



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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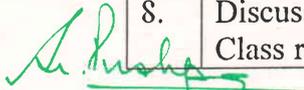
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IQAC ACTION TAKEN REPORT

2017-2018

SL NO	AGENDA	ACTION TAKEN
1.	Discussion on internal examination and assessment of students performance	Internal examinations were conducted by the individual department. On the basis of assignment, attendance and viva voce students performance in class were assessed
2.	Discussion relating to up-gradation for college website	For the up gradation of the college website certain Changes made to the college website 1.Changes in the design of the college website making it more appealing and user friendly 2. Addition of dynamic modules (i.e fee management system) 3.Increase in the size of space(server) for uploading of documents to be reflected on college website
3.	Discussion on renovation of Declan Hall	For the renovation of Declan hall total 1, 96,970 rupees was spent.
4.	Discussion on introduction of CBCS	Teachers were attended different workshop as conducted by University of North Bengal relating to CBCS. Detailed plan has been chalked out for the implementation of CBCS in the college.
5.	Discussion on upcoming University Exam	Examination committee furnished the duty roster and successfully conducted University examination under 1+1+1 system, that was commenced from April 2018
6.	Discussion on career counseling and placement cell	College Career counseling cell submitted its yearly report for 2017-2018 to IQAC
7.	Discussion on proposal for construction of green room at Declan Hall	For the construction of the green room total 44550 rupees were spent. Work was commenced on 2 nd December and ended on 10 th December 2018.
8.	Discussion on Preparation of Class routine for C.B.C.S system	Routine committee submitted final routine to be effective from 05.07.2018. The 45


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	and Annual System (1+1+1) combined	minutes class for 2 nd and 3 rd year was adjusted to hourly classes in keeping with the CBCS system.
9.	Discussion on upcoming cultural events	Cultural committee successfully organized following events Nepali <i>Bhasa Manyata Diwas</i> , <i>Bhanu Jyanti</i> , Independence day and Fresher's Welcome.
10.	Discussion on orientation programme for the new batch	An orientation programme for newly admitted students under CBCS System was held on 10 th July with 210 students
11.	Discussion on Internal Grievance cell and anti ragging	The members of the Internal Grievance cell and anti ragging committee met the students of 1 st year on 24 th July, conveners, made the students aware about the grievance redressal box and the menace of ragging in higher educational institution and this institution's zero tolerance policy to ragging

IQAC ACTION TAKEN REPORT

2018-2019

SL NO	AGENDA	ACTION TAKEN
1	Discussion on Minor Research Project	In connection to minor research project Asst Professor Mr. Meherman Subba received his final installment on 31 st 2018 rupees 77,500/- (remaining 20%)
2	Discussion on Geography Department's lab Instruments	Rupees 47601/- was spent for lab equipments to Geography departments.
3	Discussion on Maintenance and repair of class room/ Projector and Green board	Rupees 38,350/- were spent for class room prerequisites that includes class room repair/ projector/ green board
4	Discussion on arrangement of extra classes for Advance and Slow Learners	Each department successfully conducted remedial classes for slow learners and seminars for advance learners.
5	Discussion on Add on programmes	The College has one Add-On Certificate Courses (COP i.e., Career Oriented Programme) which have been started with the aim of

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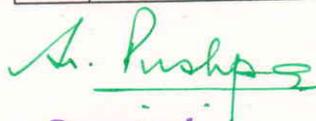
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		enhancing and enriching the students learning experience communicative English in the College and to bring about a more holistic approach to learning as well as to cultivate and develop the necessary skills for various vocations and careers.
6	Discussion on Co-curricular activities	Students were motivated to participate in different events like indoor sports, debate, seminar and elocution within and outside the college.
7	Discussion on preparation and approval of Academic Calendar and Online Admission	TC has been entrusted with designing the academic calendar. Admission committee has been entrusted with the responsibility to looking after the online admission. Website had updated as per the requirements in admission process.
8	Discussion on Appointment of Guest Faculty and new Semester Classes	Three Guest lecturers were appointed by the College Governing Body. Sociology: 1, History: 1 and Political science: 1
9	Discussion on the financial issues relating to library books, youth parliament, admission, website portal renewal, college fees software (AMC)	In compliance with the decision taken for the purchase of the library books college spent rupees 37,643/- and for the youth parliament an amount of rupees 61,500/- was paid. Admission portal renewal charges amounted to 14750/- while rupees 12000/- was paid for software AMC for college fees and rupees 31,270/- paid for online admission website portal.

IQAC ACTION TAKEN REPORT

2019-2020

SL NO	AGENDA	ACTION TAKEN
1	Discussion on Fresher's welcome and oath taking ceremony for student's council	Cultural committee has successfully conducted events like Fresher's welcome and oath taking ceremony.



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2	Discussion on Internal Evaluation of Students	In connection to the decision regarding the internal assessment, each department has been maintaining internal assessment and evaluation report in Department Register.
3	Discussion on subscription of e-journals and N-List	In compliance with the discussion in the meeting college has continued with the subscription for e journals and N-List
4	Discussion on organization of programmes by the Women Cell	Women cell has successfully conducted awareness programme for students on issue of female health and hygiene
5	Discussion on financial issues relating to library, admission, website, youth parliament and software AMC	As per decision taken in the meeting following amount has been paid for different heads. (Library: 37,643/-, youth parliament : 61,500/-, admission website portal renewal: 14,470/-, software AMC 12000/-, online admission 31,270/-)
6	Discussion on selection test for outgoing 3 rd year (1+1+1)	Examination committee has prepared routine for selection test for outgoing 3 rd year (1+1+1) and test was conducted centrally.
7	Discussion on upcoming cultural events	College annual cultural programme (Kaleidoscope) was successfully organized by cultural committee. The fest was held on March 4 th to 6 th 2020.
8	Discussion on the need for a college boundary wall	In compliance with the discussion related to boundary wall total amount of rupees 11, 22,952/- was spent for the same and for the retaining wall & incinerator an amount of rupees 3, 79,566/- was spent.
9	Appointment of IQAC Coordinator	Mr. Dipesh Roy was selected as new IQAC Coordinator for the year of 2019-2020
10	Discussion on addition of associate members and new members to IQAC	The newly formed IQAC committee was comprised of four faculty members, one non-teaching staff member, one alumni representative, two external members, and one student representative, in accordance with the decision made during the meeting.
11	Discussion on common format for Documentations	Different committees, subcommittees, and departments have access to a uniform format

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		that IQAC has supplied for the accurate documentation of academic and associated data.
12	Discussion on use of ICT in classroom teaching	Faculty members were encouraged to use ICT for instruction, and faculties complied with the IQAC Coordinator's recommendations.
13	Discussion on social and environment awareness programme	The NSS units I and II have successfully carried out initiatives on environmental awareness, such as campus cleaning (as part of the Swachha Bharat Abhiyan), tree planting, and energy conservation through responsible use of power and electric devices.
14	Discussion on Memorandum of understanding	Signed memorandum has been renewed
15	Discussion on Teaching Learning process during lock down, and opening up COVID 19 council cell	In accordance with the meeting's resolution, teachers embraced more efficient online teaching and learning techniques. A COVID-19 COUNSELLING CELL was established to address any issues with mental health and psychological well-being during and following the COVID-19 in order to protect the safety and security of the students during the COVID.
16	Discussion on Internal Online Evaluation	The online test was carried out using available web technologies such as Google Meet and WhatsApp video calling. An assessment may have objectives, such as evaluating a students' comprehension or learning.

IQAC ACTION TAKEN REPORT

2020-2021

SL NO	AGENDA	ACTION TAKEN
1	Discussion on Admission 2020-2021	Applications were received and reviewed by the admissions committee to ensure eligibility. If necessary, counselling on the contents of the College's programmes is also provided. Priority was given to merit, and reservations were kept as directed by the University.

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2	Discussion on Online teaching during lockdown	The college has adopted online teaching and learning strategies to meet the needs of students who were unable to attend the off line classes due to lockdown.
3	Discussion on UG part III online exam	According to the University's notification regarding the online examination, the college has developed a plan of action to carry out the online examination.
4	Discussion on Online teaching and review of academic work	A framework for the seamless and continuous flow of the online Teaching-Learning and Evaluation process has been developed by the teacher's council.
5	Online Seminar, Debate	The online debates and seminars for each department were held on the dates that were specified by the department itself.
6	Discussion on UG Odd Semester examinations, 2021	For the purpose of submitting the answer script, each department has created individual email addresses in accordance with the meeting (Hons, GE, SEC, DSCP, and DSE). The examining committee put it into action.
7	Discussion on LED lights for college buildings and the class rooms	The college had formally installed high energy consuming tube lights. But over the years, since their expiry was nearing; a low energy LED tube lights were replaced.
8	Discussion on Review of Online Classes	Keeping in view the inability of a considerable number students to attend online classes due to poor network connectivity, the teachers had shared e-materials through email, WhatsApp or Google classroom and upload links of video lectures to Google classroom.
9	Discussion on Automation of library	In accordance with the meeting about the library automation, communication with the relevant software provider (Techno develop group) was underway.
10	Discussion on Service Book update	Mr. Dilu Darjee, An Assistant professor in the department of Nepali, and Mr. Subhasish Mahalanabis, an Accountant, have been tasked

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		with updating the staff service book, which is expected to be finished by December 2022.
11	Discussion on canteen	The canteen is overseen by the staff welfare committee and student welfare committee, and both groups conducted a survey of the current batch using five criteria, following which the college administration took the appropriate measures.

IQAC ACTION TAKEN REPORT 2021-2022

SL NO	AGENDA	ACTION TAKEN
	Discussion on Remedial/Tutorial Classes	Regular classes have been discontinued due to the pandemic, so each department has prepared a schedule for tutorial/remedial classes and has acted appropriately.
1	Discussion on Gradual decrease in the number of new admission	It is grave concern over the issue of gradual decrease of student's enrollment ratio in the college, IQAC has put the matter to the college governing g body to take necessary steps to open market oriented/ Career oriented self-financed courses in the college in coming days.
2	Discussion on Online Training programme/workshop to the permanent teacher	The increasing decline in the number of students enrolled in the college is a grave worry, and IQAC has brought this up to the institution's governing body to get them to take the required action to start offering market- and career-oriented self-financed courses soon.
3	Discussion on upload the lectures in YouTube	IQAC was pleased to learn that some teachers have posted the lectures from the curriculum on YouTube for the students. Both the students and the eager learners benefited much from it.

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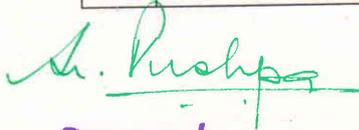
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4	Discussion on Online/Offline Evaluation and examination	Teachers have used the online way of examination, submission, and evaluation in accordance with the guidelines of university of North Bengal and meeting in the IQAC. Teachers also participated in a one-day online workshop for online paper correction for answer script evaluation.
5	Discussion on NSS and Nature Club Programme	Students are benefited from the awareness campaigns that NSS and the Nature Club successfully carried out.
6	Discussion on strengthen the career council cell to promote competition and entrepreneurial skills to the students	Career counseling cell took steps at renewing MOU with organizations such as RICE and conducted 7
7	Discussion on institutional strategies and effective planning	Developed procedures and guidelines for forming and strengthening partnerships to improve students' access to higher education. Established standardized communication with students. Plans were developed to connect students to the campus and community.
8	Discussion on Formation of NAAC steering committee	The NAAC steering committee listed below has been constituted to ensure that all of the first cycle's activities run smoothly. Principal, 5 teachers and one non-teaching staff.
9	Discussion on preparation of departmental/committee report and plan of action	Each department has been asked to prepare an academic report for the year as well as other committee reports. So, in accordance with the discussion, they prepared a report based on the standard format provided by IQAC.
10	Discussion on conduction of meaningful webinar/seminar for the students	Departments are in the process of organizing a national/international seminar in the near future, as the college and concerned departments are busy with NAAC work.



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11	Discussion on infrastructure and quality enhancement programmes	The DRRC functions as an extended infrastructural facility for holding classes.
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