

Cluny Women's College

(GOVT. AIDED)

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



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

Minutes of IQAC meeting

Ref. 0No. IQAC/CWC/15/ 2019

Date: 07/08/2019

Venue: Principal's Chamber

Time: 02:30PM

A meeting of the IQAC was held at Cluny Women's College on 07/08/2019 in the Principal's chamber and was chaired by the Principal Dr R. B. Bhujel.

Agenda:

1. Discussion on fresher's welcome and oath taking ceremony for student's council.
2. Discussion on the importance of continuous internal evaluation.
3. Identification of slow and advanced learners.
4. To discuss about subscription of e-journals and N-list.
5. To encourage Women's Cell to organize programme for the students in college.
6. Discussion on financial issues relating to Library, Admission, website, youth Parliament and software AMC (Annual Maintenance Contract).


Principal


Coordinator

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

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Resolution:

1. The members of the Cultural Committee were given the responsibility of organizing the Fresher's Welcome and an oath taking / Investiture ceremony for the students.
2. Continuous evaluation and internal assessments of student's performance to be carried out by all departments.
3. It was decided in the meeting to inform all the concerned departments to frame required strategies for the benefit of slow and advanced learners.
4. It was decided that the college would continue with the subscription for e-journals and N-List.
5. The Women's cell was given special responsibility to introduce awareness programme among students specially one making them aware of female health and hygiene.
6. It was also decided that a certain amount of budget would be allocated for (a) purchase of library books, (b) funding the students who will be participating in the Youth Parliament competition to be held in Alipurduar, (C) Renewal of admission website portal and (d) For the purpose of software (AMC) for college fees.

Since, there were no further agendas for discussion, the meeting came to an end with the vote of thanks to and from the chair.

The following members were present for the meeting

Principal

CLUNY WOMEN'S COLLEGE
Kalimpong

Coordinator

Internal Quality Assurance Cell (IQAC)
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Members Present

Signature

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

Principal

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Kalimpong

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Minutes of the IQAC meeting

Ref. No IQAC/CWC/ 16 /2019

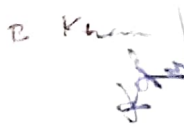



Date: 19/11/2019

IQAC meeting is scheduled on 19/11/2019 at Cluny Women's College in the Principal's chamber at 02:00PM. The meeting was presided by the Principal Dr. R.B Bhujel.

Agendas:

1. Discussion on selection tests for outgoing 3rd Year (1+1+1).
2. Discussion on upcoming cultural events.
3. Discussion on the need for the college boundary wall.
4. Any other matters.

Members Present

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	

Resolution:

Agenda no. 1. The examination committee was asked to prepare an examination routine for the third year students.


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Coordinator

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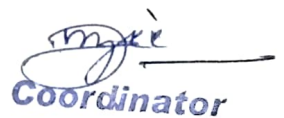
Agenda no. 2. The cultural committee was given the responsibility of framing the working committee for organizing the Cluny Kaleidoscope (Annual College Fest) 4th to 6th March 2020.S

Agenda no. 3. The Principal informed the house that sum of approximately Rs. 1500000/- (Fifteen Lakhs) would be set aside for the purpose of construction of boundary wall, retaining wall and incinerator.

Agenda no. 4. The committee members did not have any other matter to be discussed at the moment. Hence, the meeting ended with vote of thanks to and from the chair.


Principal

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Ref. No.:

Date:

Minutes of the IQAC meeting

Ref. No IQAC/CWC/ 17 /2019

A meeting of the IQAC was held in 5th December 2019 at Cluny Women's College in the Principal's Chamber at 01:00 PM. The meeting was chaired by The Principal Sister Dr. Pushpa Michael.

Agenda:

1. Appointment of new IQAC coordinator
2. Addition of associate members and new members to IQAC.
3. Discussion on common format for documentation.

Members Present

Name

Signature

1. Dr. Sr. Pushpa Michael
2. Mr. Dipesh Roy
3. Mr. Amlan Lahiri
4. Ms. Payal P. Sinha
5. Ms. Phup Kesang Bhutia
6. Dr. Meera Dahal
7. Mr. Subhasis Mahalanabis
8. Dr. Fr. Donatus Kujur
9. Ms. Prakriti Pradhan
10. Dr. Yonah Bhutia
11. Ms. Nima Sherpa

Principal
05/12/19
CLUNY WOMEN'S COLLEGE
Kalimpong

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



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Ref. No.:.....

Date.....

Resolution:

1. Chairperson Dr. Sr. Pushpa Michael announced selection of prof. Dipesh Roy as the new IQAC coordinator for the year 2019-20.
2. & 3. The Principal announced that few senior and mid level faculty members were included as new members of IQAC who replaced some members of previous IQAC. Principal asked all IQAC members to think of ideas and initiatives that can be taken up during the next academic year. College accountant Mr. Subhashis Mahalanabis was included into IQAC as a member.

Agenda- New IQAC members suggested that the several sub committees of the college should be instructed to follow a common format for documentation and keeping of records.

The meeting ended with vote of thanks to and from the chair.

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Kalimpong

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Internal Quality Assurance Cell (IQAC)
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Kalimpong, Darjeeling



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Ref. No.:

Date:

IQAC Meeting Minutes

Ref. no. IQAC/CWC/ 18/2020

A meeting of the IQAC committee was held on 12/03/2020 in the Principal's chamber at 2:00 p.m. Dr. Sr. Pushpa Michael, Principal of CWC presided over the meeting.

AGENDA: The following agenda was discussed during the meeting:-

AGENDUM 1: Use of ICT during classroom teaching.

AGENDUM 2: Conduction of social and environmental awareness programmes.

AGENDUM 3: Memorandum of Understanding.

AGENDUM 4: Any other Business.

The presence of the following members was noted during the meeting:

NAMES OF MEMBERS PRESENT

12. Dr. Sr. Pushpa Michael
13. Mr. Dipesh Roy
14. Mr. Amlan Lahiri
15. Ms. Payal P. Sinha
16. Ms. Phup Kesang Bhutia
17. Dr. Meera Dahal
18. Mr. Subhasis Mahalanabis
19. Dr. Fr. Donatus Kujur

SIGNATURE

D. Roy
P. Sinha
P. Sinha
P. Sinha
Dahal
Subhasis

Principal 12/03/20
CLUNY WOMEN'S COLLEGE
Kalimpong

Coordinator 12/3/20
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong, Darjeeling



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Date

RESOLUTION:

1. The respective department heads have been asked to motivate their faculty members to resort to the use of ICT for effective classroom learning.
2. The NSS units I & II, have been asked to conduct programmes on Environmental awareness through activities like campus cleaning (under the Swachha Bharat Abhiyan), plantation trees and conservation of energy through disciplined use of electricity and electric gadgets.
3. The IQAC also decided to renew the contract with the agencies with whom the college had already signed MoU or memorandum of understanding. Proposals were also placed for signing MoUs with other agencies.

The meeting ended with vote of thanks to and from the chair.

Principal

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Ref. No.:.....

Date.....

Online meeting of IQAC -

Ref no IQAC/CWC /19/2020

Date- 14/05/2020

An online meeting of the IQAC members was held on 14th May 2020 at 6:30 p.m. The meeting was chaired by the Principal, Dr. Sr. Pushpa Michael.

The following agenda were discussed during by the meeting:

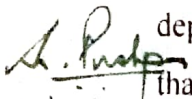
Agendum 1: Adopting online method of teaching-learning during the lockdown

Agendum 2: Devising strategies for effective online evaluation of students learning.

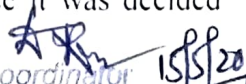
Agendum 3: Figuring out ways and means to help students overcome the pandemic depression.

Resolutions Adopted:

1. The whatsapp and email mode of communicating learning to students was found to be insufficient. Hence the committee requested teachers to adopt more effective forms of online teaching-learning such as holding Google classrooms, Google meet, Zoom etc. The individual teachers would also be required to submit details of their classes taken record and information regarding completion of syllabus.
2. In order to assess the students learning it was also decided that teachers should resort to online evaluation of students via timed tests (i.e. papers that were required to be written and submitted within a stipulated time), viva voce conducted online.
3. The IQAC committee members assigned the members of the Student Welfare Committee to come up with ideas and strategies to help the students to deal with the pandemic depression, lack of communication and effective expression etc. Hence it was decided that a COVID Counselling Cell would be opened soon.


14/05/20
Principal

CLUNY WOMEN'S COLLEGE
Kalimpong


Coordinator 15/5/20
Internal Quality Assurance Cell (IQAC)
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Kalimpong, Darjeeling



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Date:.....

The meeting ended on a note of thanks and optimism by the Principal who also congratulated the teachers for effectively carrying out online classes and keeping the student motivated during difficult times.

The following members were present during the meeting:

1. Dr. Sr. Pushpa Michael
2. Mr. Dipesh Roy
3. Mr. Amlan Lahiri
4. Ms. Payal P Sinha
5. Dr Meera Dahal
6. Mr. Subhasis Mahalanabis
7. Ms. Prakriti Pradhan
8. Dr. Fr. Donatus Kujur

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Ref. No.:.....

Date:.....

Online meeting held on 24th June 2020

Ref. No. IQAC/CWC/20/2020

Date - 24.06.20

The Principal called for an online meeting of the IQAC members on 24-06-20 at 4:30 pm.

Agenda: The agendum for the meeting was the appointment of the coordinator for the new academic session of 2020-2021.

Resolution:


Taking into consideration the inconvenience due to the pandemic, there was a unanimous decision taken by the Teacher's Council and the Governing Body that the former coordinator Mr. Dipesh Roy would continue to serve as the coordinator for the upcoming semester as well.

The committee members were also in favour of the decision taken. Hence Mr. Dipesh. Roy continued to serve as coordinator of IQAC.

Members present: The following members were present during the online meeting of the IQAC.

1. Dr. Sr. Pushpa Michael
2. Mr. Dipesh Roy
3. Mr. Amlan Lahiri
4. Ms. Payal P Sinha
5. Ms. Phup Kesang Bhutia
6. Dr. Meera Dahal
7. Mr. Subhasis Mahalanabis
8. Ms. Prakriti Pradhan

The meeting ended with the principal congratulating the coordinator and thanking everyone for their presence and support during the meeting.


Principal 24/06/20
CLUNY WOMEN'S COLLEGE
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Coordinator 24/6/20
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
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