

Cluny Women's College

(GOVT. AIDED)

8TH MILE,
KALIMPONG - 734 301
DIST. KALIMPONG
WEST BENGAL, INDIA



Tele-Fax : 03552-257924 (O)
e-mail : principalcwc@gmail.com

Minutes of the IQAC Meeting:

Ref No- IQAC/CWC/07/2017

A meeting of the IQAC was held on 27-02-17 at Cluny Women's College in the Principal's chamber at 1:00 pm. Mr. Dilu Darjee was appointed as coordinator for two years from February 2017 to February 2019.

The Principal convened the meeting with all the IQAC members asking the coordinator to place a plan of action for the next two years. The co-coordinator voiced the course of action to be followed by the institution, which was prepared by the IQAC in collaboration with all the department heads and the conveners of different committees and the academic body of the college. The following was the designed course of action to be performed by the institution:

AGENDA 1: Confirmation of the minutes of the previous meeting

AGENDA 2: Preparation and approval of the academic calendar.

AGENDA 3: Discussion on Orientation Programme, Refresher Course and any other FDP

AGENDA 4: Discussion on Departmental seminars

AGENDA 5: Discussion on NBU Examinations.


Principal

CLUNY WOMEN'S COLLEGE
Kalimpong



Coordinator
Internal Quality Assurance Cell (IQAC)
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The following resolutions were adopted:

RESOLUTION 1: The coordinator read the minutes of the previous meeting which was approved by the members of the IQAC.

RESOLUTION 2& 4. The academic calendar of the college was prepared as per the IQAC guidelines after considering proposals from different committees. The following dates were decided upon:

- (a) 18/03/17 as the last working day for students study leave to be declared from 19th March for NBU exams.
- (b) Classes for the new annual session to begin from July 2017.
- (c) 22nd August, English departmental seminar
- (d) 26th August, seminar for Sociology department
- (e) 29th August, seminar for Nepali department
- (f) 7th September, seminar for Geography department
- (g) 9th September, seminar for History department
- (h) 13th September seminar for Political Science department
- (i) 16th the September, Education department seminars
- (j) 20th September, Commerce department seminar.

RESOLUTION 3: The following teachers had submitted intimations to appear for orientation / refresher course.

Dipesh Roy - Refresher Course. Dr. Meera Dahal - Orientation Programme. Ms. Phup Kesang Bhutia - Orientation Programme.

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Their case was considered as valid and the college decided to give them leave as and when needed for the above mentioned programmes.

RESOLUTION 5: The IQAC decided to hold a meeting with the examination committee prior to the commencement of the university examinations for the purpose of preparing the students with important instructions for examinations and also for distribution of duties among teachers.




With these agendas being discussed and resolved the meetings came to an end with a vote of thanks to and from the chair.

The presence of following members was noted during the meeting.

Name of the members

Signature

1. Dr. R.B. Bhujel
2. Bodhisattwa Khan
3. Dipesh Roy
4. Subhashis Mahalanabis
5. Amlan Lahiri
6. Dilu Darjee
7. Manoj Sharma

B. Khan.





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Minutes of the meeting

Ref. IQAC/CWC/08/2017

A meeting of the IQAC was held on 14-06-17 at Cluny Women's College in the Principal's chamber at 12:00 noon. The meeting was presided over by the Principal Dr. R. B. Bhujel.

The following agenda were discussed and resolutions were made

AGENDA 1: Chalking out action plan for the new session of 1st, 2nd and 3rd year students.

AGENDA 2: Online Admissions


AGENDA 3: Discussions relating to library books journals and infolibnet.


AGENDA 4: Discussions on co-curricular activities.

AGENDA 5: Discussions on departmental seminar / study tour dept. of Geography.

AGENDA 6: Subject affiliation / introduction of Honours course.

RESOLUTION FOR AGENDA 1&2: It was decided that a new routine committee would be formed by the Teachers Council. This committee would take responsibility of forming the new routine; further all teachers would also hand to prepare the class taken record that was to be submitted at the end of each month.


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As per the government notification all admissions are to be carried out in the online mode. In this regard the admission committee was asked to take charge of matters as early as possible.

RESOLUTION FOR AGENDA 3: The College had received funds from the DPI and UGC college development for purchase of books. Keeping this in mind, department heads were asked to provide a list of books for purchase or bill for books purchased as per the convenience of each department.

RESOLUTION FOR AGENDA 4: To encourage and foster the all round development of the students, the committee was unanimous in its decision to encourage and organise activities such as cultural events like celebration of Bhanu Jayanti, Sahid Diwas, Independence Day etc; holding Indoor games and sports for both students and teachers; organising debates, departmental seminars etc.

RESOLUTION FOR AGENDA 5: Since dates for departmental seminar had already been fixed in the previous meeting, the committee held discussions on the excursions that the dept. of geography had planned on going. The college agreed to fund the trip for the department.

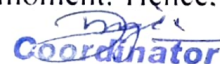
RESOLUTION FOR AGENDA 6: The Principal announced before the committee that we would be introducing Political Science honours from July of 2017. The committee further placed demand for more honours subjects to be introduced in the college. Thus a proposal to have Education honours introduced in our college was passed.

AOB:

The committee members did not have any other matters to be discussed at the moment. Hence, the meeting concluded with a vote of thanks to and from the chair.


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The following members were present during the meeting.

Names of members

Signature

1. Dr. R.B. Bhujel
2. Bodhisattwa Khan
3. Dipesh Roy
4. Subhashis Mahalanabis
5. Amlan Lahiri
6. Dilu Darjee

B. Khan
Dipesh
Subhashis
Amlan
Daru

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Minutes of IQAC Meeting held on 9th November 2017:

Ref. IQAC/CWC/09/2017

The IQAC meeting was scheduled on 9th November 2017 at Cluny Women's College in the Principal's chamber at 2:30 PM. The meeting was presided over by the Principal, Dr. R.B. Bhujel.

Agenda- 1:

Confirmation of the proceedings of the last meeting.

Agenda-2:

Discussion of internal examination and assessment of student's performance.

Agenda-3:

Up gradation of College website.

Agenda-4:

Renovation of Declan Hall

-Agenda 5.

Any other matter(s)

Resolution:

1. The IQAC Coordinator read the minutes of the previous meeting which were approved by the member of the IQAC.


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2. IQAC asked the examination committee to prepare a routine for external examination to be held at the end of the year i.e. December 2017. All HOD's were asked to prepare internal evaluation report and Submit.
3. To ensure the smooth functioning of the college website and to keep up with the up gradation it was decided that the college will also work to upgrade the college website.
4. The Declan Hall being a multipurpose hall and the only hall belonging to the institution, it was decided that the hall stood in need of repairs. Here, it was decided that matters would be placed before the college authority for fund allocation for repair.
1. The IQAC members did not have any other matters to be discussed at the moment. Hence, the meeting concluded with a vote of thanks to and from the chair.

The following members were present during the meeting.

Members Present

Signature

1. Dr. R.B. Bhujel

2. Bodhisattwa Khan

3. Dipesh Roy

4. Subhashis Mahalanabis

5. Amlan Lahiri

6. Dilu Darjee

B. Khan

Dipesh Roy

Subhashis Mahalanabis

Amlan Lahiri

Dilu Darjee


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Minutes of IQAC Meeting held on 16th November 2017:

Ref. IQAC/CWC/10/2017

The IQAC meeting was scheduled on 16th November 2017 at Cluny Women's College in the Principal's chamber at 3:30 PM. The meeting was presided over by the Principal, Dr. R.B. Bhujel.

Confirmation of the minutes of the last meeting
Discussion on introduction of CBCS
Discussion on upcoming University Exam
Discussion on career counseling and placement cell
Discussion on proposal for construction of green room at Declan Hall

Resolution

1. The coordinator read the minutes of the previous meeting which was confirmed by IQAC.
2. Principal informed the house about the CBCS system and spoke of the need for attending workshops on the CBCS by few representative teachers who would guide other faculty members.
3. IQAC asked the examination committee to do the needful for smooth conduction of university examinations. That scheduled to commence from April 2018.
4. IQAC would ask the career counseling cell to submit the detail report about the course of action.
5. Considering the students request for a changing room at the hall, the IQAC decided to prepare the construction of a green room before the college authority.
6. The IQAC members did not have any other matters to be discussed at the moment. Hence the meeting concluded with a vote of thanks to and from the chair.


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Minutes of IQAC meeting held on 17th April 2018

Ref.no. IQAC/CWC/11/2018


IQAC meeting was scheduled on 17th April 2018 at Cluny Women's College in the Principals Chamber at 12:30 PM. The meeting was presided over by the Principal Dr. R.B. Bhujel.

Agenda:-

1. Discussion on CBCS syllabus.
2. Service book updates.
3. Library Books/ Periodicals Journals/ Magazines.
4. Online Admission.
5. INFLIBNET Subscription.
6. Discussion on University Examination for 2nd and 3rd year.
7. Appointment of Guests Faculty.

Resolution:

1. After the minutes of the previous meeting had been read by the coordinator and confirmed by the members, there was a discussion regarding CBCS syllabus. It was noted that there would be change in syllabus with the introduction of CBCS semester system. The annual system of classes would be replaced by semester system, each semester comprising of six months.


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2. Under the guidance of the Principal, Mr. Dilu Darjee and Mr. Subhashis Malanabis were assigned the responsibility of updating the service book for all the concerned staff.
3. Since the semester system required new books, all the department heads were asked to submit the book lists for the new syllabus. The Principal informed the house, a certain amount of money had been sanctioned for purchase of new books in the central Library.
4. The members of the admission committee were entrusted with the responsibility of working with the team of the college website software developers to ensure a smooth conduction of online admission process.
5. The principal brought to notice of the committee matters regarding renewal of the INFLIBNET subscription.
6. The IQAC decided to hold a meeting with the Examination committee prior to the commencement of the University Examinations for the purpose of preparing the students with important instructions for the Examinations. (2nd and 3rd Year 1+1+1 system) and also for allocation of Exam duties among teachers.
7. The Principal informed the house that three guest lecturers had been appointed as per UGC Rules.

The following are the names of the newly appointed guests Lecturers:

1. Lucky Doma Sherpa
2. Keshav Pradhan
3. Karuna Sharma

The IQAC members did not have any other matters to be discussed at the moment. Hence, the meeting concluded with a vote of thanks to and from the chair.


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The following members were present during the meeting

Members Present

Signature

1. Dr. R.B. Bhujel

2. Bodhisattwa Khan

B. Khan

3. Dipesh Roy

4. Subhashis Mahalanabis

5. Amlan Lahiri

6. Dilu Darjee

7. Tilak Jindal

Principal

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