



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



INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting held on 25th July 2022

A meeting of the Internal Quality Assurance Cell was held on 25th July at 10 am in the CVS Boardroom to discuss the following agendas:

Agenda of the Meeting

- Feedback from Different Stakeholders
- Student Admission.
- Students' Placement.
- Initiation of Skill-Based Certification Courses.
- NAAC Readiness
- Any other

Members Present

1. Dr. Shyam Pandey, Principal	Chairperson, IQAC
2. Mr. Ashwani Saxena	Secretary, G.B.
3. Ms. Pragati Bakshi	Member
4. Dr. R S Dey	Member
5. Prof. T K Sarkar	Member
6. Dr. P K Sinha	Member
7. Dr. N.N Choudhary	Member
8. Dr. Suniti Choudhary	Member
9. Ms. Simran Kaur	Co-coordinator
10. Dr. Mritunjay Kumar	Member
11. Dr. Sumit Pathak	Member
12. Ms. Saroj Kumari	Member
12. Mr. Ratnesh Pathak	Member
13. Sri Abhishek Vishwakarma	Member



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Discussions

Dr. Shyam Pandey, Chairperson, IQAC welcomed everyone to the IQAC Meeting. The minutes of the last IQAC meeting held on 2nd May 2022 were reviewed.

1. Gathering Feedback from Different Stakeholders

The meeting commenced with discussions on the need to gather valuable feedback from both students and teachers regarding various aspects of the college.

(a) Feedback from Students:

- It was unanimously agreed upon that collecting feedback from students is crucial to understanding their perspectives and improving their overall learning experience.
- To achieve this, it was decided that the Criteria 1 champions (Prof. Ratnesh Pathak and Prof. Saroj Kumari) will collaborate with the IT Cell to create a customized feedback form. The form will be tailored to map the teachers who are currently engaged in conducting classes of the students of the session 2019-22. This will ensure relevant feedback is obtained from the students' interactions with their respective teachers.

(b) Feedback from Teachers on Curriculum:

- Recognizing the importance of evaluating the curriculum, it was decided that qualitative inputs should be sought from the faculty members.
- Teachers will be encouraged to provide feedback on various aspects of the curriculum to gain insights into its effectiveness and identify areas that may require enhancements. Prof. Kaur suggested that the HODs may be apprised in the next OMC meeting about the same.
- The principal emphasized that, as an affiliated college, we may not have the authority to design the curriculum directly. However, providing constructive feedback on the curriculum's strengths and weaknesses is within our purview, and it will help foster a collaborative relationship with the parent university.
- The feedback received from teachers will be collated and shared with the Academic Council for further analysis and consideration. Additionally, the consolidated feedback will be shared with the parent university as part of our commitment to continuous improvement, added the Principal.



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2. Student Admission

- The Chairperson, Dr. Shyam Pandey, highlighted the need to increase the number of students, particularly in the Science faculty.
- After thorough discussions, it was unanimously decided to create awareness among nearby plus two schools about the academic programs offered in the Science faculty at our college. This initiative aimed to attract more students interested in pursuing science-related courses.
- It was agreed that a team of young faculty members may be formed and during their visit, they would emphasize the financial support provided by the college to the students to ensure equity and inclusion.

3. Initiation of Skill-based Certification Courses

- The Principal informed about the college's plan to introduce a series of certification courses in diverse fields.
- Faculty members were encouraged to play an active role in motivating students to enroll in the upcoming certification courses.
- Counseling/Orientation sessions will be organized to help students understand the benefits and career advantages of acquiring these certifications, he added.

4. Students' Placement

- The Principal reiterated the importance of taking proactive measures to enhance our placement efforts. To this end, he also shared that we are exploring the possibility of organizing a Campus Drive in our college.

5. NAAC Readiness

(a) Departmental Documentation List

To prepare for the NAAC evaluation, it was decided that each department should be provided with a comprehensive documentation list. This list will serve as a checklist of essential documents that need to be gathered and readied for the evaluation process. Prof. Kaur kindly volunteered to prepare this list.



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(b) Status of AQAR 2021-22

Prof. Kaur, the Co-coordinator, shared the current status of the Annual Quality Assurance Report (AQAR) for the academic year 2021-22. The report's progress was discussed, and it was emphasized that all necessary data and information should be compiled promptly to ensure the timely submission of the AQAR.

(c) Mapping of Newly Recruited Faculty Members

To efficiently utilize the expertise of newly recruited faculty members, it was proposed to map them to specific criteria based on their interest. Faculty members who are already working on particular criteria will communicate the support they require from the newly recruited members. Subsequently, decisions will be made to ensure a collaborative and effective approach.

Dr. Shyam Pandey 27.07.22

Principal

Yogoda Satsanga Mahavidyalaya
Jagannathpur, Dhurwa, Ranchi-4



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Action Taken Report

1. Feedback from different stakeholders

(a) Student Feedback

- On 4th August, student feedback forms were created and mapped with concerned faculty members and their respective subjects of the ongoing semesters.
- Customized feedback forms and their links were shared with the students of the session 2019-22 on 16th August 2022.
- The team IQAC (Internal Quality Assurance Cell) analyzed the feedback and proposed actions were communicated to the relevant departments.

(b) Faculty Feedback on Curriculum

- A questionnaire was drafted and circulated via email on 15th September 2022 to collect faculty feedback on the curriculum.
- The collected feedback was collated and shared with the Academic Council for review.
- The feedback was also sent to the University.

2. Student Admission

- An admission committee meeting was held on 4th August 2022. The minutes of the meeting were reviewed, and additional points were discussed.
- To reach out to the SEDGs of the neighboring schools and ensure quality education accessible to the students hailing from the interior villages of Ranchi a team of our faculty members lead by Dr. Sanjay made a brief visit in the month of August. They made the concerned aware about the courses that they can apply for at YSM specially in the science streams undergraduate level and the various fee relaxation/waiver that are available on different grounds (merit in academics/sports and economic status) in our college



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3. Student Placement Drive:

- Glenmark Pharmaceuticals conducted an online interview on 17th August after conducting a written test. A two-day placement drive took place on 10th and 11th September 2022 in the college, with participation from students of different colleges.
- Students also participated in the Placement Drive of Deccan iServices Pvt Ltd, which was facilitated by Ranchi University.

4. Initiate Skill-based Certifications:

- Orientation programs for skill development were conducted for the students of Sem IV (2020-23) and Sem VI (2019-22) on 8th September 2022.
- Four batches of certificate courses under Learnnet Skills Ltd. were launched in the month of October 2022.


5. NAAC Readiness:

(a) Departmental Documentation:

- Ms. Kaur prepared the list of departmental documentation, which was shared with the departments on 15th September 2022.

(b) Inclusion/Mapping of new faculty members for Quality Initiatives & NAAC Work:

- Dr. Loveneesh was included in CRT 5 (Criterion 5).
- Prof. Santosh was included in CRT 3 (Criterion 3).
- Prof. Aparna Pandey was included in CRT 2 (Criterion 2) for NAAC work.


27.07.22

Principal
Yogoda Satsanga Mahavidyalaya
Jagamathpur, Dhurwa, Ranchi



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INTERNAL QUALITY ASSURANCE CELL Minutes of the Meeting held on 2nd November 2022

A meeting of the Internal Quality Assurance Cell was held on 2nd November at 11 a.m. in the CVS Boardroom to discuss the following agendas:

Agenda of the Meeting

- NAAC Assessment and Accreditation Workshop
- Recruitment of New members of Non-Teaching staff
- Launch of Student Mentorship Program
- Energy Audit
- Certification Courses
- Course Plan implementation
- Procurement of Books as per NEP Curriculum
- Any other

Members Present

1. Dr. Shyam Pandey, Principal	Chairperson, IQAC
2. Mr. Ashwani Saxena	Secretary, G.B.
3. Ms. Pragati Bakshi	Member
4. Dr. R S Dey	Member
5. Prof. T K Sarkar	Member
6. Dr. P K Sinha	Member
7. Dr. N.N Choudhary	Member
8. Dr. Suniti Choudhary	Member
9. Ms. Simran Kaur	Co-coordinator
10. Dr. Mritunjay Kumar	Member
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Discussion

The minutes of the last meeting held on 25th July were confirmed.

1. NAAC Assessment and Accreditation Workshop

Prof. Simran, the Co-Coordinator of IQAC, proposed an initiative considering the recent addition of new faculty members in April 2022. She suggested conducting a workshop focused on NAAC assessment and accreditation, aiming to provide orientation to the newcomers. It was unanimously agreed upon that since the college is set to undergo NAAC accreditation next year, this workshop shall hold the potential to offer significant insights and facilitate preparation of action plan.

2. Recruitment of New members of Non-Teaching staff

The Principal announced that the recruitment process for new non-teaching staff members is set to commence on 3rd November. The process will involve a written test followed by interviews. It was collectively agreed upon that the recruitment process is a crucial step to enhance the functioning of the institution.

In consideration of the importance of seamlessly integrating the new non-teaching staff into the college environment, it was suggested that a comprehensive orientation program should be designed and implemented.

The Principal emphasized that the orientation program should be meticulously organized, covering all relevant aspects. It was decided that the orientation program should be conducted over a span of four to five days, tentatively scheduled for the week following the completion of the recruitment process. Dr. Mritunjay Kumar also a member of the screening committee was entrusted with the responsibility of preparing a schedule for the same.

3. Launch of Student Mentorship Program

It was emphasized that effective mentorship plays a crucial role in facilitating the academic and personal growth of the students. The members also deliberated on the records of mentoring to be maintained by the faculty mentors. It was decided that:

- The mentor allotment circular is to be issued for the newly admitted students of the session 2022-26.
- The sample mentoring minutes to be documented by individual faculty mentors will also be shared with the teachers.
- It was decided to entrust the responsibility of overseeing the launch of a student mentorship program for the newly admitted students to Dr. Sanjay Kumar.



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4. Energy Audit

The Principal conveyed that an Energy Audit firm has been identified. They are scheduled to perform the audit in the upcoming first quarter of the following year. The Principal highlighted that this endeavor will enable us to assess the college's present energy consumption and efficiency of our equipment and devices.

5. Certification Courses

The IQAC Co-coordinator informed that four batches of certificate courses under Learnnet Skills Ltd. were launched in the month of October 2022. It was collectively agreed upon that there is a need to introduce additional courses of a similar nature, both in partnership with Learnnet and other potential collaborators.

6. Course Plan Workshop

The Course plans submitted by a few departments were reviewed by the Principal. He recommended organizing workshops on a faculty basis to refine and finalize the course plans. The unanimous decision was to schedule these workshops during the initial week of December. The Principal further added that the faculty members must refer to the UGC LOCF document before attending the workshop.

6. Library Upgradation

Prof. T K Sarkar, Prof in Charge, Library highlighted the need for migrating the existing in-house library management system to a cloud-based system. He informed that the process to identify suitable vendor for the same has commenced. The main objective behind this migration is to facilitate remote access, thereby enhancing the accessibility, and usability of the library resources as well as managing of library database, he added. The unanimous decision was made to entrust the Library Advisory Committee with the task of conducting further discussions regarding vendor selection, cloud storage options, and the type of management system to be employed.

7. Procurement of Books as per NEP Curriculum

As Ranchi University is set to adopt the NEP curriculum starting from the academic year 2022-23, there has been a discussion about acquiring relevant books for the curriculum. The Professor in charge of the Library will collaborate with the Heads of Departments to further discuss this matter, as suggested by the Principal.

16/11/2022
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8. Any other

✓ Jigyasa

Prof. Abhishek Vishwakarma, IT cell Coordinator, provided an overview of the upcoming Jigyasa platform, set to go live on the website by the month's end. They outlined how this platform will facilitate the exchange of ideas and knowledge. It is designed as a forum where students can pose open-ended questions, and faculty members can offer their responses.

✓ Provision of Salary Slip

During the meeting, the Principal communicated the decision to initiate the distribution of salary slips to all faculty and staff members, beginning next month. This step aims to enhance transparency and streamline the salary distribution process.

✓ Lakshya Publication


The Principal enquired about the present status of Lakshya. The IQAC coordinator shared an update on the recent RAC meeting held to expedite publication. The Principal added that RAC should plan research-oriented workshops.

✓ Zoom Pro Plan

The decision was made to acquire the Zoom Pro plan due to its supplementary features such as increased participant capacity and extended duration. The acquisition of this plan will provide us with the capability to arrange events with greater flexibility, added the Principal.

✓ Scholarship of JSP Foundation

During the meeting, the Principal informed the members about the Yashashvi Scholarship scheme. He highlighted that the scheme is aimed at supporting female students coming from disadvantaged financial backgrounds. He mentioned that, in collaboration with the IT team, efforts are being made to identify eligible students who could benefit from this program. Furthermore, he suggested that departments also have the option to recommend deserving female students who are genuinely in need of financial assistance.


04. 11. 22
Dr. Shyam Pandey
Principal
Yogoda Satsanga Mahavidyalaya
Jagarnathpur, Dhurwa, Ranchi



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Action Taken Report

Meeting held on 2nd November 2022

1. NAAC Assessment and Accreditation Workshop

A 6-day NAAC Assessment and Accreditation workshop was conducted from 24th November 2022 to 30th November 2022. Criteria specific action plans were prepared based on the insights shared by the attendees during the workshop.

2. Recruitment of New members of non-teaching staff.

Induction Programme for non-teaching staff was conducted from 16th November to 21st November 2022.

3. Launch of Student Mentorship Program

The student mentorship program for the students of the session 2022-26 was launched on 8th December 2022.

4. Energy Audit

The Energy audit was conducted in the month of February 2023.

5. Certification Courses

Several certification courses have been launched in the Academic Year 2022-23.

6. Library Upgradation

Partial implementation of Koha was completed on 10th March 2023.

7. Procurement of books as per NEP Curriculum

1203 books based on the NEP curriculum were procured on 20.02.2023

8. Course Plan implementation

Faculty-specific course plan implementation workshop conducted in the first week of December 2022.

9. Any other

- ✓ Jigyasa platform launched on 30th November 2022.
- ✓ Salary slips being distributed to members of teaching and non-teaching staff.
- ✓ Workshop on "Managing Research and Academic Ethics" conducted by RAC on 16th January 2023.
- ✓ Zoom Pro Plan purchased. It is being used to host webinars.
- ✓ 156 girls students received scholarship worth Rs. 15,45,500 from JSP Foundation.


Principal
Yogoda Satsanga Mahavidyalaya
Jagamathour, Ranchi



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INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

A meeting of the members of the IQAC was held at the CVS Boardroom at 3pm on 11th February 2023.

Members Present (Annexed)

Backdrop

The Internal Quality Assurance Cell collected feedback from the faculty members on varied parameters including infrastructural support. The feedback thus collected was analyzed. An important concern raised by a few faculty members was related to the space constraints in the staffroom, which was also deliberated in the Operations and Management Committee (OMC) meeting held on 29th July 2022.

Now that the new infrastructural facility is ready (MPA +4 LHs) and also a new project building under RUSA is lined up, to ensure the optimum utilization of the infrastructure (existing as well as augmented), a meeting had been convened to discuss the following agendas:

- (a) Allocation of the 4 new Lecture Halls including new faculty sitting space/staffroom.
- (b) Relocating the Fee Counter.
- (c) Relocating the IT Cell and two other departments to Room no. G12.
- (d) Existing Faculty Sitting Space/Staffroom

Discussions

1. Allocation of the 4 new Lecture Halls including the new faculty sitting space/staffroom.

- Dr. Shyam Pandey, Principal briefed the members present about the seating capacity of the classrooms and that of the faculty sitting space/staffroom in the new building.
- To ensure the optimum utilization of the new facility it was proposed that the classes of the Commerce Department may be conducted in the MPA building owing to the strength of both the faculty members and the students.
- To ensure smooth transition of the commerce students to the main building for their classes of common courses, a gap of 5 minutes may be kept while scheduling the classes.

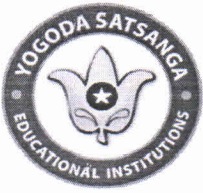
2. Relocating the Fee Counter

Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
Email: ysmprincipal@gmail.com, Web: ysei.edu.in

Under the auspices of YOGODA SATSANGA SOCIETY OF INDIA

Founder: SRI SRI PARAMAHANSA YOGANANDA • President: SRI SRI SWAMI CHIDANANDA GIRI





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In lieu of the upcoming RUSA Building, the present set up of the fee counter will have to be dismantled and it was therefore decided that the fee counter may temporarily be shifted to Room number 5 of the CVS Building.

3. Relocating the IT Cell along with two other departments to Room no.G-12.

- Prof. Vishwakarma pointed out the shortcomings of the present location of the IT Cell. He said that the present IT Cell does not possess any window/counter to facilitate the students or address the students' query.
- Owing to the increased emphasis on e-governance and also to meet other mandatory requirements of the University to set up CSC (reference letter no PL/268/23), it was decided that the IT Cell shall be relocated to room no G-12 of the main building.
- Additionally, two Departments viz., Hindi and Political Science may be relocated to room no. G-12 along with the IT Cell. The Principal would discuss the same with the concerned HODs before it is formally implemented.

4. Existing Faculty Sitting Space/Staffroom

- Due to the tentative relocation of three departments viz., Commerce, Hindi and Political Science, the resultant additional faculty space may be rationally be allocated to the remaining departments post discussion with the Head of the respective Departments.
- Dr. Mritunjay Kumar suggested that due to relocation of the IT Cell to the ground floor, the present IT Cell on the first floor may also be put to use. After deliberations on the same, it was decided that it may be converted into a meeting room for faculty members across departments. Dr. Shyam Pandey, Principal added that the space may additionally be used by our visiting faculty/guest faculty which we may hire to cater to the NEP Curriculum.

5. Any Other

Dr. P.K. Sinha pointed out the difficulty of having a joint sitting space of the Department of Philosophy with the Department of Sanskrit. Dr. Shyam assured resolution of the same.

Enclosure: Attendance sheet.

Dr. Shyam Pandey

Principal

Shyam
11.02.2023
Principal
Yogoda Satsanga Mahavidyalaya
Jagannathpur, Dhurwa, Ranchi-4

Simran Kaur
11/02/2023

Prof. Simran Kaur

Co-Coordinator, IQAC

Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
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Under the auspices of YOGODA SATSANGA SOCIETY OF INDIA
Founder: SRI SRI PARAMAHANSA YOGANANDA • President: SRI SRI SWAMI CHIDANANDA GIRI




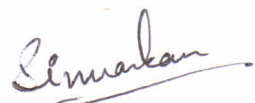
Action Taken Report of the Internal Quality Assurance Cell (IQAC) Meeting convened on 11th February 2023:

1. Pursuant to the decisions made during the meeting, the commencement of classes for the commerce department took place in the newly constructed MPA building with effect from 17th February 2023.
2. In accordance with the resolution regarding the relocation of the fee counter (in lieu of the forthcoming RUSA building), the existing arrangement for the fee counter was relocated to Room No. 5 of the CVS Building, where it has since commenced operations.

Please find the above actions formally reported and duly implemented as per the directives of the IQAC meeting held on the aforesaid date.

Dr. Shyam Pandey
Principal


Principal
Yogoda Satsanga Mahavidyalaya
Jagannathpur, Dhurwa, Ranchi-4


Prof. Simran Kaur
Co-Coordinator, IQAC