



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		CLUNY WOMEN'S COLLEGE
• Name of the Head of the institution		DR. SR. PUSHPA MICHAEL
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03552796385
• Mobile No:		9635642439
• Registered e-mail		principalcwc@gmail.com
• Alternate e-mail		cwc@rediffmail.com
• Address		8th Mile, Kalimpong, Rishi Road
• City/Town		Kalimpong
• State/UT		West Bengal
• Pin Code		734301
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Women
• Location		Semi-Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr. Amlam Lahiri				
• Phone No.	9474387190				
• Alternate phone No.	8250990689				
• Mobile	9474387190				
• IQAC e-mail address	iqaccluny@gmail.com				
• Alternate e-mail address	amlansociology@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.clunycollege.ac.in/userfiles/file/AQAR-2022-2023/aqar_reports_22-23.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.clunycollege.ac.in/userfiles/file/AQAR-2022-2023/College%20Calender%202023-24/Authenticated%20Academic%20Calender.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.65	2023	19/05/2023	18/05/2028
6.Date of Establishment of IQAC		23/02/2013			
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	
NA	NA	NA	NA	NA	
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	6	
<ul style="list-style-type: none">Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
<ul style="list-style-type: none">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	
<ul style="list-style-type: none">If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Implementation of FYUGP under NEP 2020: Successfully initiated the Four-Year Undergraduate Programme (FYUGP) under NEP 2020, forming a dedicated sub-committee for curriculum development, faculty training, and infrastructural enhancement. Teachers have successfully completed the NEP 2020 Orientation and Sensitization Programme under Malaviya Mission Teacher Training Programme of University Grants Commission organized by the University of North Bengal from February 19, 2024 to February 28, 2024 and other Universities..		
NAAC Improvement Initiatives: Conducted a thorough analysis of the college's NAAC B+ grade and implemented targeted measures to address identified areas of improvement. This included forming criterion-wise groups for effective AQAR preparation.		
Silver Jubilee Celebrations: Organized diverse events as part of the college's Silver Jubilee celebrations, encompassing special lectures, seminars, outreach activities to enhance institutional engagement and visibility and cultural programs.		
Capacity-Building and Skill Enhancement: Conducted workshops for staff on new teaching methodologies, digital literacy, and stress management. Additionally, collaborated with the Higher Education Department and IBM to offer an online skill enhancement programme for students.		
Promotion of Academic Excellence and Inclusivity: Coordinated international seminars in the college, department-wise seminars and		

workshops and activities such as special Remedial Measures for slow learners and anti-ragging measures to create an inclusive, academically enriching environment for all stakeholders.

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
Implementation of FYUGP under NEP 2020 for the academic session 2024-2025.	Successfully adopted the FYUGP structure, incorporating single/multidisciplinary courses, internships, community projects, and research elements, as per University of North Bengal guidelines.
Organize capacity-building initiatives for faculty and staff to align with NEP 2020 objectives.	Conducted workshops on innovative teaching methodologies, digital literacy, stress management, and ICT tools, enhancing faculty and staff competencies.
Celebrate the College's Silver Jubilee through multifaceted events.	Successfully organized cultural, spiritual, social outreach, and academic programs to commemorate 25 years of institutional excellence.
Strengthen academic and student support services, including remedial classes and skill enhancement.	Introduced re-tests for slow learners, skill enhancement programs in collaboration with IBM, and career-oriented initiatives to support students' academic and professional growth.
Establish and upgrade infrastructure, such as GIS and COP labs, and procure educational resources.	Set up GIS and COP labs, allocated departmental budgets for educational equipment and library books, and secured AICTE approval for the BCA course.
Conduct international and departmental seminars to foster academic discourse.	Organized a two-day international seminar on

Promote a safe and inclusive campus environment.	Formed an anti-ragging flying squad, conducted awareness programs, and ensured compliance with grievance redressal mechanisms.
Organize awareness programs for students on government schemes.	Held a Student Credit Card Awareness Programme to educate students about financial benefits and application processes for government-supported schemes.
Improve community engagement through NSS activities and outreach programs.	Conducted an NSS special camp at Tasiding Village, Kalimpong, focusing on community service and volunteerism.
Enhance environmental consciousness among students and staff.	Organized BAN MAHOTSAV and medicinal plant drives by the Nature Club, promoting tree plantation and environmental awareness.
Develop student employability through placement initiatives	Held a Student Recruitment Drive in Darjeeling, collaborating with local businesses to provide job opportunities to students.
Enhance library accessibility and utilization among students.	Conducted a library orientation program for first-semester students, familiarizing them with available resources and services.
Foster cultural and academic engagement through event celebrations.	Celebrated Bhanu Jayanti, Independence Day, Nepali Bhasa Manyata Diwas, and Balidan Diwas with cultural programs, literary events, and homage ceremonies.
Promote extracurricular development among students.	Organized college-level sports events, inter-departmental competitions, and facilitated student participation in district-level sports and inter-college fests.

Facilitate smooth academic operations with effective planning.	Prepared and distributed comprehensive class schedules, ensuring smooth academic functioning across all semesters.
Address faculty career growth through timely promotions.	Scheduled CAS promotions for 14 full-time teachers, with expert evaluations conducted as per university and departmental guidelines.
Advance research-oriented learning for students.	Incorporated research project work into the FYUGP structure for students pursuing 4-year Honours degrees, encouraging academic inquiry and innovation.
Ensure timely preparation and submission of AQAR and NAAC compliance documents.	Divided AQAR tasks into seven criteria-wise groups, ensuring systematic documentation and submission before the deadline.
Encourage innovative practices and student entrepreneurship.	Formed the Institution Innovation Council (IIC) to comply with AICTE norms, promoting innovation and entrepreneurship among students and staff.
Celebrate global awareness events to foster social responsibility.	Conducted the World Earth Day program themed

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	14/12/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	23/02/2024

15. Multidisciplinary / interdisciplinary

Holistic Education with a Focus on Women's Empowerment: Cluny Women's College is dedicated to fostering women's empowerment through a multidisciplinary approach, aligning seamlessly with the NEP's vision of holistic education. The college emphasizes skill enhancement and broad-based learning to prepare students for dynamic professional and social environments.

Interdisciplinary Initiatives: The college actively promotes interdisciplinary learning by encouraging participation in seminars across departments, fostering intellectual diversity through lectures delivered by professors from varied fields, and stimulating critical thinking through interdepartmental debates. These initiatives break disciplinary silos and cultivate a collaborative academic culture.

Motive-Based Clubs for Experiential Learning: To enhance interdisciplinary engagement and foster creativity, the college has established motive-based clubs such as the Nature Club, Electoral club, Yoga and Self Defence club and Indian Knowledge System (IKS) club. These platforms provide students with opportunities to explore diverse interests, develop critical skills, and engage with social and environmental issues meaningfully.

Value Education for Holistic Growth: In alignment with the NEP's goals, Cluny Women's College offers Value Education classes that focus on nurturing ethical values, emotional intelligence, and a positive attitude. These classes contribute significantly to shaping students into responsible and empathetic individuals.

Comprehensive Personality Development: The college is committed to fostering the overall personality development of its students. By integrating multidisciplinary education, skill-building initiatives, and value-based learning, Cluny Women's College equips students to become competent, socially responsible, and value-driven citizens, contributing meaningfully to society within the NEP framework.

16. Academic bank of credits (ABC):

Affiliation: Cluny Women's College is affiliated with the University of North Bengal, ensuring its academic programs align with university regulations and standards.

ABC Readiness: While awaiting the University of North Bengal's implementation of the Academic Bank of Credits (ABC) system, the college has proactively embraced the concept in principle. Students are regularly informed about ABC through notices and awareness sessions conducted by the Principal, ensuring they are prepared for its adoption while making it

mandatory through the universities regulations before new registration. Pedagogical Approach: The college promotes a progressive pedagogical framework that emphasizes project-based, exploratory, and inquiry-driven learning. This approach not only enhances student engagement but also fosters critical thinking and problem-solving skills. Focus on Innovation: Committed to continuous improvement, the college actively explores innovative teaching methods to enhance student receptivity and create a dynamic learning experience through the regular use of Information Technology and Blended Learning. Alignment with NEP 2020: In line with the objectives of NEP 2020, Cluny Women's College is fostering a conducive environment for holistic education. The college is prepared to integrate the Academic Bank of Credits and other NEP-aligned initiatives to offer flexible, multidisciplinary, and learner-centric education.

17.Skill development:

Prioritizing Skill Development: Cluny Women's College places a strong emphasis on skill development to equip students with the competencies needed for professional success and personal growth. Institution has established Institutional Innovation Council to foster the culture of innovation, Skill Development and start-up ecosystem. Pragmatic and Career-Oriented Courses: The college offers practical, skill-enhancing programs such as the Bachelor of Computer Applications (BCA) and Certificate, Diploma and Advanced Diploma in Communicative & Functional English and Certificate in Computer Application. These courses are designed to provide hands-on experience and industry-relevant skills. Capacity Building through Strategic Partnerships: Final-semester students benefit from Capacity Building and Skill Incubation Training Programmes facilitated by the Career Counselling Cell. To enhance these efforts, the institution has signed Memorandums of Understanding (MOUs) with organizations such as RICE, Bal Suraksha Abhiyan (BSA), MANI Trust, and LIC, providing students with access to expert guidance and real-world opportunities. Value-Based Education for Holistic Growth: Value Education Classes are integrated across all semesters, focusing on core values such as truth, justice, peace, love, and non-violence. These classes foster moral development and a sense of social responsibility among students. Alignment with NEP 2020: The institution's robust, skill-oriented approach and diverse course offerings align seamlessly with the goals of the National Education Policy 2020. By fostering practical skills, interdisciplinary learning, and value-based education, Cluny Women's College is preparing students to thrive in a dynamic and evolving world.

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

Teaching in Indian Languages: The college ensures inclusivity and accessibility by offering courses in local languages, such as Nepali Language and Literature. This initiative fosters a deeper connection with regional and national linguistic heritage. Use of local Language is encouraged for better student perception and understanding. **Cultural Integration:** Indian cultural elements are seamlessly integrated into the curriculum as designed by the affiliating university. Co-curricular activities conducted by the college have an intergaration of local cultural heritage . This approach nurtures a sense of identity, belonging, and appreciation for the nation's rich cultural heritage. **Synergy with Human Values:** The Value Education course consciously links academic content with essential human values like truth, justice, and empathy. This synergy ensures that students develop both intellectually and morally. **Commemoration of National Days:** The institution observes all national commemorative days with great respect and enthusiasm, fostering patriotism and awareness among students and staff. **Incorporation of Yoga Practices and Self Defence:** Regular yoga sessions are conducted to promote holistic development, emphasizing mental well-being, physical health, and spiritual growth with special emphasis in celebration of International Yoga Day. Students also benifit from special sessions held regularly on Self Defence. **Active Faculty Engagement:** Faculty members play a pivotal role in promoting cultural, social, and educational inclusivity, contributing to the integration of Indian knowledge systems into academic and extracurricular activities.

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

Competitive Exam Preparation: The institution offers dedicated training for state, central, and private sector exams through career counselling programmes. These sessions are conducted in collaboration with professional agencies like RICE, ensuring that students receive expert guidance and preparation for various competitive exams. **Personality Development for Holistic Growth:** Adopting an inclusive approach, the college fosters the overall personality development of students. In addition to motivational classes aimed at building confidence, the institution offers Value Education programmes and Certificate of Proficiency (COP) courses to enhance students' personal and professional skills. **National Service Scheme (NSS) as an Outcome-Based Education Programme:** The NSS at Cluny Women's College is aligned with the principles of Outcome-Based Education (OBE), focusing on community service, social responsibility, and personal growth. Through NSS

activities, students develop leadership, teamwork, and social awareness. Success Stories to Inspire Students: To motivate current students, the college regularly shares success stories of alumni who have secured positions in diverse sectors. These stories serve as examples of the potential career paths and opportunities available, encouraging students to strive for excellence. Alignment with NEP 2020: The institution's emphasis on competitive exam preparation, personality development, and outcome-based education aligns seamlessly with NEP 2020's focus on fostering skill development, holistic education, and measurable learning outcomes as outlined by affiliating University (University of North Bengal).

20.Distance education/online education:

IGNOU Centre on Campus: The IGNOU (Indira Gandhi National Open University) Centre on campus plays a pivotal role in promoting distance education. It offers flexible learning opportunities to students, enabling them to pursue higher education alongside their regular academic commitments through Short Term Diploma Courses, Graduate Courses and Post Graduate Courses. **Induction Programmes for Distance Learning:** The institution conducts comprehensive induction programmes to highlight the benefits of Distance Learning Mode. These sessions familiarize students with the various learning resources and opportunities available through IGNOU, encouraging wider participation in distance education. Alignment with NEP 2020: The institution's initiatives, including distance learning opportunities, remedial support, and diverse subject offerings, are aligned with NEP 2020. These efforts aim to foster skill development, promote real-world performance, and provide equitable access to education for all students. **Online/Blended Mode Learning:** Remedial classes are conducted in Online/blended mode, ensuring that slow learners receive the necessary support for academic success. These classes are especially beneficial during vacations, promoting equity by providing additional learning opportunities outside the regular academic schedule.

Extended Profile

1.Programme

1.1 21

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 367

Number of students during the year

File Description	Documents
Data Template	View File

2.2 353Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 187

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 35

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 0

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	21
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	367
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	353
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	187
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	35
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	0
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	25
Total number of Classrooms and Seminar halls	
4.2	5401552.67
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	41
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

The institution offers Undergraduate Courses framed by the University of North Bengal. The college encourages the use of innovative techniques and methods within the established academic structures to provide integrated learning experiences to students. A proactively ready timetable with well divided workload and other administrative tasks marks the institutional performance. Measures are adopted for curriculum implementation such as holding regular class lectures, use of audio-visual aid and e-resources. The performance of students is well monitored through evaluation methods such as class tests, departmental seminars, group discussions and interactive classroom discussions. The college takes pride in well-equipped library which is highly conducive to teaching-learning. Teachers regularly update their disciplinary knowledge through refresher Courses, evaluation, and participation in different decision-making bodies of the University. CBCS system ensures adequate academic flexibility for students to choose their subjects. The National Education Policy (NEP) 2020 introduced Four-

Year Undergraduate Programme (FYUGP), designed to foster critical thinking, creativity, and problem-solving skills. This initiative also aligns with the NEP's vision of enhancing multidisciplinary education, integrating vocational and liberal arts training, and encouraging a global perspective.

The college also offers various add-on courses such as Communicative and Functional English as Career Oriented Program in Certificate, Diploma and advanced Diploma. Students actively engage in independent study, field trips, excursions and conferences, to integrate sustainability into the curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.clunycollege.ac.in/programs-offered-syllabus.html

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

Cluny Women's College, Kalimpong is affiliated to the University of North Bengal. The college calendar is made with prior consultation with the different departments regarding their programs for the forthcoming semesters. An academic calendar is prepared before the commencement of the Academic year (July to June) which outlines the various activities to be performed during the academic year by the various departments and committees like seminars, debates, special lectures, celebration of National and State importance, college games and sports etc., along with the dates for internal exams which is regularly held before the university exams. Study leave before the commencement of the examinations is usually conveyed to students well in advance, though it doesn't find reflection in the academic diary because of the changing pattern of the university examinations. Individual departments are given the freedom to formulate their own routine regarding the conduct of continuous internal assessment via class tests, assignments, viva voce etc. This allows for flexibility and freedom of assessment to individual teachers based on the academic progress and syllabus accomplishment of each department. The department teachers hold regular meetings to discuss the progress and performance of the respective departmental students and apprise the HOI about the same.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 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

5

File Description	Documents
Any additional information	No File Uploaded
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)**4**

File Description	Documents
Any additional information	No File Uploaded
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**281****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****0**

File Description	Documents
Any additional information	View File
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**

The College uses inventive methods for effective deliverance in accordance to the needs of institutional objectives. Practice of ethical conduct in the institution necessitates that the students in the classroom practice respect, desire well-being of fellow friends as motivating factors for learning. The college engages the students in service-learning components that encourage students to participate in community service projects that enhances their appreciation and practice of human values. The institution encourages collaboration between different fields to create inter-disciplinary courses that weave together multiple perspectives. The students are engaged in active learning by using project-based learning methods, discussions and group work that

allow students to engage with issues in real world contexts. Opportunities are built up to provide students to apply their learning through service projects and internships.

Environmental Education, knowledge of sustainable development, nature-based learning, outdoor and field-based education are few actions that are practiced not only as curricula-based education but also as skill enhancing activities. Students are encouraged to take up a sense of individual responsibility for the environment and also cultivate a commitment to sustainable living through the nature club. The institution attempts to integrate sustainability into the curriculum by using the campus as a laboratory by actively engaging in independent study, field trips, attending conferences and others.

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

11

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

531

File Description	Documents
Any additional information	No File Uploaded
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 from the following stakeholders Students Teachers Employers Alumni	A. All of the above

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)	No File Uploaded

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://www.clunycollege.ac.in/feedback-report.html

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

353

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

76

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

Cluny Women's College is committed to addressing the diverse learning needs of students through targeted approaches that cater to both slow learners and advanced learners. Various initiatives are implemented to ensure academic growth and confidence among all students.

For slow learners, remedial classes are conducted to provide additional support and clarify concepts that may have been difficult to grasp in regular classes. These sessions focus on foundational knowledge and learning gaps. Periodic class tests are organized to assess their understanding and provide constructive feedback for improvement. Moreover, assignments are given to encourage independent study while reinforcing key topics, helping slow learners build confidence gradually.

To further enhance peer support, group discussions and peer teaching play a crucial role. Advanced learners are encouraged to assist slow learners by explaining concepts in a simplified manner, fostering collaborative learning and mutual growth.

For advanced learners, the college provides opportunities for intellectual stimulation through access to the Department Library, which offers additional resources for in-depth study. The mentor-mentee program ensures personalized guidance, where mentors support learners in achieving their goals.

By employing these structured approaches, Cluny Women's College ensures that slow learners receive the necessary support while advanced learners are challenged to reach their full potential, fostering an inclusive and balanced academic environment.

File Description	Documents
Link for additional Information	Nil
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
10	1

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

Cluny Women's College adopts a variety of student-centric methods to ensure holistic education and active learning, empowering students with knowledge, skills and real-world exposure.

The college organizes departmental seminars and special lectures to provide students with opportunities to learn from experts, gain insights beyond textbooks and stay updated with contemporary developments in their fields.

The college fosters student engagement in innovative ideas through initiatives such as the Nature Club and Yoga sessions. The Nature Club encourages students to develop environmental awareness, participate in eco-friendly projects and foster a connection with nature. Yoga sessions promote physical and mental well-being, helping students develop focus, discipline and emotional balance.

Study tours and field trips are integral to experiential learning, offering practical exposure. The departments of Sociology, History, Education and Geography organise regular field trips and study tours that allow students to observe real-world applications of their classroom knowledge, enhancing their understanding and analytical skills.

The college promotes experiential learning through hands-on activities, workshops, and projects that encourage learning by

doing.

Additionally, community extension programs through NSS (National Service Scheme) provide students with opportunities to engage in social service, including awareness drives, community clean-ups and outreach programs.

Thus, the college aims to provide a holistic and innovative educational experience by blending traditional teaching methods with modern, learner-centered, activity-based pedagogy. With a strong emphasis on rational and experiential learning, this approach enables students to achieve academic excellence, develop a deeper understanding of real-world challenges and foster self-empowerment.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Cluny Women's College is committed to integrating ICT-enabled tools into the teaching-learning process, ensuring dynamic and effective education. At present, the institution has 12 ICT-enabled rooms (10 classrooms, 1 Hall and 1 COP lab) to enhance learning experiences. Teachers utilize PowerPoint presentations as a key instructional tool, making lessons visually engaging and easier to understand for students.

The use of digital resources and e-books through platforms like N-LIST (INFLIBNET) provides access to vast academic content, enabling both teachers and students to explore high-quality research materials. This has fostered independent learning and resource-based study among students.

To ensure quick and effective communication, WhatsApp groups are used as a vital tool for disseminating information, sharing study materials, and addressing student queries promptly. This platform enhances connectivity between teachers and students, bridging communication gaps and facilitating collaboration.

Highlighting the innovative use of ICT tools, the Department of

Sociology organized a two-day International Seminar on "Inequalities, Othering, and Violence in Everyday Life" on November 23rd and 24th, 2023 in hybrid mode which allowed participation from global scholars and students, combining in-person and virtual interactions seamlessly.

These initiatives reflect the college's commitment to adopting technology-driven methods for enhancing the teaching-learning process, fostering a modern and inclusive academic environment.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

35

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

5

File Description	Documents
Any additional information	View File
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

296

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.

Cluny Women's College has established a transparent and robust mechanism for internal assessment to ensure a fair and comprehensive evaluation of students. The system is designed to assess academic progress through multiple modes, focusing on regular monitoring and consistent performance.

The college conducts internal examinations which serve as a key component of the evaluation process. These examinations are structured to test students' understanding of the syllabus and their preparedness for university examinations. Additionally, class tests are held periodically and assignments are given for continuous evaluation and to identify areas where students may need improvement.

Another integral aspect of the internal assessment mechanism is the focus on regular attendance, with a minimum of 75% attendance being mandatory. This ensures that students actively participate in the teaching-learning process, stay engaged, and benefit fully from classroom interactions. Attendance records are meticulously maintained. The breakup of the internal assessment according to the university guidelines are: 10 marks for the internal assessment and 5 marks for attendance.

The assessment process is conducted transparently, with teachers discussing test results and providing constructive feedback to students. Through this structured and transparent system, Cluny Women's College ensures academic accountability, fosters discipline and encourages continuous learning, ultimately enhancing the overall performance of students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Cluny Women's College has implemented a transparent, time-bound and efficient mechanism to address internal examination-related grievances, ensuring fairness and accountability. The process is designed to provide students with an accessible platform to voice their concerns and seek timely resolution.

The college has a Grievance and Redressal Committee that addresses

students' grievances or issues by regularly monitoring and forwarding concerns submitted through the grievance box installed on the college premises for timely resolution. However, there is no central mechanism specifically for handling grievances related to internal examinations. Instead, such grievances are managed at the departmental level, where the respective departmental teachers individually address and resolve students' concerns.

Regular Parent-Teacher Meetings (PTMs) also serve as a medium for addressing grievances. During these meetings, parents and teachers discuss students' performance and address concerns, if any, related to internal assessments or examinations. This collaborative approach ensures that students' issues are communicated and resolved efficiently.

Additionally, student feedback is a vital part of the grievance mechanism. Feedback is collected periodically to identify recurring issues and try to mitigate the issues successfully. Students are encouraged to share their concerns for supportive and solution-oriented environment.

Through these initiatives, Cluny Women's College ensures that all examination-related grievances are dealt with fairly and efficiently, promoting trust, transparency and student satisfaction in the assessment process

File Description	Documents
Any additional information	View File
Link for additional information	https://www.clunycollege.ac.in/grievance-redressal-committee.html

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 institution strictly follows the curriculum prescribed by the University of North Bengal for its various programs. Each program is designed with clearly defined Program Outcomes (POs) and Course Outcomes (COs), which are readily available on the college website <https://www.clunycollege.ac.in/program-outcome-academic.html>. Additionally, hard copies of the syllabi and learning outcomes are accessible in department offices, library and college website for students' reference. These outcomes play a vital role in helping

students achieve the following objectives:

- The courses provide students with the flexibility to choose from a diverse range of subjects, catering to their varied interests and academic goals.
- The different disciplines aim to cultivate research aptitude, enabling students to undertake multi-disciplinary research and develop innovative ideas through empirical learning methods such as projects, field surveys, and practical-based assignments.
- The programs are designed to broaden students' perspectives, fostering a deeper understanding of their subjects, improving leadership and communication skills, and building self-esteem.
- Value-added courses play a crucial role in instilling ethical and moral values, encouraging students to develop a sense of tolerance and a deeper philosophical understanding of human values.
- The Certificate, Diploma, and Advanced Diploma Courses (Career-Oriented Programmes) enhance students' writing, communication and language skills. These courses also help build self-confidence, leadership abilities and productive capacity through participative learning approaches.

Through these well-structured outcomes, the institution ensures a holistic development of students, equipping them with knowledge, skills and values essential for personal and professional success.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.clunycollege.ac.in/program-outcome-academic.html
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 progress of Programme Outcomes (POs) and Course Outcomes (COs) at Cluny Women's College is continuously evaluated through a robust and systematic mechanism that includes the following approaches:

- Periodic Internal Audits by the Academic Council: The

Academic Council conducts regular internal audits to monitor and ensure the achievement of programme outcomes at the institutional level.

- **Classroom and Mentoring Feedback:** During lectures, remedial class, practical sessions, and mentor-mentee meetings, teachers monitor students' learning and gather valuable feedback.
- **Student Evaluation:** All programmes are evaluated through internal assessments conducted by the college and external examinations conducted by the University of North Bengal.
- **Student Feedback:** Teachers actively gather feedback from students regarding their classroom experiences. Additionally, mentor-mentee interactions and the Student Satisfaction Survey (SSS) serve as tools for identifying areas for improvement.
- **Departmental Committee Meetings:** Regular departmental meetings are held to assess and discuss the progress of students and outcomes.
- **Principal's Interaction with Students:** The Principal engages directly with students to understand their experiences and address any concerns regarding learning outcomes.
- **IQAC Meetings:** The Internal Quality Assurance Cell (IQAC) reviews the attainment of POs and COs and proposes strategies for continuous improvement.
- **Parent-Teacher Meetings:** Feedback and inputs from parents are gathered during PTMs to further evaluate and improve academic performance and outcomes.

Through these well-defined mechanisms, Cluny Women's College ensures a comprehensive and consistent evaluation of Programme and Course Outcomes, promoting quality education and continuous academic progress.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.clunycollege.ac.in/program-outcome-academic.html

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

211

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	https://www.clunycollege.ac.in/userfiles/file/AQAR-2023-2024/2.6.3%20Annual%20Report.pdf

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.clunycollege.ac.in/userfiles/file/AQAR-2023-2024/2.7.1%20Student%20satisfaction%20survey.pdf>

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)

70,000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	Nil

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**

30

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**

10

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

4

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

Cluny Women's College actively engages in impactful extension activities, addressing social issues, empowering communities, and fostering holistic student development.

- Demonstrating commitment to social responsibility, NSS Units I and II extended relief supplies for the Teesta flood victims, distributing essential items such as food, toiletries, and clothing.
- Ensuring sustained support, a second relief drive was organized for the flood-affected communities of Rangpo, delivering rations and water filters to the relief camp.
- Strengthening community ties, NSS Unit I organized a seven-day Annual Special Camp at Dara Gaon, Tashiding, which included a village survey, school activities, cleanliness drives, healthcare sessions, and a free eye camp.
- Advocating environmental sustainability, NSS volunteers conducted a Swachhata Abhiyan, removing single-use plastic waste, cleaning blocked jhoras, installing signboards, and pledging collective responsibility for environmental health.
- Empowering housewives, students conducted basic English classes for housewives, enhancing their confidence and communication skills.
- Standing against gender discrimination and misogyny, the college collaborated with the Bal Suraksha Abhiyan Trust for a Silent Protest and Peace Rallies, raising awareness on social justice issues.
- College participated in extension work at Duare Sarkar,

assisting government officials with form-filling and distributing pamphlets to raise awareness about government schemes, promoting social responsibility, and enhancing students' understanding of administrative processes.

- Honoring freedom fighters and fostering patriotism, students commemorated Balidan Diwas on 25th August 2023, paying tribute to martyrs at the statues of Jangabir Sapkota and Sahid Durga Malla, Kalimpong.

These initiatives reflect our commitment to social responsibility, holistic education, and meaningful community engagement.

File Description	Documents
Paste link for additional information	Nil
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

3

File Description	Documents
Any additional information	No File Uploaded
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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

352

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

12

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

Area: 2.3200 Acres

Total built-up area of college building 24,687 sq. ft.

- The college spans an area of 2.32 acres, with a total built-up area of 24,687 sq. ft. It features 24 classrooms, 11 of which are equipped with ICT facilities. Additional facilities include a students' hostel, an infirmary, a girls' common room, an auditorium, a counselling room, a prayer room, a conference room, a yoga room, a music room, and three guest rooms.
- Three well-equipped laboratories support the academic needs of BCA, COP, and Geography students. The COP lab is accessible for students enrolled in the COP courses as well as Geography for GIS.
- The library, covering 1063 sq. ft, is Wi-Fi enabled and accommodates 50 students indoors, with additional seating for 70 students in an open reading area. The IT Zone is equipped with seven internet-connected computers, providing access to e-resources via INFLIBNET and N-LIST.
- The Administrative Section, located in the Main Block, includes the Principal's Office, Accountant's Office, General Office, and IQAC Room, all outfitted with computers and internet connectivity. It also features nine printers and a photocopy machine.
- The campus ensures uninterrupted power with a 45 KB generator and is secured by 43 CCTV cameras. Fire safety

measures include 11 fire extinguishers, a fire hose, and two additional fire extinguishers in key areas.

- To promote sustainability, the college has installed six solar lights.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution boasts a comprehensive range of facilities designed to cater to diverse interests and promote a well-rounded lifestyle for the students. It provides dedicated spaces for art exhibitions, sports, performances, and cultural events, creating an enriching environment that encourages students to engage in and appreciate various forms of artistic expression.

- For those seeking balance and tranquility, the institution offers a serene yoga centre and a prayer room, fostering mindfulness and enhancing mental well-being. Each department utilizes the yoga room in the DRRC Block once a week, supporting the institution's focus on holistic development.
- The Zenith Wall magazine which was inaugurated in the previous year continues to encourage students to put up new posters and wall magazines.
- An open ground supports outdoor games and sports activities, while adequate provisions are also made for indoor games, yoga, gymnasium use, and amenities for student and faculty support.
- A spacious, well-ventilated multipurpose hall-cum-auditorium, Declan Hall, established in 2004, hosts cultural and academic events such as seminars, conferences, and workshops. It also accommodates indoor activities like table tennis, badminton, and carom.
- A Common Room is available for students to organize and participate in co-curricular and cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

700240

File Description	Documents
Upload any additional information	No File Uploaded
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 college library underwent Semi-automation on August 5, 2022, under reference number TDG/22/080501, utilizing ATHENOS software (single version) developed by Nichols Advanced Technologies. This Windows-based system enables advanced search capabilities with multiple terms using Boolean operators. Spanning an area of 1063 sq.ft, the Wi-Fi-enabled library serves as a vital resource for teaching and learning. It accommodates 50 students in a seating area, provides open reading space for 70 students, and includes a designated section for 10 faculty members, playing an integral role in the academic environment.

The ATHENOS circulation system efficiently manages various library operations, including check-ins, check-outs, registrations, renewals, item status updates, and student information. It generates overdue notices, fines, and circulation reports while offering customizable fine settings for different member categories. The software supports the tracking of issued and returned books, managing item statuses, maintaining fine balances, and conducting stock verifications. It also facilitates importing and exporting book and member details in Excel format and includes a robust database backup and restore system. The library utilizes N-LIST and INFLIBNET through eight computers, granting students access to e-resources. Its collection includes approximately 10,733 books, twelve printed journals, four periodicals, and three newspapers in Nepali and English. The library offers electronic resources such as e-books and e-journals via INFLIBNET. Equipped with 100 Mbps internet connectivity, the library also features one printer and a photocopy machine, enhancing its functionality and accessibility.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://student.clunycollege.ac.in/index.php?section=default&action=opac_search&is_lib=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

B. Any 3 of the above

books Databases Remote access toe-resources

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)****267796**

File Description	Documents
Any additional information	No File Uploaded
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****62**

File Description	Documents
Any additional information	No File Uploaded
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 college is equipped with 28 desktop computers and 11 laptops, all of which are accessible to students, to which 13 desktops were added to the COP lab in the academic**

session 2023-2024 raising the count to 41 desktops. The campus also has 9 printers, 8 allocated to the administrative section and 1 in the library, along with 11 projectors. These facilities ensure that the college has adequate ICT infrastructure to support academic and administrative activities.

- The BCA lab is well equipped with computers, enhancing the learning environment with advanced technology. To ensure the optimal performance of computing resources, regular maintenance and repairs are conducted for all computers and laptops, reflecting the institution's dedication to technological upkeep.
- The college employs various software solutions for library management, online admissions, semester fee processing, and other administrative functions, supported by a dedicated college domain. Recently, the college website was updated to improve its functionality and user experience.
- To address cybersecurity concerns, the college routinely updates antivirus software on all systems.
- Maintenance has been carried out on the Photocopy machine and CCTV cameras to enhance operational efficiency and campus security.
- Improvements to campus connectivity have been made with the installation of additional Wi-Fi routers, ensuring a reliable and modern network infrastructure for the entire college community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

41

File Description	Documents
Upload any additional information	No File Uploaded
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)

4701313

File Description	Documents
Upload any additional information	No File Uploaded
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.

The Cluny Women's College Policy on Maintenance and Utilization of Physical, Academic, and Support Facilities focuses on equitable access and efficient use of resources. Regular assessments and budget allocations for repairs are central to this policy.

- Key objectives include establishing Standard Operating Procedures (SOPs) for academic and physical spaces, optimizing the use of facilities, and conducting ongoing evaluations to plan for future infrastructure needs. The infrastructure is categorized into common facilities like departmental libraries and laboratories, library and reading areas, and sports facilities, each managed by designated committees.
- Routine maintenance is planned by the Management, supported by internal and external agencies, ensuring proper upkeep of areas such as the main building, DRRC block, and Declan

Hall.

- Classrooms are maintained by non-teaching staff who ensure cleanliness, while teachers are responsible for maintaining daily class records.
- Laboratories and libraries operate according to timetables, SOPs, and regular stock verifications, adhering to government norms for waste disposal.
- Support facilities, such as the infirmary, undergo regular maintenance to keep medical equipment in optimal condition.

Sports facilities are also consistently maintained, with equipment records documented in stock registers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

157

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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**8**

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://www.clunycollege.ac.in/
Any additional information	No File Uploaded
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

265

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

265

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 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	A. All of the above
---	----------------------------

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

4

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

32

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

0

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)

Cluny Women's College in Kalimpong emphasizes holistic student development by actively involving students in academic, administrative, and extracurricular activities.

A key feature of this approach is its vibrant Students' Council, which plays a central role in organizing college events and initiatives.

Class representatives are elected annually from every department and semester, ensuring broad representation. From this group, the General Secretary and Assistant Secretaries are appointed to work closely with department heads, faculty, and mentors, addressing both academic and non-academic concerns. Regular meetings between the institution's leadership, faculty, and the Students' Council form a collaborative framework for problem-solving and efficient decision-making.

Class representatives also contribute significantly to various committees, ensuring the smooth execution of events such as painting exhibitions, drawing competitions, seminars, Nature Club initiatives, NSS programs, and cultural events. Their active involvement highlights the college's commitment to fostering leadership and organizational skills among students.

The Students' Council further supports the college by maintaining discipline and creating an environment conducive to growth and learning. By integrating students into its administrative and extracurricular framework, Cluny Women's College ensures they develop the skills and confidence necessary for success in both personal and professional spheres.

File Description	Documents
Paste link for additional information	Nil
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

19

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Established in 1998, Cluny Women's College proudly hosts an esteemed Alumni Association, formally recognized as the 'Cluny Women's College Alumni Association' under the West Bengal Registration of Societies Act XXVI of 1961. Having seen twenty-three successful graduating cohorts, the academic year 2023-2024 marked a celebration of the achievements of 214 graduates, a testament to the institution's steadfast commitment to providing exceptional education.

The Cluny Women's College Alumni Association in Kalimpong dedicates itself to societal betterment, emphasizing goals like offering scholarships to deserving and underprivileged students. Notably, the Cluny Alumni Scholarship recognized excellence in academic performance for the session 2023-24, benefiting students such as Ms. Nurpandi Lepcha from the Commerce Department, Ms. Mukta Adhikari from the Education Department, and Ms. Shejal Tamang from the History Department. Another scholarship for outstanding library reference work was awarded to Ms. Amira Lama, Ms. Sharda Thapa and Ms. Shreya Rai.

The Alumni Association actively fosters connections between alumni and current students, promoting enduring bonds and collaborative goal realization. Notable alumni like Ms. Mala Sherpa, an entrepreneur delivered insightful lectures on agricultural and organic farming on International Women's day. Additionally, Ms.

Suvarna Poudyal, an entrepreneur and cake artist shared her ideas and thoughts related to her work field.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

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

Cluny Women's College, managed and guided by the Sisters of St. Joseph of Cluny, is dedicated to holistic education, character development, and spiritual enlightenment. Rooted in Gospel values and the principles of justice, liberty, and fraternity, its mission prioritizes intellectual growth, the upliftment of marginalized students, and gender equality. The transformative vision, embodied in the motto "Tamaso Ma Jyotirgamaya" (leading from darkness to light), strives for excellence, industry-academia collaboration, and environmental consciousness. Aligned with the National Education Policy (NEP) 2020, the institution emphasizes teacher involvement in decision-making, fostering community development, and ensuring internal quality assurance.

Cluny Women's College is deeply committed to women's empowerment. By fostering a supportive and inclusive environment, the college encourages students to embrace their strengths and take on leadership roles within the community. The college strives to integrate cultural values into the curriculum, fostering an appreciation for diversity, social responsibility, and community service among students.

By focusing on industry-academia partnerships through MOUs and community engagement, Cluny Women's College aims to produce well-

rounded graduates who contribute to societal development while embodying a holistic educational approach. By establishing partnerships with various industries, students are provided with practical insights and opportunities that not only enhance their employability but also facilitate the real-world application of their academic knowledge. Active participation in committees and councils reflects the institution's commitment to informed governance.

- Teachers play a pivotal role in decision-making processes and encourage to foster development initiatives
- Ensures and enhances Internal Quality Assurance Cell. Top of Form

File Description	Documents
Paste link for additional information	https://www.clunycollege.ac.in/vision-mission.html
Upload any additional information	View File

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

Decentralization and participative management are recognized as vital for fostering collaborative decision-making and shared responsibility within educational institutions. At Cluny Women's College, Kalimpong, these principles are reportedly implemented through key bodies like the Academic Council, Teachers' Council and IQAC with the latter serving as a prominent example of decentralization.

It has been observed that the IQAC embodies decentralization by selecting a coordinator who collaborates closely with the principal in a coordinated leadership model. Reports highlight that the Teachers' Council forms various subcommittees in consultation with the IQAC, ensuring participative governance and collective accountability.

The IQAC is also responsible for establishing regular feedback mechanisms, a critical component in addressing academic and administrative challenges. These mechanisms enable continuous improvement and ensure adaptability to evolving needs. The decentralized structure allows for dynamic decision-making, positioning the IQAC as a key body for fostering institutional

resilience and growth.

This participative management system reportedly enhances the ability to support academic excellence and address future challenges. By empowering stakeholders, the college is said to cultivate a culture of collaboration and shared responsibility. The IQAC and the Teachers' Council's approach exemplifies how decentralization can contribute significantly to the overall development and success of an educational institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Cluny Women's College, Kalimpong, demonstrates its unwavering commitment to its strategic plan for 2023-2024 through the successful implementation of initiatives aligned with its mission of academic excellence, social responsibility, and holistic development.

Key highlights include the active participation of students in community-based programs, notably through NSS Units I and II.

- On October 4, 2023, students volunteered at a relief camp for victims of the Sikkim flash flood. Their efforts involved distributing essential supplies, providing emotional support, and assisting with camp operations. This initiative showcased their compassion, leadership, and strong sense of responsibility.
- Promoting health and wellness was another priority. On March 3, 2024, the college organized a special health camp focused on eye check-ups. This event catered to the healthcare needs of underprivileged communities, reaffirming the institution's dedication to societal welfare.
- Additionally, from April 20 to 26, 2024, the Sociology Department conducted a household survey and community extension program. The initiative aimed to understand local needs, raise awareness about pressing social issues, and foster meaningful student engagement with the community.

These activities underscore the college's strategic emphasis on participatory learning and impactful social contributions, reflecting its commitment to empowering students and fulfilling its Vision and Mission with integrity and purpose.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Cluny Women's College, managed and guided by the Sisters of St. Joseph of Cluny, is dedicated to holistic education, character development, and spiritual enlightenment. Rooted in Gospel values and the principles of justice, liberty, and fraternity, its mission prioritizes intellectual growth, the upliftment of marginalized students, and gender equality. The transformative vision, embodied in the motto "Tamaso Ma Jyotirgamaya" (leading from darkness to light), strives for excellence, industry-academia collaboration, and environmental consciousness. Aligned with the National Education Policy (NEP) 2020, the institution emphasizes teacher involvement in decision-making, fostering community development, and ensuring internal quality assurance.

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councils reflects the institution's commitment to informed governance.

- Teachers play a pivotal role in decision-making processes and encourage to foster development initiatives
- Ensures and enhances Internal Quality Assurance Cell. Top of Form

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.clunycollege.ac.in/organogram.html
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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

Cluny Women's College has strategically implemented a comprehensive set of welfare measures to support the well-being of both teaching and non-teaching staff, aiming to cultivate a positive and enriching work environment.

A transparent performance appraisal system promotes fairness, and a grievance redressal mechanism is in place for the timely

resolution of concerns. Regular staff meetings and feedback sessions foster an open and collaborative dialogue, strengthening the supportive community within the college.

For the teaching staff, the college has established a robust professional development program that includes seminars and faculty development initiatives, ensuring continuous learning and skill enhancement. Financial support is also prioritized, providing additional assistance for their academic pursuits.

Non-teaching staff at Cluny Women's College benefit from various welfare initiatives and skill development opportunities. The institution emphasizes work-life balance by offering flexible working hours where possible to accommodate the diverse needs of the staff.

Both teaching and non-teaching staff are provided with departmental laptops, internet access, and work in clean and green campus environment. The college also offers financial support to staff members facing personal losses, along with leave on duty, preparatory days, and hosts a pre-Christmas celebration and staff picnic for recreational enjoyment.

File Description	Documents
Paste link for additional information	Nil
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

25

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

Cluny Women's College adheres to the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 (Regulation No. F.3-1/2009, dated June 30, 2010). The performance of each employee is assessed annually after completing one year of service.

For teaching staff, the Performance-Based Appraisal System (PBAS) is employed, with promotions guided by the UGC Career Advancement Scheme (CAS). The PBAS proforma and Academic Performance Indicators (API) scores play a crucial role in evaluating teaching performance. The Internal Quality Assurance Cell (IQAC) of Cluny Women's College verifies these proformas to ensure accuracy and adherence to institutional standards.

Non-teaching staff undergo annual performance assessments through confidential reports that evaluate various parameters such as work ethic, discipline, and interpersonal skills. The Annual Confidential Report assesses six key areas, rated on a seven-point scale, to provide a comprehensive evaluation of performance.

For teaching staff, the comprehensive self-appraisal focuses on multiple aspects of their roles, including Teaching and Instruction, Assessment and Evaluation, Professional Development, Student Interaction and Support, Classroom Management, Administrative Responsibilities, Interpersonal Skills, Student Outcomes, Innovation and Creativity, and Workload Management. These areas assess the effectiveness of teaching, student

engagement, administrative tasks, and professional growth.

Similarly, non-teaching staff are evaluated on Work Efficiency, Job Knowledge and Skills, Time Management, Communication Skills, Collaboration, Problem Solving, Adaptability, Professional Development, Customer Service, and Reliability. These parameters ensure a thorough assessment of their contributions to the institution's smooth functioning.

File Description	Documents
Paste link for additional information	https://wbhed.gov.in/readwrite/uploads/1513600964.pdf
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

Cluny Women's College conducts both internal and external financial audits throughout the year to ensure transparency and compliance with financial regulations. Internally, regular audits are carried out by the college's internal audit team, which focuses on the day-to-day financial operations. Externally, the college undergoes an annual audit by independent external auditors (Auditors appointed by the Government) who evaluate the financial statements and ensure adherence to regulatory standards. However, the external audit has been pending due to the delay in appointing an auditor by the Directorate of Public Instructions, Higher Education Department, Government of West Bengal.

Cluny Women's College follows a structured process to address and resolve audit objections. Upon identifying any issues, the finance department works closely with the auditors to promptly resolve them. This process involves meticulous documentation and clarification of financial transactions. In cases of discrepancies, the college takes corrective actions and makes necessary adjustments to rectify any errors or instances of non-compliance.

The college's Audit Committee plays a crucial role in overseeing the audit process and ensuring the effective resolution of objections. Through a collaborative approach involving the finance

team, management, and auditors, Cluny Women's College is committed to maintaining financial integrity and addressing audit concerns on time within the established framework.

File Description	Documents
Paste link for additional information	Nil
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)

1,29,617

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

Cluny Women's College implements a comprehensive strategy for resource mobilization to secure funds and maximize resource utilization. The institution adopts a multifaceted approach, leveraging various avenues for financial support, including seeking donations from alumni, forming partnerships with corporate sponsors, and actively engaging in government grant programs and Research Organizations.

The resource mobilization policy focuses on building strong relationships with stakeholders, fostering a culture of philanthropy, and diversifying funding sources to ensure financial stability. Regarding procedures, the college upholds transparent financial reporting and efficient fund allocation practices. The finance office regularly evaluates areas requiring additional support and ensures that funds are allocated strategically to meet both academic and infrastructural needs.

Cluny Women's College emphasizes accountability by offering donors clear insights into how their contributions are utilized. This transparency helps build trust and encourages ongoing support. The institution is committed to continuously refining its resource mobilization strategies to adapt to changing financial conditions and uphold its mission of providing quality education.

The management of Cluny Women's College is dedicated to utilizing the funds received to their fullest potential, involving all stakeholders in the process to ensure effective and efficient use of resources.

File Description	Documents
Paste link for additional information	Nil
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 Institutional Quality Assurance Cell (IQAC) at Cluny Women's College plays a pivotal role in strategically planning and managing both academic and administrative activities. It coordinates academic calendars, publishes detailed schedules, ensures equitable evaluation processes, nurtures a research-focused environment, oversees co-curricular activities, and emphasizes alumni engagement, all of which contribute significantly to the college's overall development.

A major focus of the college's quality assurance efforts lies in -

- Holistic education and social responsibility including student support and remedial measures. These initiatives highlight the institution's commitment to fostering well-rounded individuals and ensuring the success and well-being of its students.
- Holistic education and social responsibility is demonstrated through seminars, and Women's Day celebrations, reflecting the college's belief that education extends beyond academics. By actively engaging with the community and promoting social responsibility, Cluny Women's College prepares students to be academically proficient and socially conscious citizens.

These two key aspects, as outlined in various meeting agendas and action reports, underscore the college's dedication to providing a comprehensive and supportive educational experience. By prioritizing overall development and addressing individual student needs, Cluny Women's College aligns with modern educational practices and strengthens its commitment to quality education and student welfare.

File Description	Documents
Paste link for additional information	https://www.clunycollege.ac.in/igac.html
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 teaching-learning process is regularly reviewed at multiple levels. Faculty members of the department led by the Head of the Department consistently evaluate teaching methods, both university and internal assessment results. Key areas of focus include syllabus division and lesson planning, which are outlined in the course outcome documents available on the college website.

The IQAC conducts surveys among students, parents, staff, and alumni to collect feedback and make recommendations for departmental improvements.

New students are required to attend mandatory Orientation Programs, where they are introduced to the educational philosophy, evaluation systems, and the institute's culture.

The recommendations of the IQAC play a key role in enhancing the teaching-learning process, leading to initiatives such as the adoption of effective teaching methods, the scheduling of the academic calendar, proper distribution of syllabus that includes lecture documentation that is reflected through daily classes taken report, and an evaluation system that incorporates student feedback, continuous assessments.

The following initiatives have been implemented by the IQAC during the academic year:

- Programme-based outcomes of the CBCS syllabus and FYUGP

syllabus

- Internal marks recorded in the department register
- Teacher class attendance records
- Departmental e-materials accessible in the library
- Mentor-mentee records
- Stakeholders' feedback

Two notable proactive measures taken by the IQAC include the Mentor-Mentee records and Stakeholders' Feedback, which serve as examples of institutional reviews and the implementation of teaching-learning reforms driven by the IQAC.

File Description	Documents
Paste link for additional information	Nil
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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

Cluny Women's College, founded in 1998, is the sole undergraduate Women's College in Kalimpong district, West Bengal. It is dedicated to empowering women through higher education, equipping them to take on social responsibilities and address global concerns. Since its inception, the institution has championed gender equity through various programmes.

- Promoting Gender Awareness through text-based approach and real-life application.
- Annual observance of International Women's Day.
- The Women's Cell is actively engaged and furthering gender sensitization.
- 24/7 security personnel.
- CCTV surveillance across the college premises and hostel.
- Regular servicing of sanitary napkin vending machines and incinerators.
- To prevent and address cases of sexual harassment, in accordance with UGC Regulations 2015, the Internal Complaints Committee merged with the Grievance Redressal Cell handles student complaints and grievances effectively through a process of discussion and counseling.
- For the sake of enhancement of student performance, holistic development, and to address stress related issues Mentor-Mentee Cell is actively engaged.
- The Women's Cell/Vishaka Cell ensures safety and security by following procedural guidelines to address sexual harassment cases. In the session 2023-2024 the cell has organised a talk on "Consent and Medico-legal Aspects" and a demonstration of Self Defence Approaches.
- Ongoing collaboration with Bal Suraksha Abhiyan to provide legal support and awareness regarding human trafficking, child labour and Childline.

File Description	Documents
Annual gender sensitization action plan	https://www.clunycollege.ac.in/userfiles/file/AQAR-2023-2024/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan.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	https://www.clunycollege.ac.in/userfiles/file/AQAR-2023-2024/7.1.1facilities%20provided%20to%20%20women.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	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
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	
<p>Solid Waste Management:</p> <ul style="list-style-type: none"> Dustbins are located in entrances, canteens, libraries, and outdoor gathering spots. The dustbins are regularly cleaned and maintained, lowering the possibility of overflowing trash and deterring littering around the bins. Numerous student-led activities, such as awareness campaigns and workshops are organized. Campus segregates degradable and non-degradable waste in separate bins. Degradable waste is repurposed as livestock feed and contributes to the windrow system, accelerating decomposition. Windrows organize organic waste from cafeterias and gardens, stirred regularly for aeration, fostering beneficial bacteria. Non-degradable waste is responsibly disposed of through collaboration with scrap dealers. A number of signages are placed in different areas in the campus to create awareness about solid waste management among the students. Our institution installed a sanitary pad incinerator to offer a secure and environmentally responsible method of disposing of menstrual waste. <p>E-waste Management:</p> <ul style="list-style-type: none"> The College prioritizes data privacy by thoroughly wiping electronic devices before recycling. Repairable items are sent for repair. E-waste is collected, stored, and recycled or reused. Standard practices include refilling printer 	

cartridges and reusing UPS batteries. Useful components are preserved for future use.

The college is in communication with a certified agency for e-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.clunycollege.ac.in/userfiles/file/AQAR-2023-2024/7.1.3.pdf
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
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	No File Uploaded

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

A. Any 4 or all of the above

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

A. Any 4 or all 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	No File Uploaded

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).

Cluny Women's College is dedicated to fostering an inclusive environment marked by tolerance and harmony across diverse cultures, regions, languages, and communities. The institution welcomes students from varied cultural backgrounds, irrespective of their community affiliations.

To promote cultural understanding, the college hosts diverse events like Fresher's Welcome, International Women's Day, and Farewell/Graduation Day. Special occasions such as 'Bhasa Diwas' and 'Bhanu Jayanti,' along with national commemorative days, feature vibrant cultural performances encompassing dances, songs, dramas, poems, and sloka recitations. Religious tolerance is practiced through the inclusion of various religious festivals in the event roster.

The NSS unit actively participates in socioeconomic and awareness programmes, organizing special camps and relief activities within the Kalimpong district. Notable events like NSS Day foster social consciousness.

Furthermore, our commitment to inclusivity is evident in initiatives such as visits to Akashvani Siliguri, where sixth-semester students received practical knowledge of broadcasting techniques and were made aware of the press's role in fostering cultural, regional, linguistic, and societal harmony.

Cluny Women's College stands as a beacon for diversity, enlightenment, and a harmonious environment where students learn, respect, and thrive together.

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	No File Uploaded

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

Our institution fosters awareness of constitutional obligations, emphasizing values, rights, duties, and responsibilities among students and employees. Through a Value Education program, we instil ethical principles and civic consciousness.

National celebrations like Independence Day, Republic Day, and Gandhi Jayanti engage students with India's constitutional history and inspire patriotism and social responsibility.

Our social outreach initiatives, such as voter awareness programs with hands-on EVM and VVPAT training and NSS camps in adopted villages, emphasize active citizenship.

Relief efforts during disasters and socio-economic surveys also demonstrate our commitment to civic responsibility.

Environmental consciousness is cultivated through Nature Club activities, including "Beat Plastic Pollution" campaigns, Ban Mahotsav or "Mission One Day Plantation" drives, and workshops on vector-borne diseases. Events like World Environment Day and Earth Day encourage students to adopt sustainable practices.

Cultural events like International Women's Day and Freshers' Welcome-cum-Oath-Taking ceremonies underscore values of diversity, equality, and social harmony.

Additionally, seminars and educational tours deepen students' understanding of India's heritage and sociocultural dynamics, aligning with the constitutional emphasis on unity in diversity.

By integrating these varied initiatives, we ensure that students and employees are sensitized to their roles as responsible citizens upholding constitutional values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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.

B. Any 3 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	No File Uploaded

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

In the academic year 2023-2024, our college celebrated national and international commemorative days, events, and festivals, fostering awareness, cultural pride, and environmental responsibility. Under the aegis of various committees, these celebrations highlighted our institution's commitment to holistic development.

The Nature Club marked World Environment Day (June 5) and Ban Mahotsav with tree plantation drives and awareness campaigns. It also observed International Mountain Day and World Earth Day

through events like the inter-department documentary competition "Plant vs Plastic", promoting sustainability.

The Nepali Department organized 209th Bhanu Jayanti, Sahid Diwas, and the 32nd Nepali Bhasa Manyata Diwas. Apart from these events, the department also observed Balidan Diwas to honour Sahid Durga Malla's legacy, reinforcing the significance of sacrifice for the nation. All these events showcased regional heritage and contributed to the Indian Knowledge System (IKS), an area emphasized by UGC and the Government of India.

The NSS units led Independence Day and Republic Day celebrations, instilling patriotic values. The Women's Cell observed International Yoga Day and International Women's Day, emphasizing health, mindfulness, and gender equality.

A Graduation Ceremony, Students' Council Oath Taking, and the inaugural Silver Jubilee Programme reflected academic milestones. Gandhi Jayanti was marked with "Shramdaan for Swachhata," promoting cleanliness and service.

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. Sustainable Campus Living

The College embraces the principles of eco-consciousness and sustainable practices, aligning with the Sustainable Development Goals (SDGs), particularly SDG 15 (Life on Land). By prioritizing a pollution-free and green environment, the campus ensures the preservation of biodiversity and environmental well-being. The initiative incorporates landscaping with lush gardens, diverse flora, and medicinal herbs, fostering ecological balance. Sustainable measures include maintaining clean classrooms,

promoting energy-efficient lighting through LED bulbs, adopting alternative energy sources by installing outdoor solar panels, and maintaining an effective windrow method of composting.

These efforts contribute to improving indoor air quality and reducing the institution's carbon footprint while creating an eco-friendly and visually appealing environment. Students and staff actively participate in cultivating environmental awareness and a shared responsibility for sustainable living.

2. Holistic Value Education

The College actively provides Value Education to degree students, emphasizing mindfulness, empathy, and mental well-being. The initiative promotes appreciation for diversity and integration of cultural and religious understanding. Through this program, students develop kindness, compassion, and a sense of identity, enriching their educational experience. The practice fosters inclusivity and nurtures a well-rounded perspective, empowering students to become socially responsible individuals.

Students exhibit heightened comprehension of daily life, showcasing ethical decision-making skills. Notably, there's a discernible improvement in mental health awareness and the adoption of enhanced personal hygiene practices, indicating the programme's positive impact on holistic development.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

The Society of the Sisters of St. Joseph of Cluny founded ClunyWomen's College in 1998 with the goal of promoting women's empowerment and education. By providing equal chances and resources for women, the organization seeks to challenge the conventional norms of a society dominated by men. The college is committed to promoting self-control, perseverance, responsible behaviour, and empowerment by raising awareness of diverse societal issues.

The goals of the institution are in line with the notion that better educated women make society stronger and wealthier. By fostering intellectually gifted pupils, it seeks to inculcate ideals of justice, compassion, forgiveness, and dignity while becoming a centre of academic excellence.

The institution carries out a number of programs, such as career counselling, financial assistance through scholarships, counselling services, safety and security, involvement in community activities, and programmes for sensitization. In addition to holding lectures on women's rights, it observes International Women's Day. In addition, it highlights the accomplishments of women in a variety of sectors by inviting female leaders from Kalimpong and the neighbouring areas to speak to the students.

In general, Cluny Women's College is committed to achieving its goals of empowering, educating, and supporting women in order to positively influence society by cultivating female leaders and advancing gender equality.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. **Placement Cell Development:** Organizing campus recruitment drives, career counselling sessions, and building industry tie-ups for better employment opportunities
2. **Capacity building for Students:** Hosting regular international and national seminars, conferences, workshops and certificate courses on leadership, critical thinking and emotional intelligence.
3. **Participation in Unnat Bharat Abhiyan:** Strengthening social responsibility and community engagement through adoption of villages
4. **Collaboration and MOU's:** Partnering with industries, research organizations, and other institutions for internships, research and academic exchange programs.
5. **NIRF:** Striving towards achieving a position in the NIRF 2025 rankings.