

To set up a strong foundation for decisions that would improve service quality and enhance Institutional functioning, a meeting was held on 22/07/2019 of the HCE IQAC team.

Under the chairmanship of Dr. Arati Chhetri, Principal, Harkamaya College of Education, the committee members discussed the following activities and resolutions were made accordingly.

**1. Quality Parameters on Various Academic and Administrative Acts:**

- Inspection of campus regulations, punctualities of students enabling them to plan ahead and to be prepared for their tasks.
- Maintenance of order in uniform and dress code to instill discipline and focus on positive behavior.
- Awareness of Campus cleanliness and an eco-friendly environment to promote a healthy sustainable campus.

**2. Provision of Quality Education.**

- Feedback from students to promote student-faculty interaction.
- Peer teacher observation to develop higher-level thinking and self-management.
- Encouragement of Professional Development of teachers.

**3. Community Outreach Programme.**

- Awareness Programmes for exposure/information and for better understanding of diverse perspectives.
- Blood Donation Camps to ensure generous donations of blood.
- Protection of Child abuse against social, psychological and emotional insecurity.
- Hosting of Exhibitions to build a healthy rapport with the college students.

**4. Collaborative Programmes to be conducted for the students.**

- Guest speakers to be invited for interactive sessions with the students and to develop their communication and leadership skills.
- Inter college competitions to be organised to explore and meet unique academic interest and career aspirations of the students.

The undersigned members participated in the discussions.

S.No.	Designation	Members Present
1.	Chairperson	Dr. Arati Chhetri
2.	IQAC Co-ordinator	Ms. Keekee Fern Cargay
3.	Employer's Nominee	Dr. S.K. Pradhan
4.	Management Member	Mr. Abhishek Chhetri
5.	Teacher	Mr. K.K. Biswal
6.	Teacher	Dr. Devi Kala
7.	Teacher	Mr. P.K. Ray
8.	Teacher	Dr. Anamika Gurung
9.	Teacher	Ms. Magdolin Karthak
10.	Administrative Officer	Mr. Bhanu Sharma
11.	Alumni	Mr. Raju Sharma
12.	Student	Mrs. Nikita Gurung
13.	Student	Ms. Rinisha Subba

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In view of the programmes and initiatives taken up by the institution for quality and skill development of the students on the premises of HCE, a meeting was held on 29/11/2019 of IQAC, under the chairmanship of Dr. Arati Chhetri, Principal, Harkamaya College of Education. The meeting was scheduled to discuss the continuous monitoring and assessment of the students to measure their attainment level.

The following activities were discussed and the concerned faculties applauded in the presence of undersigned members.

### 1. Collaborative activities:

- To foster healthy competitive spirit, Inter-College competitions were held to motivate students and put forth their best effort in different areas viz. cultural, literary and sports events on the occasion of the 29<sup>th</sup> Foundation Day of Rhenock Educational Society on 12<sup>th</sup> August 2019.
- The 73<sup>rd</sup> Independence Day was celebrated on 15<sup>th</sup> August 2019 to commemorate the value and spirit of our freedom fighters, and as a day of National day pride and honour. The occasion was marked by hoisting of the National Flag on campus and a patriotic cultural programme by the students.

### 2. Extension Activities :

- A blood donation camp was organised on campus on 12<sup>th</sup> September 2019, under the supervision of Dr. Sherpa STNM Hospital, where 14 students of Harkamaya College donated their blood.
- A motivational speech to inspire the students for a new outlook on individual perspectives was given by Mr. Rajen Sawant, Director cum Principal of New Era Education, Maharashtra. Mr. Sawant's talk focused on the 'Role of youth in building a vibrant community'.
- To bring in awareness about POSCO, (Protection of Children from Sexual Offences) and to reinforce the need and relevance of the POSCO Act, an awareness-raising talk was given by Mr. Tashi Rapten B arfungpa and Mrs. Zola Negi from the 'Body of Lawyers' Association, Sikkim.

### 3. Student Performance :

- To gauge the application of what has been taught and learned, an Art & Craft Exhibition was held in the P.K.S Ray Auditorium. Miss Sushmita Singh of Mt. Zion Kidzee School was invited as an external evaluator to observe and assess the student's creativity.

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The Covid-19 pandemic has created the longest disruption in the education system globally. The closure of educational institutions and other learning spaces has impacted students worldwide. Social distancing and restrictive movement policies have significantly disturbed the traditional educational practices. In this scenario, the first online meeting was held on 23/03/11/2020 of IQAC, under the chairmanship of Dr. Arati Chhetrii, Principal, Harkamaya College of Education.

The following parameters were discussed in the presence of undersigned members.

**1. Principal's appraisal on the relevance of Virtual Mode in Teaching and Learning :**

- The principal apprised the members on the virtual mode of meetings that promotes collaboration among colleagues, associates, teachers, and students.
- Using web conferencing in learning meets primary goals of both educators and students. It facilitates the creation of the best learning environment for students and aids in maintaining a balance between life and teaching duties for educators
- The adoption of e-Conferencing has seen a huge increase in mediating interactions on a virtual platform. Virtual meetings promote mutual collaboration that collectively help to achieve the organization's objectives.
- Using web conferencing in learning facilitates the creation of a conducive learning environment for students.

**2. Academic aspect as the need of the hour:**

Most Universities and Colleges worldwide suspended classroom teaching due to the global pandemic and switched to online teaching. The need of the hour now is to implement an alternative educational system and assessment strategies. Covid-19 has provided us with the opportunity to pioneer methods and means for introducing digital learning.

- Online classes offer a flexible schedule that permits students to study at their own convenience.
- Understanding about online education and its flexibility of schedules that fit everyone's agenda. Implementation of different online modes/platforms to connect to the students for academic and non-academic purposes
- To address the required essentialities of online-teaching during the coronavirus outbreak.
- To efficiently address the grievances caused to the student's education in the wake of unprecedented disruption from the Covid -19 pandemic, in a time bound manner, that will ensure transparency and benefit all concerned.
- M.Ed. students to be guided by their respective guides in choosing relevant Dissertation topics/ Research tools, that would enable them to gather information and achieve research objectives.
- Relevant Research tools that were as yet not available on campus to be ordered as soon as the Pandemic protocols are lifted.
- In order to foster interaction between students and create a learning community, students to utilize time to engage to meet on virtual platforms and study important 2020-2021 documents like the New Education Policy so that the students will have a comprehensive understanding of increased flexibility and choice of subjects.

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9.	Teacher	Ms. Sittam Gurung
10.	Administrative Officer	Mr. Bhanu Sharma
11.	Alumni	Mr. Raju Sharma
12.	Student	Ms. Karma Eden Bhutia
13.	Student	Mr. Sunder Nepal

Sittam

Sittam Gurung

B.S.

An online Meeting of the HCE IQAC Team was scheduled on 24/07/2020 to re-evaluate decisions and steps taken for a holistic improvement of the Institution. Under the chairmanship of Dr. Arati Chhetri Principal, Harkamaya College of Education the following points were analysed and assessed by the undersigned members.

### 1. Collaborative Co-Curricular Activities :

- To mark the establishment of The Rhenock Educational Society, the three institutions viz., Rhenock Educational Society, Himalayan Pharmacy Institute and Damber Singh College would collaborate to celebrate the 30<sup>th</sup> Foundation Day on 12<sup>th</sup> August with cultural and literary activities through online mode in the presence of the Director, Dr. H.P Chettri.
- Strategic planning programme guidelines for promotion of skills and talents of the B.Ed. and M.Ed. students, to be planned and prepared by the teachers assigned for culture departments for various online competitions.
- Judges for the online competition to be carefully selected on the basis of their expertise and knowledge in the respective fields.
- Invitations to be sent to the judges and confirmation of acceptance followed up.

### 2. Innovation and Initiatives for transferable learning:

- Accepting the new normal, faculty and students were to be made aware of the effectiveness of online learning.
- Encourage students and faculty to participate in Webinars and online workshops to attain new knowledge and skills that can supplement and compliment their field of study and also in promoting student's achievement in higher education.

### 3. Mechanism of Evaluation and Assessment :

- Data base to be created by the Examination Cell to conduct exams and keep records of the students and online examinations according to guidelines of Sikkim University.
- To conduct a secure online exam strict verification of the student's identity to be done.
- New email ID to be created individually for the teachers by the institution for the internal and external evaluation of the students.
- Concerned Pedagogy Teachers to take charge of conducting and invigilating the online Exams and Practicals in relation to Micro Teaching and Macro Teaching.

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Under the chairmanship of Dr. Arati Chhetri Principal, Harkamaya College of Education, an online meeting was held on 24/07/2020 of IQAC to initiate a conscious and consistent action plan for improving academic and administrative performance of the Institution. Further, concrete steps taken towards enhancement of Transferable Learning were also discussed.

The following points were discussed in the presence of undersigned members.

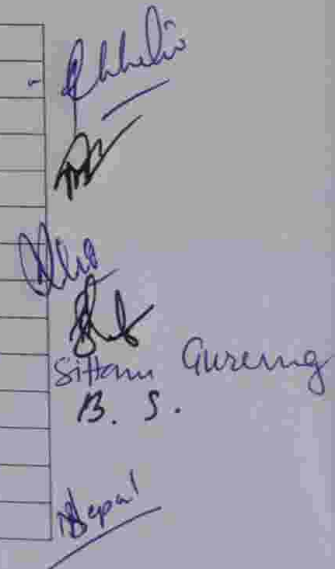
**1. Provision of quality education :**

- Emphasis placed on the positives of gaining knowledge and the outcomes needed for individual improvement.
- Grievances of the students in relation to their classes and mode of communication such as poor internet connectivity were addressed.
- Quality teaching and individual professional developments were encouraged and emphasised.

**2. Steps towards Transferable Learning and Professional Development :**

- Teachers participated virtually in a Webinar on 08//08/2020 on *The New Education Policy 2020*, organised by Sikkim University and presided over by the Vice Chancellor of Sikkim University, Prof. Avinash Khare, Convener Dr. Yodida Bhutia, Associate Professor, Sikkim University.
- Teachers and students attended an e-conference on 07/ 09/2020 on 'Role of NEP 2020 in transforming Higher Education.'
- Faculty, Students and stakeholders attended a Two-day online National Conclave on 10<sup>th</sup> /11<sup>th</sup> September organised by the Ministry of Education, Department of School, Education and Literacy on the New Education policy 2020. The Conclave was addressed by Prime Minister Shri Narendra Modi

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