



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 ONLINE IQAC MEETING

HELD ON 22-07-2020

Ref. no. IQAC/CWC/21/2020

An online meeting of the IQAC was held on 22-07-20 at 5:00pm. The meeting was chaired by Principal Dr. Sr. Pushpa Michael.

AGENDA:

1. Admission 2020-2021.
2. Review of online teaching during lockdown.
3. Any other Business.

RESOLUTION:

1. The admission committee would be asked to look into the online admission procedure for the academic session 2020-2021, and to ensure the smooth conduct of admissions.
2. A virtual review meeting to be held with the HODs In the presence of the Principal to discuss the progress and problems of online classes conducted so far.
3. The IQAC decided to involve students in actively participating in COVID awareness programmes with via preparation of videos to promote awareness among the general public. It was also decided that the college NSS Units would distribute masks and sanitizers etc. as part of the College Outreach Programme.

The Following members were present during the meeting:

1. Dr. Sr. Pushpa Michael
2. Mr. Dipesh Roy
3. Mr. Amlan Lahiri


Principal 22/07/20
CLUNY WOMEN'S COLLEGE
Kalimpong


Coordinator 22/7/20
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong, Darjeeling



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4. Ms. Payal P Sinha
5. Ms. Phup Kesang Bhutia
6. Dr. Meera Dahal
7. Ms. Prakriti Pradhan
8. Mr. Subhasis Mahalanabis

The meeting came to an end with a vote of thanks by the Principal and also a request for all teachers to be cautious during the pandemic.

Principal

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Kalimpong

Coordinator

Internal Quality Assurance Cell (IQAC)
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Online meeting of IQAC held on 4th September 2020

Ref. No. IQAC/CWC/22/2020

On 4th September 2020, a meeting of the IQAC was held online at 4:30 pm. The agenda for the virtual meeting were the following:

Agenda:

1. U.G. Part III examinations.
2. Review of lockdown situation and academic work.
3. Online seminar, debate etc.
4. Any other Business.

Resolution:

1. A proposal was made to have a staff meeting prior to the commencement of Part III University examinations to discuss the notifications sent by the university in connection with the online conduction of Examinations.
2. The pandemic continued to rage and show no signs of coming to an end. Hence, the committee resolved to continue with online mode of teaching-learning calling upon teachers to devise new and interesting strategies and mode of teaching-learning.

The Teacher's Council was advised to chalk out a plan for the smooth and continuous

flow of online teaching-learning and evaluation process.


04/09/20
Principal
CLUNY WOMEN'S COLLEGE
Kalimpong


Coordinator 4/9/20
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong, Darjeeling



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3. To keep the students engaged and academically inclined, it was decided that responsibility would be assigned to different departments to conduct engaging activities like online seminars, debate etc.

The following teachers were present for the meeting.

Names of members present:

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

Principal
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IQAC Meeting Minutes

Ref. no. IQAC/CWC/23 /2021

An online meeting of the IQAC was held on 9.2.2021 at 3:30. PM the meeting was chaired by Principal, Dr. Sr. Pushpa Michael.

Agenda:-

1. Under graduate odd semester examinations, 2021.
2. Process for purchase of LED Lights.
3. Review of Online Class.

The following members were present for the meeting.

Name of the members:-

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

Principal 09/02/21
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Resolution:

Agenda-1: The house decided to entrust the examination committee to ask all departments to create separate emails ids for admission of separate answer scripts. (Hons. GE, SEC, DSCP, DSE) Agenda 2: The principal informed the house that during her inspection of the college, she noticed that we had been using CFL bulbs and tubes. It was decided that they would be replaced by LED bulbs and tubes.

Agenda 3: The Principal informed the house that due to network issues some students were unable to attend online classes. She just suggested that the teachers should share study materials through email and whatsApp, so that students would access it when the network was available.

The meeting came to an end with vote of thanks to and from the chair.

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IQAC Meeting minutes

Ref. no. IQAC/CWC/24/2021

With reference to the notice dated-01/04/2021 an IQAC meeting was held on 8th April 2021 at 1:30 PM at the Principals Chamber to Transact the Following agenda.

1. Confirmation of minutes of the last IQAC meeting held in 09/02/2021
2. Discussion on automation of the Central Library
3. Discussion on staff Service Book update
4. Discussion on Canteen
5. A.O.B.

Agenda 1 discussion: The minutes from the last meeting held on 09/02/2021 were read by the coordinator and approved by the IQAC members.

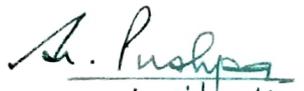
Agenda 2 discussion: Since Cluny Women's College library was functioning with semi-automation, it was proposed at the meeting to go for full automation of the library.

Agenda 3 discussion: Mr Subhasis Mahalanabis (Senior Accountant) and Mr. Dilu Darjee (Asst. Prof. Dept. of Nepali) were assigned for the updating of service book. It is in the process of completion by December 2022.

Agenda 4 discussion: it was discussed in the meeting that staff welfare and students welfare committees will look after the canteen related issues.

Name of the members present:

1. Dr. Sr. Pushpa Michael
2. Mr. Dipesh Roy
3. Mr. Amlan Lahiri


Principal
01/04/21

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4. Ms. Payal P. Sinha
5. Ms. Phup Kesang Bhutia
6. Dr. Meera Dahal
7. Mr. Subhasis Mahalanabis

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

Principal
CLUNY WOMEN'S COLLEGE
Kalimpong

Coordinator 8/4/21
Internal Quality Assurance Cell (IQAC)
Cluny Women's College
Kalimpong, Darjeeling