



## Cluny Women's College

8th Mile, Kalimpong - 734301

West Bengal, INDIA

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

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

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

Ref. No.: .....

Date: .....

### IQAC ACTION TAKEN REPORT FROM APRIL 2023 TO MAY 2024

MEETING DATE: 24<sup>th</sup> June 2023

#### Agenda

##### 2. Discussion on FYUGP under NEP for Upcoming Session

##### 3. Celebration of Bhanu Jayanti, Independence Day, Nepali Bhasa Manyata Diwas, and Balidan Diwas

##### 4. Fire Drill and Fire Safety Awareness Programme

##### 5. Student Recruitment Drive Programme

##### 6. BAN MAHOTSAV Programme by Nature Club

##### 7. Student Credit Card Awareness Programme

#### Action Taken

Dr. Sr. Pushpa Michael introduced the implementation of the Four-Year Undergraduate Programme (FYUGP) under the NEP for the upcoming session. A sub-committee chaired by Dr. Amlan Lahiri was formed to oversee curriculum development, faculty training, and infrastructural requirements. The sub-committee will present a detailed report in the next meeting.

The proposals for organizing these events were unanimously accepted. Mr. Dilu Darjee coordinated Bhanu Jayanti, Mr. Aman Khatai oversaw Independence Day celebrations, Mr. Mehern Subba managed Nepali Bhasa Manyata Diwas, and Mr. Dilu Darjee handled Balidan Diwas arrangements.

A fire drill and fire safety awareness programme were organized in collaboration with the local fire department. Ms. Phup Kesang Bhutia liaised with the fire department and successfully scheduled the event.

The student recruitment drive was held in Darjeeling on 10/07/2023, coordinated by the Placement Cell, led by Ms. Payal P. Sinha. Local businesses and institutions participated, providing students with employment opportunities and exposure.

The BAN MAHOTSAV programme was successfully conducted on 18/07/2023, with tree planting and environmental awareness activities organized by the Nature Club. Ms. Phup Kesang Bhutia oversaw the programme and ensured student participation.

A student credit card awareness programme was organized to educate students about the benefits and application process of the student credit card scheme.

  
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**8. FYUGP Orientation Programme for First Semester Students**

An orientation programme for first-semester students was conducted in the first week of the new session. Dr. Amlan Lahiri prepared the schedule and content, introducing students to the FYUGP curriculum and campus facilities.

**9. GIS and COP Lab Setup**

A proposal for setting up GIS and COP labs was prepared and submitted for funding and resource allocation. Subasish Mahalanabis led this initiative.

**10. Library Orientation Programme for First Semester Students**

A library orientation programme was conducted during the first week of the new session. The Librarian prepared the orientation material and schedule to familiarize new students with library resources and services.

**11. Parent-Teacher Meeting**

A parent-teacher meeting was organized after the first term examinations to discuss students' progress. Ms. Prakriti Pradhan coordinated with teachers and parents to finalize a suitable date.

**12. All Staff Capacity Building Workshop**

A capacity-building workshop for all staff members was organized in collaboration with external experts, covering topics such as new teaching methodologies, digital literacy, and stress management. Dr. Sr. Pushpa Michael finalized the details and schedule.

**13. Online Skill Enhancement for Students by Higher Education Dept in Collaboration with IBM**

An online skill enhancement programme was conducted in collaboration with the Higher Education Department and IBM, focusing on emerging technologies and soft skills. Dr. Meera Dahal oversaw the programme and coordinated the necessary arrangements.

  
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## IQAC ACTION TAKEN REPORT FROM APRIL 2023 TO MAY 2024

MEETING DATE: 3<sup>rd</sup> October 2023

S. No.	Agenda	Action Taken
1	Confirmation of the Minutes of the Last Meeting	On 24th June 2023, the minutes of the previous IQAC meeting were read out by Mr. Dipesh Roy and confirmed by the members. Key discussions included the implementation of the FYUGP under NEP, events like Bhanu Jayanti, and the approval of various programs such as the student recruitment drive, fire drill, and GIS lab setup.
2	Discussion on NAAC Certificate and Gradation	On 24th June 2023, Dr. Sr. Pushpa Michael and Mr. Dipesh Roy presented a report analyzing the college's B+ grade from NAAC. The report highlighted strengths and areas for improvement, which were acknowledged. The resolution emphasized addressing these areas in the upcoming AQAR preparation.
3	AQAR Preparation	On 24th June 2023, the AQAR preparation was discussed. It was resolved to divide the preparation into seven criteria-wise groups, each headed by a coordinator. Mr. Dipesh Roy was tasked with finalizing the list of teachers for each criterion. The emphasis was placed on improving areas identified in the NAAC assessment.
4	Silver Jubilee Celebration of the College	On 24th June 2023, the Silver Jubilee Celebration was discussed. It was resolved that the celebration would include spiritual, social outreach, cultural, and academic programs. Committees comprising faculty, students, and external collaborators will be formed and announced in the next meeting.
5	Preparations for All Departments Guardian Meeting of All Odd Semester	The guardian meeting is scheduled for 5th December 2023 at 12:30 PM. Preparations have begun, and invitations will be sent to all guardians by the respective departments.

  
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S. No.	Agenda	Action Taken
6	Anti-Ragging Measures	On <b>24th June 2023</b> , anti-ragging measures were discussed. A flying squad was formed, including Dipesh Roy, Phup Kesang Bhutia, Meera Dahal, and others. The squad will patrol the campus regularly and conduct awareness programs. This initiative ensures a safe and inclusive environment for all students.
7	Preparations of CAS Related Papers for Promotions	On <b>24th June 2023</b> , it was resolved that fourteen permanent teachers would complete their CAS papers before the winter vacation. The IQAC Coordinator, Mr. Dipesh Roy, will guide the teachers in compiling and finalizing their documents to facilitate timely promotions.
8	Student Attendance and Updating of Attendance Register	On <b>24th June 2023</b> , the importance of maintaining accurate attendance records was emphasized. All departments are required to regularly update attendance registers to ensure precision and accountability.
9	Staff Welfare Committee	On <b>24th June 2023</b> , the formation of a new Staff Welfare Committee was discussed and approved. The committee, including teachers and non-teaching staff, is now operational, focusing on staff welfare initiatives and enhancing the work environment.  The following seminars and special lectures are scheduled as part of the Silver Jubilee Celebration: - <b>3rd October 2023</b> : Political Science Department's invited lecture. - <b>9th October 2023</b> : B.Com Department seminar. - <b>10th October 2023</b> : Geography
10	Department Seminars	Department seminar. - <b>13th October 2023</b> : Geography Department special lectures on climate change. - <b>16th October 2023</b> : History Department peer teaching sessions. Departments are preparing for these events, coordinating with guest speakers, and ensuring the successful execution of each seminar.
11	Common Room Committee Activity	On <b>5th October 2023</b> , the Common Room Committee organized a sit-and-draw competition. The event was successfully conducted

  
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S.  
No. Agenda

### Action Taken

with active participation from students.

12 Nature Club  
Programme

On **13th October 2023**, the Nature Club organized a medicinal plant drive on campus. The event was well-received, with students actively participating in the drive.

13 Vishakha Cell  
Programme

On **16th October 2023**, the Vishakha Cell organized a talk on consent and its medico-legal aspects, as well as self-defense approaches for women. Experts were invited to speak, and the event was successfully conducted, raising awareness on these crucial topics.

14 Internal Examination

The internal exams are scheduled for **6th November 2023**. All departments have been instructed to finalize exam schedules, prepare question papers, and ensure all necessary arrangements are in place for the smooth conduct of the exams.

  
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### IQAC ACTION TAKEN REPORT FROM APRIL 2023 TO MAY 2024

Date: December 12, 2023

#### S. No. Agenda

#### Action Taken

1 Discussion on AQAR Preparation and Update

The AQAR preparation is ongoing, with all members monitoring and supervising the work closely. Deadlines are being adhered to, and all necessary documents are being completed and submitted before the stipulated date of **24th December 2023**. Timely and accurate documentation is being prioritized to maintain the institution's standards and compliance.

2 Discussion on FYUGP 2nd Semester NBU Undergraduate Syllabus (Even Semester)

All departments have been actively planning and executing the new FYUGP 2nd semester syllabus. Faculty members have been informed and prepared to deliver the updated curriculum, including the new additions and changes in marks distribution. Departments are adjusting teaching strategies to ensure smooth implementation and maintain the quality of education.

3 Discussion on Two-Day International Seminar by the Sociology Department

The Sociology Department successfully organized the two-day international seminar on **23rd-24th November 2023** on "Inequalities, Othering, and Violence in Everyday Life." The seminar was conducted in a blended mode, with both in-person and virtual participation. The event was well-coordinated, and the department's efforts were formally acknowledged and appreciated.

4 Discussion on Field Visit of History Department to Historic Site

The History Department is proceeding with planning the field visit to the historic site. Preparations are underway to ensure the visit enhances practical learning experiences for students.

5 Discussion on Geography Department Soil Testing Workshop

The Geography Department successfully organized a soil testing workshop on **25th November 2023**. The workshop provided hands-on experience in soil analysis to students and was well-received.

6 Discussion on Teaching and Non-Teaching Staff Picnic

The staff picnic was successfully organized on **26th November 2023** at Reshi Khola, promoting team building and relaxation for all staff members.

  
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7 **Discussion on Re-test for Slow Learners**

The re-test for slow learners is scheduled for **29th November 2023**. Faculty and staff are providing necessary support to ensure a conducive testing environment, allowing students to enhance their academic performance through additional assessment.

8 **Discussion on Upcoming Odd Semester NBU Exams**

Preparations for the upcoming university exams for the 1st, 3rd, and 5th semesters, starting on **1st December 2023**, are in full swing. Departments are finalizing exam schedules, preparing question papers, and arranging examination venues.

9 **Discussion on Staff Christmas Celebration**

The staff Christmas celebration is scheduled for **21st December 2023**. Preparations are underway to organize a festive event for all staff members.

10 **Discussion on Book Purchase for the Library**

Each department has received an allocation of Rs. 25,000 for purchasing books for the upcoming even semester. Departments are coordinating with the library staff to ensure that the books meet academic needs and curricular requirements. The purchases are being made to enhance the library's resources and support teaching and research activities.

  
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## Action Taken Report

S. No.	Agenda	Action Taken
1	Confirmation of the Minutes of the Last Meeting	The minutes of the previous meeting had been reviewed, confirmed, and filed for official records. All key decisions from the last meeting had been successfully implemented.
2	Discussion on Silver Jubilee Celebration	The Silver Jubilee Celebration, starting April 6, 2024, had been successfully inaugurated with cultural events. Invitations had been sent, and dignitaries, ex-teachers, ex-students, and stakeholders had attended the event.
3	Discussion on Department-wise Special Lecture Series	All department-wise special lectures and seminars had been successfully conducted as scheduled. Faculty and students had actively participated, and the sessions had been well-received.
4	Discussion on Parent-Teacher Meeting	The Parent-Teacher Meeting scheduled for March 9, 2024, had been successfully conducted. Parents and teachers had engaged in meaningful discussions regarding student progress.
5	Discussion on District-Level Sports Participation	The college team had successfully participated in the district-level sports event at St. Joseph College, Darjeeling, on March 7, 2024. Students had showcased commendable performances.
6	Discussion on College Sports Event	The college sports event scheduled for March 13, 2024, had been successfully organized. Students and staff had participated with enthusiasm, making the event a success.
7	Discussion on NSS Special Camp	The NSS Unit 1 special camp at Tasiding Village, Kalimpong, on March 18, 2024, had been successfully conducted. Volunteers had completed various community engagement activities as planned.
8	Discussion on Student Participation in Inter-College Fest	A group of students, including a fusion dance troupe, had successfully participated in the inter-college fest at St. Joseph College, Darjeeling, on April 13, 2024. Their performances had been appreciated by the audience.
9	Discussion on World Earth Day Programme	The World Earth Day program, themed "Planet vs Plastic," had been successfully held on April 22, 2024. The Nature Club had organized an inter-departmental documentary competition, which had drawn excellent participation.

  
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S. No.	Agenda	Action Taken
10	Any Other Business (AOB)	No additional business had been discussed during the meeting. The Principal had thanked all members for their contributions, and preparations for the next IQAC meeting had been initiated.

  
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### ACTION TAKEN REPORT

Date: 15<sup>TH</sup> April, 2024

Reference No.: IQAC/CWC/37/24

#### CAS Promotion and Selection for the Next Promotions of 14 Full- Time Teachers

The promotions for 14 full-time teachers were successfully scheduled for evaluation and interviews on **24th April 2024** at the University of North Bengal, NBU Guest House. The teachers were assigned to their respective stages of CAS promotions as per the discussion. Dr. Samrat Lasker from the Higher Education Department had been confirmed as the expert for the process, along with the Heads of Departments from NBU acting as subject experts. The necessary arrangements were made, and the schedule was unanimously approved by the IQAC members.

  
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### Action Taken Report

Date: 3<sup>rd</sup> May 2024

Reference no: IQAC/CWC/38/24

#### Agenda Item

#### Action Taken

##### 1. Confirmation of the Agenda from the Last Meeting

The resolution passed in the previous meeting regarding the CAS promotional evaluation and interviews scheduled for **24th April 2024** at the University of North Bengal, NBU Guest House, was successfully confirmed. All 14 incumbents' files were thoroughly scrutinized and signed by JDPI Dr. Samrat Lasker and the respective subject experts from the University of North Bengal. The 14 files were successfully sent to Bikash Bhavan, Kolkata, for obtaining the final confirmation promotion memos.

##### 2. Discussion on FYUGP 4years for 2024-2025

The FYUGP structure was successfully adopted for the incoming batch of students for the **2024-2025** academic session. The course structures, including single and multidisciplinary major and minor combinations, inter-disciplinary courses, ability enhancement courses, value-added courses, and skill enhancement courses, were successfully implemented as per the guidelines. Internships, community service-based projects, and research project work for honours students were incorporated. The college successfully implemented the qualification framework, including undergraduate certificates, diplomas, and degrees. The structure and curriculum for the courses were successfully outlined, ensuring alignment with the guidelines set by the University of North Bengal.

  
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### Agenda Item

### Action Taken

#### 3. Online Admission Process for 2024-2025

The online admission process was successfully carried out as per the schedule. The online application form was made available from **13th May 2024** to **22nd June 2024**. The first, second, and third merit lists were published on **22nd June, 30th June, and 8th July 2024**,

respectively. The admission fees were collected successfully from selected candidates between **24th June and 29th June 2024**. Direct admissions for the B.A. 3-year UG program commenced from **24th June 2024** and the entire admission process for undergraduate courses was completed by **31st July 2024**. The physical verification of documents and the commencement of first-semester classes took place on **24th July 2024**.

#### 4. AICTE Approval Process for Technical Courses and Formation of IIC

The BCA course at Cluny Women's College received **AICTE approval** on **4th April 2024**, allowing the college to continue offering the BCA program under AICTE regulations. In compliance with AICTE's requirements, the Institution Innovation Council (IIC) was successfully formed. Mr. Dhiraj Gautam was officially requested to finalize the selection of council members, both from the teaching and non-teaching staff, and ensure the council functions as per AICTE regulations. The list of council members was successfully presented at the subsequent meeting, marking the formation of the IIC.

#### 5. AOB - Preparation of Class Routine

The Routine Committee successfully prepared and distributed the class schedules for all three semesters. The duration of each class was finalized at one hour, with classes scheduled from **9:00 AM** Monday to Saturday. The class schedules were finalized and distributed promptly, ensuring smooth academic operations.

  
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