Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**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**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Ms. 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)	http://hcesikkim.org/userfiles/file/AQAR%20Report%202018%20-2019.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://hcesikkim.org/userfiles/file/2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**

6. Date of Establishment of IQAC	**10-Jul-2009**

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 meeting for improving service quality	**22-Jul-2019** **1**	**9**

and enhancing Institutional functioning		
IQAC meeting to discuss the activities conducted and the concerned faculties applauded to encourage for future programmes	29-Nov-2019 1	9
First online IQAC meeting to appraise virtual mode of teaching and learning, address the academic aspect as the need of the hour in view of the pandemic situation	23-Mar-2020 1	8
IQAC meeting to re-evaluate decisions and steps taken for holistic improvement of the institution: collaborative co-curricular activities, innovation and initiatives for transferable learning, mechanism for evaluation and assessment	24-Jul-2020 1	10
IQAC meeting for the steps to be taken for transferable learning and professional development	06-Oct-2020 1	7
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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	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the	**Yes**

decisions have been uploaded on the institutional website	
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

* Encouraging teachers and students to participate webinars and online workshops to attain new knowledge and skills that can supplement and compliment their fied of study and also in promoting stuents achievement in higher education.

Art and Craft Exhibition was held in the PKS Ray auditorium. Miss. Sushmita Singh of Mount Zion Kidzee School was invited as an external evaluator to observe and assess the students creativity. The exhibition was attended by students and teachers of different internship schools.

* In order to bring awareness about POSCO (Protection of Children from Sexual Offences) and to reinforce the need and relevance of the POSCO Act, Mr. Tashi Rapden Barfungpa and Mrs. Zola Negi from the BAR Association Sikkim were invited in the college to give an awareness raising talk.

* Students were assigned groups headed by the teachers of the college for the purpose of discussing the New Education Policy. The teachers and students attended E-conference on Role of NEP 2020 in transforming higher education. They also attended two days online National Conclave organised by the Ministry of Education, Department of School, Education and Literacy on the New Education Policy 2020.

* Encouraging and assisting the virtual mode of teaching and learning in order to meet the primary goals of both educators and students. To address the need of the hour which was to implement an alternative educational system and assessment strategies.

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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
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.	Art and Craft Exhibition was held in the PKS Ray auditorium. Miss. Sushmita Singh of Mount Zion Kidzee School was invited as an external evaluator to observe and assess the students creativity. The exhibition was attended by students and teachers of different internship schools.

* Organize awareness programs to raise consciousness regarding various challenges threatening students of today and help teachers explore their role in addressing them.	In order to bring awareness about POSCO (Protection of Children from Sexual Offences) and to reinforce the need and relevance of the POSCO Act, Mr. Tashi Rapden Barfungpa and Mrs. Zola Negi from the BAR Association Sikkim were invited in the college to give an awareness raising talk.
* Maintain regularity of career counseling programme	Guest speakers were invited for interactive sessions with the students but not all the programmes could be executed due to the unexpected pandemic lock down.
* 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.	Students were assigned groups headed by the teachers of the college for the purpose of discussing the New Education Policy. The teachers and students attended E-conference on Role of NEP 2020 in transforming higher education. They also attended two days online National Conclave organised by the Ministry of Education, Department of School, Education and Literacy on the New Education Policy 2020.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Management	**22-Jul-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**23-Mar-2020**
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 adopted the following strategies to ensure effective curriculum delivery in the present year. Academic Calendar: The academic calendar has been prepared focusing on the learning outcomes of each component of the course curriculum, It guided in conducting of various activities as per schedule. Lesson Plan: Lesson plan for curriculum transaction for each paper considering the course objectives and learning objectives was prepared and accordingly suitable methods and strategies were adopted. Theory Class Delivery: The transaction of all theory courses was done using suitable methods and techniques of teaching. Activities like assignment presentation based on project-works were undertaken with the purpose to link theoretical knowledge with real life scenario. Engagement with the Field: As per university guidelines, courses on 'enhancing professional capacities' were offered in all semesters in order to substantiate perspectives developed out of the theoretical study of various papers with field-based experiences. School Internship: School internship conducted in the 3rd and 4th semester of B.Ed. and M.Ed. programs help in developing perspectives, professional skills and appropriate attitude. With the assistance of internship schools, college has worked to build a sound system for mentoring, supervising and assessing of student-teachers. Cultural Club: With the help of a dedicated cultural clubs of the college, observation of important national and international days, annual foundation day celebration and events in collaboration with other institutions and organization is conducted in a regular manner. House Activities: Students are actively engaged in House activities throughout the year viz. inter-house song, dance, skit, sports competitions along with celebration of important cultural festivals of the state. These activities aim to develop tolerance, imbibe the values of communal harmony, respecting diversity and also for physical and personality development of trainees.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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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	Nill	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	5

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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

Over the years, the institution has developed a strong system of collection, analysis and follow-up of the feedback received from stakeholders viz. students, teachers, employees, alumni and parents. In this year too, these practices are adopted for the development of institution. Semester-end Feedback: At the end of completion of semester and before end -tern examination begins, feedback from the students is collected. The proforma used include responses on various aspects viz curricular, co-curricular activities, theory classes, EPC activities/practicums and inter ship related activities. Periodic Feedback: Feedback from both the students and teachers are taken periodically by the head of the institution as well as the college management. This periodic feedback helps in improving the curriculum transaction process while it is still ongoing. Parents are also contacted by the college in order to know their perceptions/views about the service being provided by the college. Follow-up of Feedback: The purpose of feedback collection is to ensure that it leads to the overall development of the institution. Following strategies are adopted for the same. a. Assessment of the individual teachers by the head of the institution, provision of feedback and follow up of observation and discussion of the same takes place on regular basis. b. Regular meeting of IQAC cell is held with the college head to consult upon the areas which require attention. c. Post-internship meeting takes place in order to make an assessment of the performance of trainees, support provided, nature of mentoring and also to have discussion on how the same can be improved further.

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	8	5
BEd	BEd	100	175	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
2019	100	5	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	Numberof smart classrooms	E-resources and techniques used
25	25	16	5	1	5
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 follows a regular mentoring system with a purpose to establish cordial relationship between teachers- students and to further enhance their academic performance and attendance. In addition, some specific aims considered for mentorship process adopted by the college are - to build a cordial teacher-student relationship, ensure leadership development, impart knowledge about life skill and to focus on students' personality development. Individual as well as group mentoring is conducted according to their needs and requirements. Each faculty member is the mentor of a group of 20 to 25 students allocated to him/ her. These faculty members are responsible to continue mentoring for the same group of students till the completion of their course. In addition to mentoring, continuous monitoring, counseling, guiding and motivating to the students in all academic pursuits is taken care of. They also advise students in their career development/professional guidance. They also help them with regard to some personal issues. In case of any exigency, head of the institution is intimated with the same. Teachers keep contact with the students even after their graduation and encourage them to contribute in various activities of alumni association of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
201	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	20	5	5	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
Nill	Nil	Nill	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	19/09/2020	05/10/2020

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

The college has adopted evaluation structure as prescribed by Sikkim university. There is scope for both internal and external evaluation of B.Ed. and M.Ed. students. Internal evaluation process is in place in order to make teachers have continuous awareness regarding needs and development of the students, so that they are able to provide all help and support and also take corrective actions whenever required. All the members of the faculty are involved in this process through various modes. In order to make internal evaluation process transparent, students are oriented about the process in the beginning of the semester by the head of the examination department about examination pattern, evaluation methods, marks and grade criteria for passing the exams. There is provision of 30 weightage for internal assessment during four semesters. Assessment is done through mid-term exams, written assignments as well oral presentations, performance in model making, craft making, performing arts, class presentations, project work, dissertation related assignment etc. Regular announcements, WhatsApp alerts, circulars, information through notice boards class representatives are undertaken to communicate important information and deadlines regarding evaluation. It is ensured that all students are provided opportunities to participate in all the activities that are part of the assessments round the year.

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

The institution prepares academic calendar as per the schedule prescribed by the affiliating university for implementation of curriculum and participation in extracurricular and co-curricular activities. As per the university rules and regulations academic activities run in college throughout the year. In academic calendar, institute adheres to working days, holidays, national public holidays, tentative university examination dates and instructional days of semester. The head of the Institution supervises the preparation of academic calendar and ensures provision of the same to students as well as faculty.

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	93	93	100
MEd	MEd	MEd	3	3	100
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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
Nill	00	Nil	0	0
		No file uploaded.		

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	Nill	Nil
		No file uploaded.		

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill
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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)
Nill	Nil	0	0

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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
Nil	0

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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	Nill	0	Nill	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	Nill	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	0	0	2

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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
Swachha Bharat Abhiyan	Harkamaya College of Education and Damber Singh College	6	100
Health And Hygiene Programme	Harkamaya College of Education and Internship Schools	2	100
Blood Donation Camp	Harkamaya College of Education and	10	100

	Sir Thutob Namgyal Memorial (STNM) Hospital		
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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 activites	Number of students participated in such activites
Talk on realising our true self	Harkamaya College of Education and North Michigan University	Awareness Sensitization Programme	2	208
Awareness on POCSO and SADA	Harkamaya College of Education and Bar Association of Sikkim	Awareness Programme	2	208
Talk on Role of Youth in Building Vibrant Community	Harkamaya College of Education and New Era Education Foundation	Awareness Talk	15	208
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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	Nil	Nil	00

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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	Sikkim University	02/03/2020	01/06/2020	107

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	Nill	Nil	0
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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
1000000	518104

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
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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 patially)	Version	Year of automation
Nil	Nill	Nil	Nill

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5749	Nill	83	20000	5832	20000
Reference Books	525	Nill	36	34000	561	34000
e-Books	210	Nill	0	Nill	210	Nill

Journals	**21**	**Nill**	**2**	**6500**	**23**	**6500**
e-Journals	**2**	**Nill**	**0**	**Nill**	**2**	**Nill**
CD & Video	**55**	**Nill**	**2**	**Nill**	**57**	**Nill**
Weeding (hard & soft)	**21**	**Nill**	**1**	**Nill**	**22**	**Nill**

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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**	**Nill**

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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	**18**	**1**	**3**	**1**	**0**	**1**	**0**	**10**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**18**	**1**	**3**	**1**	**0**	**1**	**0**	**10**	**0**

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

10 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	**Nill**

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 incurredon maintenance of physical facilites
200000	**201097**	**2000000**	**2635909**

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)

Library: For maintenance of library infrastructure and facilities, the library committee and administration has been assigned the responsibility of purchasing books, journals and other resource materials. The college has

adequate stock of texts books, reference books and journals in its library. In order to enrich the library, the library committee strives to procure good publications from national and international publishers. There is timetable maintained in the routine for utilization of the library resources. The students visit the library as per timetable. Computers available in the library are used by the students to do dissertation related works, access to e-books, prepare notes and PowerPoint presentations. Sports Facilities: The necessary sports materials are purchased and made available for students' use. The college has a playground and spaces for indoor games. Sports activities are organized by the college for the proper utilization of the sports facilities meant for the overall development of individual. Computer Facilities: The computer facilities are maintained by computer skilled personnel of the college who also take the responsibilities of periodic up gradation of the resources. This facility is regularly taken stock of by the management and is updated as and when required. IT executive is responsible for looking after the maintenance of the computers. The teachers make sure that computers are available for students' use as and when required by them. Classrooms: The classrooms are properly maintained on daily basis. The cleanliness of the classrooms is ensured by the group-D staff. Management ensures that all the classrooms have adequate number of desks, benches, whiteboards, and other learning materials. The fans and electrical appliances are checked wherever requirements are found, the purchase committee is apprised and are responsible for continuous procurement of required materials. Curriculum Laboratory: The laboratory equipment, specimens and other necessary chemicals are obtained by the Purchase Committees as per requirements of the pedagogy departments and is maintained and updated regularly.

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)	3	25000
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 implemetation	Number of students enrolled	Agencies involved
Nil	Nill	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	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

| 2020 | Special Coaching for Job | 44 | 15 | 27 | 97 |

| competitive examination | career counseling activities | the comp. exam | | |

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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
1	1	76

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents 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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	25	B.Ed.	Education	Harkamaya College of Education and Sikkim University	M.Ed.

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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
NET	1

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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
Inter College Sports Competition	College	52
Bhanu Jayanti Celebration	College	180
Inter College Cultural and Academic Competition for Song, Dance, Debate, Extempore, Painting and	College	70

Quiz			
Teachers' Day Celebration	College		205
Ganesh Puja Celebration	College		75
Dussehra Celebration with Inter House Competition	College		85
Diwali Celebration with Inter House Competition	College		92
Annual Picnic program	College		165
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	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:

105

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 college administration is based upon the principle of decentralization and participative management. This is reflected in various operational procedures adopted by the institution. The management of the Institution has adopted effective feedback mechanism with a purpose to bring improvement in the functioning of the college. Director, being the representative of the college management interacts with the staff personally and regular staff meetings are organised to analyse feedbacks received from the stakeholders and consultation is made upon adoption of effective strategies to realize the vision of the college for imparting quality education. The college provides hostel facility for both male and female students. The mess is run and managed by the students committee under the direction of hostel wardens. Monthly contributions are collected and spent on required items. A transparent system is in place. Accounts are maintained and details are shared with all hostelers on monthly basis.

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

Partial

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
Curriculum Development	The curriculum adopted by this college is as prescribed by Sikkim University. In the curricular meetings held throughout the year, review of content, relevance of topics taught in Foundation as well as Pedagogy papers, suggestions to bring changes are discussed. The same is forwarded to

		university as and when invited for revision of syllabus for both B.Ed. and M.Ed. Program. Few faculty of the college attend these workshops and contribute in revision of syllabus.
	Teaching and Learning	The college envisions preparing skilled, resourceful and committed teachers so that they may contribute effectively to the teaching and learning scenario of the state. Alsomeasures are adopted to empower teacher-educators viz. distribution of syllabus in the beginning of the year, consultation upon teaching methods and techniques to deal with various theory papers and practicum, use of ICT tools in teaching, adopting student-centric teaching methods etc. Regular faculty meetings are devoted to deal with such important issues. Time table and work allotment per semester is prepared accordingly.
	Examination and Evaluation	The institution is affiliated to Sikkim University and hence the evaluation process of university is practiced in the Institution. There is the provision of credit, grading and semester system both at B.Ed. and M.Ed. level. The weightage to internal and external evaluation is 30 and 70 respectively as per NCTE 2014 guidelines. Internal assessment is calculated by giving weightage to different components like attendance, assignment, seminar, project etc.Every semester, students are apprised regarding evaluation scheme of Sikkim University during Orientation Programs for both internal and external examinations.
	Research and Development	The college provides infrastructural facilities like ICT lab, internet and library to provide support to faculty and M.Ed. students in their research work. M.Ed. students are guided to select research topics on contemporary areas. Also, the institution organises seminars and workshops for strengthening quality research. The faculty members have also participated in national and international seminars and also published their works in books and journals.
	Library, ICT and Physical Infrastructure / Instrumentation	The college library provides Book Bank facility to the students. The Library Committee of the institution

	works for updating library before new academic session begins. Purchase of books, subscription of journals and other books related to education takes place every year. Students and teachers may avail free internet access for academic work. Campus is CCTV monitored. Repairing of furniture and renovation of classrooms is done as per need.
Human Resource Management	The institution takes care of professional development needs of the faculty. They are encouraged to take part in workshops and seminars. Leave for the same is provided to them. There is a mechanism in place for their performance assessment. Based on the feedback from stakeholders, they are guided by the head of the institution. Senior teachers too help the new ones in adopting effective measures to improve. They are encouraged to improve their qualifications and pursue PhD and appear in NET/SLET exams. Required physical facilities are also provided. The head of the institution maintains a positive professional relationship to provide them motivation, help and support.
Industry Interaction / Collaboration	The college functions in coordination with different organisations like university, degree colleges, practising schools, DIETs and SCERTs in the state. The faculty of the college participate in seminars, workshops, curriculum revision meetings organised by them. Also, resource persons from these institutions are invited to the programs organised by the college. Effort is made to establish a strong linkage with them for the mutual benefits. Community service programs are also organised by the institution on regular basis.
Admission of Students	For admission to B.Ed. and M.Ed. program, the eligibility criteria as prescribed by NCTE is followed. Announcement for admission is made though college website and leading newspapers of the state. The college has adopted 'merit basis' mode of admissionas per regulation 2014, NCTE. The fee structure, mode of payment and other admission related information is shared with students through website as well during the pre-admission orientation program organised every

	year by Admission Committee.

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

E-governace area	Details
Planning and Development	In order to realize the institutional vision and mission, the head of the institution supervises faculty to make curricular plans in the beginning of the session. Distribution of responsibilities concerning different areas of governance take place in the meeting with director of the institution, who is also the representative of the governing body. Information on the year-long activities is updated on the college website. The faculty members make use of various ICT tools for instructional processes.
Administration	The head of the institution is responsible for administering the overall functioning of the college. She is supported by faculty members responsible for various activities. Regular meetings to discuss issues concerning curriculum and college related matters are held. A democratic spirit prevails in the meeting where all faculty members are encouraged to put forward their suggestions and also be willing to take responsibilities. All important information and notices are displayed on the college website. Regularity of attendance is maintained through bio-metric devices.
Finance and Accounts	The accounts department of the college uses computerized system. Fee is collected through online mode. Salary pay-out and EPF is done through online banking. Maintenance of accounts are done using Tally program.
Student Admission and Support	A website committee is responsible for managing the college website. Admission related information are displayed on the website. Regular update related to admission is doneby the committee.
Examination	The college facilitates the process of students' registration via university website. Examinations are conducted and marks for internal and external exams are uploaded via online mode. Admit cards for exams can also be downloaded through university website. The end-term results are declared via online mode. The exam department of the college provides necessary help and

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
Nill	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)
Nill	Nil	Nil	Nill	Nill	0	0

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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
Faculty Development program on research Methodology	1	05/10/2020	10/10/2020	6

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF	EPF	Nil

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

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

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6.4.3 – Total corpus fund generated

00

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	No	Nil	Yes	Principal
Administrative	Yes	Bansal Mahesh Associates	Yes	Director

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

Nil

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

Nil

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

1. Opportunities for students were created for the purpose of enriching curricular experience. 2. Conducting Awareness Programmes to raise conciousness regarding various challenges. 3. Encouraging students and teachers to participate in Seminars and symposiums.

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
2019	Inter College Competition	12/08/2019	12/08/2019	12/08/2019	20
2019	Seminar on Juvenile Act-2000 and Protection of Children from Sexual	28/09/2019	28/09/2019	28/09/2019	30

	Offence Act-2012				
2019	A Talk on Role of Youth in Building Vibrant Community	20/10/2019	20/10/2019	20/10/2019	60
2019	Awarness on, Protection on Children from Sexual Offence by POSCO and SADA	07/11/2019	07/11/2019	07/11/2019	25
2019	A Talk on Realizing our True Self	13/11/2019	13/11/2019	13/11/2019	40
2019	The Art and Craft Exhibition	25/11/2019	25/11/2019	25/11/2019	60
2020	Webinar on the New Education Policy 2020	08/08/2020	08/08/2020	08/08/2020	20
2020	E-conferance on Role of NEP 2020 in transforming higher education	07/09/2020	07/09/2020	07/09/2020	60
2020	Online National Conclave on NEP 2020 attended by faculty students and stakeholders	10/09/2020	10/09/2020	11/09/2020	80
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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
Awareness on POCSO	07/11/2019	07/11/2019	175	11

(Protection of Children From Sexual Offences) Act	

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 watt

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
2019	**1**	**0**	**12/09/2019**	**1**	**Blood Donation Camp**	**Blood Scarcity**	**14**
2019	**0**	**1**	**20/09/2019**	**1**	**Seminar on Juvenile Justice Act 2000 and Protection of Children from sexual offence act 2012**	**Protection of Child**	**20**
2019	**1**	**0**	**02/10/2019**	**1**	**Swachh Bharat Mission**	**Cleanliness Drive**	**167**
2019	**0**	**1**	**20/10/2019**	**1**	**Role of youth Building Vibrant Community.**	**Youth Building**	**184**
2019	**1**	**0**	**07/11/2019**	**1**	**Awareness on Protection of Childern from sexual offences**	**Protection of girl child**	**186**

						and SADA	

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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	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2019	05/06/2019	130
Independence Day	15/08/2019	15/08/2019	179
Teachers Day	05/09/2019	05/09/2019	194
National Eduaction Day	11/09/2019	11/09/2019	158
Gandhi Jayanti	02/10/2019	02/10/2019	189
World AIDS Day	01/12/2019	01/12/2019	125
Republic Day	26/01/2020	26/01/2020	32
National Science Day	28/02/2020	28/02/2020	145
World health Day	07/04/2020	07/04/2020	125
Yoga Day	21/06/2020	21/06/2020	176

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

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1. Plastic Free Campus.

2. Instalation of LED light for Power saving.

3. Maintanance of Green Campus.

4. Plantation of Herbs, Shrubs of Medicinal Value.

5. Maintanance of Solar Panel.

6. Rain Water Harvesting.

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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Workshop on Teaching Aids: A workshop on preparation of teaching-learning/instructional materials is organised by the college. As per Sikkim university guidelines, B.Ed. students from 2nd semester are to engage in this activity which is assessed internally by the respective pedagogy faculty members. This workshop orients the student-teachers about the need and importance of TLMs for teaching and learning process. These aids facilitate the process of achieving the learning objectives formulated. They were helped to understand that these TLMs aid in learning concepts in different subjects with ease and efficiency, help in motivating the students, cultivating interest in knowing more about the subject and also help in reducing anxiety and stress among the school students. Heads of the institutions and teachers from practising schools are also invited to share their ideas and experiences with regard to preparation on suitable TLMs like charts, flash cards, working models. Student-teachers are guided to prepare low-cost teaching aids from

locally available resources. An exhibition is held on later date, showcasing these TLMs where students from neighbouring schools are also invited and their feedback is collected in order to bring improvement for next year. The college organises such workshop on yearly basis to help student-teachers not only understand the importance of TLMs in enhancing students' learning but also develop skills for preparing them. Talent Search: The new semester for fresh batch of students begins with the Talent Search. This 'ice-breaking activity' is conducted at the beginning of the new academic year. It helps in recognising and showcasing the talents and aptitude of the students in areas such as singing, dancing, music, painting, writing and extempore skills etc. It also aims to help them overcome their inhibitions and give them a platform to boost their self-esteem and develop confidence. Thereafter, students are mentored and guided by the faculty to hone their skills and are encouraged to represent college in various inter-college and inter-state competitions. It is important to give opportunities to the students to discover what they are good at and support them. Further, college sets up cultural club under the guidance of faculty members which organises range of activities such as observation of cultural festival, days of national and international importance and other events. Such platform for teacher-trainees helps them develop their abilities and nurture their interests to become effective teachers in future.

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

Training/ Tutoring for Competitive Exams: The college aspires to prepare competent quality teachers equipped with knowledge, attitude and skills for 21st century world through effective transaction of curriculum. In addition to this, college also takes measures to help student-teachers clear teacher eligibility tests. It is mandatory for student-teachers to clear Sikkim Teacher Eligibility Tests and Central Teacher Eligibility Tests for B.Ed. students. Also, for M.Ed. students, State Eligibility Test and National Eligibility Test is compulsory to qualify in order to become teacher-educators or for the purpose of pursuing Ph.D. There are two periods minimum dedicated to preparations for these competitive exams in a week wherein faculty members from the college specializing in foundational and pedagogy papers discuss, prepare and shares notes with them. They also help them in improving their answering skills. Access to library to deepen their understanding of the concepts is ensured. Mock tests are also conducted on periodic basis. Such tutoring classes have proven to be providing much needed assistance in extending their career prospects. Apart from this, students are also guided for admission to various higher learning programs in universities and institutes in India and abroad. Telephonic counseling is also provided for the same as and when required.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. Work towards strengthening of Alumni Association and ensuring their engagement/ Contribution regarding upliftment of the Institution. 2. To organize workshops/ Seminars/ Webinars on New Education Policy 2020 to deepen understanding and have reflection on its implications for Teacher Education. 3. To create ICT enabled teaching atmosphere and encourage Teacher Educators to incorporate technology used to enhance learning experience of the students. 4. To

augment existing infrastructural facilities.