

Harkamaya College of Education
IQAC Meeting held on 3rd October 2023

Under the chairmanship of Dr. Rajesh Singh, Principal, Harkamaya College of Education, a meeting was held on 3rd October 2023 for the submission of AQAR of the year 2022-2023. The committee discussed the following plans for submitting AQAR 2022-2023:

1. Due to resignation of two teachers who were a member of IQAC Committee as well there has been member change for collecting and compiling the data for Criterion 1 and Criterion 5. In the place of Ms. Rajeta Gurung (Criterion 1), Ms. Sutapa Barman will hold the position likewise in the place of Mr. Pawan Kumar Ray (Criterion 5), Mr. Chandan Majumdar will hold the position.
2. On 30th November 2023, there will be a review for data collection. If completed the members related to different criterions will submit to Keekee Fern Cargay for further checking and verification of the data. The data collection for different criterions will be compiled by:
 - a. Extended Profile (A)- Dr. Rajesh Singh (Principal)
 - b. Extended Profile (B)- Dr. Arati Chhetri
 - c. Criterion 1- Sutapa Barman
 - d. Criterion 2- Sittam Gurung
 - e. Criterion 3- Tenzin Doensal Bhutia
 - f. Criterion 4- Brinda Rai
 - g. Criterion 5- Chandan Majumdar
 - h. Criterion 6- Sunita Rani Mohapatra
 - i. Criterion 7- Prabin Chettri
3. Uploading of the collected data to the HEI portal will commence from 12th December 2023.

Meeting attended by the following members:

Chairperson
Teaching Representatives

Management Member
Senior Administrative Officer
Student Member

Alumni
Employer Nominee
IQAC Co-ordinator

Dr. Rajesh Singh (Principal)
Sutapa Barman
Sittam Gurung
Tenzin Doensal Bhutia
Brinda Rai
Chandan Majumdar
Sunita Rani Mohapatra
Prabin Chettri
Dr. Phurpa Lhamu
Bhanu Sharma
Ayush Chettri
Ashwin Basnet
Anusha Rai
Dr. H.P. Chhetri
Keekee Fern Cargay



Estd. 2003

Self Financing Institute

HARKAMAYA COLLEGE OF EDUCATION

Affiliated to Sikkim University, Approved by Government of Sikkim, Recognized by
N.C.T.E & Approved by UGC u/s 2(f) & 12 (B) of UGC Act 1956.

NAAC Accredited B

Samdur, Tadong, Gangtok, East Sikkim-737102

☎ 9332521223, Email: hce_gtk@yahoo.in / harkamaya2003@gmail.com

Website: www.hcesikkim.org

Ref. No. HCE/ 4581 /23

Date: 03.10.2023.

It is hereby notified that the following members constitute the members of the Internal Quality Assurance Cell (IQAC) of Harkamaya College of Education after the mutual decision taken on 3rd October 2023.

Members:

Chairperson

Teaching Representatives

Management Member

Senior Administrative Officer

Local Society Member

Student Member

Alumni

Employer Nominee

IQAC Co-ordinator

Dr. Rajesh Singh (Principal)

Sutapa Barman

Sittam Gurung

Tenzin Doensal Bhutia

Brinda Rai

Chandan Majumdar

Sunita Rani Mohapatra

Prabin Chettri

Dr. Phurpa Lhamu

Bhanu Sharma

Dr. Y.P. Nepal

Ayush Chettri

Ashwin Basnet

Anusha Rai

Dr. H.P. Chhetri

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
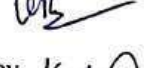

Date 16-11-2023

NOTICE

All the IQAC constituent members are requested to attend a meeting on 21st November 2023 at 3:00 p.m. for the following agendas:

- Outline of Perspective plan (2023-2027) for the year 2023-2024

Members:

1	Chairperson	Dr. Rajesh Singh (Principal)	
2	Teaching Representatives	Sutapa Barman	
		Sittam Gurung	
		Tenzin Doensal Bhutia	
		Brinda Rai	
		Chandan Majumdar	
		Sunita Rani Mohapatra	
		Prabin Chettri	
3	Management Member	Dr. Phurpa Lhamu	
4	Senior Administrative Officer	Bhanu Sharma	
5	Local Society Member	Dr. Y.P Nepal	
6	Student Member	Ayush Chettri	
7	Alumni	Anusha Rai	
8	Employer Nominee	Dr. H.P Chhetri	
9	IQAC Co-ordinator	Keekee Fern Cargay	

IQAC Co-ordinator
Keekee Fern Cargay



OUTLINE OF PERSPECTIVE PLAN 2023-2027

1. Introduction

1.1 Background of the Institution

Established in 2003, Harkamaya College of Education has a rich legacy of producing quality educators committed to excellence in teaching and learning. Our mission is to develop well-rounded, competent teachers equipped to meet the challenges of modern education.

1.2 Purpose of the Plan

the perspective plan aims to outline strategic goals and objectives for the next five years, ensuring the continuous improvement of our educational offerings, enhancing faculty and student experiences, and fostering a culture of research and innovation.

2. Vision and Mission

2.1 Vision Statement

To be a leading institution in teacher education, fostering innovative educators who inspire and transform the learning landscape.

2.2 Mission Statement

To provide a comprehensive educational experience through quality teaching, rigorous training, and community engagement, preparing future teachers to be reflective practitioners and leaders in their field.

3. SWOT Analysis

3.1 Strengths:

- Experienced and dedicated faculty.
- Strong community engagement and outreach programs.
- Well-equipped infrastructure and learning resources.

3.2 Weaknesses:

- Limited research funding and support.
- Need for improved marketing to attract students.
- Some outdated teaching resources.

3.3 Opportunities:

- Collaboration with local schools for internships and practicum experiences.
- Government initiatives promoting teacher education.
- Emerging educational technologies and methodologies.

3.4 Threats:

- Increasing competition from other teacher training institutions.
- Changes in educational policies and accreditation standards.
- Regulatory changes with strict accreditation regulations

4. Strategic Goals and Objectives

- **4.1 Enhance Teaching Quality**
 - a) **Objective:** Utilize innovative teaching methodologies for teaching and learning processes by 2025.
 - b) **Objective:** Conduct biannual workshops for faculty development focusing on new pedagogical strategies.
- **4.2 Foster Student Development**
 - a) **Objective:** Promote holistic development through co-curricular activities, aiming for 80% student participation by 2024.
 - b) **Objective:** Establish a mentorship program pairing students with faculty, to launch by the start of the 2024 academic year.
- **4.3 Strengthen Research and Collaboration**
 - a) **Objective:** Encourage faculty to engage in at least one research project per year, starting from 2024.
 - b) **Objective:** Form partnerships with local schools and educational organizations for community outreach and service-learning projects.
- **4.4 Improve Infrastructure and Resources**
 - a) **Objective:** Upgrade classrooms and laboratories with modern teaching tools, with a completion target by the end of 2025.
 - b) **Objective:** Expand library resources by acquiring new digital materials and subscriptions by 2026.
- **4.5 Ensure Quality Assurance and Accreditation**
 - a) **Objective:** Prepare for the next NAAC accreditation cycle by conducting an internal audit by mid-2025.
 - b) **Objective:** Implement a feedback mechanism from students and faculty to improve academic programs continuously.

5. Implementation Strategies

5.1 Action Plans

Each goal will have detailed action plans specifying timelines, responsible persons, and required resources.

5.2 Resource Allocation

Identify budgetary needs and potential funding sources, including government grants, partnerships, and alumni contributions.

6. Monitoring and Evaluation

6.1 Evaluation Framework

Establish KPIs (key performance indicators) for each goal, such as faculty participation rates in professional development and student satisfaction surveys.

6.2 Regular Review Meetings

Schedule biannual review meetings to assess progress and make necessary adjustments to the plan.

7. Conclusion

7.1 Summary of the Perspective Plan

This perspective plan outlines our commitment to enhancing the quality of teacher education through strategic initiatives aimed at developing our faculty, enriching student experiences, and ensuring community engagement.

7.2 Call to Action

We encourage all faculty, students, and stakeholders to actively participate in implementing this plan, working together towards a shared vision of excellence in teacher education.



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Website: www.hcesikkim.org

Ref. No. HCE/4604(1)124

Date 03-04-2024

NOTICE

All the IQAC constituent members are requested to attend a meeting on 5th April 2024 at 3:00 pm at the college premises for the following agendas:-

1. Achievements of the resolution for the year 2022-23
2. Reflections and Feedback on the resolution for the year 2022-23
3. Activities achieved during the year 2022-23
4. Closing aims for the year 2022-23

Members:

1	Chairperson	Dr. Rajesh Singh (Principal)	
2	Teaching Representatives	Sutapa Barman	
		Sittam Gurung	
		Tenzin Doensal Bhutia	
		Brinda Rai	
		Chandan Majumdar	
		Sunita Rani Mohapatra	
		Prabin Chettri	
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9	IQAC Co-ordinator	Keekee Fern Cargay	

IQAC Co-ordinator
Keekee Fern Cargay



YEAR END CLOSING MEETING FOR THE YEAR 2022-23

On 5th April 2024, a review for the year 2022-23 was taken according to the resolutions made for the year 2023 for which a meeting was held on 6th March 2023. The agendas discussed under the resolution were:

- Consistent plan of action for internalization of quality education in teaching and learning
- Maintaining progress report
- Institutional activities
- Library
- Research
- Best practices
- Faculty development programs
- Others (NAAC, AISHE etc.)
- Perspective plan 2023-2027

1. Acknowledgment of the Achievements of 2022-2023

- **Workshops and Professional Development:** The teacher-trainees and the teachers were encourage d to participate in various workshops that helped in teaching and learning process. There were a few teachers who had enrolled in the Ph.D. program as well.
- **Co-curricular Activities for Holistic Development:** A variety of activities contributed to the moral, psychological, physical, and socio-emotional development of students, such as career counseling, community outreach programs, and multiple cultural and national events.
- **Faculty Development Initiatives:** Faculty members were actively involved in workshops, moderations, and development programs organized by various educational bodies, which contributed to their professional growth and enhanced teaching strategies.
- **Community Engagement and Awareness Programs:** The teachers and teacher-trainees actively participated in various programs that created awareness about new teaching strategies, importance of language, and community engagement through preservation and transmission of culture through activities.

- **Recognition of Student Excellence:** Achievements of students in both academics and sports were recognized, with gold medals conferred to top performers and felicitation ceremonies to honor their accomplishments.
- **NAAC Accreditation:** The institution successfully completed its third cycle of NAAC accreditation with a Peer Team visit in February 2023.

2. Reflections and Feedback on the Year 2022-2023

- **Student Engagement:**
 - To maintain discipline and regularity, monthly attendance will be displayed on the notice board by the first Friday of every month.
 - Mentor-mentee meetings will be held at the end of every month to foster rapport between students and teachers.
 - Students will be encouraged to participate in sports and library visits will be made mandatory.
- **Teacher Development:**
 - Teachers are encouraged to focus on research and publish in UGC-listed or SCOPUS-indexed journals.
 - The syllabus, revised by Sikkim University, will be further developed with teachers being encouraged to print and edit books on new topics.
 - Participation in faculty development programs (FDPs), workshops, and seminars will continue, with an emphasis on enrolling in online courses and developing e-content.
- **Institutional Development:**
 - The institution will continue to engage in community services, through community outreach programs.

- Leadership development will be promoted by rotating student representatives each semester, instead of yearly.

3. Activities achieved during 2022-2023

Teacher-trainees' activities:

Independence day (15/8/2022), Ganesh Chaturthi Puja (31/8/2022), Teachers Day (5/9/2022), Hindi Divas (14/9/2022), Pre-Dussehra Celebration (30/9/2022), Meditation Program by Amrita University, Tamil Nadu (10/10/2022), World Students' Day (14/10/2022), Pre-Diwali Celebration (21/10/2022), Field Trip of B.Ed. 3rd Semester (17-19/11/2022), Pre-Christmas and Loosong, Namsoong Celebration (23/12/2022), National Science Day (28/02/2023), Pre-International Women's Day (6/3/2023), Students' Picnic Day (7/3/2023), Workshop on "Learning Outcome" (29/3/2023), Internship Program (from 1st April to 31st May 2023), 6th Inter College Festival IGNITE (30th April 2023), "ABLAZE" 2023 Fest (22-24/5/2023), "Athmanirbhar Bharat" on the occasion of 75th Independence day (29/5/2023), Prevention of Tuberculosis in Educational Institution (1/6/2023), Model Making Exhibition (2/6/2023), World Environment day (5/6/2023), Experience sharing program on Internship by B.Ed. 4th Semester Students (8-9/6/2023), Tuberculosis screening on Mission Mode for Prevention and Cure (15/6/2023), International Yoga Day (21/6/2023), Felicitation Program for outgoing batch (30/6/2023).

Teachers' activities:

- On 16th August 2022 an orientation program for development of STET question papers by SCERT was conducted through online mode where three faculty members participated viz., Mr. Pawan Kumar Ray, Mrs. Ganga Maya Sharma, and Ms. Keekee Fern Cargay.
- On 7th and 8th September 2022 Mrs. Ganga Maya Sharma was invited for STET question moderation at SCERT, Sikkim.
- In the month of September 2022 Faculty members of the college were invited as Interview Panel at SSTRB, Government of Sikkim for conducting interviews to ad-hoc teachers in their respective pedagogy papers viz. Ms. Keekee Fern Cargay, Mrs. Tenzin

Doensal Bhutia, Mrs. Sittam Gurung, Ms. Brinda Rai, Mrs. Sunita Rani Mohapatra and Mr. Pawan Kumar Ray.

- On 26th November 2022 Government B.Ed. College, Soreng Sikkim invited for participation in One Day Workshop on Lesson Planning where five teachers along with Principal participated viz., Dr. Rajesh Singh, Dr. Binay Kumar, Mrs. Sunita Rani Mohapatra, Ms. Anusha Rai, Mr. Kumar Vibhab, Mr. Pawan Kumar Ray.
- From 12th to 16th December 2022 two faculty members viz., Mrs. Sittam Gurung and Ms. Rajeta Gurung participated in five days faculty development program on Design, Develop and Deliver Online/Blended Learning Course organized jointly by NEP Committee and SWAYAM Committee, Sikkim University in collaboration with NIEPA, New Delhi.
- On 2nd February 2023 Mrs. Ganga Maya Sharma was sent to Sikkim University for B.Ed. question paper moderation.
- Awareness and outreach program were held in the college at different occasions. On 14th September 2022, the college organized Covid-19 booster dose vaccination camp for the students and the people residing around the college areas. On 18th October 2022 Awareness about National Digital Library of India was organized through NDLI club where the students and faculty members participated.
- The proud moment of the institution came through Ms. Tshering Eden Bhutia student of B.Ed. 3rd Semester who is a part of Sikkim Women's Basketball Team and won Gold Medal in North East Olympic Games who was felicitated on 21st November 2022. The students of the institution Mrs. Karma Eden Bhutia (M.Ed.) and Mr. Sundar Nepal (B.Ed.) were conferred with Gold Medals for their academic excellence at the VIth Convocation of Sikkim University for the academic session of 2019-2021.
- The institution completed its 3rd cycle of NAAC accreditation with Peer Team Visit from 15th to 16th February 2023.

- On 28th and 29th March 2023, Mr. Chandan Majumder participated in a two day Workshop on New Education Policy 2020 at Department of Education, Sikkim University.
- On 31st March 2023, an Orientation Program for School Heads and Teachers was conducted before the commencement of the Internship Program (Practice Teaching) by students. Eleven representatives from different schools of Gangtok attended the program. The purpose was to orient the students regarding the nature of Internship program.
- From 17th April to 21st April 2023, faculty members were invited to act as Evaluators/Scrutinizers at Sikkim University.
- SCERT, Sikkim organized STET Workshop from 8th May till 12th May 2023 and five faculty members participated viz., Mrs. Sunita Rani Mohapatra, Mrs. Sittam Gurung, Ms. Anusha Rai, Mr. Pawan Kumar Ray and Mr. Kumar Vibhav.
- On 13th June 2023, Principal Dr. Rajesh Singh along with two faculty members, viz, Mrs. Ganga Maya Sharma and Ms. Keekee Fern Cargay, were invited to Department of Education, Sikkim University for Syllabus updation.

4. Closing Aims for 2022-2023

The IQAC resolves to implement the following action items based on the reflections and feedback:

1. Strengthening Teacher-Student Interaction:

- a) Mentor-mentee meetings will be held monthly for regular reflection and guidance.
- b) More frequent use of curriculum laboratories will be encouraged for pedagogy students.

2. Faculty Development and Research:

- a) Faculty members will be encouraged to engage in research, publish in peer-reviewed journals, and attend conferences and workshops during vacation periods to avoid class disruptions.






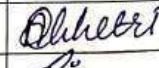

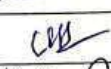
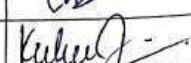
Harkamaya College of Education

- b) Teachers will be motivated to design and deliver the teaching-learning modules in line with NEP guidelines.

3. Student Development and Extracurricular Engagement:

- a) Sports, library visits, and community engagement activities will be more actively promoted, with an emphasis on holistic student development.
- b) The institution will focus on leadership training by rotating student representatives and encouraging greater participation in institutional governance.

Members:

1	Chairperson	Dr. Rajesh Singh (Principal)	
2	Teaching Representatives	Sutapa Barman Sittam Gurung Tenzin Doensal Bhutia Brinda Rai Chandan Majumdar Sunita Rani Mohapatra Prabin Chettri	
3	Management Member	Dr. Phurpa Lhamu	
4	Senior Administrative Officer	Bhanu Sharma	
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Ref. No. HCE/4611(1)/24

Date 22-04-2024

NOTICE

All the IQAC constituent members are requested to attend a meeting on 23rd April 2024 at 3 p.m. for the following agendas:

- Opening of aims and activities for the year 2023-2024.

Members:

1	Chairperson	Dr. Rajesh Singh (Principal)	
2	Teaching Representatives	Sutapa Barman	
		Sittam Gurung	
		Tenzin Doensal Bhutia	
		Brinda Rai	
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IQAC Co-ordinator
Keekee Fern Cargay



IQAC Meeting held on 23rd April 2024

Under the chairmanship of Dr. Rajesh Singh, Principal, Harkamaya College of Education, a meeting was held on 23rd April 2024. The following activities were discussed as the resolutions for the year 2024.

Resolutions for IQAC Meeting 2024

1. Teaching and Learning Enhancement

Objective: To strengthen the quality of teaching practices, ensure effective learning outcomes, and enhance student engagement.

- a) Organize workshops and seminars on innovative teaching methods, including the integration of Pedagogical Content Knowledge (PCK) to enhance teachers' ability to deliver subject-specific knowledge effectively.
- b) Continue implementing mentor-mentee programs to strengthen teacher-student relationships. Reflective mentor-mentee meetings will be held monthly to offer guidance, support, and address student concerns.
- c) Introduce blended learning strategies by encouraging faculty to their lessons for online and blended courses with platforms like SWAYAM keeping exclusively with NEP guidelines. Faculty will also be encouraged to use new and innovative teaching techniques and modules for improved course delivery.
- d) Encourage the use of curriculum laboratories and digital teaching aids for practical learning experiences. Students should have regular access to laboratories to enhance hands-on learning under the supervision of their pedagogy teachers.

2. Student Development and Support

Objective: To ensure holistic development of students and improve their employability and life skills.

- a) Continue to foster students' moral, physical, psychological, and socio-emotional wellbeing through co-curricular activities such as career counseling, cultural events, sports competitions, and leadership programs.
- b) Sports and library visits will be made mandatory. Regular sports events will be conducted to ensure student participation, while students will be required to visit the library for self-study and research purposes at least once a week.
- c) Organize skill development workshops on research methodology and referencing styles, first-aid, to improve students' academic and professional readiness.
- d) Implement a student exchange program with other teacher training institutes and universities (e.g., Sikkim University, DIET Gangtok), allowing students to experience diverse academic environments and broaden their perspectives.
- e) Continue organizing community outreach programs as part of student development.

3. Faculty Development and Research Enhancement

Objective: To promote professional development and research activities among faculty members.

- a) Encourage faculty to participate in faculty development programs (FDPs), workshops, and orientation/refresher courses. Participation during summer or winter vacations will be emphasized to avoid disruptions to regular classes.
- b) Faculty members are encouraged to publish research articles in UGC-listed journals, SCOPUS-indexed journals, and chapters in edited books. A research committee will be established to provide guidance on publication and research proposal development.
- c) Promote action research and classroom-based research among faculty to improve teaching practices. Teachers will reflect on their own teaching methods and student learning outcomes, creating a feedback loop for continuous improvement.

- d) Faculty members will be trained in e-content development and strategic use of digital tools for teaching. The institution will collaborate with external experts to provide advanced training in developing high-quality online courses.

4. Infrastructure and Resource Development

Objective: To enhance the institutional infrastructure and provide modern resources for effective teaching, learning, and research.

- a) Upgradation of classrooms into smart classrooms, integrating interactive boards, projectors, and digital tools to facilitate modern teaching methods.
- b) Continue upgrading the library resources with a focus on adding digital resources, journals, and books aligned with new curriculum topics. Encourage faculty and students to utilize the National Digital Library of India (NDLI) and other digital repositories for research.
- c) Improve the sports facilities by expanding the availability of sports equipment and encouraging greater participation in physical education. Specific faculty members (House Mentors) will oversee the regular use of these facilities by students.

5. Community Engagement and Institutional Social Responsibility

Objective: To foster community development and institutional outreach.


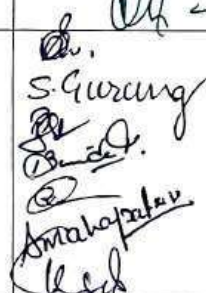






- a) Launch a community service initiative by both students and faculty to participate in activities like teaching, skill development, and health awareness programs, contributing to local development.
- b) Promote sustainability initiatives within the institution by organizing workshops on waste management, renewable energy, and sustainable development. Continue activities such as Swachhata Abhiyan and plantation drives to foster environmental awareness.

6. Monitoring and Evaluation

Objective: To establish a continuous monitoring mechanism for the implementation of IQAC resolutions.

- Form IQAC sub-committees responsible for monitoring the implementation of each resolution. These committees will meet quarterly to review progress and address any challenges.
- Conduct a mid-year review to evaluate the progress made towards achieving the 2023-2024 objectives. Feedback from students, faculty, and external stakeholders will be collected to make necessary adjustments.
- Implement student feedback systems to assess the effectiveness of teaching practices and co-curricular activities. This feedback will inform future action plans and improvements.

Members:

1	Chairperson	Dr. Rajesh Singh (Principal)	
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