



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.....

Minutes of the IQAC meeting

Reference no. IQAC/CWC/25/2021

Date: 12-08-2021

Time: 01:30 PM.


Venue: PRINCIPAL'S CHAMBER.

Agenda:

- 1) Confirmation of the minutes of the last meeting.
- 2) Discussion on Remedial / Tutorial classes.
- 3) Discussion on gradual decrease in the number of admissions [new]
- 4) Discussion on Online training programme / workshop for permanent teachers.
- 5) Discussion on uploading lectures on you tube.
- 6) Any other matter (s)

Members present for the meeting:

1. Dr. 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. Ms. Prakriti Pradhan
8. Ms Subhasis Mahalanabis
9. Dr. Fr. Donatus Kujur
10. Dr. Yonah Bhutia


Principal | 12/08/21
CLUNY WOMEN'S COLLEGE
Kalimpong


Coordinator 12/8/21
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong, Darjeeling



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Resolution:

1. The minutes of the meeting held on 08-04-21 was read by the IQAC coordinator which was confirmed by the house.

2. Since remedial classes have been discontinued on account of the pandemic the members unanimously decided that tutorial and remedial classes should be introduced (even if online mode of teaching- learning were to continue) Hence, the heads of the different departments were to be informed about the same.

3. The committee also expressed much concern regarding the reduction in the number students taking admissions in the first semester. It was found that in the 2017-18, 261 students had taken admissions which in 2018-19 went to 210, 222 in 2019-20, 268 in 2020-21 and 164 in 2021-22. Thus in 2017-18 it was 38%, 2018-19 31%, 19-20 32%, 20-21 38% and 21-22 22%.

The team also considered the various factors that could be held responsible for the dwindling strength of students:

(1) That more and more students were enrolling for market oriented courses which automatically led to decrease in the number of students going for traditional graduation studies.

(2) The pandemic had left many people in deep financial crisis as a result of which many students were forced to discontinue education.

(3) That with an increase in the number of colleges in the hills, there was automatically a division of students applying in other colleges.

S. Pushpa
Principal
CLUNY WOMEN'S COLLEGE
Kalimpong

S. Pushpa
Coordinator
Internal Quality Assurance Cell (IQAC)
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In order to deal with these problems, the team also came up with certain probable propositions:

- (1) To introduce market oriented courses such as tourism, hospitality management and aviation etc....
- (2) The committee also proposed that college admissions should be made known through advertisement in local channels, news papers, social media etc.
- (3) To enter into collaborative ties with agencies such as Mahindra Pride, Bajaj Fin. Corp., RICE, LIC etc.
4. Keeping in mind the financial constraints that many students could be facing on account of the pandemic, the IQAC also decided to encourage online method of learning and procuring e-materials. For this it was advised that teachers should opt for participating online training programmes and F.D.Ps which would benefit with teachers and students.
5. The committee was happy to note that a few teachers had uploaded You Tube videos for students to watch and learn at a later time. Taking cue from them the committee decided to urge other faculty members to upload similar video that would be of much help to the students of our college as well as other eager Learners.
- 6) Since there were no further matters to be discussed the meeting came to an end with a vote of thanks to and from the chair.

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Kalimpong

Coordinator
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Ref. No.:.....

Date:.....

IQAC MEETING MINUTES

REFERENCE NO: IQAC/CWC/26/2021

Date: 08-10-2021

Time: 01:30 PM

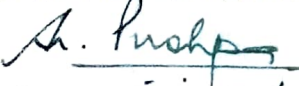
Venue: Principal's Chamber


AGENDA:

1. Confirmation of the minutes the last meeting.
2. Discussion on online /offline examination and evaluation.
3. Discussion on NSS and Nature Club programmes.
4. Any other business

RESOLUTION:

1. The IQAC coordinator read out the minutes of the previous meeting which was held on 12/08/2021. The minutes received confirmation from the members in the house.
2. In compliance with the order of the NBU, it was decided that the college would follow online mode of examination, submission and evaluation. In order to prepare teachers for the same. teachers were asked to enroll for the one-day workshop organized by St. Joseph's college, Darjeeling.
3. The committee advised the NSS members to continue to conduct awareness programmes for the students' benefit.


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Date.....

The Nature Club members would also be asked to conduct activities to keep students active and engaged upon the reopening of the offline mode of learning.

Members Present:

1. Dr. 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. Ms. Prakriti Pradhan
8. Ms Subhasis Mahalanabis
9. Dr. Fr. Donatus Kujur

[Handwritten signatures of Dipesh Roy, Amlan Lahiri, Payal P. Sinha, Phup Kesang Bhutia, and Meera Dahal]

[Handwritten signature of Dr. Pushpa Michael]

Principal
CLUNY WOMEN'S COLLEGE
Kalimpong

[Handwritten signature of the Coordinator]
Coordinator
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong, Darjeeling



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Date:

IQAC MEETING MINUTES REFERENCE NO: IQAC/CWC/27/2021

Date: 15-03-2022

Time: 01:00 PM

Venue: PRINCIPAL'S CHAMBER.

Agenda:

- (1) Confirmation of the minutes of the last meeting.
- (2) Discussion on the strengthening the Career Counselling Cell to promote competition and entrepreneurial skills of students.
- (3) Discussion on institutional strategies and effective planning
- (4) Any other Business

Members Present:

1. Dr. 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. Ms. Prakriti Pradhan
8. Ms Subhasis Mahalanabis

Principal 15/03/22

CLUNY WOMEN'S COLLEGE
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Resolution:

(1) The meeting started with the IQAC coordinator reading out the minutes of the previous meeting which was confirmed by other members the committee.

(2) The IQAC would ask the Career Counselling Cell to take steps at initiating MoU's with organizations such as RICE and Mahindra Pride etc. Suggestion would be made to have more career counseling programmes in college for the benefit of the students.

(3) INSTITUTIONAL AND STRATEGIES AND EFFECTIVE PLANNING

S. No	Institutional Goals	Strategies to achieve goals	Performance Indicators
1.	We will seek to establish new partnerships and enrich existing collaborations to achieve mutually beneficial outcomes	<ul style="list-style-type: none">Develop guidelines and processes for developing and enhancing partnershipsCollaborate to enrich student experiences.Publicize pathways for student support and resources.	<ul style="list-style-type: none">Number of partnershipsExperiential learning opportunitiesGraduation and transfer /lifetime learning
2.	We will clearly define, articulate and communicate our distinctive value to the society/people we serve.	<ul style="list-style-type: none">Frequent communication with stakeholdersMaintain an inviting campus culturePromote internal communication of our value i.e activities, initiatives etc.	<ul style="list-style-type: none">EnrolmentPersistenceIncrease community engagement
3.	We will strive to provide a comprehensive, positive higher education experience.	<ul style="list-style-type: none">Establish standardized communication to students.Develop plans to connect students to campus and community	<ul style="list-style-type: none">PersistenceSuperb undergraduate experienceGraduation and transfer rates
4.	We will offer relevant	<ul style="list-style-type: none">Develop and establish a	<ul style="list-style-type: none">Enrollment

S. Pushpa
Principal

[Signature]
Coordinator

Internal Quality Assurance Cell (IQAC)



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	and valuable educational opportunities through numerous mediums and pathways	consistent schedule of classes • Establish /improve communication on degree-based career advancement and value of education to students • Explore developing community education programming • Explore alternative pathways for completion of degree i.e. IGNOU	<ul style="list-style-type: none">• Persistence• Experiential Learning opportunities• Completions
5.	We will effectively utilize existing and future resources to fulfil our mission.	<ul style="list-style-type: none">• Improve strategic decisions with initial needs and analysis.• Develop campus community networking /sharing program	<ul style="list-style-type: none">• Student satisfaction• Student persistence

(4) It was decided that the N. List subscription would be continued as it was teachers and students both.

PRINCIPAL

Cluny Women's College

Principal

**CLUNY WOMEN'S COLLEGE
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IQAC COORDINATOR

Coordinator

Internal Quality Assurance Cell (IQAC)

**Cluny Women's College
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Ref. No.:.....

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Meeting Minutes of the IQAC Meeting

Reference No: IQAC/CWC/28/2022

Date: 20th June 2022

Time: 12:30 pm.

Venue: Principal's Chamber

Agenda:


- (1) Confirmation of the minutes of the previous meeting.
- (2) Discussion on formation of NAAC steering Committee
- (3) Discussion on preparation of departmental report cum plan of action.
- (4) Discussion on preparation of committee report and plan of action.
- (5) Discussion on conduction of seminar for students benefit.
- (6) Discussion on infrastructure and quality enhancement programmes.
- (7) Any other business.

Resolution:

- (1) The minutes of the meeting held on 15-03-22 was read out by the IQAC coordinator and confirmed by the house.
- (2) The IQAC members decided that the following staff members would be in the NAAC steering committee:

1. Dr. Sr. Pushpa Michael.
2. Dipesh Roy
3. Amlan Lahiri
4. Payal P. Sinha
5. Kaushik Roy


Principal 20/06/22
CLUNY WOMEN'S COLLEGE
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Coordinator
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6. Subashis Mahalanabis

7. Dhiraj Gautam

(3) The committee decided to approach all the departmental heads and ask them to prepare a report of all the departmental activities cum plan of action for the academic session 2022-2023.

(4) The committee also decided to ask all the convenors to prepare a report of all the activities conducted so far as well as to chalk out plans for the upcoming session 2022-2023.

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Meeting Minutes of the IQAC Meeting

REFERENCE NO: IQAC/CWC/29/2022

Date: 3rd June 2022

Time: 12:30 pm.

Venue: Principal's Chamber

IQAC meeting was held on 3rd August 2022 at 12:30 p.m. at the principles chamber to transact the following agenda

1. Confirmation of the member of the last meeting.
2. Discussion on plan of active and decision of work related to NAAC.
3. Discussion on registration of Alumni Association.
4. AOB

Resolution

2. Minute of the last meeting which was held on 28th June read out by the IQAC coordinator and it was accepted by house Unanimously
3. The meeting was conducted by the IQAC coordinator by highlighting the significance of NAAC work and Preparation for the SSR. In connection with NAAC preparation work of 7 sub-committee where planned to be formed on the basis of seven criterion with each group having a coordinator who shall be given the responsibility of all the related matters to NAAC. 7 criterion coordinator were given the responsibility which is as follows:

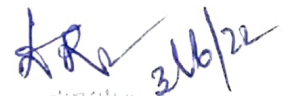


Principal

CLUNY WOMEN'S COLLEGE

Kalimpong

03/06/22



Coordinator

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- Criteria 1. Mr. Meherman Subba
- Criteria 2. Ms Phup Kesang Bhutia
- Criteria 3. Dr. Amlan Lahiri
- Criteria 4. Mr. Kaushik Roy
- Criteria 5. Ms Payal P. Sinha
- Criteria 6. Ms Akangsha Mukhia
- Criteria 7. Mr Jigme Dhondup

4. Discussion on registration of Alumni Association.

It was decided that college Alumni Association was required to be registered as early as possible. It was also discussed that convener of the Alumni Association would hold a meeting and let the IQAC members know about the pertinent information relating to registration of Alumni Association.

5. The teacher will forgo their preparatory day until the uploading of the SSR. Steering Committee collects the data for compilation.

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