

Under the chairmanship of the newly appointed Principal Dr K.K.Biswal, a meeting was held on 08/02/2021 of the HCE IQAC team where the committee members discussed steps to follow up plans set during the preceding meeting of the College faculty.

1. Consistent plan of action for Internalization of quality education in Teaching and Learning :

Overview and follow up on the agenda of the online meeting held on 01/02/2021 at 11a.m and shared by the Academic Head Dr. Devi Kala.

The meeting discussed the following points:

- To gather all relevant information about the prescribed topics with reference to an up-to-date status of syllabus coverage.
- Re distribution of units among the concerned faculty for equal number of B.Ed and M.Ed. classes.
- Finalisation of the date for Research proposal of M.Ed 3rd Semester with their respective guides.
- For an efficient Planning & Preparation of Micro and Macro Teaching for B.Ed 3rd Semester students, a student-centric teaching and learning environment to be established.
- Principal HCE along with the Examination Cell teachers, to attend a meeting at Sikkim University on 4th March in relation to the Internal Exams for M.Ed 3rd Semester.
- Reshuffling of Institutional curricular activities to avoid disagreements and to gain collective benefit from the duties distributed.
- Preparation of conducting Offline classes for B.Ed 1st Semester for achieving learning outcomes.
- Method Paper teachers to include the Academic Head in the online teaching /learning group, for assessment of teaching and learning and to enhance the academic and professional development.
- Collective Feedback after joint discussion of the teachers to be collected by Ms. Keekee Fern Cargay regarding revision of syllabus, and to be submitted to Sikkim University for B.Ed and M.Ed.
- Principal and Academic Head to attend the syllabus revision meeting on 10th and 11th March 2021 at Sikkim University.
- Enhancement of professional capacities of B.Ed and M.Ed students to gain new skills and develop effective perspectives in their respective fields.
- Conducting and Maintaining Morning Assembly to retain awareness of the various aspects of college activities and traditions for best possible practices.

2. Professional Practices :

- To focus on Faculty development activities like Workshops, Orientation Courses and Seminars that would foster the faculty's knowledge, skills and professional competence.
- Felicitation program for the outgoing members of HCE family and suggestions regarding any other pressing issues to be included on the agenda for quality sustenance.

3. Exchange and Collaboration :

- Appraisal of the internship programme as per the information received from Sikkim University.
- The 1st phase Internship of the M.Ed students of Sikkim University and Harkamaya College of Education to be allowed for class observation of B.Ed 3rd Semester students. This will provide them with work experience and put their education into practice.

The Meeting was attended by the undersigned members and concluded with a Vote of Thanks from the Coordinator.

S.No.	Designation	Member Present
1.	Chairperson	Dr.K.K Biswal
2.	Assistant Director	Dr. Arati Chhetri
3.	IQAC Co-ordinator	Ms. Keekee Fern Cargay
4.	Management Member	Mr. Abhishek Chhetri
5.	Teacher	Dr. Devi Kala
6.	Teacher	Mr. P.K.Ray
7.	Teacher	Ms. Gangamaya Sharma
8.	Teacher	Ms. Tenzin Doensal
9.	Teacher	Ms. Sittam Gurung
10.	Administrative Officer	Mr. Bhanu Sharma
11.	Alumni	Mr.Raju Sharma
12.	Student	Ms. Urvashi Rai
13.	Student	Mr.Sonam Wangyal Bhutia

Handwritten signatures and initials:
K.K. Biswal
Arati Chhetri
Keekee Fern Cargay
Abhishek Chhetri
Devi Kala
P.K. Ray
Gangamaya Sharma
Tenzin Doensal
Sittam Gurung
Bhanu Sharma
Raju Sharma
Urvashi Rai
Sonam Wangyal Bhutia
S.Gurung
B.S.

To take a review of the progress of plans initiated earlier, a meeting of the Harkamaya College IQAC Team was called by the Principal, Dr.K.K.Biswal on 05/07/2021. The meeting was essentially to take note of the various aims and activities achieved so far by the faculty and students of the Institution.

The committee members discussed the following matters during the meeting.

1. Reflection of Cooperative Learning :

- To address the global COVID-19 pandemic that has led to issues of depression and anxiety, an interactive Online Counselling session was conducted on 9th February 2021 by Ms. Anupriya Pradhan, an alumna of HCE and presently posted at the STNM Hospital, Sokaythang. The well-attended interactive session that included the B.Ed and M.Ed 3rd Semesters, discussed issues of Drug Abuse and Mental Health.
- A special Webinar on Inclusive Education was organised on 08/05/2021 at 3p.m and attended by staff and students of HCE. The focus of the Webinar was on understanding the developing and designing of classrooms and the various programs and activities for a holistic and wholesome participation by the students.
- Doctor's Day Celebration was organised online on 1st July 2021, from 12:00 p.m to 1:00p.m. The event also marked the Birth Anniversary of India's legendary physician Dr. Bidhan Chandra Roy, and honoured his contributions in the medical profession. The Resource person for the event was Dr. Nitesh Kumar of Manipal Central Referral Hospital, Tadong.
- A Webinar "Secret of Inner Peace and Outer Dynamism" was held on 4th July 2021 and conducted by resource persons Dr. Subinoy Das and Dr. Banani Chakraborty. The resource persons discussed and instructed on training of our minds and understanding one's sensitivity. They helped the participants to be aware of the fine combination of inner peace and outer dynamism. The Webinar was attended by teachers and students.
- Teachers and Students were encouraged to attend the online therapy session with Mr. Nicholas Paul on 07/07/2021, a Masters student of Psychology, to understand and effectively reduce mental stress. The session would also be conducted and supervised by a clinical Psychologist.
- World Population Day was celebrated by HCE online on 11th July 2021 at 11a.m, with Professor Manash Choubey (Department of Economics, Sikkim University & Dean School of Social Sciences.) The event focused attention on the urgency and importance of population issues.

2. Quality Parameters on Various Academic and Administrative Act:

- Announcement by the Staff Secretary, Government of Sikkim to adhere to the guidelines stated by the Department of HRD, GOS, and to continue with online classes followed by weekly plan reports to be submitted to the Principal.

- Question paper setting for the M.Ed 1st semester's sessional test on 19th February 2021 was announced by the Examination Cell. The faculty members were also made aware of the importance of evaluating the answer scripts.
- In view of the prior online discussions on 20th Feb 2021, the academic faculties were asked to share the assignment formats with the B.Ed and M.Ed students. Students would be required to give their assignment presentations online. Understanding the effectiveness of online platform for teaching and learning was made mandatory for all the papers.
Ms Tenzin Doensal Blutia Asstn..Professor HCE, was assigned to coordinate with all the concerned teachers regarding the same.
- Research Proposal of the M.Ed 3rd semester students to be held in College Campus at 10.00am on 13th April, but due to State Directives on the closure of all Educational Institutions in the state from 12th April to 20th April 2021, the Principal advised the respective guides to conduct the presentation online on 13th April and submit the reports to the Academic Head, Dr. Devi Kala.
- Follow up on the update of the College Website with collective suggestions and reports of the Departmental records to be submitted to the Director, Dr. H.P Chhetri.
- NCTE invitation dated 21.05.2021 received for nationwide suggestions/inputs /membership to the National Mission for Mentoring program and National Professional standards. Teachers were encouraged by the Principal to register and share their feedback. Subsequently registrations by the teaching faculty was done on 5th June 2021.
- The Academic Head's suggestion on updating the Director on the activities undertaken till date through online mode and sharing the academic status (completion of syllabus/ internship activities / assignments and dissertations), Other academic activities like Webinars, workshops and celebration of Important Dates, Teacher's engagement with Sikkim University and Education Department.
The HCE Exam Cell collaborated with Sikkim University on the preparation of SCF.

3. Enrichment of Extra Curricular Activities

- Sarawasti Puja was organised on 16.02.2021 by the Teaching and Non-Teaching faculty. The celebrations included understanding the History and Significance of honoring the Hindu Goddess of Learning, Wisdom and the Arts with the aim of making young students and faculty aware of compassion and understanding of each other amid the uncertainty of the pandemic.

- A 'Sharing is Caring' programme was organised on 25/05/2021 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.
- Emphasis on the models of teaching that provide well-developed methods to guide the development of learning experience and the identification of structures that support learning.
An update on the model submission by the B. Ed 3rd Semester students and their feedback was discussed during a meeting called by the Principal on 18th June 2021.
- In order to reduce levels of stress and anxiety and subsequently improve academic performance, a virtual celebration of International Yoga Day was organised by HCE on 21st June 2021.
Under the guidance of Mrs. Roshan Pradhan, Yoga Teacher from the Art of Living, the demonstration and discussion focused on 'Yoga for Wellbeing'.

The Meeting was attended by the following members.

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1.	Chairperson	Dr.K.K Biswal
2.	Assistant Director	Dr. Arati Chhetri
3.	IQAC Co-ordinator	Ms. Keekee Fern Cargay
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At a meeting of the HCE IQAC team held on 25/11/2021, the acting Principal Dr. Arati Chhetri lauded the efforts made by all members of the team. The committee discussed steps and measures taken so far to ensure requirements for standardization of both academic and non-academic activities. Further, plans and goals set during the preceding meeting of the College faculty were to be followed up.

1. Academic Programs

- 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 the In-house Seminar on NEP-2020 was subsequently organised on 09/08/2021. The Welcome address was given by Dr. K.K Biswal, Principal HCE followed by the presentations of Ms. Kee Kee Fern Cargay, Asst. Prof, HCE, Ms. Rajeta Gurung, Asst. Prof, HCE, Mr. Pravin Chhetri, Asst. Prof. HCE, Ms. Sittam Gurung, Asst. Prof. HCE and Dr. Arati Chhetri, Assoc. Prof, HCE who spoke on the following topics:
 - Quality Universities and Colleges
 - Towards a more holistic and multi-disciplinary education
 - Teacher Education, motivated energized and capable faculty.

The concluding remarks were given by Dr. H.P. Chhetri, Director, HCE.

The Second session of the In-house Seminar was held on 31/08/2021 at 11:30 am. The virtual session with M.Ed students and the Director HCE, included the following presentations:

- Mrs. Kabita Shrestha, Asst. Prof, HCE on *Institutional Restructuring and Consolidation*
- Mrs. Ganga Maya Sharma, Asst. Prof, HCE on *Transforming the Regulatory System of Higher Education*
- Mr. Kumar Vibhav, Asst. Prof HCE, on *Effective Governance and Leadership for Higher Education*

The Third session for the In-house Seminar was held on 30/09/2021 at 11:30 am. The session was conducted in physical mode and in the presence of Dr. H.P. Chhetri, Director HCE and all faculty. The session included the following presentations:

- Mr. Manas Choudhary, Asst. Prof HCE, on *Technology : Use and Integration*
- Ms. Sutapa Burman, Asst. Prof HCE, and Ms. Brinda Rai, Asst. Prof HCE, on *School Education*

- A Virtual Orientation Programme was organised for the B.Ed First Semesters on 6/10/2021. The Welcome Address by Dr. Arati Chhetri, Asst. Director, HCE was followed by self-introductions of all participating faculty after which an Overview of the Syllabus was given by the Academic Head Dr. Devi Kala, Assoc. Prof. HCE. Ms. Keekee Fern Cargay, Asst. Prof, HCE spoke on Examination Patterns and other related matters while

Mrs. Tenzin Doensal Bhutia Asst. Prof, HCE briefed the house on Discipline on Campus. The program ended with the introduction of students after which a vote of thanks was given by Ms. Sittam Gurung, Asst. Prof. HCE.

- A letter from UGC was shared on 12th October 2021 by the Academic Head of HCE Dr. Devi Kala with the teaching faculty. The letter received from Prof. Rajnish Jain, Secretary, Ministry Of Education had an important message about Ph.D being mandatory. The date of applicability of Ph.D as mandatory qualification for recruitment of Assistant Professors in Universities had been extended from 01.07.2021 to 01.07.2023.

The Academic Head emphasised and encouraged the concerned teaching faculty to register themselves for Ph.D .

- As per the letter from the Department of HRD, GoS, dated 20/10/2021, the names of the teachers of HCE deputed to the Interview Panel for interview of PGTs were as follows:

Dr. Devi Kala, Assoc. Prof - Sociology

Ms. Keekee Fern Cargay Asst. Prof - English

Ms. Sittam Gurung, Asst. Prof – Education

Ms. Brinda Rai, Asst. Prof – Geography

Mrs. Tenzin Doensal Bhutia, Asst. Prof – Political Science

- The list of the Panel Members for Phase IV of the Walk-In interview was shared by the Principal on 26/11/2021 which was to be followed according to their respective dates by the empanelled teachers of HCE.
- On 08/11/2021, teachers were directed by the Academic Head Dr. Devi Kala to share their Weekly Class Routines in the WhatsApp Group created specifically for faculty interaction. Workloads were to be distributed on an equal basis and fine tuning of lesson plans should be shared on a weekly basis in the WhatsApp Group.

2. Faculty Enrichment Programs on Professional Development of Teachers and Students :

- The Academic faculty attended the District Level Cluster Workshop on Swacchta Action Plan on 24/08/2021 at 10:45am through a Zoom Meeting organised by the Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education, Government of India. The Principal of HCE Dr. K.K Biswal shared the efforts made by HCE towards maintaining campus cleanliness, and spreading awareness about good health and hygiene.
- An online program '*Importance of Value Education in our daily life*' was organised and attended by the college faculty and students of HCE on 28/08/2021 at 1:00p.m. The programme included semi-classical dances, motivational quotes & talks, Inspirational songs, poetry recitation and the Role of Teachers for value education. The program ended with suggestions and

feedback from the audience with a special wrap up by the coordinators Mr. Pawan Kumar Ray and Ms. Brinda Rai.

- Online Teachers Day 2021 was celebrated on 5/09/2021 by the B.Ed and M.Ed students through online mode to honor the Teaching and non-Teaching faculty of HCE from 10a.m – 11:30 am. The programme included appreciation cards for the teachers, prayers, contemporary song & dance, and speeches that expressed their gratitude.
- HCE celebrated International Day of Peace on 25/09/2021 at 1:00 pm virtually which was attended by faculty members and students of B.Ed and M.Ed courses.
- The teaching faculty of HCE attended a week-long Faculty Development Programme, organised by the University School of Education, Guru Gobind Singh Indraprastha University, on the theme of "National Education Policy 2020: A Road Map for Future India" from 25th October to 31st October. The Program brought together faculty members from leading Universities and Colleges all over India to discuss the major key changes and trends in the field of Higher Education introduced by NEP 2020.

Enrichment Programs to benefit the Teachers and Students

- On the occasion of Bhanu Jayanti an online program was organised on 13th July 2021 to honour the legendary poet in the presence of Dr. H.P. Chhetri, Director HCE who also delivered a motivational speech during the event.
- The details of the list of teaching faculties of HCE nominated for SCF-2021 in the areas of Teacher Education, Mathematics, Education and Computational Thinking, Environmental Education, Guidance and Counseling for Schools was shared by the Principal, HCE on 12/07/2021.
- As advised on 9th July 2021 by Dr. Arati Chhetri, Asst. Director, HCE, the Academic faculty attended the Multi-disciplinary International Seminar on "Fundamental Applied and Innovative Research Techniques: Global issues in current Teaching Scenario". The event was organised online through Google Meet on 27th and 28th July 2021.
- A Felicitation Programme was organised by the B.Ed and M.Ed Ist Semesters for class of 2019-2021 was attended by the entire HCE faculty along with B.Ed and M.Ed students on 24th July 2021.
- 31st Foundation Day of Rhenock Educational Society was celebrated virtually on 12/08/2021 at 11:00 am with various online competitions planned and conducted by the students and teachers. Inter-college competitions were held for Dance, Painting, and Music. Sharing of experiences and a special power point presentation *Down Memory Lane*, a collage of vintage HCE photos were some of the other items included.

The competition results were declared by Dr. H.P Chhetri, who congratulated the winners, organisers and all participants of the event. Winners and participants received e-Certificates for their efforts.

- The flag hoisting ceremony on the event of 75th Independence day was celebrated at 8:15 am on 15/08/2021 on campus with 30% of HCE faculty attendance (following the Covid-19 protocol).
A separate online program was organised on the same day from 2:00 to 3:00 p.m. by faculty members Mr. Pawan Kr. Ray, Miss Sutapa Barman and Miss Brinda Rai along with the students. The program included Welcome song, patriotic songs, and speeches given by the Academic Head and the Chief guest Dr. Manorath Dahal, Asst. Prof SCERT.
- In recognition of valuable contribution of our teachers during the pandemic and to take the National Educational Policy 2020 a step forward, the Department of School Education & Literacy, Ministry of Education, GoI organised a *Shikshak Parv* from 5th to 17th September keeping the Azadi Ka Amrit Mahatsov Celebration in view as Quality and Sustainable Schools where Shri Narendra Modi, Prime Minister of India addressed all Teachers, Parents and students.
The Teachers of HCE attended the Conclave followed by Webinars, discussions and presentations through the Shikshak Parv weblink shared by Ms. Kesang Yangzom Sherpa, Member Secretary for Teachers, NCTE, New Delhi.
- Gandhi Jayanti was observed virtually on 02/10/2021 by the faculty members of HCE and the B.Ed and M.Ed students to celebrate the birth anniversary of our eminent leaders Gandhiji and Lal Bahadur Shastri. The celebration included prayers, motivational speeches and power point presentations on Gandhiji.
- The teaching and Non-Teaching faculty of HCE attended a Webinar on the Global Concern around Women and Children during Covid-19 pandemic in Sikkim. The webinar was organised on 04/10/2021 by the Gender Sensitisation Unit (GSU), Sexual Harassment Cell (SHC) Sikkim Government College, Rhenock in collaboration with IQAC, SGCR. The Webinar was from 6a.m to 5:00p.m.
Ms. Ongmu Bhutia, Retired Superintendent of Police, GoS and Mr. Amrit Sharma, Social Worker, Social Justice and Welfare Department, GoS were the resource persons of the webinar.
- An online awareness program on Anti-Ragging for the B.Ed and M.Ed 1st Semester students was organised on 22/10/2021 at 12 pm.
- The Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education, GoS, organised a day's Workshop on Vocational Education on 30/10/2021 from 2 – 5 pm. The Chief Guest for the Workshop was Dr. Yodida Bhutia, HoD, Education, Sikkim University.

Besides HCE, the participants were from Sikkim University and affiliated colleges of Education in Sikkim.

- A Farewell Program was organised on 08/11/2021 for Dr.K.K.Biswal, outgoing Principal of HCE. The Farewell was held in the college campus at 11:00 am and was attended by teaching and non-teaching faculties.
- 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 11/11/2021 through 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.
- A virtual meeting called by the Academic Head on 12/11/2021 was attended online by all the Teachers at 3:00p.m regarding the physical re-opening of classes and conducting of extra-curricular programs on Saturdays for the B.Ed and M.Ed students.
- A message was circulated by the Academic Head Dr. Devi Kala in the HCE WhatsApp group on 16/11/2021 regarding updating the records and documents of the respective departments and sharing of the same with the Director, Dr. H.P.Chhetri at the weekly meeting scheduled for 18/11/2021.
- The following teachers,- Ms. Keekee Fern Cargay, Mr. Pawn Kumar Ray, Mrs. Ganga Maya Sharma and Ms. Sittam Guring were assigned and instructed to attend the STET Workshop from 29th November to 2nd December 2021 .

The Meeting was attended by the following members.

S.No.	Designation	Member Present
1.	Chairperson	Dr. Arati Chhetri
2.	IQAC Co-ordinator	Ms. Keekee Fern Cargay
3.	Management Member	Mr. Abhishek Chhetri
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Chhetri
 P.K. Ray
 S. Guring
 MS