## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

# Part – A

### AQAR for the year 2016-17

#### I. Details of the Institution

1.1 Name of the Institution	Harkamaya College of Education	
1.2 Address Line 1	Samdur	
Address Line 2	Tadong	
City/Town	Gangtok	
State	Sikkim	
Pin Code	737102	
Institution e-mail address	hce-gtk@yahoo.in	
Contact Nos.	09434021212	
Name of the Head of the Institu	rtion: Prof. P.L. Mohapatra	
Tel. No. with STD Code;	+91-9332521223	]
Mobile:	09434021212	

098046125	519		
iqachcegtk	@gmail.com		
ight corner- b	4ottom	&A/1.2 dated 19	3-07-2017
www.sikk	im.org.in		
http://v	im.org.in vww.hcesikkim.or 2016-17.docx	g/NAAC/	
http://v R: AQAR 2	vww.hcesikkim.or		doc
http://v R: AQAR 2	vww.hcesikkim.or 2016-17.docx		doc
http://v R: AQAR 2	vww.hcesikkim.or 2016-17.docx		doc
R: AQAR 2	vww.hcesikkim.or 2016-17.docx college.edu.in/A	QAR2012-13.	doc
R: http://w AQAR 2 ww.ladykeane	vww.hcesikkim.or 2016-17.docx college.edu.in/A Year of Accreditation	QAR2012-13.  Validity Period	doc
http://w AQAR 2 ww.ladykeane e CGPA 2.58	vww.hcesikkim.or 2016-17.docx college.edu.in/A Year of Accreditation 2011	QAR2012-13.  Validity Period 5 years	doc
	o. & Date: dated 3-5-200 right corner- b	L	OGN 18879) SKCOTE 14494  o. & Date: dated 3-5-2004.  inght corner- bottom

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11submitted to NAAC on 12-10-2011)

- AQAR 2011-12 on 12/08/2012 (DD/MM/YYYY) ii. AQAR 2012-13 on 14/07/2013 (DD/MM/YYYY) AQAR 2013-14 on 20/09/2014 (DD/MM/YYYY) iv. AQAR 2014-15 on 01/04/2016 (DD/MM/YYYY) v. AQAR 2015-16 on 14/09/2016 (DD/MM/YYYY) 1.10 Institutional Status University Private State Central Deemed Affiliated College No Constituent College Autonomous college of UGC Regulatory Agency approved Institution No (eg. AICTE, BCI, MCI, PCI, NCI) Type of Institution Co-education Men Women Urban Rural Tribal Financial Status Grant-in-aid UGC 2(f) V UGC 12B Grant-in-aid + Self Financing Totally Self-financing 1.11 Type of Faculty/Programme PEI (Phys Edu) Science Commerce
- Others (Specify)

Health Science

1.12 Name of the Affiliating University (for the Colleges)

Engineering

TEI (Edu)

Sikkim University

Management

1.13 Special status conferred by Central/ State G	iovernment UGC/CSIR/DST/DBT/ICMR etc
Autonomy by State/Central Govt. / University	ity
University with Potential for Excellence	UGC-CPE
DST Star Scheme	UGC-CE
UGC-Special Assistance Programme	DST-FIST
UGC-Innovative PG programmes	Any other (Specify)
UGC-COP Programmes  2. IQAC Composition and Activ	vities
2. TOAC COMPOSITION and Free	
2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	4

2.11 No. of meeting	gs with various stakeholders: No. 8 Faculty
Non-Teac	hing Staff Students 1 Alumni 2 Others
2.12 Has IQAC rec	eived any funding from UGC during the year? Yes No
If yes, m	ention the amount
2.13 Seminars and	Conferences (only quality related)
(i) No. of Sen	ninars/Conferences/ Workshops/Symposia organized by the IQAC
Total Nos.	14 International National 2 State Institution Level 13
(ii) Themes	National Level Workshop on the Use of SPSS, Models of Teaching, Education and Globalization, Position of Women in Contemporary Society, Class-room Management, Creative Essay Writing, Culture Integration Programme, School Management Committee, Inclusive Education.
2.14 Significant Ac	tivities and contributions made by IQAC
Culture Integ B.Ed and B.I and Worksho Feedback of	of QCI and MAS updation in the website, National Level Workshop on the Use of SPSS, gration Programme, Remedial Classes for Slow Learners, Academic Syllabus Revision of B.A. Ed Part Time, Facility for e-learning, Academic leave for teachers participating in Seminars ops, Organizations of Seminars and Symposia in the college through morning assembly, students on revision of important topics, Extra Moral Lectures, Information and campus eachers, Debate and Quiz, Creative Essay Writing, Waste Management Programme.
2.15 Plan of Action	by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Communities activities, Remedial Teaching, Simulated Teaching, Workshop, Academic Syllabus revision of B.A. B.Ed and B.Ed part-time. Facilities for e-learning, Maintenance of QCI (MAS)and NAAC	Swacha Bharat Abhiyan carried out within 1 km radius of the college.  NET, SLET, CTET tuitions provided to students.  3 days National Level Workshop conducted on the Use of SPSS  QCI updated as per the norms of NCTE  Academic Syllabus revision of B.A. B.Ed and B.Ed part-time as per Sikkim University norms.  Smart Classes conducted as a part of Enhancing Professional Capacities of Students.

		Ph.D Course in Education started
9	the Academic Calendar of the year as Ar	
5 Whether th	he AQAR was placed in statutory body	Yes V No
Ma	magement y Syndicate	Any other body
	vide the details of the action taken	
Prov		
•		nendments with regard to Teacher Recruitment as per
1	the recent NCTE norms Ph.D Programme was started for student	te
:	Care was taken with regard to maintaining	
		d and B.Ed part-time as per Sikkim University norms.
	entre one mention of the order of the COME (Although the Come of the COME)	

## Criterion - I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Education	2017-18	1	
PG	M.Ed	2006-07	1	
(UG)	B.Ed	2003-04	1	
PG Diploma				
Advanced Diploma			2001	
Diploma				
Certificate		=707=		
Others			1 12	
Total	3			l
Interdisciplinary				
Innovative				

(ii) Pattern of progra		iii. coco			n / Open op	ciona	50			
		Pa	ttern	Service (	Number of	prog	ramn	nes		
			nester	4						
		-	nester							
			10		200	-				
		Ar	nual		V. V.					
1.3 Feedback from stakel (On all aspects)	nolders*	Alumni	v Pare	nts	Employ	ers	٧	Student	s v	]
Mode of feedbac	:k :	Online	Мапи	al v	Co-opera	sting	scho	ols (for	PEI)	
*Please provide an analysis	s of the fee	edback in th	e Annexure							
1.4 Whether there is any	revision/	apdate of re	gulation or	syllabi,	if yes, men	tion	their	salient a	spect	5.
Yes as per NCTE Reg	ulations 2	014								
1.5 Any new Department	/Centre ii	ntroduced d	luring the ye	ar. If y	es, give det	iils.				
Yes, Ph.D. in Education	n started	in the Acade	emic Year 201	7-18						
Criterion - II										
2. Teaching, Lear	Total	Asst.	uation Professors	2000	ciate Profes	sors		fessors	Oth	ers
2. Teaching, Lear	1	7004		Associ	ciate Profes	sors	Pro	fessors	Oth	ers
2. Teaching, Lear 2.1 Total No. of permanent faculty	Total	Asst.		2000	ciate Profes	sors		rfessors	Oth	ers
2. Teaching, Lear 2.1 Total No. of permanent faculty 2.2 No. of permanent fac 2.3 No. of Faculty Position	Total 19 ulty with	Asst.	Professors  4  Associa	2	Professors				Oth	ers
2. Teaching, Lear 2.1 Total No. of permanent faculty 2.2 No. of permanent fac 2.3 No. of Faculty Positiv Recruited (R) and Vacan	Total 19 ulty with	Asst.	Professors  4  Associate Profess	2			1			ers
2. Teaching, Lear 2.1 Total No. of permanent faculty 2.2 No. of permanent fac 2.3 No. of Faculty Positiv Recruited (R) and Vacan	Total 19 ulty with	Asst. 16 Ph.D. Asst. Professors	Professors  4  Associate Profess	2	Professors		Others	5	Total	
2. Teaching, Lean 2.1 Total No. of permanent faculty 2.2 No. of permanent fac 2.3 No. of Faculty Position Recruited (R) and Vacan during the year 2.4 No. of Guest and Vis	Total 19 ulty with ons t (V)	Asst. Ph.D.  Asst. Professor: R V 9	Associate Profess R 2	ate KKKS V	Professors R V		Others	5	Total	
2.1 Total No. of permanent faculty 2.2 No. of permanent faculty 2.3 No. of Faculty Position Recruited (R) and Vacan during the year 2.4 No. of Guest and Vis 2.5 Faculty participation	Total 19 ulty with ons t (V)	Asst. Professor: R V 9	Associate Profess R 2 mporary factors symposia:	2 ante cors V	Professors R V	0	Others	5	Total	
2. Teaching, Lean 2.1 Total No. of permanent faculty 2.2 No. of permanent fac 2.3 No. of Faculty Positic Recruited (R) and Vacan during the year 2.4 No. of Guest and Vis	Total 19 ulty with ons t (V)	Asst. Ph.D.  Asst. Professor: R V 9	Associate Profess R 2 mporary factors symposia:	2 ante cors V	Professors R V	0	Others	5	Total	
2.1 Total No. of permanent faculty 2.2 No. of permanent faculty 2.2 No. of Faculty Position Recruited (R) and Vacan during the year 2.4 No. of Guest and Vis 2.5 Faculty participation No. of Faculty	Total 19 ulty with ons t (V)	Asst. 16  Ph.D.  Asst. Professor: R V 9  olty and Terences and stevel	Associate Profess R 2 mporary factors symposia: National	2 nte cors V	Professors R V	0	Others	5	Total	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Constructivism, Enhancing of Professional Capacities, Simulated teaching, Group Discussion, elearning, Active learning, Review of Thesis and Books, Academic Writing, Expository Writing, Brain Storming, Educational Trips etc

 Total No. of actual teaching days during this academic year 233

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Examination and Evaluation conducted according to Sikkim University norms

2.9 No. of faculty members involved in curriculum 2 9
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2 9 9

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme Total no. of students appeared						
	Distinction %	1%	11 %	111 %	Pass %	
D Ed	146		136	10		
B.Ed 146 M.Ed 35		33	2			

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Remedial Classes, NET/SLET/TET tuitions for students, Discussion, Assignments, Enhancing Professional Capacities, Academic Writing, Workshops, Conducting Internal Assessment, Extra Moral Lessons, Debates, e-learning, etc

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty henefitted
Refresher courses	2
UGC - Faculty Improvement Programme	1
HRD programmes	3
Orientation programmes	0
Faculty exchange programme	19
Staff training conducted by the university	3

Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	3
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily	
Administrative Staff	9				
Technical Staff	3				

### Criterion - III

#### 3. Research, Consultancy and Extension

burnal Publication, College h.D. students, writing rese ased articles in books, Pur	earch articles in	ewing of Journal Art national and interr nd Ph.D. etc	icles, books and national journals	Thesis, Guiding , Publishing reso
Details regarding ma	ijor projects			
	Completed	Ongoing	Sanctioned	Submitted
Number				- Cuomineu
Outlay in Rs. Lakhs				1
Details regarding min	nor projects			
	Completed	Ongoing	Sanctioned	Submitted
Number				Sasimued
Outlay in Rs. Lakhs				
		International	National	Others
Peer Review Journals		4	14	
Non-Peer Review Journal	als			
e-Journals		2		
Conference proceedings			16	
ils on Impact factor of pu		TOTAL TOTAL TOTAL	N. I. C. Branchina	
Range Average				and other organi
narch funds sanctioned and	l received from			
Nature of the Project	received from	various funding ago	encies, industry :	and other organi
Nature of the Project Major projects Minor Projects	received from	various funding ago	encies, industry :	and other organi
Nature of the Project Major projects Minor Projects Iterdisciplinary Projects	received from	various funding ago	encies, industry :	and other organi
Nature of the Project Major projects Minor Projects Interdisciplinary Projects Industry sponsored	received from	various funding ago	encies, industry :	and other organi
Nature of the Project fajor projects finor Projects sterdisciplinary Projects adustry sponsored rojects sponsored by the niversity/ College	received from	various funding ago	encies, industry :	and other organi
Nature of the Project Major projects Minor Projects Iterdisciplinary Projects	received from	various funding ago	encies, industry :	and other organi

en atte en enema promotivo	i) With ISB	N No.	6	Chap	ters in l	Edited Books	20
	ii) Without I	ISBN N	0.		ĺ		
3.8 No. of University Depa	rtments receiv	ring fun	ds from		Į:		
0 (1)	UGC-SAP		CAS		D	ST-FIST	
	DPE				D	BT Scheme/f	unds
3.9 For colleges	Autonomy		CPE		D	BT Star Sche	me
	INSPIRE		CE		A	ny Other (spo	ecify)
3.10 Revenue generated th	rough consulta	ancy	Honor	rary			
3.11 No. of conferences	Level	Interna	ational 1	Vationa)	State	University	College
organized by the	Number						5
Institution	Sponsoring agencies						Management
		an person	ns or reso	urce pers	ons [	2	2004
3.13 No. of collaborations 3.14 No. of linkages create	It ad during this	nternatio year	onal 1	Natio	-	一	y other
3.13 No. of collaborations 3.14 No. of linkages create	It ad during this	nternatio year at year ir	1 akhs:	Natio	nal 2	一	y other
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for resea	It ad during this	nternatio year at year ir	1 akhs:	Natio	nal 2	Any	y other
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for reset From Funding agency Total	od during this y	nternatio year at year ir	1 akhs:	Natio	nal 2	Any	y other
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for research From Funding agency Total	od during this y	nternatio year at year ir From	1 akhs:	Natio	nal 2	Any	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for research From Funding agency Total	od during this y	nternation year at year in From	1 n lakhs : Managen	Natio	nal 2	Any	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for research From Funding agency Total	od during this y	year at year in From Type Nations	1 n lakhs : Managen c of Patent	Natio	nal 2	Any	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for research From Funding agency Total	od during this y	year  t year in  From  Type	1 n lakhs : Managen c of Patent	App Gran App Gran App Gran	nal 2	Any	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for research From Funding agency	od during this y	year at year in From Type National	1 n lakhs : Managen c of Patent	Natio	nal 2	Any	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for resea From Funding agency Total  3.16 No. of patents receiv	ed during this y arch for curren ed this year	year It year in Type National Internal Comme	1 n lakhs: Managen e of Patent al ational ercialised	App Gran App Gran App Gran App Gran	nal 2 niversit	Any	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for resea From Funding agency Total  3.16 No. of patents receiv  3.17 No. of research award Of the institute in the	ed during this parch for current ed this year ed this year ed this year experience year 2016-17	receipt	al altional ercialised by fi	App Gran App Gran App Gran App Gran App Gran App Gran App	niversit	y/College [ Number	
3.13 No. of collaborations 3.14 No. of linkages create 3.15 Total budget for resea From Funding agency Total  3.16 No. of patents receiv	ed during this parch for current ed this year ed this year ed this year experience year 2016-17	year It year in Type National Internal Comme	1 n lakhs: Managen e of Patent al ational ercialised	App Gran App Gran App Gran App Gran App Gran App Gran App	niversit	y/College [ Number	

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them	8
3.19 No. of Ph.D. awarded by faculty from the I	Institution
3.20 No. of Research scholars receiving the Fell	
JRF 1 SRF	Project Fellows Any other
3.21 No. of students Participated in NSS events	
	University level State level
	National level International level
3.22 No. of students participated in NCC event	ts:
	University level State level
	National level International level
3.23 No. of Awards won in NSS:	
	University level State level
	National level International level
3.24 No. of Awards won in NCC:	
*	University level State level
	National level International level
3.25 No. of Extension activities organized	
University forum Colleg	ge forum 6
NCC NSS	Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Community Activities- Swatch Bharat Abhiyan, AIDS Awareness Camp, Health Check-up, Literary campaign, Programme conducted by Gangtok Municipal Committee (GMC)
- · Blood Donation, Red Ribbon Club
- · Career Counselling
- · Programme on RTI, "Mission for Education" Programme

### Criterion - IV

## 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.49102 acres			
Class rooms	2	3		16
Laboratories	5			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	16		
Value of the equipment purchased during the year (Rs. in Lakhs)		3,04,938		
Others	7			

4.2 Computerization of administration and library

Yes, Library manager according to Dewey decimal classification 21st Edition, e-governance

#### 4.3 Library services:

	Exis	ting		Newly added	3	otal
1.	No.	Value	No.	Value	No.	Value
Text Books	5258		200	55,000/- (approx.)	5458	
Reference Books	350		175	87,500/- (approx.)	525	
e-Books			250			
Journals	20		8			
e-Journals						
Digital Database						
CD & Video	55		02	200/-	57	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	23	13	7	1		2		
Added								
Total	23	13	7	1		2		

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

ICT training to teachers and students, Smart-room with LCD projector, CD's, Overhead Projector used in teaching and learning, Audio-visual aids

4.6 Amount spent on maintenance in lakhs:

i) ICT

2,03,700

ii) Campus infrastructure and facilities

13,60,601

iii) Equipments

1,44,489

iv) Others

2,97,823

Total:

20,06,613

#### Criterion - V

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Implementation of good practices in admission, Anti-ragging campaign, Health services, Improving learning process, etc.

5.2 Efforts made by the institution for tracking the progression

Through Alumni Association, keeping in touch with students through social media, Requesting students to provide details of their career progress, Participating in Campus Placement programme by collaborating with different organizations and institutions, etc

	mber	of studen	ts UG 146		Ph. D.	Othe	rs			
(b) No. of st	udent	s outside	the state	74						
(c) No. of in	ternat	ional stud	lents	1						
Men	No 37	% 20.44	Women	No 144	% 79.56					
		Last	Year		1		Т	his Yea	ar	
General	SC	ST OBC	Physically Challenged	Total	General		ST		Physically Challenged	Total
20	4	15 21		60	42	7		35		121
Remedia	al tead	hing for s	students, free c	oaching		SOMM		11120000	SARIN MATRICINE	
Remedia Guiding	al tead	thing for s	students, free c	oaching		SOMM		11120000	SARIN MATRICINE	
Remedia	al tead	thing for s	students, free c	oaching		SOMM		11120000	SARIN MATRICINE	
Remedia Guiding No. of stu	al tead stude	thing for s	students, free c iving them Cou	oaching nselling 181		SOMM		11120000	SARIN MATRICINE	
Remedia Guiding No. of stu	al teac stude dents	thing for sonts and go	itudents, free cliving them Cou	oaching nselling 181	for TET/S	SOMM	IET g	iven to	SARIN MATRICINE	
Remedia Guiding No. of stu	al tead stude dents nts qu	thing for sonts and go beneficial	students, free c iving them Cou	oaching nselling 181 ions		SOMM	ET g	11120000	SARIN MATRICINE	
No. of stude NET	al tead stude dents nts qu	beneficia	itudents, free conving them Countries these examinat	ions  UF	for TET/S	SOMM	ET g	AT	students,	
Remedia Guiding  No. of stude  NET  IAS/IPS etc  6 Details of st  Giving gu	al tead stude odents ints quality	beneficia salified in SE Sta	ries these examinat	ions  GA  uidance	for TET/S	LET/N	C. O	AT others	students,	rning

	On	campus		Off Campus	
Numb Organiz Visit	ations Pa	er of Student erticipated	s Number of Students Placed	Number of Students Pla	sced
5		25	2	50	
Details of ge	nder sensitization	programmes			4
Opening of	Human Harassm	ent Cell, Affic	lavit collected from s	ing is conducted to sensit tudents during admission ng to health and sex educ	to promote
Students Ac	ctivities				
5.9.1 No. (	of students particip	oated in Spor	ts, Games and other e	events	
State	/ University level	20	National level	International level	
No.	of students particip	pated in culti	iral events		
State	University level	50	National level	International level	
5.9.2 No.	of medals /awards	won by stud	ents in Sports, Games	s and other events	
Sports : Stat	e/ University leve	2	National level	International level	
Cultural: Stat	c/ University leve	10	National level	International level	
	s and Financial S	upport			
0 Scholarship		1.07		umber of students	Amount
2	ncial support from	institution		united of students	11
Finar	ncial support from		1 10	united of storetts	**

5.11 Student organised / initiatives
Fairs : State/ University level National level International level
Exhibition: State/ University level   National level International level
5.12 No. of social initiatives undertaken by the students 5
5.13 Major grievances of students (if any) redressed:NIL
Criterion - VI
6. Governance, Leadership and Management
6.1 State the Vision and Mission of the institution
VISION: Preparation of resourceful and skilled teachers, Imparting training in skills in teaching and empowering them with modern trends of education and evaluation system for quality education, Providing knowledge and understanding of pedagogy for assisting the student teachers for effective transaction of teaching—learning. Acquainting the student teachers with modern means of educational technology and communication system.  MISSION: To prepare teachers of high calibre for all levels of Education in tune with the national and international goals. To cater to the pressing needs of the students' problems and to suggest, a meaningful and visibly relevant system of teacher education, To produce teachers with knowledge and character, ideals and aspirations, attitudes and motivations.
6.2 Does the Institution has a management Information System
Yes, MIS is used in selecting, collecting, aligning and integrating data and information on academic and administrative issues of the institution.
6.3 Quality improvement strategies adopted by the institution for each of the following:     6.3.1 Curriculum Development
Updating of curriculum by participating in Board of Studies of Sikkim University and other universities, Multidisciplinary aspects, multi skill development ,practice teaching, Internship, workshops, Field experience, seminars etc. Participation in all Government and Sikkim university activities, Invited members from person of eminence for educational meeting and quality lectures and talks.
6.3.2 Teaching and Learning
Active learning process(simulation, projects, internship, practice teaching, group discussion, guidance & counselling ,microteaching, programmed instruction, models of teaching etc.)

6.3.3 Examination a	and Evaluation		
Internal assessment, term Capacities), field training review & analysis, thesis	, seminars ,develor	oment of learning ma	PC (Enhancing Professional terial, field study, textbook
6.3.4 Research and	Development	6	
M.Ed and Ph.D research journals, journal publication	guidance, Research ons, Bulletin, Rese	articles publications arch Abstract publications	in national and International ation.
6.3.5 Library, ICT	and physical infrast	ructure / instrumentati	on
Library with approx 6,00 facilities, ICT etc. Compu	0 books, journals, r uters, book bank, li	nagazines, regular ne brary manager, digita	wspapers, periodicals, Wi-fi dization of library etc.
6.3.6 Human Reson	urce Management		
Faculty development pro- seminars, workshops ,pro-	gramme, Career provision of study lea	ogression, providing ve, regular payment o	research services ,organizing of salary,
6.3.7 Faculty and S	Staff recruitment		
By adopting NCTE & UG governing body meeting	GC rules & regulati before recruitment	ons, interviews by se	election committee, Passed in
6.3.8 Industry Inte	raction / Collaborati	on	
IGNOU,SSA, ICSSR, U	GC, NCTE etc.		
6.3.9 Admission of Admission of students by	y selection on the b	asis of their merits as	s per the NCTE norms, fair
admission procedures ad	opted.		
Welfare schemes for	Teaching	E.P.F.	
	Non teaching	E.P.F.	
	Students	Book Bank	_
Total corpus fund generated	₹ 1,35,40,27	9/-	
Whether annual financial at	adit has been done	Yes V No	

A could be the const	External Internal
Audit Type	Yes/No Agency Yes/No Authority
FO THE 25	Testiv
Academic	
Administrative	
a sh . I lais are its	y/ Autonomous College declares results within 30 days?
loes the Oniversit	
	For UG Programmes Yes V No
	For PG Programmes Yes V No No Reforms?
What efforts are in	nade by the University/ Autonomous College for Examination Reforms?
Research pro	posal presentation, End semester Exam, Practicum, Assignment, practice teachi-
etc.	
Preparation	made by the University to promote autonomy in the affiliated/constituent colleges?  of questions, moderation, evaluation, scrutiny, internal Examination, Feedback
Preparation based on per	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.
Preparation based on per	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association
Preparation based on per	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.
Preparation based on per	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.
Preparation based on per  11 Activities and s  Celebration competition	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.  support from the Parent – Teacher Association
Preparation based on per  11 Activities and s  Celebration competition	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.
Preparation based on per 11 Activities and s Celebration competition 12 Activities and s Communit	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.  support from the Parent – Teacher Association  y activities, providing resources for development of students etc.
Preparation based on per 11 Activities and s Celebration competition 12 Activities and s Communit	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.  support from the Parent – Teacher Association  y activities, providing resources for development of students etc.  programmes for support staff  for EPE house rent allowance, salary & other benefits, provision of leave,
Preparation based on per 11 Activities and s Celebration competition 12 Activities and s Communit 13 Development Provision 1 insurance p	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.  support from the Parent – Teacher Association  y activities, providing resources for development of students etc.  programmes for support staff  for EPF, house rent allowance, salary & other benefits, provision of leave, policies (health & group insurance) etc.
Preparation based on per 11 Activities and s Celebration competition 12 Activities and s Communit Provision f insurance is 14 Initiatives tak	of questions, moderation, evaluation, scrutiny, internal Examination, Feedback formance etc.  support from the Alumni Association  of cultural activities, organization of seminar, workshops, debate, quiz is, participation in community activities etc.  support from the Parent – Teacher Association  y activities, providing resources for development of students etc.  programmes for support staff  for EPE house rent allowance, salary & other benefits, provision of leave,

#### Criterion - VII

## 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Faculty improvement programmes, Various research activities, Faculty exchange programmes, publications and seminars etc. Innovation were introduced in auditorium with new projector, addition of a new seminar hall, addition of more classrooms in context of two years course curriculum, buying of projectors, providing free Wi-Fi facility to the students, white boards, desks, chairs etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Maintenance of faculty personal files and service books, Provision of recruitment of teachers as per UGC norms, Providing Academic leave to teachers, Updation of language, Pshycho, Bio, Maths & Social Sc. Lab, provision of Extracurricular activities like games & sports for the students. Free Wi-Fi Facility, Book Banks for students,

- 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)
  - In the area of Teaching and Learning, the institution offers free coaching programmes for NET, SLET and TET to boost the academic potentialities of the students.
  - In the area of Infrastructure and Learning Resources, new seminar hall with an advanced level projector has been provided to students The college has also provided broadband internet connection and made available free of cost to members of the staff and students.

\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

Participation in Cleanliness Drive, Environm	ental awareness programme, etc.
ether environmental audit was conducted?	Yes No V shes to add, (for example SWOT Analysi

- Strength and
- Weakness

The details of the SWOT Analysis has been provided in the annexure

#### 8. Plans of institution for next year

Opening of Part-time B.Ed Courses in Education. Intake of 100 students at B.Ed Level and 50 students at M.Ed level.

Name Ranita Chakraborty

Signature of the Coordinator, IQAC

iame P.L. Mohapatto

Signature of the Chairperson, IQAC

Annexure I

#### Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

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