

Cluny Women's College

A West Bengal Govt. Aided
Christian Minority Degree College
Affiliated to North Bengal University and recognized by
UGC Under Section 2(f) and 12 (B)
Accredited by NAAC with GRADE 'B+' (CYCLE 1)



PROSPECTUS

CLUNY WOMEN'S COLLEGE



CALVARY ROAD, 8TH MILE, KALIMPONG – 734301
ESTD. 1998

A West Bengal Govt. Aided
Christian Minority Degree College
Affiliated to North Bengal University and recognized by
UGC Under Section 2(f) and 12 (B)

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INTRODUCTION

ANNE MARIE JAVOUHEY FOUNDRESS OF THE SISTERS OF ST. JOSEPH OF CLUNY



*Foundress of the
Sisters of St. Joseph of Cluny (1779-1851)*

The glory of God was the consuming desire of Anne Marie Javouhey, the Foundress of Sisters of St. Joseph of Cluny. It was her loving response to God who had chosen, prepared and sent her to live the Gospel and make known His Will throughout the world.

“May God be glorified in all things and everywhere”.

Anne Marie Javouhey's life's work revealed that she had a very clear vision of all people as children of God. She believed that all are fundamentally equal and they have the right to human and spiritual formation. She understood that education consists in helping persons “to be more”. Anne Marie's daughters, the Sisters of St. Joseph of Cluny are imbued with the same Charism of their foundress - helping the women and children to grow, to improve and “to be more” in every field, human, social, educational and medical.

Thus her wonderful story continues here through the sisters and through the staff and pupils of Cluny Women's College, Kalimpong.

CLUNY WOMEN'S COLLEGE

A BRIEF HISTORY

Cluny Women's College is a West Bengal Government Aided, Christian Minority Degree College Affiliated to North Bengal University and recognized by UGC Under Section 2(f) and 12 (B). The College was established by the Registered Society of the Sisters of St. Joseph of Cluny in 1998.

The services rendered to the cause of Education by the Sisters of St. Joseph of Cluny are unparalleled in the districts of Darjeeling and Kalimpong. The education imparted by the Sisters has produced an educated leadership in the Church, Society and the Government. It has opened new vistas of knowledge to all. They served the cause of education as none else did. The methods they used, the values they cherished, the commitments they made, the convictions they maintained, the humiliations and hardships they willingly suffered, and above all their love and passion for the people remain a source of inspiration even today. The roots of Cluny Women's College are not limited to its date of physical establishment. For the college bears the legacy of centuries of unselfish sacrifices in the field of education by the Sisters of St. Joseph of Cluny. It is an epitome of the Cluny Philosophy of life as practiced and preached by Blessed Anne Marie Javouhey. The college is a living example of the cherished words of Blessed Anne Marie Javouhey – "To do a Little Good."

The aim of the College is to give Education up to the highest University standard, which would include the imparting of sound learning, the building of character and the spread of spiritual truth and knowledge of God. Students on their part are expected to do their best to attain that harmonious development which will make them worthy citizens of a great nation sincerely committed to God, home and country.

VISION OF THE COLLEGE

“An educated woman makes an educated family.”

In keeping with this view, the motto of the college is “Tamaso ma Jyotirgamaya” which means where there is darkness, spread light. The college strives to offer fullness of life and to assist the students to transcend themselves to a realm of creativity.

MISSION OF THE COLLEGE

- Following Jesus our Divine Guru, inspired by Anne Marie, the Educator, we give priority to witnessing and developing Gospel Values of liberty, fraternity, dignity of the person, peace and non-violence, justice, forgiveness and compassion.
- We aim to become a centre of excellence in Higher Education as well as aspire to develop students of sound intellectual calibre.
- Through our Educational system, we strive to uplift socially and economically backward students to improve their self-image and make them attain responsible positions in society.
- To promote Gender equality through higher education among women.
- To initiate more job-oriented/vocational programmes in the future.
- To consciously promote environmental awareness.

We as an institution seek to realise such a mission with the following policies, means and methods:

- Implementation of the objectives of National Education Policy, 2020.
- Strengthening Industry-Academia interface.
- Supporting alliance and endorsing inter-institutional exchanges to pave the way for qualitative research.
- Exploring ways to improve Internal Quality Assurance Mechanism.
- Incorporating multiple avenues of teaching-learning interface since the Pandemic.
- Encouraging community development programmes.
- Integrating curricular activities, mostly project works, with a view to identify problems in the neighbouring locality.

OUR OBJECTIVES

- Produce graduates with an all-round development and skill enhancement.
- Develop attitudes of respect and responsibility towards the environment.
- The graduates will be able to earn their livelihood and help develop the society in which they live.
- The graduates will form a conscious and empowered community.
- Promote a positive attitude to health and life.

The Sisters, Staff, Students, Parents, Benefactors and all stakeholders share the responsibility to contribute to the total educative process.

COURSE OF STUDIES OFFERED AT CLUNY WOMEN'S COLLEGE, KALIMPONG

1. Single Major and Single Minor (B.A/B.Com./B.C.A) FYUGP (4 year duration)

- One Major Course
- One Minor Course
- Inter-disciplinary Courses (IDC) -3 (2nd, 3rd & 4th Semester)
- Ability Enhancement Courses (AEC) – (2nd & 3rd Semester)
- Value Added Courses (VAC) – (1st & 4th Semester)
- Skill Enhancement Courses (SEC) – (1st, 2nd & 3rd Semester)

2. Three Discipline Specific Courses (Multidisciplinary) (B.A) (3 year duration)

- Two (Core) Courses
- One Minor Course
- Inter-disciplinary Courses (IDC) -3 (2nd, 3rd & 4th Semester)
- Ability Enhancement Courses (AEC) – (2nd & 3rd Semester)
- Value Added Courses (VAC) – (1st & 4th Semester)
- Skill Enhancement Courses (SEC) – (1st, 2nd & 3rd Semester)

3. Internships and Community Service Based Projects

4. Research Project work for (Honours Degree)

DEGREES, DIPLOMA AND CERTIFICATES

- An UG Certificate after completion of 1 Year (after completion of 2 semesters) & an internship
- An UG Diploma after completion of 2 Years (after completion of 4 semesters) & an internship
- A **Bachelor Degree after completion of 3 Years** (after completion of 6 semesters).
- A **4 Year Bachelor Degree with Honours** (with research) (after completion of 8 semesters).

SINGLE MAJOR WITH SINGLE MINOR (4 YEAR UNDER GRADUATE PROGRAM)

A student will identify **ONE Major Course** in which she will concentrate. Apart from ONE Major Course she will have to select **ONE Minor Course**. She will also have to select **Inter-Disciplinary Courses (IDC)**, **Ability Enhancement Courses (AEC)**, **Value Added Courses (VAC)** and **Skill Enhancement Courses (SEC)** from the provided pool of courses.

Course Subjects Single Major and Single Minor Course B.A. 4 year U.G.P

MAJOR / MINOR SUBJECTS	
English	Education
Nepali	Political Science
History	Sociology
Education	Geography
Political Science	English
Sociology	Nepali
Geography	History

07

*** Students should choose any one subject as Major and choose the Minor from the remaining subjects.**

Course Subjects Single Major and Single Minor Course B.Com. 4 year U.G.P

MAJOR	MINOR
B. Com. in Accounting & Finance	Business Management
B. Com. in Business Management	Accounting & Finance

Course Subjects Single Major and Single Minor Course B.C.A. 4 year U.G.P

MAJOR	MINOR
B.C.A	Economics, Statistics, Education, Sociology

THREE DISCIPLINE SPECIFIC COURSES (MULTIDISCIPLINARY) (3 YEAR UNDER GRADUATE PROGRAM)

A student will identify **TWO Course** in which she will concentrate. Apart from two Course she will have to select **ONE Minor Course**. She will also have to select **Inter-Disciplinary Courses (IDC)**, **Ability Enhancement Courses (AEC)**, **Value Added Courses (VAC)** and **Skill Enhancement Courses (SEC)** from the provided pool of courses.

Three Discipline Specific Courses (Multidisciplinary) for B.A. 3 year U.G.P

MAJOR / MINOR SUBJECTS		
COMBINATION – A	COMBINATION – B	COMBINATION - C
English	Geography	History
Nepali	Education	Sociology
	Political Science	

- Students should **choose any two subjects** from any **two combinations as Major Subjects** and choose the **third subject** from the other remaining Combinations as **Minor Subject**.
- Students should be very careful in choosing the **two Major Subjects** and **one Minor Subject**.

INTER-DISCIPLINARY COURSES (IDC):

All UG students are required to undergo 3-introductory level courses relating to any of the BROAD DISCIPLINES. Students are not allowed to choose or repeat courses undergone at the Higher Secondary Level (12th) class under this category. A student **cannot study IDC's from the same broad discipline.**

ABILITY ENHANCEMENT COURSES (AEC)

- **Single Major and Single Minor Course:** Compulsory English to be studied in 2nd Semester and one from MIL Nepali or Alternative English to be studied in the 3rd Semester.
- **Three Discipline Specific Courses (Multidisciplinary):** Compulsory English to be studied in 3rd Semester and one from MIL Nepali or Alternative English to be studied in the 2nd Semester.

VALUE ADDED COURSES (VAC)

- **Single Major and Single Minor Course:** Environmental Education to be studied in 1st Semester and Understanding India to be studied in the 4th Semester.
- **Three Discipline Specific Courses (Multidisciplinary):** Environmental Education to be studied in 4th Semester and Understanding India to be studied in the 1st Semester.

SKILL ENHANCEMENT COURSES (SEC): These courses (three in number) may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

INTERNSHIP: A student will have to undergo an internship once before the end of the 5th Semester during her course of study.

CLUNY WOMEN'S COLLEGE PROVIDES TWO CAREER ORIENTED PROGRAMS (Value added courses) alongside B.A, B.Com and B.C.A Degree (of 3 or 4 years duration)

1. COMMUNICATIVE AND FUNCTIONAL ENGLISH

- One Year Certificate Course
- Two Year Diploma Course
- Three Year Advance Diploma Course

2. COMPUTER APPLICATIONS

- One Year Certificate Course
- Two Year Diploma Course
- Three Year Advance Diploma Course

ELIGIBILITY CRITERIA

Single Major and Single Minor course: % of Marks

A student shall be allowed to take admission in the single major and single Minor course of B.A/B.Com/BCA. if she has passed in at least four (04) subjects with English as compulsory subject in the Higher Secondary (10+2) Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the university as equivalent thereto.

Provided that a candidate who has obtained-

(a) 55% marks in the aggregate,

or

(b) 50% in the aggregate with 60% marks in a subject / related subject in the last qualifying Examination shall be eligible to apply for Single Major and Single Minor course in that subject.

Admission shall however be on merit and availability of seats.

Provided that for SC/ST/OBC-A/OBC-B/PWD candidates - the minimum marks for eligibility shall be as per Rules of the State Government.

Provided further that in matter of eligibility 54.5% marks or above shall be equal to 55%, 49.5% and above shall be equal to 50% and 59.5 marks or above shall be equal to 60%.

Three Discipline Specific Courses (Multidisciplinary):

A student shall be allowed to take admission in the Multidisciplinary course of B.A if she has passed in at least four (04) subjects with English as compulsory subject in the Higher Secondary (10+2) Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the university as equivalent thereto.

A candidate shall be allowed to pursue B.A Multidisciplinary course if she has passed the qualifying Examination in Vocational Stream subjects. Such students shall have the option to study up to the end of 6th Semester.

ELIGIBILITY CRITERIA

Choice of Major/Minor Courses for Single Major & Single Minor and Three Discipline specific Multidisciplinary courses:

1. A candidate will be allowed to take up Sociology or Education or BCA if she has passed in the previous qualifying examination of any stream.
2. A candidate will be allowed to take up B.Com. if she has studied Science subjects along with Mathematics in the previous qualifying exams.
3. Candidates from Arts Stream are not allowed to apply in B.Com.
4. Candidates from any stream may apply in B.C.A.
5. A candidate will be allowed to take up Geography subject if she has passed in Geography at the qualifying examination.
6. A candidate pursuing Major in a subject will not be allowed to take up the same subject as Minor.
7. While taking Major and Minor subjects, availability of the said subjects in the concerned Colleges will be taken into cognizance.
8. Self-attested copies of mark sheets must be attached along with the form. Incomplete form will be rejected.
9. Admission of a candidate will be cancelled if any of the statement is found incorrect or incomplete.
10. All notice regarding admissions will be displayed in the college Notice Board and also will be available in the college website: (www.clunycollege.ac.in)

OTHER REGULATIONS

Reservation of Seats: There will be reservation of seats for SC/ST/OBC/EWS/Differently-Abled Candidates as per Government Rules. For differently-abled candidates' minimum disability at least 40% will be considered.

ELIGIBILITY CRITERIA

TERMINATION

If a student newly admitted to the first semester remains absent from attending classes for **more than the first 15 days continuously without any intimation**, his/her/transgender admission will stand cancelled.

COMPLETION OF UNDERGRADUATE PROGRAMMES OF THE UNIVERSITY

A **3 Year undergraduate program** has to be completed within a span of 5 year from the year of admission. A **4 Year undergraduate program** has to be completed within a span of 7 year from the year of admission.

LIST OF SCANNED DOCUMENTS TO BE UPLOADED

1. Passport size colour photo
2. Class 10 Admit Card
3. Higher Secondary (class 12) Mark Sheet
4. Caste Certificate for SC, ST, OBC-A, OBC-B
5. Baptism Certificate (in case of Christian candidates)
6. Medical Certificate for PH candidates

NOTE: A candidate cannot claim to be SC/ST/OBC-(A/B) or PH unless the certificate is submitted.

ADMISSION APPLICATION FORM ALERT

CANDIDATES APPLYING FOR ADMISSION IN FOUR /THREE YEAR UNDERGRADUATE B.A, B.COM & BCA COURSES ARE CAUTIONED IN ADVANCE THAT WRONG INFORMATION ON APPLICATION FORMS COULD LEAD TO CANCELLATION OF THEIR ADMISSION

ANTI RAGGING UNDER-TAKING TO BE FILLED BY STUDENTS & PARENTS/GUARDIANS

TO BE FILLED BY A STUDENT

Fields marked with * are compulsory.

- If you do not have an e-mail address, please create one before you fill in this form.
- If your mother or father or guardian do not have a phone or a mobile number or email then please give the numbers/email of their friends or relations or neighbors.
- If you do not have a mobile number, then please give the mobile number of your friend in the college.

After filling this form successfully, you will receive the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Print the hard copy and submit the same signed by you and your Parents/guardians to the college office.

Students can fill out their online undertaking on the link:
http://www.antiragging.in/affidavit_affiliated_form.php

National Anti-Ragging Helpline: 1800-180-5522

ADMISSION PROCEDURE

Admission to all courses starts after the publication of the results of the West Bengal Council of Higher Secondary Education. Admission is made strictly on the basis of merit (performance in the last public examination).

Each applicant is to apply in the prescribed form ONLINE through our website: www.clunycollege.ac.in or <http://admission.clunycollege.ac.in>

N.B.:

1. Incomplete forms will be rejected
2. The College Authority reserves the right to cancel any application / admission
3. The candidate must agree to abide by the rules and code of discipline of the North Bengal University and Cluny Women's College. She must affirm that the information furnished in the filled-in form is true to the best of her knowledge.

REGISTRATION

After admission to the College, a student has to get registered with the University of North Bengal. If the concerned student is from a Board other than the W.B.C.H.S.E., she has to get provisionally registered and should submit the Migration Certificate at the earliest. The College will not be responsible in any case for the cancellation and /or rejection of a student's registration.

FACILITIES

LIBRARY

The college has a library for the use of students and members of the staff.

After admission, a student has to produce her fee receipt to the librarian for collecting the library card within the notified time.

LIBRARY SERVICE

The college library provides the following services to optimize the utilization of the reading materials held in the library collection.

1. Reference service
2. E-Library for student and teachers for research with inflibnet facility.
3. An open access system for the student in the central reading room.
4. Display of daily newspapers on the reading desk.
5. Provision of using journals and periodicals on requirement. The Library is kept open throughout the year except on public holidays and long vacation.

DEPARTMENT LIBRARY

Each Department has its own library specifically meant for reference work during class.

GOVERNMENT SCHOLARSHIP

W.B. Govt. scholarship is recommended every year for the students belonging to S.C/S.T. category and Minority Community. The college also gives concession to deserving students.

FACILITIES

N.S.S.

Admission to N.S.S. is open to all the students of the college. Interested students are advised to contact the N.S.S. programme officers.

REMEDIAL COACHING

Cluny Women's college has been conducting free remedial coaching to the students belonging to S.C/ S.T. category, Minority Community and those requiring extra help.

CAREER GUIDANCE

Free coaching is offered to students belonging to S.C/S.T. category, Minority Community and General Category students for various competitive examinations.

CLUNY McNAMARA STUDENTS' RESIDENCE

Hostel accommodation facility is available within the campus for students who are admitted in Cluny Women's College. Students must reserve their seats for the hostel in the **space specified in the Admission Application Form**. A separate Prospectus along with Application Form for Residence accommodation is available at the hostel office and must be submitted to the Sister-in-Charge **after getting admission** in the College. Information regarding the hostel fee structure is given in the Residence prospectus.

THREE/FOUR YEAR UNDERGRADUATE PROGRAM

The Curriculum Framework designed by UGC for implementing NEP 2020 specifies that all Undergraduate (UG) degree programmes are to be for a period of 3 years or for 4 years leading to award of UG Degree or UG Honours Degree.

STRUCTURE OF ACADEMIC PROGRAMMES:

All Academic Programmes offered under NEP shall be stylized in terms of credits. Each course/subject in a given Programme of study shall carry certain number of credits which will be awarded on completion of the said course.

18 BREAKUP OF CREDITS AND COURSES

Every Undergraduate (UG) programme offered by a College shall conform to the Structure specified by the UGC's Framework, 2023. A student of 3 year UG programme is mandated to complete a minimum of 124 credits and the student of 4 year Honours Degree shall complete 160 credits.

COURSE STRUCTURE

- a. Two semesters, with 43 credits, for exit option with a Certificate.
- b. Four semesters, with 84 credits, for exit option with a Diploma.
- c. Six semesters, with 124 credits, for exit option with a Degree.
- d. Eight semesters, with 160 credits, culminating in a Degree in Honours.
- e. Eight semesters, with 160 credits, culminating in Degree in Honours with Research.

EACH COURSE WILL BE OF 2/3/4 CREDITS (wherever applicable) AND THE MARKS DISTRIBUTION WILL BE AS FOLLOWS:

1. Major Course (MAJ) – 75 marks each – 4 credits.
2. Minor Courses (MIN) – 75 marks each – 4 credits.
3. Ability Enhancement Courses (AEC) – 75 marks each – 4 credits.
4. Inter-disciplinary Courses (IDC) – 50 marks each – 3 credits.
5. Value Added Courses (VAC) – 75 marks each – 4 credits.
6. Skill Enhancement Courses (SEC) – 50 marks each – 3 credits.
7. Internship / Apprenticeship (IARD) – 50 marks each – 2 credits.
8. Research Project / Dissertation (I A R D) – 225 marks each (applicable only if the student chooses to pursue Honours with Research) – 12 credits.

EXAMINATION

In the Undergraduate semester system, the examinations will be held in eight parts:

1. The First and Second Semester for the first year students.
2. The Third and Fourth Semester and Fifth and Sixth Semester for the second and third year students respectively.
3. The Seventh and Eighth Semester for the fourth year students.

The Academic Sessions including the examinations for first, third, fifth and seventh semesters are July to December and that for the second, fourth, sixth and eighth semesters are January to June.

A 3 Year undergraduate program has to be completed within a span of 5 year from the year of admission. **A 4 Year undergraduate program** has to be completed within a span of 7 year from the year of admission.

ATTENDANCE

No student will be allowed to take the end semester written Examination if the student concerned has not attended minimum of 75% of the classes held in the course concerned and also in other curricular components.

BACHELOR OF COMPUTER APPLICATIONS (BCA)

A Bachelor of Computer Applications (BCA) is a four-year undergraduate program in the field of computer science and information technology. The BCA degree offers a comprehensive curriculum designed to equip students with the knowledge and skills required to succeed in today's digital era.

At Cluny Women's College, affiliated with the University of North Bengal, the BCA program provides a strong foundation in core areas such as programming, data structures, algorithms, computer systems, Artificial Intelligence, Machine Learning, Data Science, and LaTeX. Students not only gain theoretical knowledge but also develop practical expertise in building modern software applications, managing databases, designing dynamic websites, and ensuring efficient computer network operations.

The program emphasizes a balanced approach to learning by integrating theory with hands-on experience. Students are encouraged to work on real-world projects, which enhances their problem-solving abilities and nurtures innovation and creativity. With access to well-equipped computer laboratories and modern technological resources, students are prepared to meet the demands of the rapidly evolving IT industry.

Upon successful completion of the BCA program, graduates acquire a versatile skill set that opens doors to a wide range of career opportunities in both public and private sectors. They can pursue roles such as software developer, web designer, data analyst, machine learning engineer, AI developer, database administrator, system analyst, IT consultant, technical writer, and research assistant. This program thus lays a strong foundation for a successful and rewarding professional career in the technology domain.

BACHELOR OF COMMERCE

Bachelor of Commerce (B.Com) is a 4 year undergraduate honors degree program in Commerce that offers in-depth knowledge and specialized study in various aspects of business and finance. It is designed to provide students with a strong foundation in accounting, economics, finance, taxation, management, and other related subjects.

The B.Com course focuses on developing analytical and problem-solving skills, as well as providing practical exposure to the business world. Students learn about financial management, auditing, cost accounting, business law, and corporate governance, among other topics. The curriculum is often updated to align with industry trends and practices.

During the course, students are encouraged to participate in internships, industrial visits, and workshops to gain real-world experience and enhance their employability. They also develop skills in communication, critical thinking, and teamwork, which are essential for a successful career in commerce.

Upon completion of the B.Com program, graduates have a wide range of career opportunities available to them. They can pursue professions such as financial analysts, accountants, tax consultants, business consultants, investment bankers, and auditors. Some graduates also choose to pursue higher education, such as an MBA or professional certifications like CA (Chartered Accountant) or CMA (Certified Management Accountant).

A STUDENT'S DAILY LIFE AT CLUNY WOMEN'S COLLEGE

As the human eye looks into space, it is limited to a few miles of vision and we can see only what is immediate and within reach. Yet, like an astronomer looking at space we know that – beyond what is immediate and within reach stretches an infinity of time and eternity, because time and space are both segments of God's creation.

Therefore my life, time and the space I have daily are most important for me here and now and for never-ending Eternity.

Therefore we use carefully:

(a) Our Life (b) Our time (c) The space in which we operate

Cluny Women's College has devised a careful plan for pleasant, diligent and constant work at spiritual, academic and material development of the Staff and Students of the College. Here are some simple instructions to be followed by all students.

1. College Class hours are from **9:00 am onwards**.
2. Students who have completed classes **may not leave the College campus before 2:00 pm**. Exceptions always arise, so each student is free to appeal to the authority concerned.
3. **Free time in College is meant to be used wisely and maturely.**
4. Students are expected to **use the Library daily** for growth in knowledge and Research.
5. a) In the 4/3-year Undergraduate Semester system, the Undergraduate Examinations will be held in eight parts:
 - (i) First & Second Semester for the first year students, The Third & Fourth Semester for the second year students, Fifth & Sixth Semester for the third year students and Seventh & Eighth Semester for the Fourth year students.
 - (ii) The academic sessions including the examinations for first, third, fifth and seventh semesters are July to December and that for second, fourth, sixth and eighth semesters are January to June

b) A candidate to be eligible for appearing in any of the Semesters of UNDER-GRADUATE Examination must have minimum 75% attendance and should appear in all internal assessments.

Award of 05 (five) marks on class attendance shall be given in the following manner:

Attendance of 75% and above but below 80%	- 02 marks
Attendance of 80% and above but below 85%	- 03 marks
Attendance of 85% and above but below 90%	- 04 marks
Attendance of 90% and above	- 05 marks

6. Inquiry, Grievance and Redressal Cell: Students at times may not be able to express their problems freely. At Cluny Women's College, we earnestly want to offer a helping hand to a faltering sister. We encourage our students to tap the riches of our Cluny College Family to use the Inquiry Box and await our reply. Each week the box will be opened and problems attended to.

7. Health Practices: The College invites student's feedback and also provides them with guidance and counselling

8. Extra-curricular Activities such as Seminars, Debates, Cultural activities, N.S.S. programmes etc. are conducted from time to time and students are expected to take active participation.

9. Uniform saree should be worn on special occasions and college uniform is a regular everyday attire of the students.

10. Use of Mobiles in the College building and premises is permitted only for study purposes under the supervision of teachers.

11. Appropriate rules regarding postings in social media must be strictly observed. If required recourse to legal action may be taken against those who violate this rule.

12. Students must compulsorily be present on the first day of opening of the college after vacations and on the last day before commencement of vacations.

13. As per UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009 (under section 26(1) (g) of the University Grants Commission Act, 1956, ragging is strictly prohibited in this college. Anyone found guilty will be liable to punishment. The Anti-Ragging squad of the institution will observe and maintain necessary discipline in classrooms. All students must compulsorily fill in the Anti-Ragging Affidavit online and submit a copy of compliance to the college office.

DECLARATION BY THE STUDENT

I hereby declare that I have gone through all the above mentioned points and agree to abide by them faithfully

Student's Signature

Guardian's/Parent's Signature

THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED AT THE TIME OF ADMISSION

BOARD	DOCUMENTS NEEDED	REMARKS
Madhyamik/ ICSE/CBSE/NOS	1.Admit Card (2 copies) 2.Mark sheet 3.Diploma /Pass Certificate	Photocopies of Each Document to be self-attested
HS/ISC/CBSE/ NOS	1.Admit Card 2.Mark sheet (2 copies) 3.Diploma /Pass Certificate 4.Transfer Certificate	
<ul style="list-style-type: none"> • Aadhar Card (photocopy). • 02 self attested photocopies of CASTE/TRIBE CERTIFICATE. • 02 recent PASSPORT SIZED colour photograph (against plain background). • ORIGINAL MIGRATION CERTIFICATE (applicable for students of non H.S Board). • 02 self attested photocopies of disability certificate, if applicable. • Foreign students are required to submit TWO COPIES of Photocopies of Student Visa and passport. • BPL certificate (if applicable) 		

**P.S.:ALL ORIGINAL DOCUMENTS ARE NEEDED
FOR VERIFICATION AT THE TIME OF ADMISSION.**



Calvary Road, 8th Mile, Kalimpong – 734301

Website: www.clunycollege.ac.in

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