



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		HARKAMAYA COLLEGE OF EDUCATION
Name of the head of the Institution		Dr. H.P. Chhetri
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919434021212
Mobile no.		9332521212
Registered Email		hce_gtk@yahoo.in
Alternate Email		drhpchhetri@gmail.com
Address		Samdur, Tadong
City/Town		Gangtok
State/UT		Sikkim
Pincode		737102
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Miss. Keekee Fern Cargay
Phone no/Alternate Phone no.	+919002794316
Mobile no.	9332521212
Registered Email	iqachcegtk@gmail.com
Alternate Email	hce_gtk@yahoo.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://hcesikkim.org/userfiles/file/aqar_report%202017%20-%202018.pdf">http://hcesikkim.org/userfiles/file/aqar_report%202017%20-%202018.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://hcesikkim.org/userfiles/file/2018-2019.pdf">http://hcesikkim.org/userfiles/file/2018-2019.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.58	2011	30-Nov-2011	29-Nov-2016
2	B+	2.63	2017	19-Jul-2017	18-Jul-2022

<b>6. Date of Establishment of IQAC</b>	10-Jul-2009
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC metting to review and discuss the	15-May-2019 1	10

achievements and outcomes		
IQAC meeting for reviewing the report given by University Inspection Team	15-May-2019 1	10
IQAC Meeting to send letters inviting the school principals of internship schools before practice teaching	05-Feb-2019 1	9
IQAC meeting before the Management	03-Oct-2018 1	9
IQAC meeting for discussing various aspects for quality education	18-Jul-2018 1	10
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 00	0
No Files Uploaded !!!				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

\* Organising Vigilance Awareness Week in the insitution for eradication of corruption to build a new India

Two days National Seminar sponsored by ICSSR on the theme of Quality Enhancement in the Teacher Education Institutions

\*Publication of the research papers presented in the National Seminar

\* Reflection and Recap of the report given by the University Inspection team

\*Interactive meetings for academic school internship with school heads of government schools of Sikkim and school representatives to enhance cordial relationship between the institution and the internship schools

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
4) Create opportunities and provide encouragement to academic faculty of the institution to pursue professional development courses in order to develop their competencies to become effective teachers.	The teachers conducted researches in their respective areas of interest and concern. The papers were presented and later published in books.
3) Organize seminar with a purpose to create a platform for deliberation and dissemination of knowledge created for quality enhancement in teacher education institutions.	A two days National Seminar was organised in the institution, sponsored by ICSSR on the theme of Quality Enhancement in the Teacher Education Institutions: Dichotomy between Teaching and Learning
2) Conduct extension activities with NGOs and Government organizations in order to raise awareness among student teachers about socially relevant issues with its bearing on teaching-learning process.	The students were given various opportunities to participate in programmes in collaboration with different government and non-government institutions like NALSA, IGNITE etc. The students not only participated but were able to successfully bag prizes and trophies for the institution.
1) Collaborate with practicing schools to put into practice theories and principles of teaching to deal with actual classroom issues.	The Principals from different government and private schools of Sikkim were invited in the campus for the purpose of discussing various ways and finding the best possible means to collaboratively deal with the issues in internship and achieve the ultimate goal of practicing the principles of teaching practice

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Management</td> <td>03-Sep-2018</td> </tr> </table>		Name of Statutory Body	Meeting Date	Management	03-Sep-2018
Name of Statutory Body	Meeting Date				
Management	03-Sep-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	20-Feb-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	22-Feb-2019				
17. Does the Institution have Management Information System ?	No				

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution follows the syllabus/curriculum prescribed by the affiliating body, Sikkim University. There is practice of regular revision of course curriculum by the university with participation of faculty members from all teacher education institutions of the state, in which this institution too registers regular attendance. The head of the institution, in consultation with faculty members, calls a meeting towards the end of every semester to decide about the curriculum implementation plans. In the year 2018-19, following initiatives were adopted for the same. Vision and Mission of College: The institution is guided by the principles and philosophy incorporated in the form of vision and mission adopted. In the faculty meeting, sharing of these is done in order to motivate and guide all to undertake various curricular and co-curricular activities keeping in mind the mission and vision of the college. Academic Calendar: Academic calendar is prepared with inclusion of various curricular and co-curricular activities throughout the year. Discussion session on the same is focused upon timely completion of theory course with equal thrust on practicums too. Academic calendar helps in preparing action-plans for effective delivery of content this year. Lesson Plan: With the distribution of syllabus, faculty members are also assigned to prepare lesson plans for the respective subjects. The plan includes course outcomes and learning outcomes specific to each paper, according to which teaching and learning activities are organized, appropriate methods and strategies are adopted, suitable techniques of formative and summative assessments are selected. The head of the institution ensures that lesson plans are prepared well in advance before

instructional procedure takes place and needed suggestions are also provided for effective teaching and learning.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	Nil	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	BEd	02/09/2008
MEd	MEd	02/09/2008

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	BEd	100
MEd	MEd	4
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

## Feedback Obtained

The institution has adopted a sound feedback mechanism to know the responses from various stakeholders. The Internal Quality Assurance Cell (IQAC) with assistance from faculty members are responsible to collect periodic feedback. Before the semester ends, a feedback proforma is shared with all the students wherein they share their observation of the overall performance of the college. In the annual 'Alumni Meet', members of the association are encouraged to share suggestions regarding further improvement of the institution. Effort is also made to collect feedback from the parents about their experience with the institution in the past year. Meetings are held throughout the year to make review of adequate implementation of the programs and strategies adopted which are mentioned in the academic calendar. The employers/management also uses effective ways to collect feedback from the students, alumni and parents to ensure that institution remains committed to its mission of preparing competent teachers to serve the society. The feedback collected is analyzed by the head of the institution, with the help of IQAC cell. Also feedback from the management is collected and regularly shared with the rest of the faculty members in order to build a culture of commitment and readiness to realize the aims of the institution to impart quality education.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MEd	MEd	50	7	4
BEd	BEd	100	188	100

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	100	4	16	9	25

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	14	16	5	1	2

[View File of ICT Tools and resources](#)

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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has adopted three staged mentoring system – pre-admission, during the course and post

completion of course. Before students take admission to the college, all required information with regard to admission policy of the college, other admission related information is provided to them. There is an admission committee responsible for the same. During the course, in order to ensure good rapport between teachers and students, mentorship helps in building a relationship of trust and care. It is ensured that all the faculty members of the institution mentor the students allotted to them. Faculty members effectively put their sincere efforts for closely guiding and supporting the students till the end of the session and beyond. Faculties focus on extending help in case of academic as well as emotional/ mental health problems sometimes and guide them accordingly. After the completion of course, college continues with guiding and apprising them about job opportunities in and around the state via WhatsApp platform and telephonic counselling.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
211	25	1:8

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	24	1	1	4

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	BEd	4	25/06/2019	10/07/2019
MEd	MEd	4	25/06/2019	10/07/2019
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is affiliated to Sikkim University and follows the evaluation process as prescribed by the university. The schedule of internal assessment is communicated to students and faculty in the beginning of the semester during orientation program and later through academic calendar which is prepared based on the university academic calendar. In the institution there are areas where internal evaluation is conducted such as mid-term exam, assignments, programs for enhancing professional capacity and internship. The institution has reformed the continuous internal evaluation from faculty centric to student centric. Options are given to select practicums of their choice, question patterns are explained beforehand, regular guidance is provided with regard to components of internal evaluation process. Also, guidelines are shared by the university to conduct the internal evaluation, scheduling of internal examination, seating arrangement, examination invigilators etc. Preparing question papers for the



internal examination in the prescribed pattern is also shared by the university. The evaluation for theory courses is done through external evaluation (70) and internal assessment (30) as per the norms of the university. Performance of the students in internal assessment is used to identify average and below average learners in different areas, who are provided with remedial measures to improve their performance.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Before the commencement of the academic year, institution prepares and publishes a calendar for the academic year. The calendar contains the relevant information regarding teaching - learning schedule, holidays, dates of internal examination, semester examination etc. Institutional curricular and co-curricular activities throughout the year take place in accordance with the schedule mentioned in the calendar. The calendar prepared for the previous session also helps in streamlining the activities for the current year.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.hcesikkim.org/plo-clo.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BEd	BEd	BEd	97	97	100
MEd	MEd	MEd	10	10	100

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.hcesikkim.org/others.html>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	Nil	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Education	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	0	00
No file uploaded.			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	15
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	0
No file uploaded.						

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil
No file uploaded.						

#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	25	2	2
Presented papers	0	15	0	0
Resource persons	0	3	0	0
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachhata Abhiyan	Harkamaya College of Education	3	100
Health And Hygiene Programme	Harkamaya College of Education	2	100
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Science Day	Harkamaya College of Education and Sikkim University	Exhibition	2	25
Awareness Sensitization Programme on Legal Services to Mentally Ill person with mental disability	Harkamaya College of Education and NALSA	Awareness Sensitization Programme	2	30
Sensitization programme on positive mental health	Harkamaya College of Education and Sikkim State legal Service	Sensitization programme on positive mental health	2	100

	Authority			
Inter-college Scholastic Fest	Harkamaya College of Education and IGNITE	Light the fire within: Emphasis on women and children	2	20
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	Nil	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	School Internship	Government Schools of Sikkim	01/03/2019	01/06/2019	107
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	245355

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing

Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	Nil

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5492	Nil	257	50000	5749	50000
Reference Books	525	Nil	Nil	Nil	525	0
e-Books	210	Nil	Nil	Nil	210	Nil
Journals	16	Nil	5	30000	21	30000
e-Journals	2	Nil	Nil	Nil	2	Nil
CD & Video	55	Nil	Nil	Nil	55	Nil
Weeding (hard & soft)	19	Nil	2	Nil	21	Nil
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	16	1	3	1	0	1	0	0	0

g									
Added	2	0	0	0	0	0	0	0	0
Total	18	1	3	1	0	1	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<a href="#">Nil</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	178458	300000	287548

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college campus is provided with all the necessary facilities viz. laboratory, library, sports, computer and adequate classrooms as per the norms of NCTE. The college has a playground as well as rooms for outdoor and indoor games where students play carrom, table tennis, football, basketball, volleyball, cricket etc. The classrooms are well ventilated, well furnished, well lighted and spacious. The institution gives adequate attention to maintenance of campus infrastructure. Responsibility for the same has been shared among teaching and non-teaching faculties. To ensure proper utilization of these infrastructure, regular supervision is done. For example- to ensure the use of library facilities students account is maintained by the librarian, and students are guided to make use of books, journals, e-books available in the library. There is a dedicated period in the timetable for the use of library and accordingly the students access the facility. All the necessary maintenance of physical infrastructure and its utilization is properly taken care of by the college authority by allocation of required funds every year.

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	NEC (Merit Scholarship NER)	2	22000
b) International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	0	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Special Coaching for Job	45	12	24	92
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	18	B.Ed	Education	Harkamaya College of Education Sikkim University	M.Ed
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Diwali Celebration with Inter House Competition	College	92
Dussehra Celebration with Inter House Competition	College	85
Ganesh Puja Celebration	College	70
Teachers' Day Celebration	College	200
Inter College Cultural and Academic Competition for Song, Dance, Debate, Extempore, Painting, Quiz	College	65
Bhanu Jayanti Celebration	College	177
Inter College Sports Competition	College	45

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### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	0	0	00	Nil

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#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The role of the council is to organise different Co-curricular activities in the campus, provide feedback and participate in the Institutions Administrative Meetings. The student representatives are active members who put forward the various suggestions and feedback for the continuous development of the Institution. The students have their representation in the Governing body as well as in all the other important departments of the Institution. The Institution formed the council to run various activities and different cultural programs in the campus. The current class representatives and the members of the student council were selected by the faculties under the guidance of Dr. Arati Chhetri, Principal, Harkamaya College of Education. Dekraj Chettri and Sadhana Gurung were nominated as the class representatives from B.Ed and M.Ed respectively. The members of the council for the current academic session were Junaid Ali, Pankaj Kumar Bhagat, Supriya Chaturvedi, Surjit Prasad, Tej Kumar Sharma and Yujana Rai. The members of the council have their responsibilities set, to help organise different literary, cultural and sports activities in the campus. They coordinate with participants for effective and successful organisation of the programmes. The Student Council organized different awareness program with the participation of students and neighbouring villages



like Swachhata Abhiyan and health programmes organized in collaboration with the various Government Departments and NGOs etc. The Institution organised different programs by the assistance of student council in the session 2018-19 such as Bhanu Jayanti, Inter college competition for Academic and cultural programmes, Academic Quiz competition, Independence Day, Teachers' Day, Ganesh Puja Celebration, Mahatma Gandhi and Shastri Ji's Birth Anniversary, Students' Day, National Education Day, Republic Day Celebration, International Women's Day, Guru Rabindranath Tagore Birth Anniversary, Environment Day etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Institution, Harkamaya College of Education is registered with the state Government of Sikkim in the year 2018, under Registration no. E21/GTK/2803. The Alumni Association functions with the objective of seeking the contribution of its members for the betterment of college as well as help in the development of its members. The members are kept in touch via Facebook and WhatsApp group. The association maintains an active status by inviting the members in different programmes organized by the college, requesting them to give details of their career progress and keeping records, etc. Moreover, the best distinctive feature of this association is providing and assisting in the placement of students which is highly satisfactory through the collaboration with different organizations.

5.4.2 – No. of enrolled Alumni:

120

5.4.3 – Alumni contribution during the year (in Rupees) :

300

5.4.4 – Meetings/activities organized by Alumni Association :

Yes

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The administrative structure of the college is hierarchically organised. The principal is the head of the institution. However, the practice of decentralization is adopted in terms of distribution of assignments related to institutional activities. In the past year, college organised many activities like awareness programs on 'Human Trafficking' and 'legal service to the victims of drug abuse and HIV', workshop on 'Integrating non-violent communication in teaching practice', quiz competitions, cultural activities on the occasion of Foundation Day of college etc. All the faculty members including academic and non-academic participated and contributed efficiently towards various assignments related to successful organization of these activities. The curricular meetings also provide a platform where academic faculty get an opportunity to take up various teaching assignments collaboratively. In the process of syllabus distribution, effort is made on the part of the principal and academic head that experienced faculty members assist and support the new teachers and guide them in teaching activities. Last academic session too, some of the units were taught through concerted efforts of the senior and new teachers which resulted into effective transaction of curricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The Admission Committee, headed by one senior faculty organises a pre-admission orientation program for prospective trainees. They are explained about eligibility criteria in terms of percentage of marks required, mode of admission, fee structure and other related issues. As per NCTE guidelines, college takes admission on merit basis. Reservation of seats for SC, ST and other category students as per state norms is maintained. During the post-admission, orientation program takes place where presentation on course structure, internal and external evaluation scheme, and distribution of marks and other necessary information is provided to the students.
Human Resource Management	The selection committee appointed by the Governing Body is responsible for the appointment of qualified and competent faculty. They are also encouraged to pursue PhD and other career development programs. Study leave is provided for attending coursework. They are also motivated to update their knowledge by attending seminars, workshops and also contribute papers in reputed journals and books. Classes to faculty are allotted in the time table as per UGC guidelines regarding prescribed workload.
Library, ICT and Physical Infrastructure / Instrumentation	The college has well equipped library with reference books, text books, encyclopedias, e-books, e-journals, policy documents and computer facility. Adequate utilization for library resource is vital for imparting quality education. Specific library period is allocated in the time table. Faculty are also encouraged to visit library regularly. Students may avail free internet service in the library for downloading study materials and getting access to open educational resources. New book racks are purchased for the books.
Research and Development	With a purpose to make the instructional process research

oriented, faculty members are motivated to undertake small research projects and participate in seminars for sharing of findings with community of practice and also to make informed instructional decisions to make teaching effective. The college provides infrastructural facilities like ICT lab, internet and library for this. M.Ed. students are guided to select research topics on contemporary areas and are supervised by the competent faculty members to prepare research proposal and make presentations during in-house seminar, feedback is provided and further assisted to complete their dissertations.

Examination and Evaluation

Students are apprised regarding evaluation scheme of Sikkim University during Orientation Programs for both internal and external examinations. Examination pattern for various Foundation and Pedagogy papers is also shared. Also, faculty are instructed to make use of formative evaluation methods like class tests and presentations on topics taught and give feedback to students for further improvement. Students are also assessed through group discussions and participation in the class. Conducting of examination and submission of marks to university for mid-term examination, for activities on Enhancing Professional Capacity and for assignments and presentations in a time bound manner.

Teaching and Learning

In order to provide quality teaching and learning experiences to students, college takes a number of initiatives viz. regular faculty meeting for unit assignments, regular review of lesson plans and appropriate feedback by principal, encouragement to teaching faculty to incorporate ICT use in classroom transaction, internet facility for teachers and students, use of student-centred teaching techniques, take effective measures to motivate students to have active participation in classroom discourse etc. Mentoring by senior faculty members is done to guide new teachers to adopt various measures to teach effectively.

Curriculum Development

The college follows the curriculum guidelines of Sikkim University. Syllabus is prepared by the university

	<p>with the participation of faculty from affiliating colleges. Periodic revision of syllabus takes place where faculty submit their feedback to university. At the end of every semester, faculty meetings take place and curriculum content is reviewed and suggestions to incorporate necessary changes are shared.</p>
Industry Interaction / Collaboration	<p>In order to have symbiotic relationship with practising schools, community and government and non-governmental organisations, this college takes a number of initiatives. Blood Donation Camps, Awareness Programs on socially relevant issues are organised. Faculty of this institution are invited to share insights on themes and topics related to school education. College arranges interaction session with teachers from schools to acquaint students with various aspects of school internship program. Students also take part in community service projects like cleanliness drive, tree-plantation and blood donation programs etc.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	<p>A transparent process is in place for students' admission. Announcement related to admissions are displayed on college website. A website committee has been constituted to manage the college website. The committee monitors and supervises frequent update and operations related to students' admission regularly.</p>
Planning and Development	<p>The curricular meetings are held periodically for effective implementation of curricular plans. The college has undertaken some E-governance initiatives which include: information regarding various departments of college available on website computer with internet facility in library to have access to e-books, e- journals and various e-learning resources. Teachers are encouraged to make use of ICT tools in instructional process. Projectors are installed in seminar halls and few classrooms and PowerPoint is adopted for assignment presentations.</p>
Administration	<p>The administration of the college is</p>

	<p>looked after by the Principal. All important notices related to college are display on the website. The activities undertaken by the college throughout the year are also uploaded under different sections on the website. Bio-metric punching device is used to maintain regularity in attendance. Information related to academic and non-academic staff, details regarding their appointment, subjects taught, qualifications are displayed on the website.</p>
Finance and Accounts	<p>The account and fee department is fully computerized. Disbursement of salary, income tax, provident fund is done through online banking. Accounts are maintained using Tally ERP for transparency and accuracy.</p>
Examination	<p>The registration of the students is done via online mode. The results are also declared online. Internal marks are uploaded online through university. Hall tickets/ Admit cards for end term exams are downloaded by the students through university website.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	National Seminar on Quality Enhancement in Teacher Education Institution	Nil	26/09/2018	27/09/2018	25	0

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National Conference of Educators for Nai Talim Experiential Learning in school and teacher education curriculum and Practice	1	17/02/2019	19/02/2019	3
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF	EPF	00

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution conducts Internal and External Audits regularly. The internal audit is conducted with Director (Administrative), Principal (Academic) and the finance staff of the college regularly every year. In the academic session 2018-19, the external audit was conducted with Bansal Mahesh and Associates along with the Finance staff of the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

00
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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Sikkim	Yes	Principal

		University		
Administrative	Yes	Sikkim University	Yes	Director

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil
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6.5.3 – Development programmes for support staff (at least three)

Nil
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. The Institution developed multidirectional teaching learning strategies 2. The Institution has given chance to Faculty to do Action Research. 3. The Institution has Provided ICT facilities to Faculties, Staff and Students 4. The Institution collaborated with the heads of the Internship Schools of Sikkim</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	National Seminar on, Quality Enhancement in Teacher Education In stitutionby ICSSR	25/09/2018	26/09/2018	27/09/2018	70
2018	Inter College Scholastic fest on Women and Children	01/09/2018	01/09/2018	01/09/2018	75
2018	Field Trip to Amritsar	02/10/2018	02/10/2018	12/10/2018	35
2018	Vigilance Awareness Week 2018 on, Eradicate Corruption -Build a New India	29/11/2018	29/11/2018	03/12/2018	40
2019	Second Interactive Meeting with School Heads	18/02/2019	18/02/2019	18/02/2019	20

2019	National Science Day	28/02/2019	28/02/2019	28/02/2019	21
2019	Awareness Sensitization Programme on, Legal Services to Mentally Ill Person and Person with Mental Disabilities	20/02/2019	20/02/2019	20/02/2019	30
2019	Sensitization Programme on Positive Mental Health	16/03/2019	16/03/2019	16/03/2019	38
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens Day Celebration	08/03/2019	08/03/2019	161	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
22X12 264 watts

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	01/09/2018	1	Inter college scholastic fest By:	Women and Children	75



					IGNITE - Light the fire within Empasis on women and children.		
2019	Nil	1	20/02/2019	1	Awareness sensitization programme on legal services to mentally ill person and person with mental disabilities.	Mental Disorder	30
2019	1	Nil	28/02/2019	1	National Science Day By: Sikkim University	Science Day	21
2019	Nil	1	16/03/2019	1	Sensitization programme on positive mental health. By: Sikkim State Legal Service Authority.	Mental health	38

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day	21/06/2018	21/06/2018	187
Bhanu Jayanti	13/07/2018	13/07/2018	177

Independence Day	15/08/2018	15/08/2018	200
Teachers Day	05/09/2018	05/09/2018	200
Gandhi Jayanti	02/10/2018	02/10/2018	158
Nar Bhadur Bhandari Jayanti	05/10/2018	05/10/2018	165
AIDS DAY	01/12/2018	01/12/2018	189
Womens Day	08/03/2019	08/03/2019	192
Dr. Ambedkar Jayanti	14/04/2019	14/04/2019	145
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree Plantation
Maintenance of Green Clean Campus
Proper Disposal of Waste Materials
Using Dustbins

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

The college has a well-equipped library with sufficient number of text books, general books, dissertations, e-books, reference books, magazines, online journals and paid journals. The college initiated the Book Bank facility for the college from its inception, for all the subjects related to B.Ed. and M.Ed. curriculum Every year, number of students taking advantage of this facility has been increasing thus proving its success. The needy students are issued books of all the subjects for the whole session. Field Trip The college organised Field Trip to help teacher-trainees get first-hand information about various sites of historical significance in Delhi and Punjab. This was an attempt to meaningfully incorporate field trip as part of professional development process for teacher trainees to learn directly from historical sites. 31 students of B.Ed. 3rd semester and three faculty members accompanied the group of students. The trip gave an opportunity to the students and the teachers to enter the historical sites with the concern for understanding of the historical materials in person. Such field trips provided the opportunity for pre-service teachers to apply and expand their skills in historical analysis, interpretation, and teaching strategies that they learned from their teachers during the trip. This pre-service experiential program offered an opportunity to the interns to have learning experiences for themselves, and also helped preparing themselves to cater to the needs of their future students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

**7.3 – Institutional Distinctiveness**

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

National Seminar at College- IQAC being the monitoring agency of quality indicators of an institutions gain an important position in any Teachers training institution. Its role of planning, grading and monitoring quality assurance and quality enhancement activities of higher education institution

IQAC being the monitoring agency of quality indicators of an institutions gain an important position in any Teachers training institution. Its role of planning, grading and monitoring quality assurance and quality enhancement activities of higher education institution The Internal Quality Assurance Cell is the monitoring agency of quality in college. It plays important role in planning and monitoring quality assurance indicators along with organising quality enhancement programs in the institution. The IQAC cell of the college as guided by its mission to prepare future teachers 'to cater to the pressing needs of students and to aid create a meaningful and relevant system of teacher education', organised an ICSSR sponsored National seminar on "Quality Enhancement in teacher education Institutions: Dichotomy between teaching and learning" in college premises on 26th to 27th September 2018. Teachers, research scholars from states of Sikkim, West Bengal, Odisha participated in the seminar. In addition to B.Ed. and M.Ed. students from the college, other students of M.A, M. Phil and Honours program in education from the neighbouring states also participated. The objectives of the seminar were to provide information on development of 21st century skills for the teachers and learner to keep pace with demand and expectations of new era. The presentations brought into focus the need to transform the functions of educational institutions in order to strengthen the base for quality enhancement in both teaching and learning fields.

Provide the weblink of the institution

<http://www.hcesikkim.org/>

#### **8.Future Plans of Actions for Next Academic Year**

Proposed plan of action for upcoming session 2019-2020

1. Create opportunities for student- teachers to learn the skill of preparing appropriate teaching learning and craft materials for the purpose of enriching curricular experiences of students in schools.
2. Organize awareness programs to raise consciousness regarding various challenges threatening students of today and help teachers explore their role in addressing them.
3. Maintain regularity of career counseling programme.
4. To help students undertake quality research projects to improve their understanding about professional and policy context which would enable them to teach and learn more strategically and effectively.