YEARLY STATUS REPORT - 2020-2021

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 its own campus?	**Yes**
• Phone no./Alternate phone no.	**9434021212**
• Mobile no	**9332521212**
• Registered e-mail	**hce_gtk@yahoo.in**
• Alternate e-mail	**drhpchhetri@gmail.com**
• Address	**Samdur, Tadong**
• City/Town	**Gangtok**
• State/UT	**Sikkim**
• Pin Code	**737102**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Self-financing**

	• Name of the Affiliating University	**Sikkim University**
	• Name of the IQAC Coordinator	**Miss. Keekee Fern Cargay**
	• Phone No.	**9002794316**
	• Alternate phone No.	**9332521212**
	• Mobile	**9002794316**
	• IQAC e-mail address	**iqachcegtk@gmail.com**
	• Alternate Email address	**hce_gtk@yahoo.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://hcesikkim.org/userfiles/file/AQAR%20Report%202019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://hcesikkim.org/userfiles/file/2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.58**	**2011**	**30/11/2011**	**29/11/2016**
Cycle 2	**B+**	**2.63**	**2017**	**19/07/2017**	**18/07/2022**

6.Date of Establishment of IQAC	**10/07/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depar tment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

*To address the global Covid-19 Pandemic which has led to issues of depression and anxiety, an interactive online counselling session was conducted with the students and faculty by the institution where Miss. Anupriya Pradhan from STNM Hospital Sikkim was invited as guest speaker. * A special Webinar on Inclusive Education for understanding the developing and designing of class rooms and the various programmes and activities for a holistic and wholesome participation by the students was organised for the students and staffs. *A webinar on "Secret of Inner Peace and outer Dynamism" was conducted by resource persons Dr. Subinoy Das and Dr. Banani Chakraborty instructed on tranning of our minds and understanding one's sensitivity. *In-House seminar on Nep 2020 was organised in three sessions where the teaching faculty of the institution presented on various important areas of higher educations in the new policy. The seminar was attended by the management for clarity of understanding of the NEP 2020. * Academic faculty attended the District Level Cluster workshop on Swacchta Action Plan and the efforts made by the institution for maintaining clean campus and awareness about health and hygiene was shared. * Online Programme on ' Importance of value education in our daiily life's was organised for the students and the faculty of the institutions. * The teaching and non teaching faculty of HCE attended a Webinar on the global concern arround women and children during Covid-19 Pandemic in Sikkim which was organised in collaboration with IQAC of Sikkim Government College.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
*Work towards strengthening of Alumni Association and ensuring their engagement and contribution.	Alumni members, were invited to programmes of the institution. Miss. Anupriya Pradhan working in STNM Hospital Sikkim was invited as guest speaker to address the issues of depression and anxiety, an interactive Online Counselling session was conducted on on 9th February 2021. The National Education Day 2021 on the theme 'Recover and Revitalise Education for the Covid-19 Generation' was celebrated by the Teaching, Non-Teaching faculties and the students of B.Ed. and M.Ed. on 11/11/2021through a virtual program at 2:00 pm. The program started with a Welcome Address followed by a Motivation Speech by Mrs. Tabita Pradhan, Principal,Greendale Sr. School, and a Power point presentation and talks by the students of B.Ed and M.Ed.
*To focus on Faculty development activities like Workshops, Orientation Courses and Seminars that would foster the faculty's knowledge, skills and professional competence.	A programme list was prepared for the In-house Seminar on NEP-2020 under the guidance of the Academic Head Dr. Devi Kala and shared with the faculty of HCE on 06/08/2021. The programs would be held on Campus. • The First Session of theIn-house Seminar on NEP-2020 was subsequently organised on 09/08/2021. The Second session of the In-house Seminar was held on 31/08/2021 at 11:30 am. The Third session for the In-house Seminar was held on 30/09/2021 at 11:30 am.

* Conducting counseling programme for the mental wellbeing of the students and all the faculty members of the institution amidst the Covid-19 pandemic.	Guest speakers were invited for interactive sessions with the students and • A 'Sharing is Caring' programme was organisedon25/05/2021 by the HCE teaching faculty for the students. The program was held specifically to extend assurance and assistance to the students during the difficult period of the pandemic.
* To encourage the students participation in webinars and seminars conducted by the Institution and other organising units. And to conduct various online programmes to engage the students in the continuous development while away from physical classes in the Institution.	Various Programmes were organised by the various departments of the Institution throughout the Pandemic Lockdown. Students were engaged in Saturday Activities under various groups headed by different teachers. Other various programmes marking different occassions and festivals were celebrated online.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Management	25/11/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	23/02/2022

Extended Profile

1.Programme

1.1	49

Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**215**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**00**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**105**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**24**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**25**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**7**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**75.7**
4.3 Total number of computers on campus for academic purposes	**10**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

For effective curriculum delivery the Institution follows the syllabus as per Sikkim University norms. The institution focuses on Training of Teachers through B.Ed and M.Ed courses. The semester begins with the syllabus distribution according to Foundation Papers expert teachers and Pedagogy Papers expert teachers. After distribution of the syllabus the teachers are to maintain the Lesson Plan so that the syllabus is covered in time for timely Mid-Term examinations as well as End-Term examinations.

Lesson Plans are made according to the experts in the paper where a weekly plan is devised. At the end of the week the Head of the Institution signs the Lesson Plan after completion of the lessons planned for the week. The teachers delivers the lesson through different teaching approaches like content based approach, task based approach and participatory approach.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is first issued by Sikkim University wherein the list of Notified Holidays and Common Academic Calendar is mentioned. The institution takes into account the Common Academic Calendar for conducting the internal examinations "Mid-Term Examinations".

In Teacher Education Programme the B.Ed students only have assignments for internal markings which are of 30% of the total weight-age of each paper. The B.Ed students have to write a hand-written assignment and submit it to the teacher concerned for the particular paper. The M.Ed students have to write an assignment as well as take a Mid-Term Examination for which the total weight-age is 30% wherein 15% is for hand-written assignments as 15% is for Mid-Term Examinations.

The B.Ed and M.Ed students also give presentations of their assignments and markings are given by the concerned teacher as a part of continuous evaluation procedures.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University | B. Any 3 of the above |

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution follows the syllabus according to Sikkim University. The institution offers B.Ed and M.Ed courses. The papers which are related to cross cutting issues are introduced from the 3rd Semester of the B.Ed and M.Ed. syllabus. The syllabus offers courses which are of relevant issues related to Gender, School and Society; Value Education; Special Education; Environmental Education; Guidance and Counseling and Inclusive Education.. The M.Ed syllabus too introduces Value Education; Higher Education; Mental Health Education; Women's Education and Guidance and Counseling in the 3rd and 4th semester. These different papers give insight into understanding the importance of education in various areas.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

105

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	http://hcesikkim.org/userfiles/file/2020-2021%20Feedback.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://hcesikkim.org/userfiles/file/2020-2021%20Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

110

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

79

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Programmes for Advanced Learners

The advanced learners are given special attention in terms of

catering to their learning needs. Teachers adopt special method of engaging and enhancing their potentials. Methods like presentation, brainstorming, participatory approach, content based learning are used by the teachers. This category of students are engaged in activities like peer teaching, presentation, use of ICT based learning, development of teaching aids using new techniques. They are given the opportunity to participate and represent the college in programmes organised by the government and non- government organisations. Student seminars and symposiums are regularly organized. Advanced learners are informed about competitive exams and career pathways.

Special Programmes for Slow Learners

Remedial classes and special classes are taken regularly. Detailed feedback is given to slow learners on their performance in, semester exams/ university practical. The institution has a good practise of collecting feedback from the students with regard to the curriculum and the content taught to them through the syllabus. The teachers take remedial classes with the students for the problems diagnosed and assist them by administering Unit tests and assignments periodically. They are given enough scope to improve their teaching skills through the process of micro and macro teaching.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
102	**24**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution gives more emphasis on student-centric approaches

and during the academic year of 2020-21, due to outbreak of COVID-19 efforts were made to use such methods which centered students' learning through online mode. Many new teaching strategies were adopted by faculty and college which were helpful for the student support such as virtual seminar for students, presentations through online mode, support through e- resources etc. Along with theory, the students were given practical activities related to their paper. For example- the pre-service students were made to share the contributions of the philosophers to the in-service teacher-student and were asked to get feedback from them on the utility of the philosophy. Likewise, while teaching Kolberg's Moral Development Theory, the students were asked to share their understanding to their neighbors on how the development of morality takes place in children and they were made to share the feedback given by the parents in the classroom with others. While doing EPC presentations the students were divided into groups and were given freedom to select a topic of their choice from the syllabus following a group discussion and the students were encouraged to analyze the topic critically and share their views.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In this session i.e. 2020-21 all the teaching learning process were organized through online mode only due to COVID-19 pandemic. The faculties transacted the lesson using different online platforms such as Google meet, Zoom, Google classroom, Microsoft teams etc. Learning materials were provided to the students by recorded audio/ video clips. Also faculty provided various links to students for obtaining e-books, journals, YouTube videos etc. The college organized webinars on Inclusive Education and Mental Health. During the pandemic the students were encouraged to attend online webinars on different topics like research methodology, mental health education, and inclusive education which are a part of the Sikkim University syllabus.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

117

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution follows same process for evaluation which is guided by the Sikkim University. Continuous evaluation process is an important mechanism to assess the quality of students' outcome. Institution has taken initiative for continuous internal evaluation viz. mid-term exam, class test, assignment presentation and students participation in curricular and co- curricular activities. 30% weightage of marks is given to internal evaluation process. The institution strictly monitors the attendance of the students. It is mandatory to obtain 85% of the total attendance to appear in the semester end examination. Marks are uploaded on university website to maintain transparency. Presentations on assignments, EPC related activities viz. preparations of teaching aids, deliberations upon Policy documents, self-appraisal reports, text book analysis, and achievement test were conducted throughout the semester via various online platforms.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution, for fair, equal and impartial treatment of all students has grievances redressal committee in different spheres of work which includes assessment and internal evaluation. The cell, on receiving a complaint, resolves the issue within certain time period.

Following are the possible grievances raised by students:

1. **The student can apply photocopy of the answer script and revaluation as per the university norms.**
2. **The special provision made to write examination to those who have met with an accident related issues with the prior permission of the Principal.**

The grievances redressal committee has received a case of one student in the previous academic year related to the external examination held by the affiliating university; Sikkim University. But in this academic year Grievances Redressal Committee have not received any case related to internal assessment.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Sikkim University has prepared programme outcomes and course outcomes for B.Ed and M.Ed. programme and is implemented in the institution. These programme and course outcomes displayed on college website. The syllabus is discussed whereby the outcomes are discussed between teachers before any semester or session starts in the meeting held accordingly.

Teachers spell out the learning outcomes in the classroom at the beginning of each semester and session. Thus, students are made aware of course/programme expectations at the very commencement of the teaching-learning process.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows some systematic process to measures the levels of attainment of program outcomes and course outcome. The course outcome is measured through syllabus, completion of syllabus, internal evaluation, setting up question paper, evaluation and results.

The teachers who are engaged in the class they complete their given units within a allotted time period and sometimes it may happen so that some teachers takes extra class to the identified students who needs remedial classes. 85% of attendance is mandatory to qualify for the written examination of the course. The internal evaluation is done through mid- term examinations, written assignment, presentation etc. In the end semester examination of every course is based on written examination. The examination is conducted to test the knowledge of the students from every unit of the course.

The program outcomes are measured by the final result of all courses in a given program of individual students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

102

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://hcesikkim.org/userfiles/file/SSR%202021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college provides necessary infrastructure in the form of well equipped library, Wi-Fi facility, ICT resource Centre for both teachers as well as students.

Teachers are encouraged to pursue higher education such as PhDs and clear eligibility tests as NET and SLET. Study leave is granted for the same.

Opportunities are provided toteachers to take part in academic activities inside and outside the college such as workshops on NEP, preparation of STET exam papers, participate as Examiners for recruitment of teachers in Govt. schools of Sikkim etc. Faculty from this institution also conducted offline and online workshops as Resource persons for DIETs and schools of Gangtok on themes such as Action Research and National Education Policy-2020.

Students took part in various online programs such as Doctors' Day,

Population Day, Education Day and Mental Health Awareness, Inclusive Education etc. where they got opportunity to showcase their creative talents.

One faculty member teaching Art and Craft conducted online workshop where students learnt to be innovative and resourceful in preparing Teaching Aids as part of their virtual internship program.

During this pandemic, faculty members made use of ICT skills in preparing their lessons as PPTs, Podcasts, and videos for effective curriculum transaction.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

03

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College organizes various activities in order to raise consciousness among students about societal issues. Rallies, awareness programs, blood donation camps etc. are organized in order to help them impart

their duty and responsibility towards addressing these vital concerns.

In the present year, due to pandemic situation, webinars and online awareness programs were organized inviting all stakeholders. Opportunities were given to the students to organize and conduct such programs so that they build confidence, learn organizational skills and develop team spirit. Resource persons were invited from Sikkim University, Sikkim Manipal Medical College, STNM Govt hospital, Sikkim Bar Association, SCERT and teachers from schools of Sikkim.

During this critical time, college also collaborated with Rotract Club from Sikkim. Teachers as well as students assisted enthusiastically in collecting contributions for distribution of food items, sanitary napkins, medicines and other necessities to the needy people in and around Gangtok town.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

01

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

100

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Harkamaya College of Education has numerous facilities for Teaching-Learning. Viz., classrooms, laboratories, sports field, equipment, computing facilities etc. for the various programs offered. The library is well furnished with adequate no. of books, news papers, journals and has a peaceful reading room for the students. The students and teachers visit regularly, but this year due to Covid-19 Pandemic the number of students visiting the library was limited. There are five classrooms which are well-furnished, well-ventilated and spacious with proper furniture, whiteboard and other subject related materials for effective teaching-learning. There are three curriculum laboratories where different subject related equipments are available and utilized by the students as and when required. There is a sports field where different sports

activities like volleyball tournament, cricket and futsal is organized and the provision for which is made in the timetable. There are facilities for indoor games like table tennis, chess and carom as well.

The institution has provided computer facilities for teachers, students and administrative departments as well. There are two big multipurpose seminar halls with proper sound system, overhead projectors with ICT facilities where conferences, seminars, workshops are organized, in addition to students' presentation on assignments, research proposal, EPC reports etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution organizes various cultural activities in the college campus frequently. There are two auditoriums with proper sound system and other essential materials provided by the institution where different cultural activities take place. Important National and International days are observed regularly such as college foundation day, Independence day, teachers day, doctors day, population day, bhanu jayanti etc. This year International Yoga Day was observed through virtual mode due to Covid-19 pandemic, experts were invited to teach Yoga techniques for maintaining sound mind in the sound body. Sports facilities like playground and sports equipments for both outdoor and indoor games are provided by the institution. A period is assigned for games in the time table for the students. Due to the pandemic, all the above mentioned activities took place through online mode.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5	

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

75.77

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has a well furnished library with all the essential learning resources. It has installed the Integrated Library Management System 'KOHA' in the year 2021. KOHA is a world's first free and open source library management system with most advanced facilities in use today which provides library services to users.

It has various Web 2.0 facilities like tagging, comment, social sharing etc… It has Union catalog facility, customizable search, online circulation, Bar code printing, Patron card creation, Report Generation etc…

With the help of this system the students can access the college

library resources from anywhere, anytime.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources — **D. Any 1 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.31

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has the Information and Communication Technology facilities in the campus for the proper functioning of the institution. The Institution has a well maintained ICT resources which includes computers, overhead projectors, etc., these are used for the effective delivery of the teaching and learning process. The institution has installed Golcon Wi-Fi in the campus from 18.07.2019 onwards, which facilitates the internet facilities for the students in the campus. There is also Fiber net and Jio net facilities in the college. The whole college campus is Wi-Fi enabled. This facility is used for local area networking of devices in the college campus and students get access to all these facilities which are updated regularly.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

21

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.96

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical Facilities

The College Management ensures overall management and functioning of the college with the help of principal and administrative staff. There are supporting staff for cleaning and proper maintenance of the classrooms and other infrastructure in the campus. There are separate toilet facilities for the students and staff. If any damage to the furniture and other materials occurs, it is repaired/purchased in time. There are CCTV cameras installed in the campus for proper monitoring of the activities.

Academic Facilities

For maintenance of library infrastructure and facilities, the library committee and administration has been assigned with the responsibility of purchasing books, journals and other materials.

The students visit library with library cards as per the timetable. Each B.Ed. and M.Ed. Student is allowed to issue 2-5 books at a time and they have to return it in the stipulated time. If there is damage, disfiguring of books and other resources, they are liable to pay fine.

The computer facilities are maintained by computer skilled personnel of the college and is responsible for periodic upgradation of the resources.

The laboratory equipments are purchased and handled carefully by the teacher and students as and when required.

Support Facilities

There are various support facilities provided by the college in the campus. There are hostel facilities for students, canteen, reprographic machine, coffee machine, safe drinking water facility, common rooms for boys and girls etc. and are maintained regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

60

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

07	

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

17	

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1	

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 cultural programs too. The council organises different co-curricular activities by the help ofcurrent students in the campus, provide feedback and participate in the institutionaladministrative meetings. The class representatives for the present academic session and the members of the student council were selected by the faculties under the guidance of college principal. Alma Peden Bhutia and Ruchi Thapa were nominated as the class representatives from B.Ed andKarma Eden Bhutia from M.Ed. The members of the council were Minsang Tamang, Yougal Subba, Sharon Dahal, Tashi Doma Sherpa, and Sunder Nepal. Thecouncilcoordinated with participants for effective and successful organisation of programmes. The Institution organised online programs as assisted bystudent council such as Bhanu Jayanti, Inter college competitions, quiz competition, Independence Day, Teachers' Day, Ganesh Puja, Mahatma Gandhi and Shastri Ji's Anniversary, Students' Day, Diwali, Education Day, Republic Day, International Women's Day, Guru Rabindranath Tagore Anniversary, Environment Day and Doctor's Day etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Harkamaya College of Education is registered with the state Government of Sikkim withRegistration no. E21/GTK/2803.The association keeps records of the members and keeps in touch through Facebook, WhatsApp. Members are invited in programmes organized by the association. Their career progression details are also recorded. Career related counselling is also provided. The association also oragnizedvariuos seminar/ webinar in collaboration with college.

The association organized an online program on Friendship Day on 1st August 2021. Theme of program was "Role of teachers in COVID 19 Pandemic scenario". More than 50 participants attended this. Principal as well as senior faculty memebrs and alumni of HCE deliberated on the theme. They motivated the participants to take

responsibility as a teacher and accept this pandemic as a challenge and convert it into an opportunity for personal and professional growth in order to serve the society in better capacity. A brief presentation on the objectives of theassociation werealso shared, followed by cultural programs.Members of Alumni were also given opportunity to sharetheir experiences.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

This college has adopted governance practices with a mission to develop teachers who are skilled, resourceful and imbued with the spirit of contributing to bringing qualitative improvement to the educational scenario of the state.

The management of the college, represented by the director takes initiative to encourage both the academic and non-academic faculty to strive to achieve quality performance in the areas of functioning. Responsibilities of various institutional activities are distributed among faculty members such as IQAC, Alumni Association, Library Committee, Students' Grievances Cell, Students' Progression and Placement Cell, Discipline Committee, Research and Publications Cell etc.

There are periodic meetings of Governing Body of the college where decisions related to quality enhancement, policy making is taken based on the feedback received from the stakeholders.

Mental Health Awareness, New Educational Policy were also organized.

Guest speakers from Sikkim University, Sikkim Manipal Hospital, SCERT were also invited to speak on relevant themes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college follows the democratic principles of delegation of duties in the management process by ensuring participation of academic, non-academic faculty along with students.

A number of administrative bodies and committees are in place that takes care of various responsibilities related to areas such as academic activities, library, curriculum laboratories, examination, school internship programs, alumni related activities, cultural, discipline, hostel etc. Engagement of faculty is ensured on the basis of their competence and talent.

In order to develop competence among students to organise and take part in various programs such as celebration of significant national and international days, college foundation day, quiz competitions, online webinars, speech by distinguished speakers on different themes were hosted by the students through online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The management of the college makes efforts in preparing institutional strategic plan and works towards effective implementation for both academic as well as infrastructural development. Every semester begins with the evaluation of previous session, discussion on strength, weaknesses and suggestions for present session take place. Allocation of academic assignments

related to institutional activities, distribution of syllabus, preparation of academic calendar takes place. Based on the feedback received from the stakeholders as well as considering the needs, efforts are made for augmenting infrastructural facilities too. During the time of COVID crisis, college undertook renovation work of classrooms, seminar halls. As per NCTE norms, lift facility for divyang students was also added. Increase in laboratory equipment and library resources are done annually.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The governing body of the institution is the apex administrative body. They are responsible for making policies for academic development as well as resource allocation for the implementation of perspective plan. The principal is the executive head and is responsible to carry out the institutional plan. He initiates the consultative process first with the coordinators of different cells regarding development of the institution in the areas of academics, infrastructure, curricular and co-curricular facilities etc and thereafter apprises the director, representative of the Governing body which is then put up in the meeting of governing body for approval. The members of faculty, both academic and non-academic work together to effectively implement the plans prepared.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and	E. None of the above

Accounts Student Admission and Support Examination	

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has adopted various welfare measures for both academic and non-academic faculties. Encouragement is provided to the members of academic staff to take part in professional development programs, conduct research activities, and publish papers and articles. Leave for attending seminars and PhD coursework are granted as and when required. There is free Wi-Fi facility in the college campus. Teachers can avail computer facilities. Water facility, canteen facility and campus is monitored by CCTV. All the teaching staffs are getting 10 days of academic leave per annum.

The institution provides monetary facilities such as house rent allowance (15%), employee provident fund (12.5%), pension (3.67), DA (113%) and hill area allowance (10%) to both teaching and non-teaching staff. Provision of advance payment of salary in case of need. Staff Association with monthly contribution instituted to provide monetary help to faculty members in case of diseases or demise of immediate family members. There is provision of casual leave for both teaching and non-teaching faculty.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The appraisal of performance of both teaching and non-teaching staff is conducted at the end of every semester. This year due to covid-19 pandemic and lockdowns, this feedback was collected online.

Students' satisfactory survey was conducted using questionnaire prepared by the college. The duly filled in forms were analysed by IQAC and report submitted to the principal who further provided feedback to the concerned persons in order to bring improvement in the administrative functioning and academic performance of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal financial audit is a regular activity in the college. Every year, the Internal Audit is conducted with Director of the college (Administrative), principal(Academic) and Accountant. The accountant is responsible for maintaining and providing all the details of income and expenditure. After verification by the director and

principal, external audit is conducted by a certified charted accountant for the respective financial year.

Because of COVID-19 pandemic and lockdown, in 2020-21, the External Audit was done online by a certified charted accountant and institution's finance staff. This External Audit was conducted with Bansal Mahesh and Associates.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds allotted for the purpose of conducting examination are taken care of the examination committee. Accounts are maintained and details are submitted by the coordinator of the committee.

As per need, budget is allocated every year for the purchase of books, resources, projectors, other equipment, infrastructural development etc. The accountant is responsible for maintaining a record of income and expenditure and which is further audited by external auditor.

Since this is a self-financed institution and therefore no funds/donations are received from government or non-government

bodies and all the expenditures are met with funds generated from the fee received from the students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) is constantly making efforts to contribute for institutionalizing the quality strategies and processes in the college. The IQAC cell meets in the beginning of the session and prepares their action plan. Accordingly, various initiatives are taken to organise programs/ events like Fresher's meet, Foundation day of college, Alumni Meet, important national and international days etc. Further in order to ensure development of skills among student-teachers, many co-curricular activities are organized every Saturday. During the current year of Pandemic, all these programs were conducted through online mode.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution takes a number of initiatives to plan, organise, monitor and review activities in the institution related to teaching and learning. Based on feedback of students, alumni and stakeholders, innovative ideas and reforms are constantly introduced, some of which are reflected through maintenance of, the internal Quality Assurance Cell periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes. Academic Calendar which is based on Sikkim University Academic Calendar, the Institute prepares its schedules for the academic year well in advance at the beginning of the year.

Daily Teaching Record are maintained in addition to lesson plans, a WhatsApp group was created with membership from teaching faculty, along with Principal and Director of the institution. The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students on teaching methodologies, course delivery, attitude, strengths and weaknesses takes place periodically. Remedial classes for weak students to solve their problems also took place through online mode by the respective teachers.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution provides equal opportunity for all the students

irrespective of their gender. All students take part in all the activities of the institution. On International Women's Day, a program was organised in the college, especially for the promotion of women's talent and students were given opportunities to showcase their talents.

In order to promote Gender Equity amongst the students, the Institution has established its own Gender Sensitisation Department. The sole motive behind the establishment of this Department is to create awareness amongst students about the issue of Gender Discrimination and ways to overcome it.

As a matter of fact, more than 75 percent of students studying in the institute are a woman, which sets a perfect example of Gender Equity amongst students. Also, to understand the concept of this equity, a whole paper on 'Gender School and Society' is being taught to the students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	A) Safety and security- The college has set up separate cell for prevention of human harassment which also is responsible for catering to the security of the women in the Institution. B) Counseling- Individual and group counseling is given to the students by the teachers. Special guest speakers are invited to give counseling and guidance to the students. C) Common Rooms- Separate Common Rooms are provided to the women students in the college. D) Clean and Hygienic Washroom Facility- Clean toilet facility with incinerator is available in the college.

| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | C. Any 2 of the above |

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution undertakes various measures to manage both types of degradable and non-degradable wastes. There is adequate number of garbage bins placed appropriately across the campus to collect and dispose the same. Waste disposal related guidelines are shared with the students on regular basis. Talks to create awareness regarding problems of pollution, environment conservation strategies, methods for proper disposal of wastes are shared with students during morning assembly and Saturday activities. There are separate washrooms for them with appropriate measures for disposal of sanitary napkin. Incinerating machine is installed in female washrooms.

The e-waste produced like electronic equipments, computer hardware, chargers and other accessories are collected separately. This is sold to the junk dealers who deal especially with e-waste. This year the college also participated in an online workshop jointly organized by Department of Information Technology, Govt. of Sikkim and Gangtok Municipal Corporation on 20th November, 2020. The Corporation authorities shared that a collection centre is being set-up at the GMC for collection and segregation of e-waste before they are dispatched to the authorized recycling firms.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the	**B. Any 3 of the above**

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Harkamaya College is a premier institution in the state of Sikkim where students from not only within the state but also from neighbouring states come to study. The college also caters to the needs of students from various socio-economic backgrounds. Efforts are made to maintain an inclusive environment, congenial for all so

that they feel themselves an integral part of the institution and strive together to achieve personal as well as institutional goals despite their linguistic, communal and regional diversities.

The college observes days of national and international importance. Various curricular and co-curricular activities are organised. Field works, research projects, activities related to enhancing professional capacity such as model making, crafts preparation, performing arts, literary and quiz competitions are organised. Students with varying interests and differential competencies are encouraged to take part in these events, thus creating an inclusive environment for all to grow and develop.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college initiates numerous activities throughout the year in order to inculcate the values enshrined in the constitution. There are lectures delivered during morning assembly by both students and teachers to create awareness about the constitutional values and objectives of our country.

Students are given responsibilities to organise, conduct programs, arrange picnics, take part in governance system as students' representatives etc. which help them to become responsible and develop leadership skills. While working as a team to organise different events, students get opportunity to have unity of thought and action, solidarity among themselves in order to carry out the given tasks successfully.

This institution strongly believes that teachers serve as role models. The teachers here make utmost efforts in inculcating values among the students by exemplifying it in their character and conduct towards each other and towards students. Students and teachers are distributed in different Houses and Tutorial Groups where they get opportunity to work together, have liberty of thought during time of consultation to organise and take part in events within and outside the college. Teachers as mentors develop a close and cordial

relationship of compassion and understanding and are there for them during time of need.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Freshers Meet- To enable cordial relation between the first semester students and the third semester students, Saraswati Puja -To encourage the students to participate and celebrate the religious diversities, Webinar on Inclusive Education -To spread awareness in regard to thoughts against discrimination. Sharing is Caring Program -To extend help during COVID-19 and to promote the feeling of brotherhood and we-feeling, Importance of Value Education in our daily life-To appraise the students about importance of value education in our daily lives, UN International Day of Peace- To observe and promote World Peace, Pre-Dusssehra Celebration-To inculcate values of respect and righteousness, 17 National Symbols of India -To understand the culture and identity of being an Indian citizen, Sukhyim to Sikkim -To understand the historical importance of Sikkim
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

During COVID-19 Pandemic the institution still organized and celebrated National and International days through online mode.

The institution celebrates almost all National and International days for the promotion of values such as brotherhood, solidarity, equality etc. The institution commemorated many National and International festivals and events like 75th Independence Day, National Yoga day, Doctor's day, International Youth Day, etc. International Days are occasions to educate the general public on issues of concern, to mobilize political will and resources to address global problems and to celebrate and reinforce achievements of humanity. National festivals connect citizens to important moments of a nation's history such as: founding day of a nation along with its needs and importance. This educational institution always believes on diverse and multicultural aspects .Because irrespective of Caste , creed, religion all are like the flowers of the one bouquet ; each contributing on the overall beauty of the bouquet.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

```
Pre-admission Orientation Programme

The pre admission orientation programme is organised every year for
the candidates who are interested in taking admission to the college
in both B.Ed. and M.Ed. programs offered by the institution. This
year, due to Pandemic situation this program was organised through
online mode. The objective of the orientation is to introduce the
candidates to the entire process of admission, merit basis of
admission and also various other aspects like fees structure,
eligibility criteria, uniforms, hostel facilities, and requirements
of the documents etc.

Sharing is Caring Session with Students

The institution organized an online session on the theme 'Sharing is
Caring' with B.Ed. and M.Ed. students during COVID-19.The main
objective of this consultative meeting was to know about the mental
and physical health of students. Therefore, online consultative
meetings were organized to keep in touch with the students' progress
in their lives. The link for the programme was created in Google
Meet. The first session of the programme was on 12th December 2021
at 10.00 am to 4.00 pm where 50 number of students. During second
day's programme, rest of the students shared their challenges and
experiences individually.
```

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

```
Harkamaya College of Education is a leading institution of Sikkim in
the field of teacher education. Established in the year 2003 with
offering of B.Ed. Program, later became the first institution to
start M.Ed. Program in the state.

Our approach is to apply the knowledge efficiently and effectively
with concern for societal, environmental and cultural development of
the state and therefore, the institute works in collaboration with
```

partnering schools of the state, Sikkim University, other institutions of higher education as well as various governmental and non-governmental organizations.

In this year college undertook initiatives to organize webinars on themes related to prescribed curriculum, invited eminent personalities from diverse fields for talk on relevant themes and encouraged team-work amongst though Saturday activities etc. The objective behind all these programs was to engage students in the continuous process of learning, despite all odds.

The college is guided by its motto 'Learn to Serve'. Through its sustained efforts to producing quality teachers and catering to the need of Sikkim as well as neighbouring states, the college has carved a niche for itself. Amongst a few others, NAAC accreditation of this institution for two consecutive cycles testifies the same.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

For the upcoming academic year the institution plans for efficient and effective internship. The institution plans to have a hybrid class for the students keeping in view the Covid pandemic, i.e. having both online and face-to-face classes. In order to provide timely and regular counselling to the students, both B.Ed. and M.Ed. students will be divided into tutorial groups. The institution's Library has KOHA installed and in the upcoming year the institution plans for remote accessibility of the library. The institution plans to host Seminars or Workshops which can be beneficial to our students as well as teachers. College is also planning to invite experts from different fields such as medicine, inclusive education, peace education, yoga and spiritual/ value education, activists etc. to share their experiences and create awareness among student-teachers from this institution.The College will also cater to the needs of the collaborative internship schools by organizing/inviting them in awareness programs on different facets of school education. In the upcoming year, work with community will also be increased. Students and teachers from various Houses will be guided to adopt communities/villages and render a meaningful service to the inhabitants.