



# Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B+ - (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



## MINUTES OF THE MEETING HELD ON 04.07.2020

An online meeting of the IQAC was held on 04.07.2020 at 3 pm. on Zoom to discuss the following agenda.

### Agenda of the meeting

- YSM Plan 2020-21
- Introduction of the Department of Life Skills
- Creation of Operations and Management Committee
- Online Documentation of Academic Delivery through UTKARSH and Uploading of Lesson Plans.
- Online Admissions
- e-Prospectus
- Any other

### Members Present

1. Brig(Retd) Dr. Anil Sharma, Additional Secretary Cum Principal	Chairperson, IQAC
2. Dr. Manoj Shekhar Prof. In charge, Academics	Member
3. Prof. Pragati Bakshi, Bursar	Member
4. Dr. D. Jha Sudhir, Controller of Examinations	Member
5. Dr. Suniti Chaudhary	Member
6. Dr. S.N. Prajapati	Member
7. Dr. Mrinal Gaurav	Coordinator, IQAC

### Minutes of the meeting:

The following issues were discussed in the meeting and resolved accordingly.

#### **1. YSM Plan 2020-21.**

- Brig. (Retd) Dr. Anil Sharma, Additional Secretary cum Principal presented the YSM plan 2020-21. The YSM Plan outlined the methods of governance including the functioning of all departments, and administrative offices and their reporting through an authorized channels.

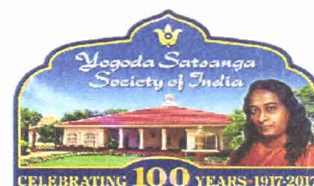
#### **2. Introduction of the Department of Life Skills.**

- It was decided to introduce a new department at the college level towards implementing Guruji's teachings and other life skills-oriented programs in the college. The Scope, Charter, details, and plans of implementation may be worked on and shared with GB-MC.

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### 3. Creation of Operations and Management Committee.

- Brig. (Retd) Dr. Anil Sharma, Additional Secretary cum Principal proposed adding a new vertical layer owing to the huge span of control of the Principal. This would further add impetus to the delegated functioning, therefore a committee comprising of the Head of Departments (and key functionaries as invitees) known as the Operations and Management Committee (OMC) shall be constituted. Syllabi completion report, new departmental initiatives, internal examinations, and all allied matters across departments shall fall under its domain.
- To monitor and regulate the aforesaid activities during Covid induced lockdown, a separate WhatsApp group of O.M.C may also be created.

### 4. Online Documentation of Academic Delivery through UTKARSH and Uploading of Lesson Plans.

- Dr. Gaurav, Coordinator IQAC informed us that a few faculty members have started uploading the records of classes taken on UTKARSH. It was resolved that the IT cell would facilitate senior faculty members who have problems uploading the records on UTKARSH. An online training session may be held for all such faculty members by the IT cell. Meanwhile, faculty members may be requested to keep posting the details of online classes in the WhatsApp group 'YSM Academics/Exams'.
- Lesson plans need to be uploaded on UTKARSH by all the faculty members. A gentle reminder to do so may be issued to all the faculty members.

### 5. Online Admissions

- It was decided to make the online admission portal live in the last week of July.
- Brig. (Retd.) Dr. Anil Sharma, Additional Secretary cum Principal appreciated the efforts of the Prospectus Committee and the efforts of the IT cell.

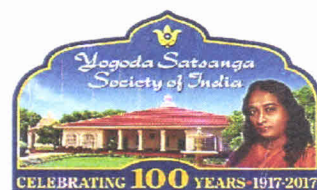
### 6. e-Prospectus

- Dr. Gaurav, Coordinator IQAC informed the house that the final draft of the prospectus has been submitted by the Prospectus Committee. Only the pictures of toppers of the current year need to be incorporated.
- Dr. Gaurav, Coordinator IQAC suggested that since this academic session we will be having online admissions, we may opt for e-prospectus which may be uploaded on the website and only a few copies may be printed for record-keeping and distribution among the members of the management.

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## 7. Any other

- Brig. (Retd) Dr. Anil Sharma, Additional Secretary cum Principal appreciated the efforts of NSS Volunteers who carried out the Covid-19 awareness drive in KUTE Village.
- To keep the students engaged, online competitions should be organized on virtual platforms.
- To help the students win over academic and emotional stressors, more webinars should be organized.
- Faculty members must ensure that all the students appear in the mid-semester examinations. Prior information in the WhatsApp group should be circulated. During the online classes too, students should be repeatedly informed about the same.

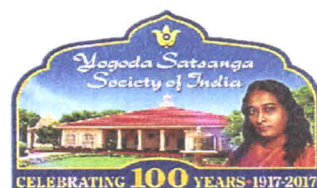
Dr. Mrinal Gaurav

Dr. Mrinal Gaurav  
(IQAC Coordinator)

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## MINUTES OF THE MEETING HELD ON 23.11.2020

An online meeting of the IQAC was held on 23.11.2020 at 3 pm. on Zoom to discuss the following agenda.

### Agenda of the meeting

- **Compilation of Records-AQAR/NAAC Preparations**
- **Website Upgradation**
- **Domain e-mail id**
- **Pension Cell**
- **Inter Com**
- **Digi Hut**
- **Upgradation of Health Care Unit**
- **Green Audit**
- **Any Other**

### Members Present

1. Brig(Retd) Dr. Anil Sharma, Additional Secretary Cum Principal	Chairperson, IQAC
2. Dr. Manoj Shekhar Prof. In charge, Academics	Member
3. Prof. Pragati Bakshi, Bursar	Member
4. Dr. D. Jha Sudhir, Controller of Examinations	Member
5. Dr. Suniti Chaudhary	Member
6. Dr. S.N. Prajapati	Member
7. Dr. D.P Sarkar	Member
8. Dr. Mrinal Gaurav	Coordinator, IQAC
9. Prof. Pooja Kumari	Assistant Coordinator, IQAC
10. Prof. Simran Kaur	Member
11. Dr. Mritunjay Kumar	Member
12. Prof. Mamta Jha	Member
13. Prof. Abhishek Vishwakarma, Coordinator IT Cell	Special Invitee

### Minutes of the meeting:

The Chairperson, IQAC welcomed the new members of the Cell. Post which, the following issues were discussed in the meeting and resolved accordingly.

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## 1. Compilation of Records-AQAR/NAAC Preparations

- Dr. Gaurav, Coordinator IQAC would be conducting sessions to transfer knowledge to the new faculty members who have joined the IQAC.
- Dr. Gaurav suggested that the departments may be asked to submit a record of all the online initiatives undertaken by them.
- Criterion wise Champions may be nominated to facilitate the compilation of records.

## 2. Website Upgradation

Prof. Abhishek Vishwakarma, Coordinator of IT Cell apprised the members of the recent upgrades in the website of the college. He proposed that the departments/functional units conducting any event should mail a brief report along with a few photographs. He suggested that all event reports should flow from one channel to avoid lags and delays in uploading.

## 3. Domain e-mail id

It was decided to have an official mail account for all the faculty members of the Mahavidyalaya for official communications. A basic homepage of domain/ysei.edu.in shall be created by the YSM IT Cell.

## 4. Pension Cell

It was decided to constitute a Pension Cell to take care of the pensioners (around 40) and their related issues. The Pension Cell will be a part of the General Office.

## 5. InterCom

To facilitate two-way voice communications between the office and the various departments it was decided to set up the Intercom-EPBX system in the Mahavidyalaya.

## 6. Digi Hut

Given our long relationship with UCO Bank since the year 1985, it was proposed that we may consider setting up an in-house UCO Counter for Receipt /Payment/Fee Collection etc. Now that the admission process has gone online, we may think of an online fee collection module for colleges with tailor-made payment gateway for YSM students.

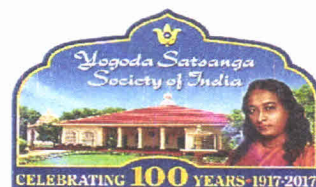
## 7. Upgradation of Health Care Unit

Given the scenario, it was decided to upgrade the Health Care Unit of the Mahavidyalaya. The Purchase committee may be asked to invite quotations for the necessary equipment like oxygen cylinder, stretcher, etc.

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## 8. Green Audit

- It was resolved to conduct a green audit for the Mahavidyalaya.

## 9. Any Other

- It was resolved that all cultural activities including intra-college fest shall be organized under the aegis of the Department of Life Skills.
- It was decided to set up a Board Room for OMC and other meetings.

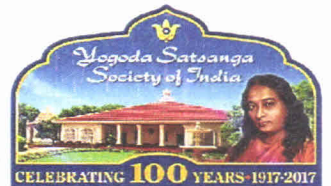
*Dr. Mrinal Gaurav*

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(IQAC Coordinator)

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## MINUTES OF THE MEETING HELD ON 23.01.2021

An online meeting of the IQAC was held on 23.01.2021 at 4 pm. on Zoom to discuss the following agenda.

### Agenda of the meeting

- Performance Appraisal
- Employee Recognition
- Scholarship
- Syllabi Completion Report
- Contractual Faculty Appointments
- Any Other

### Members Present

1. Brig(Retd) Dr. Anil Sharma, Additional Secretary Cum Principal	Chairperson, IQAC
2. Dr. Manoj Shekhar Prof. In charge, Academics	Member
3. Prof. Pragati Bakshi, Bursar	Member
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9. Prof. Pooja Kumari	Assistant Coordinator, IQAC
10. Prof. Simran Kaur	Member
11. Dr. Mritunjay Kumar	Member
12. Prof. Mamta Jha	Member

### Minutes of the meeting:

The following issues were discussed in the meeting and resolved accordingly.

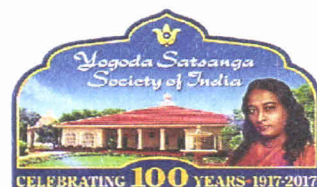
#### **1. Performance Appraisal**

- Brig. (Retd) Dr. Anil Sharma, Additional Secretary cum Principal briefed about the performance appraisal formats designed by him.
- The above review document is a two-sided feedback system, which is intended to provide an understanding of the strengths and areas of improvement through self-examination and constructive dialogue with appraisers and acceptors, he said.

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- It was decided that the above proforma for the appraisal shall be shared with faculty members online due to Covid restrictions.
- The process flow for the aforesaid was decided in the meeting and documented.

## 2. Employee Recognition

To recognizing our team members and serving as a motivating factor for employees who have been performing in an extraordinary manner and with devotion, it was decided that incentive awards may be given. The SOP for the same will have to be worked out and issued.

## 3. Scholarship

It was decided to distribute the scholarship cheques for the year 2018-19 and 2019-20 which could not be distributed earlier.

## 4. Syllabi Completion Report

It was decided that the HODs shall submit a compiled syllabus completion report/status of their respective departments. HODs may be requested to coordinate mutually for their respective departments and confirm to OMC/Academic-in-charge/Principal.

## 5. Contractual Faculty Appointments

Due to the superannuation of a few faculty members, it was decided to provide additional \_\_\_\_\_ hands to the department of Economics, Political Science, and Hindi.

## 6. Any Other

It was decided that the newly set up Board Room, Accounts Section, and the upgraded Health Care Unit may be jointly inaugurated.

*Mr. Mrinal Gaurav*

Dr. Mrinal Gaurav  
(IQAC Coordinator)

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## ACTION TAKEN REPORT

2020-21

1. YSM Plan 2020-21 outlines the methods of governance including the functioning of all the departments, and administrative offices were drafted and circulated amongst the faculty members on WhatsApp.
2. Department of Life Skills constituted.
3. Operations and Management Committee created.
4. Online documentation of academic delivery being done by the faculty members through UTKARSH. Online training sessions conducted by the IT Cell for the senior faculty members to assist them to post such records on UTKARSH.
5. Online admissions for the Academic Year 2020-21 are completed.
6. e-Prospectus uploaded on the website.
7. Upgradation of the website of the Mahavidyalaya -Ongoing.
8. Online mid semester examination conducted for the students across departments.
9. To keep the students engaged, online competitions organized on virtual platform.
10. Webinar on Lockdown Fallout: Winning over Academic and Emotional Stresses-Through Yogic Path conducted for the students, teachers, parents, and the youth.
11. Knowledge transfer sessions conducted by the IQAC coordinator for the new members of the IQAC.
12. As a part of the preparations for NAAC, criterion wise records being collected and collated by the nominated Criterion Champions.
13. Official mail account for all the faculty members of the Mahavidyalaya created. A basic homepage of domain/ysei.edu.in created by the YSM IT Cell.
14. Intercom-EPBX system in the Mahavidyalaya was set up for the purpose of official communications.
15. Health care unit of the Mahavidyalaya upgraded. Oxygen cylinders, stretcher etc. purchased.
16. Pension Cell created.
17. Green Audit stands completed.
18. Intra level college fest conducted under the aegis of the Department of Life Skills.
19. A new Board Room set up for OMC and other meetings.
20. Performance Appraisal of teaching and non-teaching staff was completed.
21. Syllabus completion report submitted by the faculty members to their respective HODs for perusal.
22. Contractual appointments in Hindi, Economics and Political Science completed.
23. Scholarship cheques for the year 2018-19 and 2019-20 distributed.

*Dr. Mrinal Gaurav*  
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(IQAC Coordinator)

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