



Yearly Status Report - 2017-2018

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 own campus	Yes
Phone no/Alternate Phone no.	+919434021212
Mobile no.	9332521212
Registered Email	hce_gtk@yahoo.in
Alternate Email	drhpchhetri@gmail.com
Address	Samdur, Tadong
City/Town	Gangtok
State/UT	Sikkim
Pincode	737102

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Ms. Ranita Chakrabortty
Phone no/Alternate Phone no.	+919804612519
Mobile no.	7001742857
Registered Email	iqachcegtk@gmail.com
Alternate Email	hce_gtk@yahoo.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hcesikkim.org/userfiles/file/2016-2017%20(A).pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://hcesikkim.org/academic-calendar.html

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.58	2011	30-Nov-2011	29-Nov-2016
2	B+	2.63	2017	19-Jul-2017	18-Jul-2022

6. Date of Establishment of IQAC	10-Jul-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC metting to review and discuss the	25-May-2018 1	13

achievements and outcomes		
IQAC meeting before the Management	24-Feb-2018 1	15
IQAC meeting for reviewing the NAAC Peer team report	20-Nov-2017 1	13
IQAC meeting for discussing various aspects for quality education	02-May-2017 1	13
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

* **Reviewing the NAAC Peer Team Report:** The results of 2nd cycle Peer Team visit to the college was discussed thread bare in the form of overall analysis and suggestions for further improvement.

* **Campus Development:** For enhancing the academic standards the campus was made a free wifi zone.

* **Seminars and Symposiums:** Seminars were conducted both in B.Ed and M.Ed classes augmenting the need as per E.P.C. mentioned in NCTE resolution.

* Ph.D. students for the current academic session were facilitated to their needs

* Teachers attended workshops and seminars and availed their academic leave facility for their Professional Development.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To enhance the Quality parameteres on Various academic and administrative act.	The students were given remedial classes and they were checked on aspects of regularity and punctuality. The syllabus for B.Ed and part time B.ed was chalked out by the faculty members under the guidance of the Sikkim University.
To upgrade the facilitites for creation of learner centric environment conducing to Quality Education	Free wifi arrangements in the campus was made with four linkages like HDSC1, HCE3, HCE4, HCE5 and other wireless networks were established
Providing provision for academic leave to teachers for Professional Development	Teachers successfully attended workshops and seminars in the present academic year which significantly contributed to their professional development.
Arrangement to be made for feedback from students and other stakeholders for quality related institutional processes	Feedback from the students was collected and necessary actions were taken by the institution.
To uplift the students' community relationship and participation in development acts	The Institution has a good link in the social uplift programmes undertaken by the Government of Sikkim and different NGOs which could be visualized from the awards and prizes bagged by the college. The college adopted a small nearby hamlet where all the development work like cleanliness, legal awareness programmes was organized

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	02-May-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	19-Jul-2017
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	24-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. Academics module: This module contains the students' attendance where subject teacher adds attendance of student for his/her lecture through biometric device entry to maintain the online record of attendance of his/her theory class or practical, also assignment can be assigned to group of student's or whole class by the subject teacher, subject teachers can take monthly attendance report of class and can send SMS to students who have less attendance for that particular month.</p> <p>2. Student section: This module has academic year wise class lists, alumni list, and student's profile etc.</p> <p>3. Human Resource: In this, staff details like staffs' appointments, joining of staffs, salary attendance vouchers, leave module of staff from where staff can apply leave online through their personal login</p> <p>4. Account Section: This module has payroll module which makes salary vouchers, salary slips for the staff, this module also has Fees module different ledgers of fees we create and is allocated to students' semester wise, so that students can pay fees and after payment they get receipt for their paid fees and balance.</p> <p>5. Library: This gives information about due books, books transactions details and library feedback where everyone can give feedback for library.</p> <p>6. Admissions: Here we can configure application for new admissions, and this we float on our website, after which student can apply with</p>

application fees and the process of admission starts thereafter, creation of merit list and allocation of branch merit wise is done through this. 7. Feedback: In this module feedback related to academics and administration. It is taken from the students and calculates the result of feedback and takes action on that accordingly. 8. Communication: Through this SMS, Emails, WhatsApp can send to the student, student's parents, other staff members of college and to those to whom to communicate. 9. Alumni: All alumni data and information is available in this module. 10. Placements: student registration for placement is be done through this module, also placement incharge directly communicates through mail to the schools and through SMS, Email, WhatsApp to the student. 11. Hostel: Hostel wise student list and details of hostels, student's attendance in hostels is also available. 12. Examination Result: University result of students is stored and sent through SMS to students if necessary.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For the purpose of curriculum planning and development, the institution adopts a participatory approach. Under the guidance of head of the institution, experiences with regard to content delivery during the year from faculty member responsible for teaching 'Foundation and Pedagogy Papers' is collected. Focus is also on collecting information about the learning as well as challenges along with suggestions on content items that cater to the demands of the present needs of students and society at large. Discussion takes place in the light of recent guidelines, trends in research duties, contemporary thrust areas and very importantly guiding principles of educational policies. Faculty members from this teacher education institution participate in workshops organized by Sikkim University for the preparation of curriculum for both B.Ed. and M.Ed. programs in the presence of subject-experts from NCERT and NCTE and other universities. The revised curriculum once approved by the university is shared with the institution and accordingly distribution of syllabus takes place during faculty meeting before semester begins. As per the guidelines of Sikkim University, content is delivered using different methods viz. lecture, discussion, along with use of ICT tools like power point presentation and also field works/ project works as part of assignments in every paper is conducted. Documentation of delivery of curricular activities is maintained in the form of lesson-plan books, which is evaluated and analyzed by the college head. Regular feedback is accordingly provided. The principal and faculty members

occasionally meet during the semester to assess the progress of curriculum delivery and to have deliberations on the overall progress of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	BEd	02/09/2008
MEd	MEd	02/09/2008

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	BEd	100
MEd	MEd	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

To bring continuous improvement in teaching-learning aspects, the institution has developed a mechanism to collect feedback from all stakeholders, students, teachers, alumni and college management which leads to effective delivery of content and other related activities. Towards the closure of every semester, teacher- in charge administers feedback proforma and collects responses on assessment of teaching-learning practices along with the relevance of content-items. The institution organizes faculty meetings with college heads and with management which are regularly dedicated to understand and evaluate every aspect of content-delivery system. In the annual 'Alumni Meet', former students are encouraged to share their experiences with the institution and also give suggestions to bring about improvement in the coming year. Their feedback is collected using Proforma and analyzed and accordingly plan of action is prepared for the coming semester.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	BEd	100	163	100
MEd	MEd	50	17	11
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	100	11	16	9	25

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	10	16	6	1	Nil
View File of ICT Tools and resources					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring of the students begins from pre-admission stage. Information is provided to the regarding eligibility criteria, scope of B.Ed. and M.Ed. program, scholarship schemes of state govt. etc. Orientation program is held in the beginning of session. Throughout the course duration, the institution adopts a mentoring system with an objective to ensure collaborative teacher-students relationship to enhance their academic performance, attendance and discipline in order to help them become effective professional teachers. The faculty members of the institution are responsible for the groups of students allotted to them, where they provide continuous

mentoring in the form of counselling related to academic as well as to cater to their emotional and mental health needs. Time table is provided to them before the session begins, curriculum structure is discussed, examination patterns appraised and internship details are shared. Assistance is provided according to specific learning needs. Remedial classes are conducted. M.Ed. program has dissertation projects as part of their curricula which are mentored/supervised by teachers. The institution undertakes various types of mentoring practices to fulfill differential needs viz. Career advancement- Guidance regarding career opportunities and sharing of information/advertisement regarding openings/ vacancies in various schools, coaching with regard to CTET, SLET, NET etc. Course/ Program specific – Information about attendance requirement, course structure, marking/grading system, evaluation procedure and internship activities etc. Personal Guidance/ Counselling: In case of students facing difficulties regarding personal issues, inter-personal relationships, emotional and mental health issues, guidance is provided by the respective mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
111	25	1:4

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	25	Nil	6	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	BEd	4	15/06/2018	02/07/2018
MEd	MEd	4	15/06/2018	02/07/2018
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The continuous internal assessment evaluation of the students is an integral part of the teaching-learning process. Students are encouraged and guided to study regularly for the improvement of their performance. Examination committee is responsible to carry out effective implementation of internal assessment and end-term examination process. As per university system, college has adopted semester pattern of examination. Examination and evaluation process of all the courses are conducted at the end of each semester. During the orientation program, students are explained about internal evaluation process. The formative approach to evaluate student' performance includes presentation, group discussion, assignment, and field project submission etc. which are carried out during and after the instruction. As part of bringing reforms to the internal

evaluation process, presentations by the students on project work and field visits have been made mandatory for all papers. Their performance is assessed on the basis of knowledge of content, presentation skills, and communication skill. Feedback during discussion among faculty members is collected to bring further improvement in the teaching-learning process takes place.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Before the commencement of every academic year, institution prepares and publishes academic calendar containing the coherent information regarding various instructional events to be organized, semester examination, semester breaks etc. The calendar represents planning of college, specifies dates for curricular and co-curricular activities so as to help organize various programs within prescribed time duration. The calendar is displayed in the principal's office and on notice board for students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.hcesikkim.org/plo-clo.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BEd	BEd	BEd	92	92	100
MEd	MEd	MEd	17	17	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.hcesikkim.org/others.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	5	5	25
Presented papers	Nill	5	3	1
Resource persons	Nill	3	3	2
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Harkamaya College of Education	10	20
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Integrating non violent communication in teaching practice	Award	Gandhi Smriti and Darshan Samiti	110
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Youth empowerment and Skills	Harkamaya College of Education	Talk	2	200
Gender sensitization	Harkamaya College of Education	Presentation	12	200
Aids Awareness	Harkamaya College of Education	Awareness session	2	200
Swachh Bharat Abhiyan	Harkamaya Collge of Education	Cleaning	6	100
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	School Internship	Government Schools of Sikkim	05/03/2018	05/06/2018	113
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2500000	2504590

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nill	Nill	Nill	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5458	Nill	34	18924	5492	18924
Reference Books	525	Nill	Nill	Nill	525	Nill
e-Books	180	Nill	30	Nill	210	Nill
Journals	16	Nill	Nill	Nill	16	Nill
e-Journals	1	Nill	1	Nill	2	Nill
CD & Video	50	Nill	5	Nill	55	Nill
Weeding (hard & soft)	16	Nill	3	Nill	19	Nill
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	23	1	4	1	0	2	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	23	1	4	1	0	2	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	177930	1000000	656474

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

As per the norms laid down in the NCTE guideline, adequate infrastructure is developed and maintained. Need based budget is prepared and required expenses are incurred for the same every year. The fund is utilized for maintaining and strengthening the physical and structural infrastructure such as buildings, ICT facilities, laboratory, furnishing of computer lab, and for purchasing library books other resources etc. Since the state of Sikkim is vulnerable to frequent strokes of earthquake consistent attention is paid for maintenance of college building. The physical infrastructure such as buildings, laboratory and library of the college are made accessible and utilized adequately, with allocation of specific period in the time table. The college has two multipurpose spacious halls which is maintained and utilized for the morning assembly, seminars, workshops, conferences, curricular activities etc. It is well furnished equipped with ICT facilities. Facilities for both indoor and outdoor games is provided. Volleyball ground is in place for intern-house activities. ICT resource center is equipped with computers which is utilized by the students for dissertation writing, accessing e-learning resources, preparing PowerPoint presentation etc.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	NEC merit Scholarship(NER)	2	22000
b) International	Nill	Nill	Nill

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Special coaching for job	40	10	25	25
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	20	BEd	Education	1) Harkamaya College of Education 2) Sikkim University	MEd
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volley Ball	Local Level	30
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council undertook the following in-house and inter-institutional activities in the academic session 2017-18 under the guidance of respective faculty involved in the various clubs and committees. These activities helped students in acquiring knowledge/information beyond the curriculum and in developing professional skills viz. communication, leaderships skills, team and collaborative work, planning and evaluating etc. 1. Republic Day celebration 2. Saraswati puja 3. National Science Day 4. International women's day 5. Guru Rabindranath Tagore Birthday 6. Environment Day 7. Population Day 8. Bhanu Jayanti 9. Inter college competition for Academic and cultural program 10. Academic Quiz completion 11. Independence Day 12. Teacher's day 13. Ganesh Puja Celebration 14. Mahatma Gandhi's Birthday 15. Student's Day 16. National Education Day 17. Interactive forum for colleges on heritage-based development in Sikkim 18. Workshop on experiential learning 19. Awareness sensitization programme on legal services to mentally ill person and person with mental disabilities 20. Seminar on Juvenile Justice Act, 2000 and protection of children from sexual offences Act, 2012 Name Designation Shiva Chhetri Class Representative Remona Rana Class Representative Anisha Prodhan Member Reshma Chhetri Member Abhimanue Chhetri Member Ajit Chhetri Member Dakshina Kharel Member Samir Pokhrel Member Following students served on academic and administrative bodies in the last session.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

200

5.4.4 – Meetings/activities organized by Alumni Association :

Yes

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution practices both decentralization and participative management. The success of the institution is result of combine effort of all who work

towards attaining the vision of the Institution. The management of the Institution has provided the scope for the decentralization and participative management through continuing the tradition of work distribution and inviting suggestions for new initiatives for quality enhancement of the Institution among the faculties from both the teaching and non-teaching staffs of the Institution. At the end of every academic session a general body meeting is organised under the chairmanship of the Director of the Institution. The meeting is held with the purpose of discussing the outcomes of the session that is over and plan of action for the new academic session. Decisions are taken regarding the distribution of the work under various departments where the staff members are given the responsibility and accountability of ensuring quality outcomes. The meeting with the statutory body is also a forum where suggestions and feedback for new ideas and innovations for the growth of the institution can be shared with the management by the faculty, students, staff members, alumni.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	The principal act as the coordinator between the college and a healthy relationship is maintained with the different organisations, other departments of the University, Schools, DIETs' and SCERT. The institution has a very cordial link with the school for achieving the overhaul goals of practice teaching in the B.Ed. and M.Ed. programmes. The Institution has successfully organised inter school and inter college competition like creative essay, quiz and cultural activities like song, dance, drama, art painting etc.
Human Resource Management	Faculty development needs and career progression of the staff. Mechanism for performance assessment. Welfare measures for the staff and faculty. Staff development program. Physical facilities provided to faculty. Institutional mechanism for motivation and staff members.
Library, ICT and Physical Infrastructure / Instrumentation	Book bank facility is available to the students in the library. The library is updated before the beginning of the academic session. The institution has the provision for purchase of journals related to research in education, text book, reference books, classification and categorization of books and journals from time to time. Internet is available for searching the web engines

for dissertation of the M.Ed. students. Smooth running of ICT lab is enabled with latest need based technologies in the resource centre of the Institution. Apart from the ICT infrastructure the Institution has given the suitable facilities for the various co-curricular activities in and outside the campus. The physical infrastructure is well developed and under continuous growth as per the guidelines of the affiliating and accrediting bodies.

Research and Development

After repeated attempts to get registration as a research centre under Sikkim University the Institution got the approval for the same from this academic session. Three Ph.D research scholars have enrolled in the Institution for Ph.D in the Department of Education. To keep at par with the recent developments in research the faculty members have participated in number a of National and International level seminars for presentation of their topics which have been published in different publications of that institutions. Participation in National, International and state level seminar, conferences and workshops are presented in the individual profile of the faculty members.

Examination and Evaluation

The institution is affiliated to Sikkim University and hence the evaluation process of Sikkim University is practiced in the Institution. There is a provision of credit, grading and semester system both at B.Ed. and a M.Ed. level. In the new curriculum the weightage to internal and external evaluation is 30 and 70 respectively as per NCTE 2014 guidelines. Internal assessment is calculated by giving weightage to different components like attendance, assignment, seminar, project, etc. The teacher educators systematically evaluate the assessments on the basis of regularity, content, conclusions and references. For the evaluation process of a projects and service punctually, data collection, active involvement is considered for internal assessment as per the grading suggested by the Sikkim University. A minimum of 75 of attendance is mandatory for the entire course to appear for the examination. Thus, the institution follows continuous and

comprehensive procedure to evaluate the performance of the students and their performance of their studies.

Teaching and Learning

At the end of every academic session, a faculty meeting is conducted to discuss the plans and programs for the next academic session. The objective of the meeting is not only the distribution of academic programmes but also to decide on the idea of quality enhancement of the existing teaching and learning. New plans related to practise of new innovative ideas in teaching learning are discussed and encouraged among the teachers. The feedback collected from the students and peer observation is reflected for the purpose of revising the methods used by the teachers for the delivery of their lessons. Teachers who have adopted new methods and approaches share their experiences and outcomes with everyone so that others can take a similar approach or model it.

Curriculum Development

The Institution is invited by the affiliating University for the purpose of curriculum revision and development from time to time. The teachers of the institution engage in brain storming sessions for indentifying the changes necessary and introducing new contents in the syllabus for revitalizing the existing curriculum. A report is prepared based on the discussion and the college is represented by one of the senior faculty member in the University Meeting for syllabus revision and development. Particularly the previous academic session followed by this session, the faculties of the Institution were engaged in developing the curriculum for the Part time B.Ed. under the guidance and direction of the affiliating University.

Admission of Students

For admission into B.Ed. and M.Ed. the eligibility criteria are fixed as per NCTE norms, graduate and/or post graduate in arts or science having 50 marks in aggregate and relaxation up to 5 for SC ST and OBC categories. The conditions written by NCTE are strictly adhered to application are invited through advertisement in leading newspapers and banners displayed at different crucial places along with the website of the college www.hcesikkim.org.in . The prospectus

and the website of the college gives a detailed knowledge about the admission process, mission and vision, route map, details of the faculty, infrastructural facilities and all other information required. Active help line numbers are reflected on the institute's website to inquire about any issues related to admission.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	The Institution implements e-governance in this area through payroll module which makes salary vouchers, salary slips for the staff, this module also has Fees module different ledgers of fees we create and is allocated to students' semester wise, so that students can pay fees and after payment they gets receipt for their paid fees and balance.
Student Admission and Support	We can configure application for new admissions, and this we float on our website, after which student can apply with application fees and the process of admission starts thereafter, creation of merit list and allocation of branch merit wise is done.
Examination	University result of students is stored and sent through SMS to students if necessary.
Administration	Staffs' appointments, joining of staffs, salary attendance vouchers, leave module of staff from where staff can apply leave online through their personal login.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
State Teacher Education Conference, SCERT	1	05/07/2017	07/07/2017	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF	EPF	NA

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, the Institution conducts Internal and External Audits regularly. The internal audit is conducted with Director (Administrative), principal(Academic) and the finance staff of the college regularly every year. In 2017-18, the external audit conducted with Pal Samit and Associates along with the Finance staff of the college.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management	Yes	Principal
Administrative	Yes	Pal Sumit and	Yes	Director

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

Training programme for cleanliness. Skill development programme. ICT training programme.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Students community relationship upliftment programmes undertaken by the institution. Seminars and symposiums were conducted in the Institution. Campus development Free wi-fi arrangement in the campus was made and other wireless networks were established in the Institution.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Workshop on Pedagogical Teaching for Teacher Educators of Bachelor of Education Colleges by Central University of Bihar.	04/09/2017	04/09/2017	09/09/2017	4
2017	Heritage based workshop on Interactive Forum for college on Heritage based Development in Sikkim	17/05/2017	17/05/2017	17/05/2017	25
2017	Human Trafficking	26/08/2017	26/08/2017	26/08/2017	50
2017	Academic Quiz competition	19/08/2017	19/08/2017	19/08/2017	20
2017	Workshop on National	26/10/2017	26/10/2017	26/10/2017	4

	Achievement survey, by HRDD, Sikkim				
2017	Study Trip to Hyderabad	27/10/2017	27/10/2017	07/11/2017	30
2017	5th North East Festival on Youth for Organic Farming	28/10/2017	28/10/2017	28/10/2017	15
2017	Inter college Competition on Bio-Ethics by UNESCO	30/10/2017	30/10/2017	30/10/2017	10
2017	Workshop on, Integrating Nonviolent Communication in Teaching Practice	31/10/2017	31/10/2017	31/10/2017	40
2017	NALSA Legal Service to the victim of Drug Abuse and Eradication of drug menace scheme with awareness on HIV	02/09/2017	02/09/2017	02/09/2017	30
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Human Trafficking	26/08/2018	26/08/2018	94	16

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
22W X 12 264W

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	Nil	17/05/2017	1	Workshop on Heritage	sustainable development	25
2017	1	Nil	28/10/2017	1	Youth festival for organic farming	organic farming	15
2017	Nil	1	28/03/2017	1	Ramailo Sikkim Dance competition	cultural distinctiveness	10
2017	Nil	1	02/09/2017	1	NALSA legal services to the victims of menace	Drug Menace	50
2017	Nil	1	02/09/2017	1	NALSA legal service awareness on HIV	HIV AIDS	15

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day	21/06/2017	21/06/2017	67
Bhanu Jayanti	13/07/2017	13/07/2017	88
Independence Day	15/08/2017	15/08/2017	97
Ganesh Chaturthi	25/08/2017	25/08/2017	77
Teachers Day	05/09/2017	05/09/2017	86

Gandhi Jayanti	02/10/2017	02/10/2017	76
World AIDS Day	01/12/2017	01/12/2017	78
Womens Day	08/03/2017	08/03/2017	79
DR. BR Ambedkar Jayanti	14/04/2017	14/04/2017	65
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Using Dustbins
2. Cleanliness Drive
3. Maintanance of Green Campus
4. Installation of LED lightes for less power consumption
5. Proper disposal of waste Products

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college envisions 'preparation of resourceful and skilled teachers and to prepare committed, devoted teachers who will contribute to bring qualitative improvement in education'. College has established partnership with practising schools which goes beyond '60 days of internship program' in order to bridge the gap between theory and practice and to make teacher education program more relevant to the teaching-learning context. In the initial phase, school heads and experienced teachers are invited to college campus for an interaction session. This platform is used for sharing with the interns the various aspects of school activities in which they have to take part. First hand experiences are shared about the effective strategies which they may find useful to teach their future students. Effort is made on making them enthusiastic and understand the need for being better prepared to practice what they have learnt in the institution. During the second semester, college further seeks help from the subject experts of practising schools in the planning and preparation of curricular aids. Since they have practical experience of teaching various subjects, hence they are able to provide more relevant ideas to prepare such instructional aids/models which are going to make teaching effective and learning productive for the students. In the post-internship stage, some of the school heads and teachers are invited by the college to share their feedback on competencies developed and skills learnt by the interns along with their valuable suggestions to make the entire 'preparation and practice process' more meaningful for the interns in the coming session. Over the years, such efforts have provided immense contribution in helping create strong and valuable link between schools and teacher education institution. The institution has created an ambience of mutual support and cooperation with the active help from the management. The representative of the governing body/management of the institution closely partners with the academic and non-academic faculty to provide guidance regarding overall administrative and academic functioning of the college. As a result, there is active participation of all in adopting good instructional practices, attending professional development program, pursuing higher education, involvement in outreach program etc. This has helped creating a culture of cooperation, discipline and hard work which ultimately results into realizing the mission of the institution to provide 'quality education'.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

A Research Committee has been instituted with a commitment to conducting quality research by the M.Ed. students. Research proposals are invited, reviewed and approved by the committee. The areas of research encompass various aspects of school education viz. needs and interests of students towards students, attitude of teachers towards teaching of different pedagogical subjects, use of ICT tools in making instruction more effective, organizational climate of school, leadership qualities of heads of the institutions etc. These studies are conducted with supervision from faculties of the institution. The research findings are shared on platforms like state and national seminars.

Provide the weblink of the institution

<http://www.hcesikkim.org/>

8.Future Plans of Actions for Next Academic Year

Harkamaya College of Education strives to implement the following plan of action in order to realize its mission of imparting quality education: 1) Collaborate with practicing schools to put into practice theories and principles of teaching to deal with actual classroom issues. 2) Conduct extension activities with NGOs and Government organizations in order to raise awareness among student teachers about socially relevant issues with its bearing on teaching-learning process. 3) Organize seminar with a purpose to create a platform for deliberation and dissemination of knowledge created for quality enhancement in teacher education institutions. 4) Create opportunities and provide encouragement to academic faculty of the institution to pursue professional development courses in order to develop their competencies to become effective teachers.