

Under the Chairmanship of Dr. Rajesh Singh a meeting was held on 21st November 2022 after being notified on 16th November 2022 for AQAR submission (2021-2022). The committee discussed the following plans for submitting AQAR. The plans are as follows:

- With thorough deliberation the submission dates for final submission of AQAR is on 22nd December 2022. Within which all the stipulated works related to completion of collecting data and reports along with AISHE certificate will be completed.
- By 28th November 2022 the data collection for the different criterions will be compiled by :
 1. Extended Profile (A)- Dr. Rajesh Singh (Principal)
 2. Extended Profile (B)- Dr. Arati Chhetri (Assistant Director)
 3. Criterion 1- Rajeta Gurung
 4. Criterion 2- Sittam Gurung
 5. Criterion 3- Tenzin Doensal Bhutia
 6. Criterion 4- Brinda Rai
 7. Criterion 5- Pawan Kumar Ray
 8. Criterion 6- Sunita Rani Mohapatra
 9. Criterion 7- Prabin Chettri
- On 30th November 2022 there will be a review for the data collection. If completed the members related to different criterion will submit to Keekee Fern Cargay for further checking and verification of the data.
- Uploading of the collected data to the HEI portal will begin on 12th December 2022.

Meeting was attended by the following members:

SL.No	Designation	Member Present	Signature
1	Chairperson	Dr. Rajesh Singh (Principal)	
2	Teaching Representatives	Rajeta Gurung Sittam Gurung Tenzin Doensal Bhutia Brinda Rai Pawan Kumar Ray 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	Sandhya Manger	
7	Alumni	Anusha Rai	
8	Employer Nominee	Dr. H.P Chhetri	
9	IQAC Co-ordinator	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+

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Website: www.hcesikkim.org

Ref. No. HCE/ 4468 /23

Date:02.03.2023




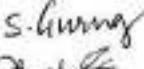


NOTICE

All the IQAC constituent members are requested to attend a meeting on 6th March 2023 at 3.00 PM at the college premises for the following agendas:-

1. Achievement of the resolution for the year 2021 – 22.
2. Reflection on the resolution for the year 2021-22.
3. Feedback on the resolutions for the year 2021 – 22.
4. Closing of the aims and activities achieved during the year 2021-22.


Keekee Fern Cargay
IQAC Co-ordinator

Members:

1. Dr. H.P. Chhetri (Director, HCE) 
2. Dr. Phurpa Lhamu (Member from the Management) 
3. Dr. Y.P. Nepal (Local Society)
4. Dr. Rajesh Singh (Principal) 
5. Ms. Rajeta Gurung (Faculty) 
6. Mrs. Tenzin Doensal Bhutia (Faculty) 
7. Mrs. Sittam Gurung (Faculty) 
8. Ms. Brinda Rai (Faculty) 
9. Mr. Pawan Kumar Ray (Faculty) 
10. Mrs. Sunita Rani Mohapatra (Faculty) 
11. Mr. Prabin Chettri (Faculty) 
12. Mr. Bhanu Sharma (Administrative Officer) 
13. Ms. Sandhya Manger (Student)
14. Ms. Anusha Rai (Alumni) 
16. Ms. Keekee Fern Cargay (Co-ordinator of IQAC) 

YEAR END CLOSING MEETING FOR THE YEAR 2021-22

On 6th March 2023, a review for the year 2021-2022 was taken according to the resolutions made for the year 2022 for which the meeting was held on 10th February 2022. The agendas discussed under the resolution were:

- Quality parameters on academic and administrative areas
- Learner centric environment to conduct quality education
- Feedback responses
- Dissemination of information viewed for quality parameters of the institution
- Maintenance of quality of the institution as per the guidelines given by various statutory bodies like NCTE, NAAC, AISHE etc.

1. The achievement of the resolution for the year 2021-2022 are



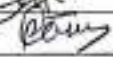

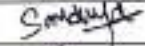



- After the Covid-19 pandemic a successful face to face classes was resumed for all the semesters with maintaining discipline and punctuality. The students assembled at 9:30 am for the morning assembly before dispersing for their classes. The regularity of the students were maintained through their attendance not only in class but through various co-curricular activities.
- Workshops on "Communication and Soft Skills" and "Review of Related Literature and Referencing Style" were conducted successfully. Both the B.Ed. and M.Ed. students along with the faculty members participated.
- The students moral, physical, psychological and socio-emotional wellbeing was developed through various co-curricular activities like Career Counseling by Indian Air Force (22/2/2022), Swachata Abhiyan and Sustainable Development (5/3/2022), Orientation of B.Ed. and M.Ed. students (23/4/2022), Orientation Program for School Heads and Teachers (6/5/2022), Community Outreach Program by SAATHI (3/6/2022), International Yoga Day and Music Day (21/6/2022), Quiz Competition by ANVESHA (27/6/2022), Experience Sharing Program by B.Ed. 4th Semester on Internship Practices (28/6/2022), Model, Art and Craft Exhibition (8/7/2022), Bhanu Jayanti (13/7/2022), Felicitation Program for B.Ed. and M.Ed. 4th Semester (22/7/2022), 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).
- **For faculty development of the teachers'-**
 - On 13th April 2022 five teachers were invited to attend a workshop on NCFTE organized by SCERT, Sikkim viz., Ms. Rajeta Gurung, Mrs. Ganga Maya Sharma, Mrs. Sittam Gurung, Mr. Prabin Chettri, Mr. Pawan Kumar Ray, and Mrs. Sunita Rani Mohapatra.

- On 13th June 2022 Inspection team from Sikkim University and Department of Education (HRDD) gave their valuable feedback related to curricular and co-curricular 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.

2. Reflections and feedbacks on the resolution for the year 2021-2022

- **Reflections and feedback regarding teacher-trainees:**
- To maintain the quality and discipline of the teacher-trainees a monthly attendance is to be reflected on the notice board by the first Friday of every month.

- To build a good rapport between teacher and the teacher-trainees a reflective meeting is to be conducted at the end of the month as “mentor-mentee meetings”. This is to be a house initiative viz., Siniolchu, Kanchenzonga, Pandim and Simvo.
 - If needed remedial class can be given to the learners and a remedial class is to be highlighted in the timetable as well.
 - Curriculum laboratories are to be utilized by the pedagogy teachers and students as and when needed.
 - Students will be encouraged to play and participate in sport activity.
 - Library visit is to be made mandatory for the students.
 - As a requirement for students’ development in all fields, an exchange program will be conducted with other teacher training institutes, degree colleges and university departments especially Education Department, Sikkim University.
 - Post Covid-19 the institution will continue with the community services. From the 2023-2024 session the institution will adopt either a village or school to practice community services.
 - To develop leadership qualities instead of student representatives (CR’s) alteration after a year it will take place every semester.
- **Reflections and feedback regarding teachers’:**
 - The teachers’ are to take initiatives to build a good rapport between teacher and the teacher-trainees for which a reflective meeting is to be conducted at the end of the month as “mentor-mentee meetings”.
 - Teachers’ needs to focus on research. They are encouraged to publish their research articles in UGC listed journals, SCOPUS journals and chapters in edited books.
 - The syllabus revised by Sikkim University has been modified to the extent that new and dynamic topics are included. For this purpose the management is encouraging the teachers’ to plan, prepare and print edited books according the syllabus.
 - For faculty development program the teachers’ are encouraged to participate in various workshops and seminars as well as orientation and refreshers. In participation of orientation and refreshers courses, which is usually for a period of one month, the teachers’ are request to participate during summer or winter vacation so as not to obstruct the regular classes.
 - In continuation with faculty development program the teachers are stimulated for better teaching and learning in which they are to enroll themselves in online courses and develop e-content for strategic teaching.
 - The teachers’ are to maintain the progress report not just for the classes they have taken but their own self-reflection for further improvement.
 - To avoid disturbances in taking classes, a zero period for practice during celebrating occasions will be initiated.
 - Curriculum laboratories are to be utilized by the pedagogy teachers and students as and when needed. Teachers’ as mentors are to oversee the use of sports equipment’s when in use by a specific house. Library visit is to be made mandatory for the students which the house masters are to overlook.

Sl.No	Designation	Member Present	Signature
1	Chairperson	Dr. Rajesh Singh (Principal)	
2	Teaching Representatives	Rajeta Gurung Sittam Gurung Brinda Rai Pawan Kumar Ray Sunita Rani Mohapatra Prabin Chettri	
3	Management Member	Dr. Phurpa Lhamu	
4	Senior Administrative Officer	Bhanu Sharma	
5	Student Member	Sandhya Manger	
6	Alumni	Anusha Rai	
7	Employer Nominee	Dr. H.P Chhetri	
8	IQAC Co-ordinator	Keekee Fern Cargay	

Date: 20th March 2023

NOTICE

All the IQAC constituent members are requested to attend a meeting on 24th March 2023 with the members of Alumni Association of Harkamaya College of Education for the following agendas:

1. Organization of workshop for the current B.Ed. 4th Semester students
2. Remuneration for the invited guest

Members:

Chairperson
Teaching Representatives

Management Member
Senior Administrative Officer
Local Society Member
Student Member
Alumni
Employer Nominee
IQAC Co-ordinator

Dr. Rajesh Singh (Principal)

Rajeta Gurung

Sittam Gurung S. Gurung

Brinda Rai

Pawan Kumar Ray

Sunita Rani Mohapatra

Prabin Chettri

Dr. Phurpa Lhamu

Bhanu Sharma

Dr. Y.P. Nepal

Sandhya Manger

Anusha Rai

Dr. H.P. Chhetri

Keekee Fern Cargay

Minutes of the Meeting held on 24th March 2023

A short-notice meeting was called on 24th March 2023, after the review for the 2021-22 which was held on 6th March 2023, for the Organization of Workshop for the current B.Ed. 4th Semester Students. The minutes of the meetings were as follows:

1. To be at-par with the changing Teaching-Learning Processes, the institution decided to have a workshop on the theme related to "Learning Outcomes". 'Learning outcomes according to NCERT are statements which describes a desired condition – that is, the knowledge, skills, or attitudes needed to fulfill the need. They represent the solution to the identified need or issue. Learning outcomes provide direction in the planning of a learning activity.' Learning Outcomes at Elementary Stage (Classes 1-8) is meant for teachers, teacher-educators, educational administrators, as well as parents. It aims to enhance the quality of learning in schools, by enabling teachers to ascertain learning skills more accurately and take corrective steps without delay and provide effective learning opportunities to all students including children with special needs. The document has been developed into two sets, namely, the complete document which includes Curricular Expectations, Pedagogical Processes and Learning Outcomes for Classes 1st to 8th and the compact version with only the Learning Outcomes for each subject in each class.
2. Due to the limited time students in their final semesters (4th Semester B.Ed.) are going on internship program to different schools, thus we can only accommodate a one-day workshop i.e., on 29th March 2023.
3. It was further decided that Ms. Sadhna Gurung, Lecturer, DIET Gylashing will be invited for the workshop as she is a trained Key Resource Person (KRP) for Learning Outcomes from Sikkim.
4. Reimbursement for the Resource Person will be provided by the Alumni Association and the Management of Harkamaya College of Education. In accordance with the decision, the Alumni Association will provide a travel allowance of Rs.1000/-, while the Management will pay the remaining allowances.

Members of IQAC Present:

Chairperson
Teaching Representatives

Management Member
Senior Administrative Officer
Local Society Member
Student Member
Alumni
Employer Nominee
IQAC Co-ordinator

Dr. Rajesh Singh (Principal)

Rajeta Gurung

Sittam Gurung

Brinda Rai

Pawan Kumar Ray

Sunita Rani Mohapatra

Prabin Chettri

Dr. Phurpa Lhamu

Bhanu Sharma

Dr. Y.P. Nepal

Sandhya Manger (S) Sandhya

Anusha Rai

Dr. H.P. Chhetri

Keekee Fern Cargay

S. Gurung

Mohapatra

Lhamu

H.P. Chhetri



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Website: www.hcesikkim.org

Self Financing Institute

Ref. No. HCE/4488/23-

Date: 03/04/2023.

NOTICE

All the IQAC constituent members are requested to attend a meeting on 5th April 2023 at 3 p.m. for the following agendas:

- Change of student member.
- Opening of aims and activities for the year 2022-2023.
- Perspective plan for the year 2023-2027.

Members:

- 1 Chairperson
- 2 Teaching Representatives
- 3 Management Member
- 4 Senior Administrative Officer
- 5 Local Society Member
- 6 Student Member
- 7 Alumni
- 8 Employer Nominee
- 9 IQAC Co-ordinator

Dr. Rajesh Singh (Principal)

Rajeta Gurung
Sittam Gurung
Tenzin Doensal Bhutia
Brinda Rai
Pawan Kumar Ray
Sunita Rani Mohapatra
Prabin Chettri

Dr. Phurpa Lhamu

Bhanu Sharma

Dr. Y.P Nepal

Sandhya Manger

Anusha Rai

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Keekee Fern Cargay

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IQAC Co-ordinator



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Website: www.hcesikkim.org

Estd. 2003

Self Financing Institute

Ref. No. HCE/4488(1)/23

Date: 05.04.2023

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 unanimous decision taken on 5th April 2023.

Members:

Chairperson

Dr. Rajesh Singh (Principal)

Teaching Representatives

Rajeta Gurung

Sittam Gurung

Tenzin Doensal Bhutia

Brinda Rai

Pawan Kumar Ray

Sunita Rani Mohapatra

Prabin Chettri

Management Member

Dr. Phurpa Lhamu

Senior Administrative Officer

Bhanu Sharma

Local Society Member

Dr. Y.P. Nepal

Student Member

Ayush Chettri

Ashwin Basnet

Alumni

Anusha Rai

Employer Nominee

Dr. H.P. Chhetri

IQAC Co-ordinator

Keekec Fern Cargay

Harkamaya College of Education

IQAC Meeting held on 5th April 2023

Under the chairmanship of Dr. Rajesh Singh, Principal, Harkamaya College of Education, a meeting was held on 5th April 2023. The following were the activities discussed as for the resolutions for the year 2023.

1. Consistent Plan of Action for Internalization of Quality Education in Teaching and Learning:

- **Strategy of Teaching:** Student-centered in which the focus is on creating connections with students' interests and the things they learn to become a good and efficient teacher.
- **Focus Group Discussions:** In teaching and learning strategy the teacher can focus on Group discussions to promote a deeper understanding of a topic and increase long-term retention. Group discussions can also help increase the students' attention and help maintain their focus by involving them in the learning process.
- **Utilizing different Assets of the Institution for enhancing skills:** The students and the teachers are encouraged to utilize the different infrastructural assets for optimized teaching and learning. They are stimulated to utilize ICT- Resource Centre, Class Rooms with OHPs and Curriculum Laboratories during teaching-learning process.

2. Maintaining Progress Report:

- **Regarding Teachers:**
 - a. A reflective meeting to be held at the end of every month regarding Teaching-Learning Progress
 - b. There should be a monthly meeting regarding Mentor and their Mentees related to both curricular and co-curricular areas.
 - c. The house masters/mistress should overlook their allocated Houses (Kanchanjunga, Simvo, Pandim and Siniolchu respectively) in case of Morning Assembly conducted House-wise.
- **Regarding Students:**
 - a. The progress of the students (curricular and co-curricular) are to be taken into consideration with both aspect House masters/mistress as well as Mentors to the students.
 - b. The check the regularity of the students in the institution the attendance is to be reflected by the first Friday of every month by Attendance In-charge.

3. Institutional Activities:

- Every occasion will be observed in the institution having cultural, national and social importance for preservation and transmission of culture, developing the feeling of brotherhood as well as to become good and ideal citizens of India.

- For activities that require practice there will be 'Zero Period' created in which the regular classes will not be hindered in any manner.
- Attendance of the students is necessary during the observation and celebration of cultural activities by the Cultural Department.

4. Library:

- The teachers and students are encouraged to visit the library.
- All teachers and students requested to register in the Koha portal for the issue of Library ID card.
- All teachers and students are to authorize their attendance on the Biometric attendance check.

5. Research:

- The teachers are to have dynamism for conducting research to the M.Ed. students.
- The teachers are to publish their research articles in the UGC Listed Journals to promote quality research, academic integrity and publication ethics. With regard to publication the teachers are also encourage to Print Edited Books according to the Sikkim University Syllabus.

6. Best Practices:

- For Best Practices of the Institution it was decide for:
 - a. Inviting Guest Lecturers for understanding new practices in B.Ed. and M.Ed. courses.
 - b. Adopt a school or a village for community services for assisting, volunteering, organizing and overall strengthening the existing relationship between the institution and the community.

7. Faculty Development Programs:

- The teachers are to focus on their Faculty Development and are encouraged to engage in Seminars and Workshops.
- For their Orientation Courses and Refreshers Courses the teachers are to attend only during their winter vacation so as to not disrupt the regular classes.

8. Others:

- Students' request for suggestion box so that they can remain ambivalent.
- Collection of feedbacks for revision of important topics related to quality education.
- Timely reports to be made and reported through the Nodal officers for maintaining the quality of the institution as per the guidelines given by the various statutory bodies like NAAC, AISHE, etc.

9. Perspective Plan 2023-2027

- The perspective plan for the session 2023-2027 will be planned according to the decision and report given by NAAC Peer Team Visit during 15th and 16th February 2023. It was decided in the meeting that the proposed plan will be according to the different Criteria. The members in charge of planning the Perspective Plan are:

- Criterion 1: Ms. Rajeta Gurung
- Criterion 2: Mrs. Sittam Gurung
- Criterion 3: Mrs. Tenzin Donsal Bhutia
- Criterion 4: Ms. Brinda Rai
- Criterion 5: Mr. Pawan Kumar Ray
- Criterion 6: Mrs. Sunita Rani Mohapatra
- Criterion 7: Mr. Prabin Chettri

The meeting was attended by the following members:

Chairperson
Teaching Representatives

Dr. Rajesh Singh (Principal)

Rajeta Gurung

Sittam Gurung

Brinda Rai

Pawan Kumar Ray

Sunita Rani Mohapatra

Prabin Chettri

Management Member

Senior Administrative Officer

Local Society Member

Student Member

Alumni

Employer Nominee

IQAC Co-ordinator

Dr. Phurpa Lhamu

Bhanu Sharma

Dr. Y.P. Nepal

Sandhya Manger (Old)

Ayush Chettri (New)

Ashwin Basnet (New)

Anusha Rai

Dr. H.P. Chhetri

Keekee Fern Cargay