



Best Practice 01

Academic Year 2022-23

1. Title of the Practice

Capacity Building and Skill Enhancement Initiatives.

2. Objective of the Practice (100 words)

The objective of running certificate courses, regular workshops, and skill development training in college for the students is to:

(a) **Bridge the gap** between theoretical knowledge gained in classrooms and real-world application.

(b) Equip students with the **knowledge, abilities, and practical skills** necessary to excel in their academic pursuits and future careers.

(c) Provide them with comprehensive opportunities for **capacity building** and **skill enhancement**

The certificate programs, skill training sessions, and workshops being offered at YSM focus not only on academic excellence but also on holistic development. They provide students with a platform to cultivate essential life skills such as critical thinking, problem-solving, effective communication, teamwork, and leadership. These skills are vital for success in both personal and professional domains.

3. The Context (150 words)

The college has effectively tackled the **financial implications of certification courses** by negotiating with certifying agencies, signing MOUs, and collaborating with companies for CSR funding. They also bear a portion of the course costs to alleviate the financial burden on students from disadvantaged backgrounds.

To minimize **waiting periods and scheduling conflicts**, the Routine committee coordinates with different departments to align schedules and optimize course timings. Certain courses, like Martial Arts and Karate, have been scheduled in the morning hours before regular classes begin.

The **dependency on the university's examination system** is addressed by rescheduling certification course classes when university exams are announced (not as per the examination calendar of the University). This ensures that students have enough time for exam preparation, although it may disrupt the flow of the course.

Language and distance barriers are being tackled by the college through various initiatives. The college provides support to improve students' language skills through in-house programs such as Communicative English courses. Additionally, collaborations with other organizations have been established to offer language related training and support. The college recognizes the limitations faced by first-generation learners and students from remote areas, particularly regarding online certification courses, where access to smartphones is limited.





Overall, the college has successfully addressed these challenges by prioritizing affordability, providing infrastructure support, coordinating schedules, rescheduling classes during exams, and implementing language support programs to make certification courses more accessible for all students.

4. Practice (400 words)

- The college offers certification courses to provide **alternative avenues for specialized learning beyond traditional degree programs.**
- The courses are designed based on identified skill gaps among students, tailoring the curriculum delivery to suit their needs.
- In the academic year 2022-23, the college launched 14 diverse certification courses, including Office Operation Executive, Field Survey Enumerator, Communicative English, Tally with GST, Cloud Computing, Cyber Security, Solid Waste Management, Martial Arts, Karate, and English at Work. Over the year numerous workshops, guest lectures, and webinars have been conducted in-house by several departments while some are in collaboration with other institutions as well.
- The college has implemented an online registration process for all certification courses, accessible through the dedicated add-on course registration panel on the college website. This convenient online system allows students to easily enroll in the courses of their choice.
- To maintain high academic standards, the college ensures that the batch sizes for each course are limited, allowing for personalized attention and enhanced learning experiences.
- In order to cater to the specific needs and interests of different departments, certain courses are exclusively offered to particular departments. For instance, the Tally course is tailored for Commerce students, while the Cloud Computing course is designed for IT department students.
- Interdisciplinary learning is encouraged through the availability of generic courses open to students from various departments like Martial Arts, English at Work, and Karate.
- The introduction of specialized courses reflects the college's commitment to staying updated with emerging trends and meeting the evolving needs of students and the job market.
- The certification courses allow students to explore their interests, improve their employability, and broaden their educational horizons beyond traditional degree programs.

5. Evidence of Success (200 words)

- The certification courses were highly successful, as evidenced by **full seats in each batch** in most of the courses.





- **Student feedback** after completing the courses was **consistently positive**, indicating a high level of satisfaction and value gained from the training.
- Due to popular demand, **subsequent batches of the certification courses** were initiated to accommodate more students and meet the growing interest. The second batch of Tally and Communicative English has been launched.
- A noteworthy achievement is that almost **100% of the students who enrolled in the certification courses successfully completed** the training, indicating a high level of commitment and engagement.
- The success of the certification courses was further demonstrated by some final-year students receiving pre-placement offers after successfully completing the training, showcasing the practical skills and knowledge they acquired through the courses

6. Problems Encountered and Resources Required (150 words)

Problems Encountered in Launching Certificate Courses:

- (a) Financial Implication:
Affordability of certification course charges for students from socioeconomically disadvantaged backgrounds.
- (b) Significant Waiting Period:
Scheduling conflicts among students from different departments with different class timings.
- (c) Disruption due to University Examination Scheduling:
Adjustments required when university exams are announced, affecting the pace of learning and potentially creating gaps in knowledge.
- (d) Language and Distance Barrier:
Language barriers to taking advantage of courses offered online and limited access to smartphones for students from remote areas.

Resources Required in Launching Certificate Courses:

- (a) Negotiation Skills:
To establish partnerships and negotiate with certifying agencies for affordable course charges.
- (b) Infrastructure Support:
Providing necessary facilities and resources to conduct the courses effectively from the campus.
- (c) Memorandums of Understanding (MOUs):
Collaborating with companies for skill-based training and securing Corporate Social Responsibility (CSR) funding.





(d) Language Support Programs/Training Sessions:

Conduct in-house programs to improve students' language skills and collaborate with other organizations to offer language courses.

(e) Online Registration System:

Implementing an online registration process for easy enrolment in the courses.

(f) Student Support Services:

Providing assistance and guidance to students throughout the duration of the certification courses.

These resources and strategies served well for addressing the problems encountered in launching certificate courses and ensuring the successful implementation and delivery of high-quality and accessible training programs for students.

Detailed Report of Certificate Courses: [https://ysmranchi.net/upload/5.1.3_AQAR_\(2022-23\).pdf](https://ysmranchi.net/upload/5.1.3_AQAR_(2022-23).pdf)

Best Practice 02

1. TITLE OF THE PRACTICE

Digitizing academic and administrative activities for efficient and inclusive college operations.

2. OBJECTIVE

A Technology mediated ecosystem has several advantages. The main objectives of the practice include:

- To ensure uninterrupted teaching and learning, especially for non-examinee batches during university examinations when physical classes are not feasible.
- To train faculty members and students on the use of ICT.
- To create a more connected and collaborative learning environment.
- To enable efficient data management and analysis.
- To make processes faster and more efficient by digitalizing administrative tasks.

3. CONTEXT

The Covid-19 pandemic had significantly impacted education systems worldwide, forcing colleges to adapt to new ways of teaching and learning in order to ensure the continuity of educational activities. Our college, located in a semi urban area, initially faced challenges related to technical know-how, availability and compatibility of multimedia aids, and internet connectivity for both teachers and learners.

To address these challenges, the college has taken several initiatives. The college is a Wi-Fi enabled campus and also boasts a Digital Knowledge Centre that houses various systems that are meant for easy access of the students and faculty members. Additionally, the college's dedicated IT Cell conducts workshops to bridge the technology gap. Workshops, online tutorials, and ongoing





technical support have helped students and faculty become familiar with digital platforms and processes.

In an effort to provide further assistance, the college has provided laptops to faculty members, facilitating their engagement with digital teaching tools. Engaging faculty members through effective communication meetings and involving them in decision-making processes has also helped overcome resistance and foster a positive environment for digitization.

Recognizing the importance of technology in education, the college has always prioritized upgrading its infrastructure, particularly focusing on IT infrastructure and hardware. This aligns with the goals set by the New Education Policy 2020, which highlights the transformative potential of technology in providing equitable and inclusive education to all students. In the 2022-23 academic year, the college invested in 12 laptops, conference equipment, headphones, webcams, projectors, and Zoom subscriptions. By addressing the challenges and embracing technology, the college aims to ensure that teaching-learning and other routine activities continue seamlessly.

4. PRACTICE

(a) Academics

(i) Connectivity and Communication:

- Utilization of online platforms like WhatsApp, Telegram, Facebook, and an e-college portal to facilitate connectivity among teachers, learners, and college management.

(ii) Departmental/Semester-specific Groups:

- Creation of functional WhatsApp groups for each department/semester to disseminate notices, information, pdf notes, registration forms, feedback forms, and links to online classes.
- These groups supplement curricular, co-curricular, and extracurricular activities.

(iii) Official YouTube Channel:

- Establishment of an official YouTube channel for the college to upload recorded lectures, live stream important events, share motivational talks by Senior Monks of YYS, and provide tutorials for various activities such as admission processes.
- The YouTube channel contains over 250 lecture videos and other content.

(iv) Online Classes :

- Even post pandemic, several faculty members engage in online classes to supplement their regular classes. Specially during phase of examinations, faculty members conduct online classes when physical conduct of classes isn't possible.

(v) Departmental Webinars and Collaborations:

- Conducting departmental webinars, collaborating with institutions like Shoolini University and Jharkhand Rai University.
- Jointly hosting webinars to provide students with access to expertise and knowledge.





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- Organizing an International Conference in a hybrid mode, where experts from around the world shared their insights.

(vi) Virtual Events:

- Continued celebration of important events online even after the pandemic receded, such as the virtual celebration of Indian Constitution Day 2022, Jharkhand Foundation Day 2022, webinar on Climate Change as a part of World Environment Week Celebration 2023 to name a few.
- Conducting online parent-teacher interactions, alumni meet by the Department of Economics.

(vii) E-library:

- Subscription to N-List, providing access to a vast repository of scholarly material for teachers and faculty members.
- Conducting awareness workshops to familiarize stakeholders with the e-library.
- Implementation of an Online Public Access Catalogue, allowing students to search for books using their own portable devices.
- Implementation of an email alert service for book issuing, returns, and overdue notifications.
- Installation of the latest version of Koha on the cloud for book check-in and check-out.

(viii) JIGYASA E-learning Platform:

- Launch of the JIGYASA e-learning platform on the college website on November 30, 2023.
- Students can post questions and connect with faculty members to receive unique insights and quality answers.

(ix) Online FDP and Workshops for Faculty Members:

- Facilitation of online Faculty Development Programs (FDPs) and workshops to enhance the quality of education.
- Organizing a one-day online workshop on 'Managing Research and Academic Ethics' on January 16, 2023, in collaboration with the Research Advisory Council (RAC) and the IQAC. It witnessed participation of all the faculty members from the Mahavidyalaya, with Dr. Sumanta Dutta as the resource person.
- Registration and participation of 31 faculty members in a 36-hour online training program recognized by UGC as equivalent to a 6-day short-term professional development program of UGC-HRDC.

(x) Online Feedback Collection:

- Implementation of online feedback collection from stakeholders, including students and teachers on teaching learning aspects.

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These practices demonstrate the college's proactive approach to leveraging online platforms, fostering communication, providing educational resources, adapting to the pandemic, provide access to scholarly resources, promote faculty development, and collect feedback for continuous improvement and organizing engaging virtual events for the benefit of teachers, learners, and the overall college community.

IT Infrastructure/Services for Academic Purposes

- ✓ Number of Computers and Laptops solely for Academic purposes.
- ✓ ICT enabled classrooms
- ✓ Wi-fi campus
- ✓ Zoom version for webinars and online events
- ✓ Language Lab Software
- ✓ Digital Knowledge Centre
- ✓ Computer Lab
- ✓ N-list Subscription

(b) Administrative Activities

(i) Communication and Meetings:

- Routine communication with students, teachers, and university officials primarily conducted online.
- Transition to virtual meetings even as the situation improved post pandemic reflects the college's dedication to innovation and progress.

(ii) Faculty MIS through UTKARSH:

- Implementation of an online platform called e-college on the college website.
- Faculty members share class details and daily engagement on the UTKARSH portal.

(iii) E- college portal

- Individual Dashboards for the students and the faculty members on the e-college portal.
- In the Academic Year 2022-23, there has been a provision of online salary slips to the employees. The online leave management system is already in process.

(iv) Digitized Biometric Attendance System:

- Implementation of a digitized biometric attendance system for teachers.
- Recording of check-in and check-out times electronically and generation of monthly reports.





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- Notifications and reminders for early departures shared via email enhances transparency and accountability.

(v) Dedicated IT Cell:

- The IT Cell plays a crucial role in automation and digitization.
- Development of a digitization strategy, technical support, management of IT infrastructure, development of custom applications, and training for faculty and staff.

(vi) Telegram and WhatsApp Groups:

- More than 3000 students connected to the official college channel on Telegram.
- Functional WhatsApp groups for officials and faculty members for sharing information, coordinating events and meetings, and providing support and guidance.

(vii) Official Facebook Page:

- Platform to connect with students, faculty, alumni, and the broader community.
- Regular and timely sharing of news, updates, campus life, and engaging with the community.

(viii) Domain-based Email ID:

- Processing of leave applications, approvals for departmental initiatives, and sharing of official reports conducted through email.

(ix) Student Support Initiatives:

- Full automation of admissions and fee payment.
- Online fee waiver application, TC generation, registration for certificate courses.
- Student dashboard and e-college portal on the college website.
- Online submission of grievances.

(x) In-house IT Training:

- Efforts to improve the digital literacy of non-teaching staff through in-house IT training.

(xi) Dynamic Website:

- College website provides online services such as admission, fee payment, and e-college portal.
- Regular updates on news, events, cultural festivals, seminars, workshops, conferences, and academic activities.

5. EVIDENCE OF SUCCESS

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- The adoption of online learning platforms, video conferencing tools, and other digital resources allowed **ensures continuity of education** to the students despite the disruption caused by the examination.
- The use of technology has also allowed for greater flexibility and accessibility, with students being able to **access support services at their convenience**. All student-centric activities commencing from application for admission to TC generation are being successfully executed online.
- The college has been **conducting webinars by inviting experts** from outside, thereby providing valuable learning opportunities for the students and the teachers without having to provide for the travel and accommodations for guest speakers. This has resulted in cost savings for the college and make it easier to schedule webinars at a time that is convenient for both the guest speaker and the audience.
- The college has functional MOUs with Shoolini University, Jharkhand Rai University. We have been leveraging technology to **host joint events** online.
- Digitization has enabled **efficient data management and analysis**. By digitizing academic and administrative processes, colleges collect and store data in centralized systems, making it easier to **manage and retrieve information when needed**.
- **Reduced costs** associated with paper-based processes, physical storage.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

The sheer urgency of inculcating e-learning into the conventional setup of college education brought a *few initial hiccups*:

- Conditioning learners to adapt to online learning.
- Ensuring connectivity of students in rural area and students pertaining to financially and/ or educationally disadvantaged groups.
- Familiarizing learners as well as teachers with the effective use of viable online platforms and the creation and dissemination of e-content.
- Additional support to some of the students who are not technically proficient. Many a times students come up with grievances pertaining to failed online payments/technical glitches.

Nonetheless, *the dedication of the members of the faculty and the prompt initiatives undertaken by the college management and, in particular, the IT Cell*, has encouraged the learners to embrace the newer possibilities ushered in. The college has made effective use of technology and learning resources to keep up with the challenges. However, availability of more resources will definitely complement the college's sustained efforts in empowering its learners like Provision for in-campus availability of more computers systems, etc as many of the learners





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cannot afford their personal computers and smartphones, which challenges their continued involvement in curricular and other activities.

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