL.P. SINHA	TEACHER REPRESENTATIVE
5.	MIS. PHUP KESANG BHUTIA	TEACHER REPRESENTATIVE
6.	DR. MEERA DAHAL	TEACHER REPRESENTATIVE
7.	MR. SUBASISH MAHALANABIS	NON TEACHING STAFF REPRESENTATIVE
8.	MIS. PRAKRITI PRADHAN	REPRESENTATIVE FROM ALUMNI ASSOCIATION
9.	DR. DONATUS KUJUR	EXTERNAL MEMBER
10.	DR. YONAH BHUTIA	EXTERNAL MEMBER
11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE


DR. Sr. PUSHPA MICHAEL

PRINCIPAL

Principal
CLUNY WOMEN'S COLLEGE
Kalimpong


MR. DIPESH ROY

IQAC COORDINATOR

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong

Minutes of the IQAC Meeting.

Date : 20th June '22

Time : 12:30 p.m.

Venue: Principal's Chamber.

Agenda:

- (1) Confirmation of the minutes of the previous meeting.
- (2) Discussion on formation of NCAAC steering committee.
- (3) Discussion on preparation of departmental report cum plan of action.
- (4) Discussion on preparation of committee report and plan of action.
- (5) Discussion on conduction of seminar for students' benefit.
- (6) Discussion on infrastructure and quality enhancement programmes.
- (7) Any other business.

Resolution:

- (1) The minutes of the meeting held on 15-03-'22 was read out by the IQAC coordinator and confirmed by the house.

(2) The IQAC members decided that the following staff members would be in the NDAAC steering committee :

① Dr. Sr. Pushpa Umichael

② Dipesh Roy

③ Anlam Tahiri

④ Payal P. Sinha

⑤ Kaushik Roy

⑥ Subashis Ullahalomabis

⑦ Dhiraj Gantam

⑧ Phnp Kesang Bhutia

Dr. Pushpa Umichael
20/06/22

Amrita
20/06/22

Phnp Kesang Bhutia

(3) The committee decided to approach all the departmental heads and ask them to prepare a report of all the departmental activities cum plan of action for the academic session 2022-2023.

(4) The committee also decided to ask all the committee convenors to prepare a report of all the activities conducted so far as well as to chalk out plans for the upcoming session of 2022-2023.

(5) The committee was unanimous in their opinion that each department was to organize a minimum of one seminar per annum.

(6) The committee discussed the need to replace the existing lights with low energy LED tubes. In order to update quality enhancement, library automation was also considered as an urgent need.

(7) Since there were no other issues to be discussed, the meeting ended with a vote of thanks to

and from the chair.



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Ref. No.:.....

Date:.....

Reference No: IQAC/CWC/29/2022

Date: 10/08/2022

IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 3rd August 2022 at 12.30 p.m. at the Principal's Chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Discussion on plan of action and division of work related to NAAC
03	Discussion on registration of Alumni Association
05	AOB

Members in IQAC

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1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	MR. DIPESH ROY	IQAC CORDINATOR
3.	MR. AMLAN LAHIRI	TEACHER REPRESENTATIVE
4.	MIS. PAYAL.P. SINHA	TEACHER REPRESENTATIVE
5.	MIS. PHUP KESANG BHUTIA	TEACHER REPRESENTATIVE
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PRINCIPAL

Principal
CLUNY WOMEN'S COLLEGE
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MR. DIPESH ROY

IQAC COORDINATOR
Coordinator

Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong

Ref no - IQAC/cwc/29/2022.

3/8/2022

IQAC meeting was held on 3rd August - 2022 at 12.30 pm at the principal's chamber to transact the following agenda.

1. Confirmation of the minutes of the last meeting
2. Discussion on plan of action and division of work related to NAAC.
3. Discussion on Registration of Alumni Association.
4. AOB.

1. ~~Mr. P. K. Singh~~ 2. ~~Mr. P. K. Singh~~ 3. ~~Mr. P. K. Singh~~ 4. ~~Mr. P. K. Singh~~
5. ~~Mr. P. K. Singh~~ 6. ~~Mr. P. K. Singh~~ 7. ~~Mr. P. K. Singh~~ 8. ~~Mr. P. K. Singh~~

Resolution 1: Minutes of the last meeting which was held on 20th June, read out by the IQAC Coordinator and it was accepted by the house unanimously.

Resolution 2: The meeting was conducted by the IQAC coordinator by highlighting the significance of NAAC work and preparation for the SSR. In connection NAAC preparation work a seven sub-committee were planning to form on the basis of 7 criterion.

with each group having an leader coordinator who shall be given the responsibility of all the related matters to NAAC.

~~Apast~~ Seven Criterion coordinator who shall be given the responsibility, which are as follows.

Criteria 1: Mr. Melurman Subba, Criteria 2: Prup Kesap Bunkia, Criteria 3: Dr. Anjan Lalini, Criteria 4: Mr. Ranshik Roy, Criteria 5: Miss Payal P. Sinha, Criteria 6: Miss AKangsha Mukhia, Criteria 7: Mr. Jignie Dhoradep Bhatia

3. Discussion on Reorganisation of Alumni Association

It was decided that college Alumni Association ^{which} need to be reorganised as early possible. It was also discussed that convener of the Alumni Association would hold a meeting and let the IQAC members know about the detail pertinent information relating to the Reorganisation of Alumni Association.

4. AOB (a) The Teacher will forgo their preparatory day until the uploading of the SSR. NAAC Steering Committee will collect the data for completion.

(b) Celebration of Independence Day by the students of NSS team.



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cwc@rediffmail.com

Ref. No.:.....

Date:.....

Reference No: IQAC/CWC/30/2023

Date: 02/02/2023

IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 8th Feb 2023 at 1.30 p.m. at the Principal's Chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Holding one seminar/ workshop on career opportunities and competitive examinations in collaboration with RICE Education Siliguri.
03	To hold a seminar on Intellectual Property Rights in collaboration with NIPAM Kolkata.
05	To maintain common attendance register all purpose i.e., Seminar/ Workshop
06	Organise Free Mega Health Camp in collaboration with Mani Trust, Kalimpong.
07	Celebration of International Women's Day on 6 th March. Women Cell and Cultural Committee will organize the programme.
08	AOB

Members in IQAC

SL NO	MEMBERS NAME	DESIGNATION
1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	MR. DIPESH ROY	IQAC CORDINATOR
3.	MR. AMLAN LAHIRI	TEACHER REPRESENTATIVE
4.	MIS. PAYAL.P. SINHA	TEACHER REPRESENTATIVE
5.	MIS. PHUP KESANG BHUTIA	TEACHER REPRESENTATIVE
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11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE


DR. Sr. PUSHPA MICHAEL

PRINCIPAL


MR. DIPESH ROY

IQAC COORDINATOR
Coordinator

Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong

IOAC meeting is scheduled on 8th February 2023 at Chiny Women's College in the Principals Chamber at 1.30 P.M. The meeting was presided by Dr. Sister Pushpa Michael.

Agenda:-

1. Holding one Seminar/workshop on career opportunities and competitive Examinations in Collaboration with RICE Education
2. To Hold a Seminar on Intellectual Property Rights in Collaboration with NIPAM Kolkata.

3. Organise Free Mega Health Camp in collaboration with Manitrust, Kalimpong

4. Celebration of International women's day on 6th March.

5. To maintain common attendance register all purpose Resolution. i.e., Seminar/Workshop.

Members Present: 6 AOB

1. Dr. Sr. Pushpa Michael

2. Mr. Dipesh Roy

3. Dr. Anjan Lahiri *8/2/2023.*

4. Ms Payal P. Sinha *8/2/23*

5. Ms. Phup Kesang Bhutia

6. Dr. Meera Dahal

7. Mr. Subasish Mahalanabis

S. Pushpa
8/2/23

8/2/2023
8.2.23

h-

Resolution :-

b. Agenda No- 1 - Holding one seminar / workshop on career opportunities and competitive examinations in collaboration with Rice Education Siliguri. Date- 11.12.2023. Time- 11 am to 12 Noon with Sixth semester students. Organised by Career Counselling Cell.

Agenda No- 2. To hold a seminar on Intellectual Property Rights in collaboration with NIPAM Kolkata. Date- 14.2.2023. Time 10.A.M to 11 am. Seminar mode- Online. Organised by IOAC.

Resolution :- To hold a seminar on intellectual property Rights in collaboration with NIPAM Kolkata. Date 14.12.2023. Time- 10.A.M to 11.A.M. Seminar mode- Online. Organised by IOAC.

The IOAC discussed the proposed seminar on intellectual Property Rights in collaboration with NIPAM, Kolkata. The members agreed that the seminar would be beneficial for the students and faculty members. The members also suggested that the IOAC should send reminders to the participants to attend the seminar.

Agenda No- 3

Resolution :- The IOAC discussed the Free Mega Health Camp to be organised in collaboration with Mani Trust, Kalimpong, ~~and requested the women cell and~~ and the members agreed that the event would be beneficial for the students and the local community. The members also suggested that the Women Cell and Student welfare committee to ensure that proper arrangements are made for the event.

Agenda No- 4 :- The IOAC discussed the celebration of International Women's Day to be organised by the Women Cell and Cultural committee.

The members agreed that the event would be beneficial for the students and the faculty members. The members also suggested that the Women Cell and cultural committee should ensure that the event is organised in a befitting manner.

Resolution -

Agenda No - 5

The IOAC discussed the need to maintain a common attendance register for all Seminars/ Workshops. The members agreed that a common attendance register would be beneficial for the institution as it would help in keeping track of the participation of ~~the~~ the Students and faculty members.

Agenda No - 6

There was no other business to discuss.

The meeting ended with a vote of thanks to the Chair.



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Date:.....

Reference No: IQAC/CWC/31/2023

Date:

15/02/2023

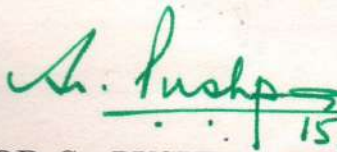
IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 20th February 2023 at 1.30 p.m. at the Principal's Chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Upcoming 1 st Semester U.G Examination
03	Departmental preparation for NAAC Peer team visit
05	Any other matter

Members in IQAC

SL NO	MEMBERS NAME	DESIGNATION
1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	MR. DIPESH ROY	IQAC CORDINATOR
3.	MR. AMLAN LAHIRI	TEACHER REPRESENTATIVE
4.	MIS. PAYAL.P. SINHA	TEACHER REPRESENTATIVE
5.	MIS. PHUP KESANG BHUTIA	TEACHER REPRESENTATIVE
6.	DR. MEERA DAHAL	TEACHER REPRESENTATIVE
7.	MR. SUBASISH MAHALANABIS	NON TEACHING STAFF REPRESENTATIVE
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10.	DR. YONAH BHUTIA	EXTERNAL MEMBER
11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE


15/02/23

DR. Sr. PUSHPA MICHAEL

PRINCIPAL



MR. DIPESH ROY

IQAC COORDINATOR

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong

IQAC Meeting

Ref. No. IQAC/cwc/31/2023

IQAC meeting is scheduled on 20.02.2023 at Chany Women's College in the principals chamber at 1.30 P.M. The meeting was presided by Dr. Sister Pushpa Michael, Principal.

Agenda :-

1. Upcoming 1st Semester U.G. Examination
2. Departmental preparation for NAAC peer team visit.
3. Any other matter(s).

Members present

Signature

Dr. Sr. Pushpa Michael

S. Pushpa
20/02/23

Mr. Dipesh Roy

D Roy
20/2/23

Dr. Anjan Lahiri

Anjanis
20.2.2023

Ms. Payal P. Sinha

P.P. Sinha
20/02/23

Ms. Pimp Kesong Bhutia

P Bhutia
20/2/2023

Mr. Meera Dahal

Meera
20.02.23

Mr. Subasish Mahalanabis -

Subasish

Meeting Resolution Agenda-wise:

Agenda 1.

Confirmation of the minutes of the last meeting:

The minutes of the last meeting were reviewed and approved by the members.

Agenda 2.

Upcoming 1st Semester U.G Examination:

The members discussed the preparation for the upcoming 1st Semester U.G Examination. It was decided that the concerned Examination committee would prepare the examination duty chart and communicate it to the faculty members. It was also decided that the examination committee would ensure the smooth conduct of the examination. 22/2/23 to 3/3/2023

Agenda 3.

Departmental preparation for NAAC Peer team visit:

The members discussed the departmental preparation for the NAAC Peer team visit. It was decided that the concerned departments would prepare their respective reports and submit them to the IQAC. It was also decided that the IQAC would review and compile the reports and submit them to the NAAC Peer team.

Any other matter:

The members were invited to discuss any other matter. No other matter was raised by the members. Overall, the members of the IQAC of Cluny Women's College meeting on 20.2.2023 at 1.30 pm at the Principal's Chamber reviewed the minutes of the last meeting, discussed the preparation for the upcoming 1st Semester U.G Examination and the departmental preparation for NAAC Peer team visit. No other matter was raised by the members.

Handwritten signature 20/2/23

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong



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Ref. No.:.....

Date:.....

Reference No: IQAC/CWC/32/2023

Date: 24/03/2023


IQAC Meeting Notice


All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 27th March 2023 at 3.30 p.m. at the Principal's Chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Discussion on Internal Grievance Cell
03	IQAC preparation for NAAC Peer team visit
04	Departmental Seminar
05	Discussion on UG results 4 th & 6 th Semester
06	Purchase of lab instruments for Geography Dept
07	Continuous internal evaluations
08	Any other matter

Members in IQAC

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1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
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10.	DR. YONAH BHUTIA	EXTERNAL MEMBER
11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE


DR. Sr. PUSHPA MICHAEL
PRINCIPAL
24/03/'23


MR. DIPESH ROY
IQAC COORDINATOR

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong

IQAC Meeting scheduled on 27th March 2023 at 3.30 pm at the principal's chamber. to transact the following agenda.

1. confirmation of the minutes of the last Meeting
2. Discussion on Internal Grievance cell
3. IQAC preparation for NAAE peer Team visit.
4. Departmental Seminars.
5. Discussion on UG results 4th and 6th semester
6. Purchase of Lab instruments for Geography Dept.
7. Continuous internal evaluations.
8. Any other matter.

Members present:

1.

2. Dipesh Roy

[Signature] 27/3/23

3. Dr. Amban Lahiri.

[Signature] 28/3/23

4. Phup Kesang Bhutia

[Signature] 27/3/2023

5. Subhasini Mehalanabin

[Signature] 27/3/23

1. **Review NAAC Criteria:** Thoroughly review the NAAC criteria for assessment, which includes seven criteria, namely Curricular Aspects, Teaching-Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, and Innovations and Best Practices. Understand the requirements and standards set by NAAC for each criterion.
2. **Collect and Organize Data:** Collect and organize data related to various aspects of the institution's functioning, including academic programs, faculty details, research publications, infrastructure, student support services, governance, and management. Ensure that the data is accurate, up-to-date, and supported by relevant documents.
3. **Mock Peer Visit:** Conduct a mock peer visit to simulate the actual NAAC Peer team visit. Involve faculty, staff, and stakeholders in the mock visit and seek their feedback. This will help identify any gaps in the preparedness and make necessary improvements.
4. **Documentation:** Ensure that all the necessary documents, including academic and administrative records, policies, procedures, and reports, are properly documented and readily available for review during the Peer team visit.
5. **Coordination and Communication:** Coordinate with all the stakeholders, including faculty, staff, students, and management, to ensure smooth communication and coordination during the Peer team visit. Assign responsibilities to designated personnel for different tasks related to the visit, such as scheduling meetings, arranging logistics, and facilitating interactions with the Peer team.
6. **Hospitality and Logistics:** Make necessary arrangements for the hospitality and logistics of the Peer team, including accommodation, transportation, and meals. Ensure that the Peer team is provided with all the necessary facilities and support during their visit.
7. **Faculty and Staff Orientation:** Conduct orientation sessions for faculty and staff to familiarize them with the NAAC assessment process, criteria, and expectations. Provide necessary training and guidance to faculty and staff on how to effectively showcase the institution's achievements and improvements during the Peer team visit.
8. **Professionalism and Etiquettes:** Emphasize the importance of professionalism and etiquettes during interactions with the Peer team. Ensure that all stakeholders, including faculty, staff, and students, are well-prepared to present themselves and their achievements in a positive and professional manner.

By following these steps, the IQAC can ensure that the institution is well-prepared for the NAAC Peer team visit and can effectively showcase its commitment to quality assurance and improvement in higher education

4. Departmental Seminar: The members agreed to conduct a departmental seminar on the latest developments and trends in the field of the respective department. It was resolved that the seminar would be organized within the next month and all departmental faculty members would participate actively.

5. Discussion on UG results 3rd & 5th and 1st Semester:

The Internal Quality Assurance Cell (IQAC) meeting discussed the results of the Undergraduate (UG) examinations for the 1st, 3rd, and 5th semesters. It was observed that the results were not as expected, as this was the first time the students had given offline exams after the COVID-19 pandemic. The details of the results are as follows:

1st Semester:

Total number of students appeared: 138

Total number of students passed: 71

Pass percentage: 51.449%

3rd Semester:

Total number of students appeared: 153

Total number of students passed: 89

Pass percentage: 58%

Handwritten signature
27/3/23

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong

Date of meeting 27th March 2023
IQAC/CWC/32/2023

Meeting Resolution:

The following resolutions were passed during the meeting:

1. Confirmation of the minutes of the last meeting: The minutes of the last meeting were reviewed and confirmed by all members present.

2. Discussion on Internal Grievance Cell: During the IQAC meeting, the issue of student complaints regarding one-hour classes and continuous classes leading to lack of concentration and exhaustion was thoroughly discussed. The members acknowledged the importance of addressing this concern to ensure a conducive learning environment for students. Several possible solutions were discussed to address the issue, and the following resolutions were made:

Implementing a revised class schedule: It was resolved to review the current class schedule and consider revising it to allow for appropriate breaks between classes. This could include scheduling classes for shorter durations, such as 45 minutes, to give students time to rest, rejuvenate, and better concentrate during classes.

Promoting effective teaching practices: The members emphasized the need for faculty members to adopt effective teaching practices that promote student engagement and participation, even in shorter class durations. Strategies such as interactive discussions, group activities, and hands-on learning could be incorporated to make the most of the available class time.

Providing training and support for faculty: It was resolved to provide training and support to faculty members on effective classroom management techniques, time management, and strategies to keep students engaged in shorter class durations. This could include workshops, seminars, or faculty development programs to enhance their teaching skills and help them adapt to the revised class schedule.

Monitoring student feedback and grievances: The Internal Grievance Cell, as discussed earlier, should actively monitor and address student feedback and grievances related to class durations and exhaustion. Students should be encouraged to provide feedback on their experiences, and the Grievance Cell should take prompt actions to address any issues raised.

Collaborating with students in decision-making: It was resolved to involve student representatives in the decision-making process regarding class durations and scheduling, to better understand their perspectives and preferences. This could include seeking feedback from student representatives through surveys, focus group discussions, or meetings to ensure their voices are heard and taken into consideration.

Regular evaluation and review: It was resolved to regularly evaluate and review the effectiveness of the revised class schedule and teaching practices in addressing the issue of exhaustion and lack of concentration. Feedback from faculty and students should be collected and analyzed to make further improvements, if needed.

These resolutions were recorded and will be implemented by the institution in coordination with the Internal Grievance Cell and relevant stakeholders, with the aim of finding a solution to the issue of 45-minute classes and continuous classes, and ensuring an optimal learning environment for students.

3. IQAC preparation for NAAC Peer team visit: It was resolved that the Internal Quality Assurance Cell (IQAC) should begin preparations for the upcoming NAAC Peer team visit. Preparing for the NAAC Peer team visit is crucial for ensuring a smooth and successful assessment. Here are some steps that the Internal Quality Assurance Cell (IQAC) can take to be well-prepared:



Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College

5th Semester:

Total number of students appeared: 212

Total number of students passed: 164

Pass percentage: 77.3585%

Analysis and Observations:

The pass percentage for the 1st semester is 51.449%, indicating that around half of the students did not pass the examination. This is a cause for concern and requires further investigation.

The pass percentage for the 3rd semester is slightly better at 58%. However, there is still room for improvement as more than 40% of the students did not pass the examination.

The pass percentage for the 5th semester is comparatively higher at 77.3585%. However, there is still a considerable number of students who did not pass the examination.

Identifying the Causes: Analyze the results in detail to identify any trends or patterns that could be contributing to the low pass percentages. This could include factors such as difficulty level of the exams, gaps in curriculum coverage, inadequate preparation of students due to the transition to offline exams after the COVID-19 pandemic, or other issues. Identifying the causes will help in developing targeted remedial measures.

Student Support Programs: Provide additional academic support to students who need assistance. This could include organizing remedial classes, tutorials, workshops, or mentoring sessions to help students better understand the curriculum, address their doubts, and improve their overall performance. Consider providing extra support to students who are struggling academically or have a history of poor performance.

Counseling and Mentoring: Establish a counseling and mentoring program to provide guidance and support to students. This could include academic counseling, career counseling, and personal counseling to address any psychological or emotional challenges that may be affecting students' academic performance.

Mock Tests and Practice Papers: Conduct regular mock tests and practice papers to familiarize students with the exam pattern, boost their confidence, and help them assess their own strengths and weaknesses. Provide feedback on their performance and guide them on areas that need improvement.

Engaging Parents and Guardians: Involve parents and guardians in the academic progress of students. Regularly communicate with them about their wards' performance, attendance, and progress. Seek their support in motivating and guiding students towards academic success.

Feedback Mechanism: Establish a robust feedback mechanism to gather feedback from students, faculty, and other stakeholders on the academic process, curriculum, assessments, and support programs. Use this feedback to make necessary improvements and modifications to enhance the overall academic performance.

It is important to implement these remedial measures consistently and monitor their effectiveness over time. Regular data analysis and review of results can help in identifying the impact of these measures and making further adjustments as needed. With a systematic approach and collective efforts from faculty, students, and other stakeholders, the academic performance of UG students can be improved and overall results can be enhanced.

6. Purchase of lab instruments for Geography Dept: It was resolved to purchase the necessary lab instruments for the Geography Department to enhance the quality of practical sessions and research activities. The budget allocation and procurement process will be carried out as per the institution's guidelines and policies. It has decided that approximate 5lacs rupees will require for purchasing the

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kallimpong


[Handwritten Signature]
27/3/23

geography equipments. it was resolved to purchase the necessary lab instruments for the Geography Department to enhance the quality of practical sessions and research activities. The decision was made in accordance with the institution's guidelines and policies for procurement.

It was estimated that an approximate budget of 5,00,000 rupees would be required for the purchase of geography equipments. The budget allocation and procurement process will be carried out as per the institution's guidelines and policies to ensure transparency and accountability in the procurement process.

7. Continuous internal evaluations: The members discussed the importance of continuous internal evaluations to monitor the academic progress of students and agreed to implement regular assessments and evaluations to provide timely feedback and support for improvement.

These resolutions were recorded and will be implemented as per the decisions made during the meeting.


27/3/23

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong



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)

Tele-Fax.: 03552 - 257924 (O)
Email: principalcwc@gmail.com
cwc@rediffmail.com

Ref. No.:

Date:

NOTICE: 23/04/2023

Reference No: IQAC/CWC/32/23

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 1/5/2023 at 1.30 p.m. at the Principal's Chamber to transact the following agenda.

Agenda:

1. International Seminar (English Dept.) on 12th & 13th May 2023
2. UG Examinations-4th & 6th Semester
3. College Internal Examinations- 4th, 6th & 2nd Semester
4. Conducting of career counseling programme with LIC
5. Final preparation for NAAC Peer team visit
6. Introduction of new COP subject (computer Application) for the session 2023
7. Purchase of Computers for COP/ Geography GIS
8. Preparation for forthcoming academic session and discussion on online admission portal and its related activities
9. Any other matters

S. Pushpa

23/04/23

DR. Sr. PUSHPA MICHAEL

PRINCIPAL

Principal
CLUNY WOMEN'S COLLEGE
Kalimpong

A. Dipesh Roy

23/4/23

MR. DIPESH ROY

Coordinator

Internal Quality Assurance Cell (IQAC)
IQAC COORDINATOR
Cluny Women's College
Kalimpong

IGAC Meeting

Ref No - IGAC/CWC/33/2023

IGAC meeting is scheduled on 10.05.2023 at Cluny Women's College, in the Principals chamber at 1.30 PM. The meeting was presided over by Dr Sister Pushpa Michael, Principal.

Agenda:-

1. International Seminar 12th & 13th May 2023
2. U.G. Examinations - 4th & 6th Semester
3. Internal examination - 4th, 6th & 2nd Semester.
4. Conducting a programme on career counselling with LIC -
5. Last minute preparation for NAAC peer team visit.
6. Introduction of New COP Subject (Computer Application) for the session 2023-24.
7. Purchase of Computers (Desktop) for COP/Geography GIS
8. Preparation for coming new academic session and discussion on online admission portal and its related activities.

Members present

1. Dr. Sr. Pushpa Michael
2. Dipesh Roy
3. MEERA DANAL
4. Anilabali
5. Pimp Kesarang Bhusha
6. Subhanshi Mishra
7. Payal P. Sinha

Signature

S. Pushpa 07/05/23
DR
Danal 11/5/23
mf 17/4/23
Pimp 11/5/23
Subhanshi 11/5/23
Payal 11/5/23

Meeting Resolution

The following resolutions were passed during the meeting:-

① Confirmation of the minutes of the last meeting:-

The minutes of the last meeting were reviewed and confirmed by all members present.

Resolution 1.

The Internal Quality Assurance Cell of Chung Women's College convened on 01.05.2023 to deliberate upon the proposal for organizing an International Seminar by the Department of English on 12th and 13th May. After careful consideration, the I.Q.A.C. hereby resolved to:-

The I.Q.A.C. approved the proposal submitted by the department of English for organizing an International Seminar.

Allocate necessary funds from the Institution's budget to support the organization and execution of the Seminar.

Ensure the provision of required resources, facilities, and logistical support to facilitate the successful conduct of the Seminar. Direct the Department of English to initiate publicity and dissemination of information regarding the Seminar through appropriate channels.

Resolution - 2.

The I.Q.A.C. directs the college examination committee to preparing a detailed circulation chart and allocate appropriate rooms for examination of 6th, 4th and 2nd semester. internal examination. The proposed examination schedule for the 4th, 6th and 2nd Semesters is unanimously approved by the committee. (18th May to 13th June, 2023).

Resolution - 3.

The Internal Quality Assurance Cell directed the examination committee of Chung Women's College to prepare ^{an} invigilation duty chart and allocate appropriate rooms for U.G. 4th, 6th and 2nd Semesters. (N.B.U). The examination committee is directed to oversee and ensure the smooth conduct of these examinations.

Resolution - 4

The I.Q.A.C of Chung Women's College, resolved to endorse the collaboration with LIC for the conduct of Career Counselling programme. The College career counselling cell directed to developing a detailed Plan for the career counselling sessions, including topics to be covered, interactive elements, and engagement strategies.

Resolution - 5.

The IQAC acknowledges and accepts the schedule of the NAAC Peer team visit on 3rd and 4th May 2023. All Departments are instructed to make comprehensive preparations and extend the necessary support during the Peer Team visit.

Resolution - 6

The IQAC acknowledges the need to enhance the academic curriculum to provide students with relevant and up-to-date knowledge on the rapidly evolving field of technology. Considering the increasing demand for professionals with expertise in Computer Applications, the IQAC approved the introduction of new COP subjects focusing on Computer Applications for the academic session 2023.

Resolution - 7

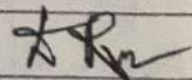
The IQAC approved the procurement of new computers for the COP and GIS labs to enhance the infrastructure and ensure a contemporary learning experience for students. The IQAC approved the allocation of the funds of Rs. 5 lakhs, for the purchase of 13 desk top Computers.

Resolution - 8

The IQAC directed the concerned authorities to initiate preparations for the forthcoming academic session, including the establishments of an online admission portal. A comprehensive plan is to be presented in the next meeting for further deliberation and approval.

Any other matters:-

Members are encouraged to submit any additional matters for discussion at the next meeting. The co-ordinator is asked to circulate a notice well in advance for the submission of agenda items.



Coordinator