



Cluny Women's College

8th Mile, Kalimpong - 734301

West Bengal, INDIA

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

W.B. Govt. Aided Christian Minority College Affiliated to NBU &

Recognized by UGC under section 2(f) & 12(B)

Tele-Fax.: 03552 - 257924 (O

Email: principalcwc@gmail.com

cwc@rediffmail.com

Ref. No.:

Date:

IQAC MEETING NOTICE

18/06/2023

Reference no: IQAC/CWC/33/23

All members of Internal Quality Assurance Cell are cordially invited to attend the 'IQAC MEETING' scheduled on 24th June 2023 at 1.30 pm at the Principal's chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Discussion on FYUGP under NEP for upcoming session
03	Discussion on Celebration of 209 th Bhanu Jayanti on 12/07/2023, Independence day celebration, by NSS, celebration of 32 nd Nepali Bhasa Manyata diwas on 19/08/2023, observance of Balidan diwas of Sahid Durga Malla on 25/08/2023
04	Discussion on fire drill and fire safety awareness programme for the students and the staff
05	Discussion on students recruitment drive programme in Darjeeling on 10/07/2023
06	Discussion on BAN MAHOTSAV programme by nature club on 18/07/2023
07	Discussion students credit card awareness programme
08	Discussion on FYUGP orientation programme for the first semester students
09	Discussion GIS and COP Lab setup
10	Discussion on Libray orientation programme for first semester students
11	Discussion parents teachers meeting
12	Discussion on all staff capacity building workshop
13	Discussion online skill enhancement for the students by higher education dept in collaboration with IBM
14	AOB

Members in IQAC

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

DR. Sr. PUSHPA MICHAEL
PRINCIPAL

[Signature]
18/06/24

Principal
Cluny Women's College
Kalimpong

[Signature]
MR. DIPESH ROY
IQAC COORDINATOR

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



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Ref. No.: IQAC/cwc/3.3/23

Date: 24/06/2023

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Date: June 24, 2023

Time: 1:30 PM

Venue: Principal's Chamber

Members Present:

1. Dr. Sr. Pushpa Michael, Principal
2. Mr. Dipesh Roy, IQAC Coordinator
3. Dr. Amlan Lahiri, Teacher Representative
4. Ms. Payal P. Sinha, Teacher Representative
5. Ms. Phup Kesang Bhutia, Teacher Representative
6. Dr. Meera Dahal, Teacher Representative
7. Mr. Subasish Mahalanabis, Non-Teaching Staff Representative
8. Ms. Prakriti Pradhan, Representative from Alumni Association
9. Dr. Donatus Kujur, External Member
10. Dr. Yonah Bhutia, External Member
11. Ms. Nima Sherpa, Student Representative

Agenda Items and Resolutions:

1. Confirmation of the Minutes of the Last Meeting

The minutes of the previous IQAC meeting were read out by the IQAC Coordinator, Mr. Dipesh Roy. The members reviewed and confirmed the accuracy of the minutes. No amendments were suggested. The minutes of the previous meeting were unanimously confirmed.

2. Discussion on FYUGP under NEP for Upcoming Session

Dr. Sr. Pushpa Michael introduced the topic of implementing the Four-Year Undergraduate Programme (FYUGP) under the National Education Policy (NEP) for the upcoming academic session. The discussion focused on curriculum development, faculty training, and infrastructural requirements.

A sub-committee, chaired by Dr. Amlan Lahiri, was formed to oversee the curriculum development and implementation process. The sub-committee will present a detailed report in the next meeting.



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Date 24/06/23

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

Mr. Dipesh Roy proposed the organization of several upcoming events. The 209th Bhanu Jayanti on 12/07/2023 will include cultural programs and guest lectures. The Independence Day celebration will feature flag hoisting, a parade, and student activities organized by the NSS. The 32nd Nepali Bhasa Manyata Diwas on 19/08/2023 will have a literary event with student participation. The Balidan Diwas of Sahid Durga Malla on 25/08/2023 will be marked by a special assembly and homage ceremony.

The proposals were unanimously accepted. Mr. Dilu Darjee will coordinate Bhanu Jayanti, Mr. Aman Khatri will oversee Independence Day celebrations, Mr. Meherman Subba will manage Nepali Bhasa Manyata Diwas, and Mr. Dilu Darjee will handle Balidan Diwas arrangements.

4. Fire Drill and Fire Safety Awareness Programme

Dr. Meera Dahal proposed organizing a fire drill and fire safety awareness programme for students and staff. The discussion highlighted the importance of safety training and emergency preparedness. It was resolved to conduct the fire drill in collaboration with the local fire department. Ms. Phup Kesang Bhutia will liaise with the fire department and schedule the event.

5. Student Recruitment Drive Programme

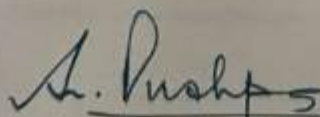
Dr. Amlan Lahiri proposed a student recruitment drive to be held in Darjeeling on 10/07/2023. The objective is to provide students with employment opportunities and exposure to local businesses and institutions. The Placement Cell, led by Ms. Payal P. Sinha, will coordinate with local businesses and institutions to ensure successful participation.

6. BAN MAHOTSAV Programme by Nature Club


Ms. Phup Kesang Bhutia proposed the BAN MAHOTSAV programme, scheduled for 18/07/2023, which will include tree planting and environmental awareness activities organized by the Nature Club. The proposal was approved. Ms. Phup Kesang Bhutia will oversee the programme and ensure student participation.

7. Student Credit Card Awareness Programme

Mr. Dipesh Roy suggested organizing a student credit card awareness programme to educate students about the benefits and application process of the student credit card scheme.


24/06/23

Principal
Cluny Women's College
Kalimpong


24.06.23
Coordinator

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

8. FYUGP Orientation Programme for First Semester Students

Dr. Amlan Lahiri proposed an orientation programme for first-semester students to introduce them to the FYUGP curriculum and campus facilities. The orientation programme will be conducted in the first week of the new session. Dr. Amlan Lahiri will prepare the schedule and content for the programme.

9. GIS and COP Lab Setup

Phup Kesang Bhutia discussed the need for setting up GIS (Geographic Information System) and COP (Certificate of Proficiency) labs to enhance the technical skills of students. A proposal will be prepared and submitted for funding and resource allocation. Subasish Mahalanabis will lead this initiative.

10. Library Orientation Programme for First Semester Students

Ms. Payal P. Sinha suggested a library orientation programme to familiarize new students with the library resources and services. The library orientation will be conducted during the first week of the new session. The Librarian will prepare the orientation material and schedule.

11. Parent-Teacher Meeting

Ms. Prakriti Pradhan proposed organizing a parent-teacher meeting to discuss students' progress and address any concerns. The meeting will be scheduled after the first term examinations. Ms. Prakriti Pradhan will coordinate with the teachers and parents for a suitable date.

12. All Staff Capacity Building Workshop

Mr. Dipesh Roy proposed a capacity-building workshop for all staff members to cover topics such as new teaching methodologies, digital literacy, and stress management.

The workshop will be organized in collaboration with external experts. Dr. Sr. Pushpa Michael will finalize the details and schedule.

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

Dr. Sr. Pushpa Michael discussed an online skill enhancement programme for students in collaboration with the Higher Education Department and IBM, focusing on emerging

A. Pushpa
24/6/23

Principal
Cluny Women's College
Kalimpong

LR
24-6-2023
Internal Quality Assurance Cell (IQAC)
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technologies and soft skills. The programme will be overseen by the Dr. Meera Dahal and will coordinate for the necessary arrangements.

14. Any Other Business (AOB)

No additional business was discussed. The meeting concluded with the Principal thanking all members for their active participation. The next IQAC meeting will be scheduled in due course.

A. Pushpa
24/06/23

Principal
Cluny Women's College
Kalimpong

A. Rm
24.06.24

Coordinator
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IQAC MEETING NOTICE

27/09/2023

Reference no: IQAC/CWC/34/23

All members of Internal Quality Assurance Cell are cordially invited to attend the 'IQAC MEETING' scheduled on 3rd October 2023 at 1.30 pm at the Principal's chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
02	Discussion on NAAC certificate and gradation as college has received
03	AQAR preparation
04	Discussion on Silver Jubilee celebration of the College
05	Discussion on preparations for all departments guardian meeting of all odd semester
06	Discussion on anti ragging
07	Discussion on preparations of CAS related papers for the promotions
08	Discussion on student's attendance and updating of attendance register
09	Discussion on staff welfare committee
10	Discussion on dept seminar
11	Discussion on common room committee activity
12	Discussion on programme for nature club
13	Discussion on programme for the vishakha cell
14	Discussion on internal Examination
15	AOB

Members in IQAC

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

DR. Sr. PUSHPA MICHAEL
PRINCIPAL

Principal
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MR. DIPESH ROY
IQAC COORDINATOR

Coordinator
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Ref. No.:.....

Date:.....

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Date: October 3, 2023

Time: 1:30 PM

Venue: Principal's Chamber

Reference No: IQAC/CWC/34/23

Members Present:

1. Dr. Sr. Pushpa Michael, Principal *S. Pushpa 3/10/23*
2. Mr. Dipesh Roy, IQAC Coordinator *DR 3.10.2023*
3. Dr. Amlan Lahiri, Teacher Representative *ml 3.10.23*
4. Ms. Payal P. Sinha, Teacher Representative *Payal P. Sinha [3.10.23]*
5. Ms. Phup Kesang Bhutia, Teacher Representative *Phup Kesang Bhutia 3/10/23*
6. Dr. Meera Dahal, Teacher Representative *Meera Dahal 3.10.23*
7. Mr. Subasish Mahalanabis, Non-Teaching Staff Representative *Subasish Mahalanabis 3/10/23*
8. Ms. Prakriti Pradhan, Representative from Alumni Association *Prakriti Pradhan 3/10/23*
9. Dr. Donatus Kujur, External Member
10. Dr. Yonah Bhutia, External Member
11. Ms. Nima Sherpa, Student Representative *Nima Sherpa 3.10.2023*

Agenda Items and Resolutions:

1. Confirmation of the Minutes of the Last Meeting

The minutes of the previous IQAC meeting were read out by Mr. Dipesh Roy. The members reviewed and confirmed the accuracy of the minutes. In the last IQAC meeting on June 24, 2023, the minutes of the previous meeting were confirmed. Key discussions included the implementation of the FYUGP under NEP, with a sub-committee led by Dr. Amlan Lahiri formed for curriculum development. Upcoming events like Bhanu Jayanti, Independence Day, Nepali Bhasa Manyata Diwas, and Balidan Diwas were organized. A fire safety drill, student recruitment drive, BAN MAHOTSAV, and student credit card awareness programmes were approved. Plans for GIS and COP labs, library orientation, parent-teacher meetings, staff capacity building workshops, and an online skill enhancement programme in collaboration with IBM were also discussed and approved. The minutes of the previous meeting were unanimously confirmed.

2. Discussion on NAAC Certificate and Gradation

In the last IQAC meeting, the college's B+ grade from NAAC was discussed. Dr. Sr. Pushpa Michael and Mr. Dipesh Roy presented a report with graphical analyses based on QnM, QIM,



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Date: 3/10/23

and Peer team metrics-wise score reports. Members were informed about the areas where the college performed well and those needing improvement for AQAR preparation. The report was acknowledged, and it was resolved to place emphasis on the identified areas for improvement in the upcoming AQAR preparation to enhance the college's performance and address the weaknesses highlighted in the assessment.

3. AQAR Preparation

In the last IQAC meeting on June 24, 2023, the college's B+ grade from NAAC was discussed. Dr. Sr. Pushpa Michael and Mr. Dipesh Roy presented a report with graphical analyses based on QnM, QIM, and Peer team metrics-wise score reports. Members were informed about the areas where the college performed well and those needing improvement for AQAR preparation. It was decided to divide the preparation into seven criteria-wise groups, each headed by a coordinator. Mr. Dipesh Roy will finalize the list of teachers for each criterion. Emphasis will be placed on the identified areas for improvement in the upcoming AQAR preparation.

4. Silver Jubilee Celebration of the College

The upcoming Silver Jubilee Celebration of the College was also discussed. The celebration will consist of four parts: spiritual aspects, a social outreach programme to adopt a village, a cultural programme involving local administration and a kaleidoscope, and an academic programme including special lectures and seminars. Each part of the celebration will be meticulously planned and executed to highlight different facets of the college's achievements and community engagement. Different committees will be formed for each aspect to ensure thorough preparation and successful execution of the celebration. These committees, comprising faculty members, students, and external collaborators, will be announced in the next meeting to facilitate detailed planning and coordination. The celebration aims to reflect the college's holistic approach to education, community service, cultural integration, and academic excellence.

5. Preparations for All Departments Guardian Meeting of All Odd Semester

The guardian meeting is scheduled for December 5th at 12:30 PM. Preparations for the guardian meeting will commence, with invitations to be sent to all guardians by the dept.

6. Anti-Ragging Measures

Anti-Ragging Measures were a key focus in the last IQAC meeting. A flying squad was formed to actively monitor and prevent any instances of ragging on campus. The squad includes Dipesh Roy, Phup Kesang Bhutia, Meera Dahal, Prakriti Pradhan, Preshina Thapa,

A. Pushpa
03/10/23

A. R. Roy
3/10/23

Coordinator
Internal Quality Assurance Cell (IQAC)
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Date: 3/10/23

Pratima Sharma, and Dilu Darjee. These members will patrol the campus regularly, especially during peak hours and in areas where students gather, to ensure a safe and welcoming environment for all. They will also be available for students to report any concerns or incidents related to ragging. In addition to patrolling, the squad will conduct awareness programs to educate students about the anti-ragging policies and the importance of maintaining a respectful and supportive community. The formation of this squad underscores the college's commitment to creating a secure and inclusive atmosphere, ensuring that all students can pursue their education free from fear and intimidation.

7. Preparations of CAS Related Papers for Promotions

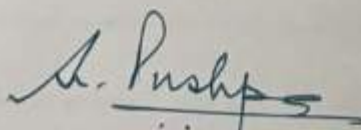
Fourteen permanent teachers were instructed to complete their CAS (Career Advancement Scheme) papers before the winter vacations and submit them to the IQAC Coordinator. These teachers are required to compile and finalize their documents, ensuring all necessary information and achievements are included. The IQAC Coordinator, Mr. Dipesh Roy, will provide guidance and support to the teachers during this process to ensure accuracy and completeness. This step is crucial for facilitating the timely promotion of eligible faculty members. All identified teachers have committed to completing and submitting their CAS papers as directed, which will be reviewed and processed to meet the upcoming deadlines. The resolution aims to streamline the promotion process and ensure that all eligible faculty members receive their due recognition and career advancement opportunities in a timely manner.


8. Student Attendance and Updating of Attendance Register

In the meeting emphasis was placed on maintaining accurate attendance records. All departments are required to ensure regular updating of attendance registers to reflect students' attendance accurately. This measure aims to improve record-keeping and accountability, ensuring that attendance data is precise and up-to-date for administrative and academic purposes.

9. Staff Welfare Committee

The formation of a new Staff Welfare Committee was discussed in the meeting, and everyone agreed on its importance. The committee will include two permanent teachers, two non-teaching staff, two SACT teachers, and one part-time staff. The new committee will be operational immediately, with members actively working on staff welfare initiatives. This committee aims to address staff needs, promote well-being, and enhance the overall work environment through various support and development programs.


03/10/23
Principal
Cluny Women's College
Kalimpong


3/10/23
Coordinator
Internal Quality Assurance Cell (IQAC)
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Date: 3/10/23

10. Department Seminars

As part of the Silver Jubilee Celebration Programme, the following seminars and special lectures have been scheduled to enhance the academic environment and commemorate this significant milestone:

- **October 3:** Political Science Department will host an invited lecture.
- **October 9:** B.Com Department will conduct a seminar.
- **October 10:** Geography Department will hold a seminar.
- **October 13:** Geography Department will feature special lectures on climate change.
- **October 16:** History Department will facilitate peer teaching sessions.

The IQAC discussed the importance of these seminars and lectures in contributing to the academic enrichment of the college community. Each event is designed to reflect the college's commitment to academic excellence and to provide valuable learning experiences for students and faculty. All seminars and lectures will be conducted as scheduled. The respective departments are responsible for making the necessary arrangements, including coordinating with guest speakers, preparing venues, and promoting the events among students and staff. The successful execution of these events will play a crucial role in the overall success of the Silver Jubilee Celebration Programme. The resolution was unanimously agreed upon by all members.

11. Common Room Committee Activity

The Common Room Committee will hold a sit-and-draw competition on October 5th. The competition will be organized, and the committee will ensure active participation.

12. Nature Club Programme

The Nature Club will conduct a medicinal plant drive on campus on October 13th. The drive will be organized, and necessary preparations will be made by the Nature Club.

13. Vishakha Cell Programme

On October 16th, the Vishakha Cell will organize a talk on consent and its medico-legal aspects and self-defense approaches for women. The programme will be organized, with experts invited to speak on the topics.

A. Pushpa
03/10/23

Principal
Cluny Women's College
Kalimpong

A. Rm
3/10/23
Coordinator

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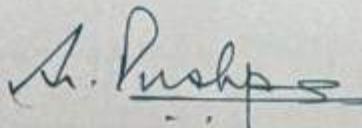
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14. Internal Examination

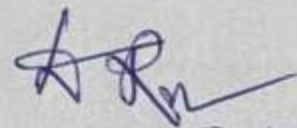
The internal exams are scheduled for November 6th, 2023. The IQAC emphasized the importance of thorough preparation by all departments to ensure the smooth conduct of the exams. This includes finalizing exam schedules, preparing question papers, arranging examination venues, and ensuring all necessary materials and invigilation arrangements are in place. All departments will diligently prepare for the internal exams, ensuring efficient conduct and prompt evaluation. Each department will coordinate with the examination committee to address any logistical issues and ensure that the exams are conducted in a fair and orderly manner. The resolution was unanimously accepted by all members.

15. Any Other Business (AOB)

No additional business was discussed. The meeting concluded with the Principal thanking all members for their active participation. The next IQAC meeting will be scheduled in due course, with the date and agenda to be communicated to all members well in advance. The meeting was adjourned at 4.45 pm


03/10/23

Principal
Cluny Women's College
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3/10/23

Coordinator
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Date:.....

IQAC MEETING NOTICE

5/12/2023

Reference no: IQAC/CWC/35/23

All members of Internal Quality Assurance Cell are cordially invited to attend the 'IQAC MEETING' scheduled on 12th December 2023 at 2.30 pm at the Principal's chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
03	Discussion AQAR preparation and update
04	Discussion on syllabus of FYUGP 2 nd semester syllabus (Even semester)
05	Discussion on Two Day International seminar of Sociology Dept.
06	Discussion on Filed visit of History Dept to Historic site
07	Discussion on Geography dept Soil testing Workshop
08	Discussion on Teaching-non teaching staff picnic
09	Discussion on re test for slow learners
10	Discussion on upcoming odd semester NBU exam
11	Discussion on staff Christmas Celebration
12	Discussion on book purchase for library
13	AOB

Members in IQAC

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

[Signature of Dr. Sr. Pushpa Michael]
05/12/23

DR. Sr. PUSHPA MICHAEL
PRINCIPAL

Principal
Cluny Women's College
Kalimpong

[Signature of Mr. Dipesh Roy]
5/12/23

MR. DIPESH ROY
IQAC COORDINATOR

Coordinator
Internal Quality Assurance Cell (IQAC)
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Date.....

Ref. No.:.....

Minutes of the IQAC Meeting

Date: December 12, 2023

Time: 2:30 PM

Venue: Principal's Chamber

Reference No.: IQAC/CWC/35/23

1. Confirmation of the Minutes of the Last Meeting

The minutes of the previous IQAC meeting held on June 24, 2023, were read by Mr. Dipesh Roy. The members reviewed and confirmed the accuracy of the minutes. Key discussions from the last meeting included the implementation of the FYUGP under NEP, various upcoming events, and approval of several programs and initiatives. The minutes were unanimously confirmed.

Resolution:

The minutes of the previous meeting were confirmed as accurate.

2. Discussion on AQAR Preparation and Update

The members discussed the ongoing Annual Quality Assurance Report (AQAR) preparation in detail. It was emphasized that all pending work should be closely monitored and supervised to avoid any delays. The importance of adhering to deadlines was stressed, and members were instructed to ensure that all necessary documents are completed and submitted before the stipulated date of December 24, 2023. The discussion highlighted the critical role of timely and accurate documentation in maintaining the institution's standards and compliance.

Resolution:

It was resolved that all members are responsible for monitoring and supervising the pending AQAR work. They must ensure that all necessary documents are completed and submitted before the deadline of December 24, 2023. This collective effort is essential for the successful and timely submission of the AQAR, reflecting the institution's commitment to quality and continuous improvement.

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

The members discussed the new syllabus for the FYUGP 2nd semester, which has introduced several additions and changes in marks distribution. The conversation centered on the effective planning and execution of the updated syllabus. Emphasis was placed on

A. Pushp

12/12/23

Principal
Cluny Women's College
Kalimpong

A. Pushp

12.12.2023

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



Cluny Women's College

8th Mile, Kalimpong - 734301

West Bengal, INDIA

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

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Ref. No.: IQAC/cwc/35/23

Date: 12/12/23

understanding the changes thoroughly to ensure smooth implementation. Departments were encouraged to adapt their teaching strategies to incorporate the new elements and adjust to the revised marks distribution.

Resolution:

It was resolved that all departments are responsible for planning and executing the new FYUGP 2nd semester syllabus effectively. This includes integrating the new additions and adjusting to the changes in marks distribution. Departments must ensure that faculty members are well-informed and prepared to deliver the updated curriculum. This coordinated effort is crucial for maintaining the quality of education and meeting the updated academic requirements set forth by the university.

4. Discussion on Two-Day International Seminar by the Sociology Department

The Sociology Department successfully organized a two-day international seminar on "Inequalities, Othering, and Violence in Everyday Life" on November 23 and 24, 2023. The seminar was conducted in a blended mode, combining both in-person and virtual participation, allowing for a broader range of attendees and speakers from different geographical locations. The event featured insightful presentations and discussions that enriched the understanding of the complex issues of inequality, othering, and violence in everyday contexts. The organizing committee's efforts and the high level of engagement from participants were commended.

Resolution:

The success of the two-day international seminar was formally acknowledged and appreciated. The department's ability to coordinate and execute a high-quality academic event in a blended format was particularly praised. This achievement highlights the department's commitment to addressing pertinent social issues through academic discourse and collaboration.

5. Discussion on Field Visit of History Department to Historic Site

Plans for a field visit by the History Department to a historic site were discussed. The visit aims to enhance practical learning experiences for students.

Resolution:

The History Department will proceed with planning the field visit to the historic site.

A. Pushpa
12/12/23

Principal
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[Signature]
12/12/23

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Ref. No.: IQAC/CWC/35/23

Date: 12.12.2023

6. Discussion on Geography Department Soil Testing Workshop

The Geography Department organized a soil testing workshop on November 25, 2023. The workshop aimed to provide hands-on experience in soil analysis to students.

Resolution:

The successful organization of the soil testing workshop was acknowledged.

7. Discussion on Teaching and Non-Teaching Staff Picnic

A picnic for teaching and non-teaching staff was discussed and planned for November 26, 2023, at Reshi Khola.

Resolution:

The staff picnic will be organized as planned, promoting team building and relaxation for all staff members.

8. Discussion on Re-test for Slow Learners

A re-test for slow learners has been scheduled for November 29, 2023, aimed at providing them with an opportunity to enhance their academic performance through additional assessment.

Resolution:

It was resolved that the re-test for slow learners will proceed as scheduled on November 29, 2023. This initiative underscores the institution's commitment to supporting all students in their educational journey, ensuring equitable opportunities for improvement. The re-test is designed to assess and assist slow learners in grasping key concepts and achieving their academic potential. Faculty and staff are encouraged to provide necessary support and guidance to facilitate a conducive testing environment and ensure fair evaluation. This effort aligns with the institution's inclusive approach to education, promoting individual growth and academic success among all students.

9. Discussion on Upcoming Odd Semester NBU Exams

The upcoming university exams for the 1st, 3rd, and 5th semesters were discussed. These exams are scheduled to start on December 1, 2023.

Resolution:

All departments will ensure thorough preparation for the upcoming NBU exams for odd semesters.

A. Prashant
12/12/23

Principal
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[Signature]
12/12/23
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Ref. No. 1.QA/CWC/35/23..

Date.....12/12/2023.....

10. Discussion on Staff Christmas Celebration

The staff Christmas celebration was discussed and planned for December 21, 2023.

Resolution:

The staff Christmas celebration will be organized on December 21, 2023.

11. Discussion on Book Purchase for the Library

During the discussion, it was decided that each department will receive an allocation of Rs. 25,000 for purchasing books necessary for the upcoming even semester.

Resolution:

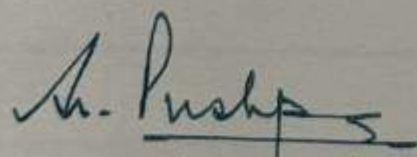
Departments are instructed to utilize the allocated funds effectively to procure required books for the library. It is essential that the selections meet the academic needs and curricular requirements of the even semester. Departments are encouraged to prioritize acquiring books that enhance the resources available to students and faculty, supporting research, learning, and teaching activities. Coordination among departments and the library staff is encouraged to ensure that the purchased books align with the educational objectives and contribute to the overall enrichment of the institution's library collection. This initiative aims to bolster the academic resources available to the campus community, fostering a conducive environment for learning and scholarly pursuits.

12. Any Other Business (AOB)

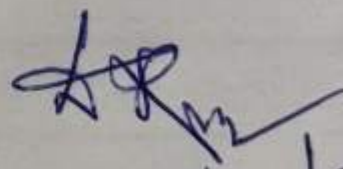
No additional business was discussed.

Resolution:

The meeting concluded with the Principal thanking all members for their active participation. The next IQAC meeting will be scheduled in due course, with the date and agenda to be communicated to all members well in advance.


12/12/23

Principal
Cluny Women's College
Kalimpong


12/12/23

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

Ref. No.:.....

IQAC MEETING NOTICE

25/2/2024

Reference no: IQAC/CWC/36/24

All members of Internal Quality Assurance Cell are cordially invited to attend the 'IQAC MEETING' scheduled on 7th 2024 at 3.30 pm at the Principal's chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
03	Discussion on Silver Jubilee Celebration
04	Discussion on Dept wise special lecture series
05	Discussion on Parent Teacher Meeting
06	Discussion on District level sports participation at the Darjeeling
07	Discussion on College sports
08	Discussion on NSS special camp
09	Discussion on students participations in inter-college fest at St. Joseph College, Darjeeling
10	Discussion on 'World-Earth Day'
11	AOB

Members in IQAC

SL NO	MEMBERS NAME	DESIGNATION
1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	DR. AMLAN LAHIRI	IQAC CORDINATOR
3.	MR. DIPESH ROY	TEACHER REPRESENTATIVE
4.	MR. KOUSHIK ROY	TEACHER REPRESENTATIVE
5.	MS. AKANGSHA MUKHIA	TEACHER REPRESENTATIVE
6.	MR. SUBASISH MAHALANABIS	NON TEACHING STAFF REPRESENTATIVE
7.	DR. PRESHINA THAPA	TEACHER REPRESENTATIVE
8.	MR. DHIRAJ GAUTAM	TEACHER REPRESENTATIVE
9.	DR. DONATUS KUJUR	EXTERNAL MEMBER
10.	DR. YONAH BHUTIA	EXTERNAL MEMBER
11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE

DR. Sr. PUSHPA MICHAEL
PRINCIPAL

Principal
Cluny Women's College
Kalimpong

DR. AMLAN LAHIRI
IQAC COORDINATOR

Coordinator
Internal Quality Assurance Cell (IQAC)
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Date.....

Ref. No.:.....

IQAC Meeting Minutes

Date: March 7, 2024 **Time:** 3:30 PM

Venue: Principal's Chamber

Reference No.: IQAC/CWC/36/24

1. Confirmation of the Minutes of the Last Meeting

The minutes of the previous IQAC meeting held on December 12, 2023, were read by Mr. Dipesh Roy. The members reviewed and confirmed the accuracy of the minutes. Key discussions from the last meeting included the implementation of the FYUGP under NEP, various upcoming events, and the approval of several programs and initiatives. The minutes were unanimously confirmed.

Resolution: The minutes of the previous meeting were confirmed as accurate.

2. Discussion on Silver Jubilee Celebration

Plans for the Silver Jubilee celebration were discussed. The event will start on April 6, 2024, with cultural events. The District Magistrate, principals from hill colleges, special dignitaries, ex-teachers, ex-students, and all stakeholders will be invited.

Resolution: The Silver Jubilee celebration will commence on April 6, 2024, with invitations extended to various dignitaries and stakeholders.

3. Discussion on Department-wise Special Lecture Series

The schedule for special lectures and seminars was discussed:

- Nepali Department Special Lecture: March 20, 2024
- Nepali Department Seminar: March 22, 2024
- Political Science Department Seminar: March 22, 2024
- Sociology Department Special Lecture: April 3, 2024
- Geography Department Special Lecture: February 12, 2024
- Political Science Department Special Lecture: May 9, 2024

A. Pushp
07/03/24

Principal
Cluny Women's College
Kalimpong

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong
M. L. D. D.
1.3.24



Cluny Women's College

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Ref. No.:.....

Date: 10/03/24

Resolution: The department-wise special lectures and seminars were scheduled as discussed, with departments responsible for coordination and execution.

4. **Discussion on Parent-Teacher Meeting**

A Parent-Teacher Meeting was scheduled for March 9, 2024, to discuss student progress and address any concerns.

Resolution: The Parent-Teacher Meeting will be held on March 9, 2024.

5. **Discussion on District Level Sports Participation**

Participation in the district-level sports event at St. Joseph College, Darjeeling, on March 7, 2024, was discussed.

Resolution: The College will participate in the district-level sports event as planned.

6. **Discussion on College Sports**

The college sports event was scheduled for March 13, 2024.

Resolution: The college sports event will be organized on March 13, 2024.

7. **Discussion on NSS Special Camp**

NSS Unit 1 will conduct a special camp at the adopted village, Tasiding Village, Kalimpong, on March 18, 2024.

Resolution: The NSS special camp will proceed as scheduled on March 18, 2024.

8. **Discussion on Student Participation in Inter-College Fest**

A group of students, including a fusion dance troupe, will participate in the inter-college fest at St. Joseph College, Darjeeling, on April 13, 2024.

Resolution: The student group will participate in the inter-college fest on April 13, 2024.

9. **Discussion on World Earth Day Programme**

The World Earth Day program will be held on April 22, 2024, with the theme "Planet vs Plastic." It will include an inter-departmental documentary competition organized by the Nature Club.

A. Pushpa

04/03/24

Principal
Cluny Women's College
Kalimpong

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

Amita
7.3.24



Cluny Women's College

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Ref. No.:

Date: KoAC/cwc/36/24

Resolution: The World Earth Day program will be conducted on April 22, 2024, featuring a documentary competition organized by the Nature Club.

10. Any Other Business (AOB)

No additional business was discussed.

Resolution: The meeting concluded with the Principal thanking all members for their active participation. The date and agenda for the next IQAC meeting will be communicated in due course

S. Pushpa
07/03/24

Principal
Cluny Women's College
Kalimpong

Amalashini
7.3.24

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



Cluny Women's College

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Date:.....

IQAC MEETING NOTICE

9/4/2024

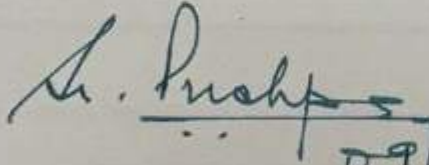
Reference no: IQAC/CWC/37/24

All members of the Internal Quality Assurance Cell (IQAC) are cordially invited to attend the upcoming IQAC meeting scheduled for **15th April 2024 at 3:30 PM** in the Principal's Chamber.

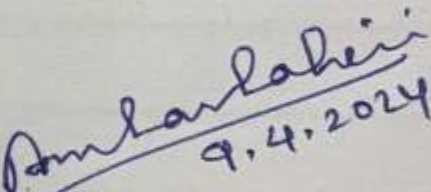
The meeting will focus on a single agenda item: **CAS Promotion and Selection for the 14 Full-Time Teachers.**

Members in IQAC

SL NO	MEMBERS NAME	DESIGNATION
1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	DR. AMLAN LAHIRI	IQAC CORDINATOR
3.	MR. DIPESH ROY	TEACHER REPRESENTATIVE
4.	MR. KOUSHIK ROY	TEACHER REPRESENTATIVE
5.	MS. AKANGSHA MUKHIA	TEACHER REPRESENTATIVE
6.	MR. SUBASISH MAHALANABIS	NON TEACHING STAFF REPRESENTATIVE
7.	DR. PRESHINA THAPA	TEACHER REPRESENTATIVE
8.	MR. DHIRAJ GAUTAM	TEACHER REPRESENTATIVE
9.	DR. DONATUS KUJUR	EXTERNAL MEMBER
10.	DR. YONAH BHUTIA	EXTERNAL MEMBER
11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE


09/04/24
DR. Sr. PUSHPA MICHAEL
PRINCIPAL

Principal
Cluny Women's College
Kalimpong


9.4.2024
DR. AMLAN LAHIRI
IQAC COORDINATOR

Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
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cwc@rediffmail.com

Date: 15/4/2024

Ref. No.:

IQAC Meeting Minutes

Date: 15TH April, 2024 Time: 3:30 PM

Venue: Principal's Chamber

Reference No.: IQAC/CWC/37/24

Resolution

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 15th April 2024, at 3:30 PM in the Principal's Chamber, where the following matter was discussed and resolved:

Agenda:

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

Discussion: It was discussed that the following teachers' promotions are due at different stages. Therefore, their CAS (Career Advancement Scheme) promotional evaluation and interviews have been scheduled to be held on **24th April 2024** at the **University of North Bengal**, NBU Guest House. The details of the teachers and their respective stages are as follows:

1. **Mr. Dipesh Roy:** III Stage to IV Stage, History Department
2. **Mr. Dilu Darjee:** III Stage to IV Stage, Nepali Department
3. **Mr. Bodhisattwa Khan:** II Stage to III Stage, English Department
4. **Dr. Amlan Lahiri:** II Stage to III Stage, Sociology Department
5. **Mr. Meherman Subba:** II Stage to III Stage, Nepali Department
6. **Ms. Payal P. Sinha:** I Stage to II Stage, English Department
7. **Ms. Akangsha Mukhia:** I Stage to II Stage, Political Science Department
8. **Dr. Meera Dahal:** I Stage to II Stage, Education Department
9. **Mr. Aman Khati:** I Stage to II Stage, Commerce Department
10. **Ms. Phup Kesang Bhutia:** I Stage to II Stage, Geography Department
11. **Mr. Prajwal Pakhrin:** I Stage to II Stage, Political Science Department
12. **Mr. Mansur Alam:** I Stage to II Stage, History Department
13. **Mr. Kaushik Roy:** I Stage to II Stage, English Department
14. **Ms. Anindita Barman:** I Stage to II Stage, Geography Department

As per the instructions and intimation from the Higher Education Department, **Dr. Samrat Lasker** will serve as the expert from the Higher Education Department. Additionally, the **Heads of Departments from the respective departments** at the University of North Bengal will act as subject experts. The IQAC members present unanimously agreed to the schedule and the necessary arrangements for the promotion process

A. Pushpa
15/04/24

Amlan Lahiri
15/4/2024
Coordinator
Internal Quality Assurance Cell (IQAC)
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Kalimpong



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Date:.....

IQAC MEETING NOTICE

29/4/2024

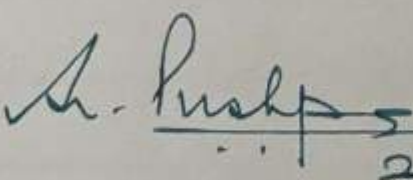
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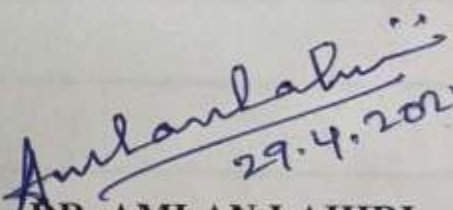
All members of the Internal Quality Assurance Cell (IQAC) are cordially invited to attend the upcoming IQAC meeting scheduled for 3rd May 2024 at 3:30 PM in the Principal's Chamber to transact the following agenda.

01	Confirmation of the minutes of the last meeting
03	Discussion on FYUGP 4years for 2024-2025
04	Discussion on opening of Admission portal
05	Discussion on AICTE Approval for the session 2024-2025.
06	AOB

Members in IQAC

SL NO	MEMBERS NAME	DESIGNATION
1.	DR. Sr. PUSHPA MICHAEL	PRINCIPAL
2.	DR. AMLAN LAHIRI	IQAC CORDINATOR
3.	MR. DIPESH ROY	TEACHER REPRESENTATIVE
4.	MR. KOUSHIK ROY	TEACHER REPRESENTATIVE
5.	MS. AKANGSHA MUKHIA	TEACHER REPRESENTATIVE
6.	MR. SUBASISH MAHALANABIS	NON TEACHING STAFF REPRESENTATIVE
7.	DR. PRESHINA THAPA	TEACHER REPRESENTATIVE
8.	MR. DHIRAJ GAUTAM	TEACHER REPRESENTATIVE
9.	DR. DONATUS KUJUR	EXTERNAL MEMBER
10.	DR. YONAH BHUTIA	EXTERNAL MEMBER
11.	MIS. NIMA SHERPA	STUDENT REPRESENTATIVE


29/04/24
DR. Sr. PUSHPA MICHAEL
PRINCIPAL


29.4.2024
DR. AMLAN LAHIRI
IQAC COORDINATOR

Principal
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Kalimpong

Coordinator
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Ref. No.:

Date... 3.5.2024

IQAC Meeting Minutes

Reference no: IQAC/CWC/38/24

Date: 3rd May 2024

Time: 3:30 PM

Venue: Principal's Chamber

1. Confirmation of the Agenda from the Last Meeting

Review and confirmation of the resolution passed in the previous meeting regarding the CAS (Career Advancement Scheme) promotional evaluation and interviews scheduled for 24th April 2024 at the University of North Bengal, NBU Guest House. Confirmation that all 14 incumbents' files have been scrutinized and signed by JDPI Dr. Samrat Lasker and the respective subject experts from the University of North Bengal. Approval to send the 14 files to Bikash Bhavan, Kolkata for obtaining the final confirmation promotion memos.

2. Discussion on FYUGP 4years for 2024-2025

In the IQAC meeting held on 15th April 2024, the second agenda item concerning the implementation of the Four-Year Undergraduate Programme (FYUGP) for the academic session 2024-2025 was discussed. The following resolutions were passed in alignment with the guidelines provided by the University of North Bengal:

A. Implementation of FYUGP Structure: The College will adopt the FYUGP structure for the incoming batch of students for the 2024-2025 academic sessions. The program will include the following course structures:

B. Single Major and Single Minor (B.A/B.Com/B.C.A):

Duration: 4 years

Components:

- One Major Course
- One Minor Course
- Inter-disciplinary Courses (IDC) across the 2nd, 3rd, and 4th semesters.
- Ability Enhancement Courses (AEC) during the 2nd and 3rd semesters.
- Value Added Courses (VAC) in the 1st and 4th semesters.
- Skill Enhancement Courses (SEC) in the 1st, 2nd, and 3rd semesters.

A. Prashad
03/05/24

Principal
Cluny Women's College
Kalimpong

Ambarish
3.5.2024
Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong



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Ref. No.: IQAC/CWC/38/24

Date: 3.5.2024

C. Three Discipline Specific Courses (Multidisciplinary) (B.A)

Duration: 3 years

Components:

- Two Core Courses
- One Minor Course
- Inter-disciplinary Courses (IDC) in the 2nd, 3rd, and 4th semesters.
- Ability Enhancement Courses (AEC) in the 2nd and 3rd semesters.
- Value Added Courses (VAC) in the 1st and 4th semesters.
- Skill Enhancement Courses (SEC) in the 1st, 2nd, and 3rd semesters.

D. Internships and Community Service-Based Projects: All students will be required to undergo internships at the end of the 2nd or 4th semesters during vacation periods, as well as participate in community service-based projects.

E. Research Project Work for Honours Degree: Students pursuing a 4-year Honours Degree will be required to complete a research project as part of their coursework.

F. Degrees, Diplomas, and Certificates: The following qualifications will be awarded based on the completion of respective academic requirements:

- An Undergraduate Certificate after the completion of 1 year (2 semesters) and an internship.
- An Undergraduate Diploma after the completion of 2 years (4 semesters) and an internship.
- A Bachelor's Degree after the completion of 3 years (6 semesters).
- A 4-year Bachelor's Degree with Honours (including research) after the completion of 8 semesters.

G. Courses of Study at Cluny Women's College: Students will choose one Major Course in which to concentrate and one Minor Course. In addition, they will select from Inter-disciplinary Courses (IDC), Ability Enhancement Courses (AEC), Value Added Courses (VAC), and Skill Enhancement Courses (SEC) from the available pool of courses. The subjects offered for Single Major and Single Minor courses in B.A., B.Com., and B.C.A. programs are specified, and students must select their courses accordingly.

F. Three Discipline Specific Courses (Multidisciplinary) for B.A.: Students will choose two Major Courses from the available combinations (A, B, or C) and one Minor

A. Prakash

03/05/24

Principal
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Coordinator
3.5.2024
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Cluny Women's College

8th Mile, Kalimpong - 734301

West Bengal, INDIA

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

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

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Ref. No.: IQAC/cwc/38/24

Date: 3.5.2024

Course from the remaining combinations. The selected courses must align with the students' academic goals and should be chosen with careful consideration.

G. Inter-disciplinary Courses (IDC): All undergraduate students must complete 3 introductory-level IDC courses related to broad disciplines different from those studied at the Higher Secondary level. Students are not permitted to repeat courses previously studied at the Higher Secondary level under this category.

H. Ability Enhancement Courses (AEC): Students enrolled in Single Major and Single Minor courses will study Compulsory English in the 2nd semester and either MIL Nepali or Alternative English in the 3rd semester. Students in the Three Discipline Specific Courses (Multidisciplinary) program will study Compulsory English in the 3rd semester and either MIL Nepali or Alternative English in the 2nd semester.

I. Value Added Courses (VAC): Environmental Education and Understanding India will be mandatory VACs in the respective semesters as per the course structure.

J. Skill Enhancement Courses (SEC): Students will choose from a pool of three Skill Enhancement Courses designed to provide value-based or skill-based knowledge.

K. Career-Oriented Programs: The College will continue to offer two career-oriented programs alongside B.A., B.Com., and B.C.A. degrees: **Communicative and Functional English:** Offered as a one-year certificate, two-year diploma, and three-year advanced diploma. **Computer Applications:** Offered as a one-year certificate, two-year diploma, and three-year advanced diploma.

The above resolutions were unanimously agreed upon and will be implemented for the 2024-2025 academic session at Cluny Women's College, Kalimpong.

3. Online Admission Process for 2024-2025

After thorough discussion, it was unanimously agreed upon that the following schedule will be followed for the online admission process for the upcoming academic session:

1. Opening and Closing of Online Application Form: The online application form for admission to various courses at Cluny Women's College will be made available to applicants from 13th May 2024. The deadline for filling in and submitting the online application form will be 22nd June 2024.
2. Publication of Merit Lists: The first merit list for all Major courses will be published on 22nd June 2024. The second merit list will be published on 30th June 2024. The third merit list will be published on 8th July 2024.

A. Prakash
03/05/24

Principal
Cluny Women's College
Kalimpong

Amla Lahiri
3.5.2024
Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong



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3. of Admission Fees: Candidates selected in the first merit list will be required to pay their admission fees between 24th June 2024 and 29th June 2024.
4. Direct Admission to B.A. (3-Year Undergraduate Program): Direct admissions to the B.A. 3-year UG program will commence from 24th June 2024 onwards.
5. Completion of UG Admission Process: The entire admission process for undergraduate courses will be completed by 31st July 2024.
6. First Semester Activities: Physical verification of documents for the newly admitted students and commencement of first-semester classes will begin on 24th July 2024.

The above resolutions were unanimously agreed upon by all members present. The dates and procedures outlined will be strictly adhered to, ensuring a smooth and efficient admission process for the 2024-2025 academic sessions.

5. Discussion on the AICTE approval process for technical courses for the 2024-2025 sessions and the formation of the Institution Innovation Council (IIC).

The meeting commenced with a review of the AICTE notification regarding the approval of technical courses for the session 2024-2025. It was noted that the BCA course at Cluny Women's College successfully received AICTE approval on April 4, 2024. This approval marks an important milestone for the college as it allows for the continued offering of the BCA program under AICTE regulations. It was also discussed that, as part of the approval process, the institution was required to join the Institution Innovation Council (IIC). The IIC membership requires the formation of a council consisting of members from both teaching and non-teaching staff, where each member will be assigned specific roles and designations. The Internal Quality Assurance Cell (IQAC) had earlier proposed the name of Mr. Dhiraj Gautam for the position of President of the IIC. In the meeting, Mr. Gautam was officially requested to finalize the selection of council members and ensure that the council functions as per the rules and regulations set by AICTE and the Institution Innovation Council. Mr. Dhiraj Gautam was asked to prepare a list of council members from the teaching and non-teaching staff and present it at the next meeting.

5. AOB

Preparation of Class Routine

The IQAC further requested the Routine Committee to prepare the class schedules for all three semesters, ensuring a smooth academic flow. It was resolved that: The duration of each class will be one hour. Classes will begin at 9:00 AM and continue from Monday to Saturday. The Routine Committee is expected to finalize and distribute the schedules promptly to ensure the uninterrupted conduct of classes.

The meeting concluded with a vote of thanks to and from the Chair, offered by the Principal.

A. Prashant
03/05/24

Principal
Cluny Women's College
Kalimpong

Anubhab
3.5.2024
Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong