

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)

Website: www.clunycollege.ac.in

Tele/fax: 03552 – 796385

E-mail: principalcwc@gmail.com
cwc@rediffmail.com



INTRODUCTION

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



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”.

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

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.

COURSES OFFERED AT CLUNY WOMEN'S COLLEGE

B.A. HONOURS
B.C.A. HONOURS
B.COM HONOURS
B.COM GENERAL
B.A. GENERAL

B.A. HONOURS IN

ENGLISH
GEOGRAPHY
HISTORY
NEPALI
SOCIOLOGY
POLITICAL SCIENCE
EDUCATION

B.A. PROGRAM

ENGLISH
GEOGRAPHY
HISTORY
NEPALI
SOCIOLOGY
POLITICAL SCIENCE
EDUCATION

B. COM (Accountancy Honours)

B. COM PROGRAM

**B.C.A. (BACHELOR OF COMPUTER
APPLICATIONS)**

CAREER ORIENTED PROGRAM IN:

Communicative and Functional English

- * One Year Certificate Course
- * Two Year Diploma Course
- * Three Year Advanced Diploma Course

ELIGIBILITY CRITERIA

A candidate may apply for BA/BCOM/BCA Honours if only the following conditions are fulfilled:-

- i) 55% in the aggregate or,
- ii) 50% in the aggregate with 60% in subject,
- iii) For SC/ST applicants eligibility criteria is 50% in the aggregate or,
- iv) 45% in the aggregate with 60% in subject,
- v) 55% in the aggregate for students applying for B.C.A. and 5% relaxation for SC and ST Candidates.

Important Note:

1. For candidates from Science Stream to apply for B.Com Course passing marks in Mathematics is compulsory.
2. Candidates from Arts Streams are not allowed to apply in B.Com.
3. Candidates from any stream may apply to BCA.
4. Self-attested copies of marks sheets must be attached along with the form. Incomplete form will be rejected.
5. Admission of a candidate will be cancelled if any of the statement is found incorrect or incomplete.
6. 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)

Candidates are required to upload scanned copies of

- Passport size colour photo
- Class 10 Admit Card
- Higher Secondary (10+2) Mark Sheet
- Caste Certificate for SC,ST,OBC-A,OBC-B
- Baptism Certificate (in case of Christian candidates)
- Medical Certificate for PH candidates

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

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ADMISSION APPLICATION FORM ALERT

CANDIDATES APPLYING FOR ADMISSION IN B.A., B.COM, B.C.A. AND GENERAL PROGRAM COURSE 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.

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 and Minority Community.

ENTRY IN SERVICES/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

- 12** Hostel accommodation facility is available 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.

COURSES OF STUDIES

- There shall be two courses of studies leading to B.A/B.COM and B.C.A Degree and each course shall be of six semester's duration. One shall be termed as “B.A/B.COM and B.C.A. Honours Program and the other is “B.A and B.COM. Program”.
- The admission to under-Graduate Degree Programs will be governed by the guidelines of the University and the Higher Education Department of Govt. of West Bengal as framed from time to time.
- A candidate shall be allowed to pursue any one of the Under-Graduate Degree Programs of the University (not more than one) in a particular Academic Session.
- A student will have to study Discipline Specific Core Courses, Foundation courses, Generic Electives courses, Discipline Specific Elective Courses, and Skill Enhancement Courses as prescribed by the concerned Board of Studies.
- At the time of admission a Honours Program \ Program student shall identify the different courses in which she will concentrate to attain the required credits provided that an Honours program, once chosen , cannot be changed unless the student relinquishes the Course and chooses a different Honours Program / Program Course.

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COURSE STRUCTURE

The HONOURS PROGRAM course shall be designed as having 140 credits delivered in six (06) semesters with 1950 marks.

The PROGRAM course shall be designed as having 120 credits delivered in six (06) semesters with 1800 marks.

Each Course shall be of 75 marks each except that AECC1 (ENVS) will be of 100 Marks and AECC 2 (English/MIL, Communication) will be of 50 marks.

At the time of admission, a student will identify an Honours Program (total 140 Credits) or Program course (total 120 Credits) in which she shall concentrate. Apart from the Discipline specific Core course she will have to select Generic Elective courses. She will also have to select Discipline Specific Elective courses, ability Enhancement Core Courses and Skill Enhancement Courses from the provided pool of choices.

OUTLINES OF CHOICE BASED CREDIT SYSTEM

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1. Discipline specific Core Course (DSC): The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course.
2. Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject or nurtures the candidate's proficiency / skill is called an Elective Course.
 - 2.1 Discipline Specific Elective (DSE) Course: An Elective course offered under the main discipline/ subject to study is referred to as Discipline Specific Elective.
 - 2.2 Generic Elective (GE) Course: An Elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of Courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective courses.
3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds :Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC)
 - 3.1 Ability Enhancement Compulsory Courses (AECC): These courses are based upon the content that leads knowledge enhancement: (1)Environmental Science and (2) English/MIL Communication.
 - 3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and /or skill-based knowledge and should contain both theory and laboratory /hands on training/field work. The prime purpose of these courses is to provide students life–skills in hands–on mode so as increase their employability.
4. Practical/Tutorials (one each with every discipline specific core and discipline/ generic Specific Elective course): Practical means Laboratory or field exercises in which the student has to do experiments or other practical work of two hour duration. Tutorial means special instructions based on the Lectures.

CURRICULUM

The subjects and papers for the course shall be recommended by the Board by the Board of Under –Graduate Studies in each respective subject from time to time in accordance with the rules of the University of North Bengal.

I. Scheme for CBCS in B.A/B.Com/B.C.A. Honours Program

Year	Semester	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course(GE)
1	1	Paper-1	AECC-1			GE - 1
		Paper-2	EVS			PAPER - 1
	2	Paper-3	AECC-2			GE - 1
		Paper-4	COM ENG/MIL			PAPER - 2
2	3	Paper-5				GE - 2
		Paper-6		SEC		PAPER - 1
		Paper-7		PAPER - 1		
	4	Paper-8				GE - 2
		Paper-9		SEC		PAPER - 2
		Paper-10		PAPER - 2		
3	5	Paper-11			DSE PAPER - 1	
		Paper-12			DSE PAPER - 2	
	6	Paper-13			DSE PAPER - 3	
		Paper-14			DSE PAPER - 4	

- ❖ Students pursuing DSC in a particular subject will have to opt for SEC & DSE in the same subject.
- ❖ GE course subject must be different from DSC course subject.
- ❖ Practical/Tutorial: Every Discipline specific Core, Discipline Specific Elective& Generic Elective Course will have one practical/tutorial. Wherever there is practical, there will be no tutorial & vice-versa.

II. Scheme for CBCS in B.A Program

Year	Semester	Discipline Specific Core Course (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course(GE)
1	1	DSC-1 Paper-1	Nepali Paper-1		AECC-1			
		DSC-2 Paper-1			EVS			
	2	DSC-1 Paper-2		English Paper-1	AECC-2			
		DSC-2 Paper-2			COM ENG/ MIL			
2	3	DSC-1 Paper-3	Nepali Paper-2			SEC-1		
		DSC-2 Paper-3				Paper-1		
	4	DSC-1 Paper-4		English Paper-2		SEC-1		
		DSC-2 Paper-4				Paper-2		
3	5					SEC-2	DSE-1 Paper-1	GE-1
						Paper-1	DSE-2 Paper-1	Paper-1
	6					SEC-2	DSE-1 Paper-2	GE-1
						Paper-2	DSE-2 Paper-2	Paper-2

- DSE 1 & SEC 1 course subject will be the same as DSC 1 course subject & DSE 2 & SEC 2 course subject will be the same as DSC 2 course subject.
- GE 1 Course subject must be different from DSC 1 & DSC 2 Course subject.
- Practical/Tutorial: Every Discipline specific Core, Discipline Specific Elective & Generic Elective Course will have one practical / tutorial. Wherever there is practical, there will be no tutorial & vice-versa.

III. Scheme for CBCS in B.Com. Program

Year	Semester	Discipline Specific Core Course (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course(GE)
1	1	DSC-1	Nepali Paper-1		AECC-1			
		DSC-2			EVS			
	2	DSC-3		English Paper-1	AECC-2			
		DSC-4			COM ENG/MIL			
2	3	DSC-5	Nepali Paper-2			SEC-1		
		DSC-6						
	4	DSC-7		English Paper-2		SEC-2		
		DSC-8						
3	5					SEC-3	DSE-1	GE-1
							DSE-2	
	6					SEC-4	DSE-3	GE-2
							DSE-4	

- All DSC, GE, SEC Courses will be compulsory courses with internal choices in the DSE Courses.
- Practical / Tutorial: Every Discipline specific core, Discipline Specific Elective & Generic Elective Course will have one practical / Tutorial. Wherever there is practical, there will be no tutorial and vice – versa.

COURSE COMBINATIONS / BASKETS

The following Discipline specific Course subject and Generic Elective Course subject combination are to be strictly followed.

B.A. HONOURS PROGRAMME COURSE (SELECT ANY ONE COURSE)

Two Generic Elective Courses (GE) to be selected as ANY ONE from each basket below for B.A Honours Program & SEC course will be same as DSC Course.

ENGLISH	EDUCATION	GROUP-A	GROUP-B
GEOGRAPHY	POLITICAL SCIENCE	ENGLISH	EDUCATION
HISTORY	SOCIOLOGY	HISTORY	POLITICAL SCIENCE
NEPALI		NEPALI	SOCIOLOGY
			GEOGRAPHY

B.A. PROGRAM COURSE

Discipline specific Course (DSC) & Generic Elective Course (GE) : Select ANY THREE Course Subject (taking any one Course subject each from any two groups as DSC & any one Course subject from remaining one group as GE of the three groups below and SEC course subject will be the same as DSC Course subject):

GROUP-A	GROUP-B	GROUP-C
ENGLISH	EDUCATION	GEOGRAPHY
NEPALI	HISTORY	POLITICAL SCIENCE
		SOCIOLOGY

FOR B.COM.HONOURS PROGRAM & B. COM PROGRAM COURSES: As per existing Course Structure.

ELIGIBILITY FOR ADMISSIONS

a) HONOURS PROGRAM COURSE

A Candidate who has obtained – (a) 55% marks in the aggregate or (b) 50% in the aggregate with 60% marks in a subject in the last qualifying Examination will be eligible to apply for Honours Program in that subject. Admission shall however be on merit and availability of seats. Provided that for SC/ST candidates – the minimum marks for eligibility shall be as per Rules of the State Government i.e 5% relaxation on aggregate.

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%

b) PROGRAM COURSE

- A student shall be allowed to take admission in the Program Course of B.A. and B.Com 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. and B.Com Program Course if she has passed the qualifying Examination in Vocational Stream subjects.
- A candidate pursuing Honours in a subject shall not be allowed to take up the same subject as Generic Elective.
- i. A candidate pursuing Honours in a Language subject will be allowed to take another language subject as Generic Elective
- ii. A candidate shall be allowed to take up Sociology Honours if she has either sociology or History or Philosophy or Political Science in HS.

- iii. A candidate shall be allowed to take up Education Honours passing from any stream in 10+2 examination.
- iv. A candidate shall be allowed to take up B.Com Honours program / program course if she has studied Science along with Maths in the previous qualifying Examination.
- Migrating students should have their Migration Certificates
- A candidate may be allowed to take up Geography if she has passed in Geography at the qualifying examination with the required percentage of marks.
- Admission to honours courses would be strictly on Merit basis and subject to availability of seats.
- International students should produce their student visa and passport.
- Admission will also be made strictly on the basis of receipt of Original Mark Sheet of the passed candidate of the (10+2) Exams.
- Validity of Students Enrolments/Registration: A candidate (Honours/General Course) shall have to complete each semester examination with 3 (three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.

BACHELOR OF COMPUTER APPLICATIONS (BCA)

In today's fiercely competitive and modern world, computers have emerged as the next best thing to the human brain. Computers and related technologies have taken the world by storm. Cutting edge technologies are emerging everyday as industrial needs become more and more complex. In such a scenario, students need to be properly equipped with requisite knowledge of the current technologies.

At Cluny Women's College, the B.C.A course provides a Degree from The University of North Bengal and aims to provide a solid knowledge of the computer fundamentals, basic and advanced programming concepts, DBMS and RDBMS application usage, exposure and understanding of latest Networking and internet technologies and concepts of Physics and Numerical Methods.

The course objective is to equip the students to emerge as a complete software professional at the completion of her course. She can either opt to enter the software market or continue with higher studies.

Eligibility Criteria for BACHELOR IN COMPUTER APPLICATION (BCA)

1. A clear pass in 10+2 level from any recognized Board with 4 subjects. (English language as compulsory)
2. Migrating students should have their Migration Certificates
3. 55% marks in the aggregate for students applying for BCA and 5% relaxation for SC and ST candidates.

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.

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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 Semester System, the Under Graduate Examinations will be held in six parts
 - (i) The first and second semester for the first year students and
 - (ii) The Third and Fourth Semester and Fifth and Sixth Semester for the second and third year students respectively. The academic session including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

A student will have, at the most, five academic years or ten semesters to complete the course.
 - b) A candidate to be eligible for appearing at any of the Semesters of UNDER-GRADUATE Examination **must have minimum 75% attendance** of lectures delivered.

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. **Healthy Practices:** the College invites students' 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 college occasions.
10. **Use of Mobiles** in the College building and premises is strictly prohibited except for study purposes under the supervision of teachers. **Once confiscated, the same will not be returned.**
11. 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.
12. 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

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

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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 HS 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

Tele/fax: 03552 – 796385

E-mail: principalcwc@gmail.com
cwc@rediffmail.com