



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



BEST PRACTICES FOR THE YEAR 2020-21

BEST PRACTICE NO. 1

E- Learning: New Educational Horizons in the post- COVID- 19 Scenario

Principles/ Intended outcomes:

- To make teaching- learning more interactive, holistic, and flexible in the wake of challenges brought by COVID- 19 outbreak.
- To facilitate inclusion of learners in a globalized and technological setup.

Context:

The COVID- 19 lockdown demanded an immediate reliance on e- Learning. Technological knowhow, availability of and compatibility with multimedia aids were challenges for both teachers and learners. To discuss and explore all possible aspects of online teaching-learning and its viability, the Mahavidyalaya promptly convened a meeting of the Academic Council. The meeting primarily aimed to ensure continuity of teaching and learning during lockdown. Immediate steps were taken to gain grip over the disruption caused by the pandemic. The consequent initiatives have proved their efficacy in the long run as well, turning the challenge into an enriching experience.

Practice:

- Connectivity of teachers, learners, and college management through online platforms like WhatsApp, Telegram, YouTube and such others.
- Formation of functional Department/Semester wise WhatsApp groups to supplement the curricular, co- curricular, and extra- curricular activities.
- Online dissemination of study material in the form of e- documents and lecture videos on YouTube. More than 250 lecture videos have been uploaded on the YouTube channel of the Mahavidyalaya.
- Pivotal role of the IT Cell of the Mahavidyalayain framing modalities and faculty assistance in the creation and dissemination of e- learning content.
- Regular conduction of online classes through Zoom, Google Meet and other suitable platforms as required by the institution.

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- Timely conduct of online end-semester examination for all semesters as per the directives of the University. The mid-semester examinations during the lockdown were conducted online through WhatsApp and Google forms. Viva-Voce examinations were also conducted via Video call.
- Effective conduction of departmental webinars with active participation of external resource persons and even that of students.
- Continuation of Students Society activities on virtual platforms.
- Regular conduction of contests and celebration of national festivals and culturally significant days in online mode.
- To take care of the psychological and emotional well-being of our students, a webinar on 'Lockdown Fallout: Winning over academic and emotional stressors- Through Yogic Path' was organized. Apart from such webinars, the teachers also regularly kept in touch with the students to address all their problems.

Evidence of success:

The pedagogical shift brought by e- learning has produced noticeable favorable outcomes.

- Learning gap, as gauged tentatively in the wake of the disruption of classroom teaching, has been prevented considerably with the help of e- learning facilities. Absence of such initiatives could have triggered dropout cases among educationally disadvantaged learners.
- Inculcation of multimedia has made learning more interactive and flexible. Diverse visual and aural media compliment the unique learning needs of individual learners. Recapitulation of ongoing/ completed lessons becomes easier with e- content.
- E- learning offers quick, transparent, and objectively verifiable evaluation, assessment, and feedback. Use of online applications like Google Forms and Google Classroom is a case in point.

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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.

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 by e- learning. The college has made effective use of technology and learning resources to keep up with the challenges of e- learning. However, availability of more resources will definitely complement the college's sustained efforts in empowering its learners:

- Provision for in- campus availability of more computers, smartphones, tablets and other e- learning devices, which the poor students can use as and when required; many of the learners cannot afford their personal computers and smartphones, which has challenged their continued involvement in curricular and other activities.
- Provision and infrastructure for updated software and hardware and training modules for ensuring sustainable enrichment of teachers in conducting online/ hybrid teaching.
- Provision and infrastructure for add- on courses and training modules for aiding learners to navigate e- learning.

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BEST PRACTICES FOR THE YEAR 2020-21

BEST PRACTICE NO. 2

Decentralization and Participative Management

Principles/ Intended outcomes:

Decentralization and Participative Management has long been acknowledged as an essential ingredient in improving the efficiency of any institution. We endeavor to develop an efficient, transparent and consultative work culture through this practice. Participative Management intends to enhance morale, commitment and enthusiasm amongst the staff in the pursuit of institutional goals. This would also create amongst the staff a sense of belongingness with the institution and foster an atmosphere of trust. The Mahavidyalaya has a mechanism for delegating authority and providing operational autonomy to all the functionaries to work towards a decentralized governance system.

Context:

Every institution committed to excellence needs to optimize as well as expand its reach and potential. Participative Management is the keystone to build up an organic collaboration of all the stakeholders. A democratic and decentralized setup acknowledges the needs and inputs of all the peers, which, in turn, encourages a heightened sense of commitment towards the institution. Also, it enhances accountability and transparency on part of the institution.

It took months of painstaking efforts, immeasurable team work and a focused mindset to create a comprehensive written book of procedures and rules that were compliant with the affiliating guidelines and spirit and principles of the Mother Body, YSS. Also, there were certain pre-conditions for change that had to be planned. We aimed at executing it incrementally rather than all at once since it required modification of traditional decision-making roles.

Practice:

Effective leadership is visible in the institutional practice of decentralization and participative management. The governance of the institution ensures and encourages participative and collective decision making in all academic and administrative activities.

- Representatives of the teachers, the guardians and the Ranchi University are members of the **Governing Body** of the institution. The Governing body takes decisions in policy- matters and administrative concerns of the institution.

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- **GB Management Council (GBMC)**, an executive body of the Governing Body, monitors implementation of decisions as per the management matrix. GBMC provides timely guidance to operations, academic delivery, budgetary functions, HR issues and strategic planning.
- The GBMC also engages with the **Operation and Management Committee (OMC)**, a committee which manages and governs campus operations including academics, research, administration and comprises of Heads of all the Departments, IQAC coordinator (permanent invitee) and key functionaries, besides some members of the GBMC.
- The Principal is the chairperson of **the IQAC** that drafts and proposes most of the new initiatives at the institutional level. It also has representation from members of the management, faculty members and members of non-teaching staff from different verticals, students, and representatives of the alumni and the community.
- YSM, as an institution, is governed through **multiple committees**. There is a detailed distribution and delegation of work through the comprehensive system of committees with set SOPs.
- For instance, the academic activities of the institution are governed by the decisions taken in the Academic Council comprising of the teachers and the Principal. The apex of the management gives generous amount of freedom and flexibility to the Principal and Academic Council to lead the academic activities of the college.
- Likewise, the Purchase cum Disposal Committee (PDC) streamlines all the purchase and disposal procedures, duly aligned with the administrative and financial matrix of the college. This committee, too, has members of the management, the teaching staff as well as the non-teaching staff.
- The Proctorial Board, responsible for anti-ragging measures and grievance redressal of students, comprises of faculty members, members of non-teaching staff and student volunteers of the Discipline Committee (DC).

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- Special committees are also constituted with joint representation of members of the management and the teaching and the non-teaching communities to address specific issues.
- A special pay fixation committee has been constituted comprising of Bursar and senior faculty members to fix the salaries of the teaching staff before forwarding it to the University. Similarly, a special committee was constituted comprising of members of the management and the non-teaching staff for disbursement of arrears received for the non-teaching staff of the institution. Likewise, there is a Pension Cell and a Fee waiver committee to address matters related to pension and fee waiver respectively.
- Functioning of student- driven clubs/bodies like **Team Pehchan** further reinforces decentralization.

The aforementioned instances illustrate several practices of decentralization and participative management practiced in the institution. At YSM, all the stakeholders concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution.

Evidence of success:

The success of any institution is the result of the combined efforts of all the stakeholders, right from the top-level management to members of the staff and students. The involvement and cooperation of all the stakeholders in devising and implementing policies for academic and administrative affairs through various bodies and committees has contributed to the growth of the institution. This practice has helped us create a more equitable and collaborative environment as each faculty member is a part of one or the other committee.

Since the employees are a part of the decision-making process, we have witnessed that they are now more involved in their work. Despite the recent pandemic and WFH scenario, the different committees continued performing their stipulated functions.

Moreover, the quality of decisions taken has improved as insight from all the stakeholders is sought in some form or the other. There is no resentment amongst the staff whenever a new policy/course of action is adopted as this practice has brought the decision makers close to the beneficiaries. During the entire pandemic, all our faculty members, whether techno-savvy or not, ensured continuity of the teaching- learning activities based on the decision of the Academic Council. Likewise, the Prospectus Committee and the Admission Committee also ensured smooth and timely completion of their work assigned during this period.

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Problems encountered and resources required:

The institution has always had a participatory and inclusive approach towards its management. As the approach becomes more formally detailed and clarified, Participative Management becomes more and more smooth and effective. Besides a few bumps here and there, no debilitating challenges have been encountered so far.

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