



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



7.2.1 - Describe two best practices successfully implemented by the Institution as per the NAAC format provided in the Manual.

Best Practice I

1. Title of the Practice:

Purna Parv- Employee Recognition & Award Ceremony

2. Objective

To serve as a motivating factor for the achievements and extraordinary contribution of staff members, teaching as well as non-teaching, over and above their routine duties, the Mahavidyalaya instituted the Annual Purna Parv, which is primarily an employee recognition and award ceremony.

The practice, aimed at creating a positive work environment, has a broad scope and covers areas from academic achievements to outstanding innovative entrepreneurial and humane endeavors. The eligibility criteria for the rewards cover individuals as well as groups, thereby appreciating both individual and team efforts. The purpose of this practice is not only to inculcate a competitive spirit amongst staff members but also to make them all see the big picture-that each of them is contributing significantly towards the institution and its stakeholders and their contribution is valued.

3. Context

The online recognition program is an innovative best practice initiated during the covid times. Since the teaching-learning activities and the routine administrative/office tasks had shifted to virtual space therefore the policy parameters for employee recognition/performance evaluation had to be defined in a way that the efforts and contribution of every employee could be acknowledged and duly rewarded. The mechanism for the evaluation of employee performance, therefore, needed to be planned and executed in such a manner that it would not only serve as an encouragement and enthusiasm - instilling purpose but also ensure that no effort went unrecognized. It was desirable too, to mark achievements and milestones in these stressful times.

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4. The Practice:

With a view to recognizing our team members and serving as a motivating factor for employees who have been performing in an extraordinary manner and with devotion, incentive awards were given. All HOD's/Functional Heads/Concerned Managers were requested to mail to the Additional Secretary-cum-Principal the citation of the employees being recommended for the incentive awards from their respective departments. In either case, the recommendation from the Principal was kept essential. Besides the above recommendation, members of the Management Committee used their discretionary power to nominate any employee beyond the eligibility mentioned.

Employees were nominated from diverse areas like online teaching-learning engagement, academic initiatives, publications, student satisfaction, innovations adopted in respective fields of work, entrepreneurship, and other behavioral aspects. There was maintained adequate space to include any other relevant aspect worthy of reward.

The awards are broadly classified into two categories viz., Excellence Awards and Instant Incentive Awards for Dedication to Duty. These awards covered both individuals and teamwork.

Rating criteria to decide the individual rewards for excellence is based not only on technical aspects but also on behavioral aspects. Based on the impact created by the employees in creating excellence in their respective domain, excellence awards are further divided into three categories viz., outstanding (a sum of Rs 5000 for those who created long-term impact and showcased leadership abilities, initiative, and strong interpersonal skills), commendable (a sum of Rs 2000 for those who create medium-term impact along with high-performance standards) and valuable (a sum of Rs 1000 for those who make efforts leading to an immediate improvement in the quality of results).

The second category of awards i.e., the Instant Incentive award for dedication to duty is given to appreciate a single act of devotion to duty. This award too is based on the recommendation of the HOD/ Principal approval by two members of the Award Committee.

Owing to the restrictions posed by the Covid-19 pandemic, the recognition program was held online through a virtual meeting on September 4, 2021, and only cash awards could be disbursed online to the awardees. Later, on May 10, 2022, the physical distribution of the memento and certificate to all such employees took place in the Seminar Hall of the Mahavidyalaya. A few prominent members of the Mahavidyalaya also graced the occasion with their virtual presence.

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Since the pursuit of excellence is a continuous journey, employee feedback regarding the Prerna Parv and suggestions regarding areas of improvement was/is also sought.

5. Evidence of success:

This practice exhibited such overwhelming success that it immediately was recognized as a best practice. The pandemic years, a testing time for everyone, proved to be a great acid test for each of the teaching and non-teaching staff of this institution. Recognition was an easy way to demonstrate that the service of the employee is valued.

The online mode of teaching was taken up as a challenge, especially by the senior teachers who were comparatively less techno-savvy. They made all efforts to ensure the continuity of the teaching-learning activity throughout the pandemic. There were many employees who continued to engage in their online classes in accordance with the stipulated routine even though their family members were covid-struck, such was the level of motivation and dedication. The faculty members ensured the timely completion of the syllabus and even conducted online examinations. The faculty also communicated their classroom/other engagements on a day-to-day basis in the appropriate forums. Many other employees also started exhibiting leadership abilities and shouldering additional responsibilities even in trying times. As far as the non-teaching staff is concerned, many of them reported to the college on an everyday basis and continued performing their duties throughout the pandemic following all the necessary covid protocols. Despite the covid-19 crisis, there was very less absenteeism. All routine and administrative tasks were carried out smoothly and on time.

6. Problems encountered and resources required.

It was a challenge for the decision makers/award committee to assess and reward the efforts of employees judiciously as there were some employees who were technologically sound from the outset while some others who invested a lot of time and energy to hone their skills and become tech-savvy to be able to deliver in the work from home scenario.

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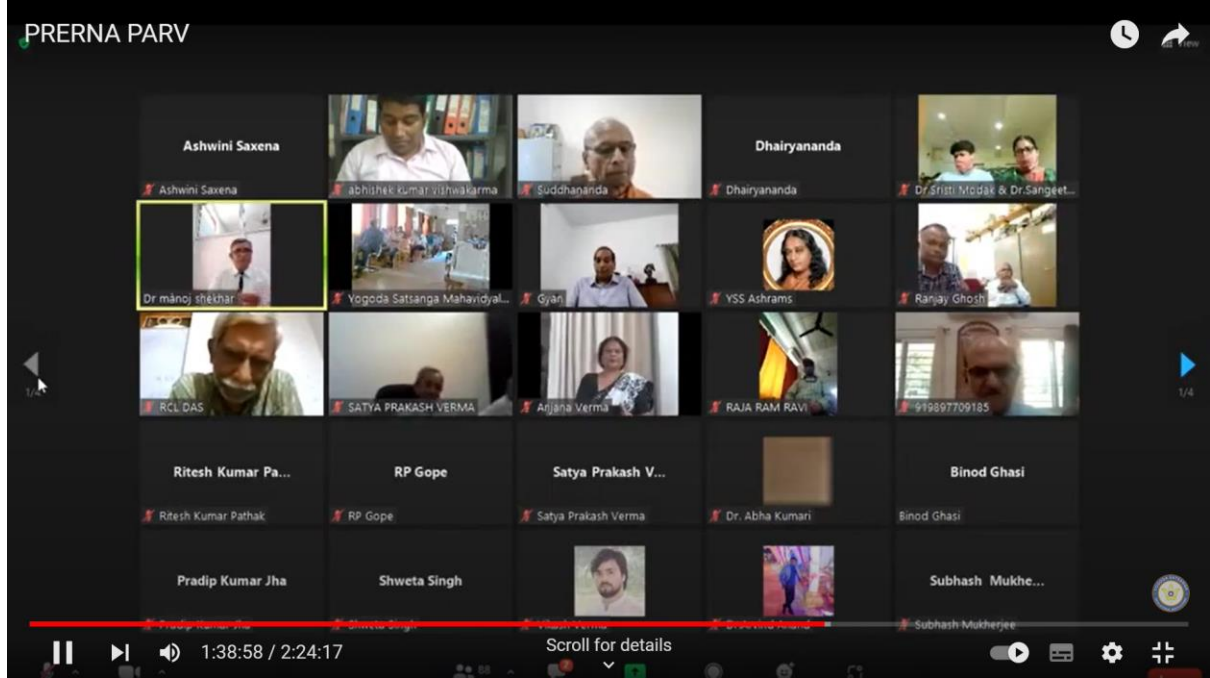
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A glimpse of the Programme:



Online Recognition of Employees on 4th September 2021 \n YouTube Link to the online event: <https://youtu.be/HNnbqaAGoRc>



Perna Parv memento distribution on May 10, 2022.

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Best Practice II.

1. Title of the Practice

Sensitization of Students towards Community Service through NSS Activities

2. Objective

The NSS Units of the Mahavidyalaya have adopted two neighboring villages. The benefit of developing the proximity of our college students with the neighboring community is manifold. Not only does it seek to bring about a qualitative change in the lives of the neighboring villagers but also serves as a great mechanism to sensitize our students to give back to society.

3. Context

The importance of community services is greater now than ever after a pandemic that has upended the lives of so many people worldwide. NSS enables students to understand themselves in relation to the Community. It helps them develop an understanding of the needs and problems of the local community. No doubt, the government takes up welfare measures to help the rural people but owing to a lack of awareness and other factors the benefit does not reach them which is a grim reality that further makes it imperative to sensitize young minds. Moreover, Community service for students besides developing civic and boosts self-confidence, and self-esteem, and provides them with a sense of accomplishment. This newfound pride will have positive effects not only on their present but also on their future.

4. The Practice

- A week-long special camp was organized by the NSS Unit I in the Masibari Basti from 1st May 2022 to 8th May 2022. Five teams of students undertook a socio-economic survey for the said week. They also made the villagers aware of the importance of health, education, and cleanliness.



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- On May 11, 2022, the NSS, Unit II of the Mahavidyalaya in collaboration with the Inner Wheel Club of Ranchi South carried out a distribution drive wherein clothes and refreshments were distributed to the school children and elderly people of Kute Village, a village that has been adopted by the Mahavidyalaya. The student volunteers interacted with the school children.



NSS Unit I Programme Officer distributing refreshments among the school children.

- The NSS Unit II organized a blood donation camp in collaboration with the Ranchi Institute of Medical Science (RIMS), Ranchi on 11th March 2022. A total of 67 units of Blood was collected. The blood donors included teaching, non-teaching staff, and students of the Mahavidyalaya.

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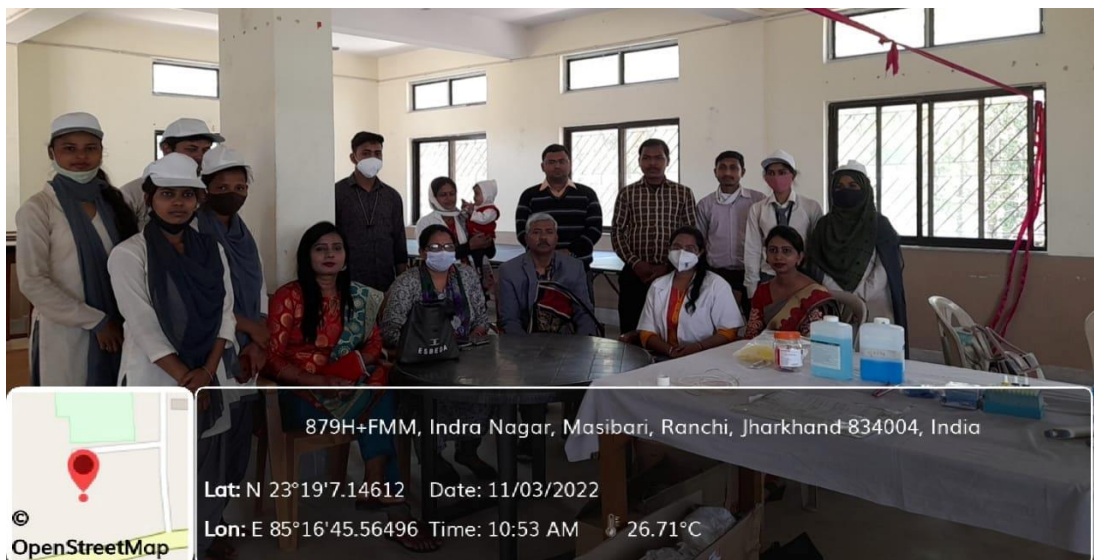


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Blood Donation Camp 2022

- Six Days of Special camp was organized by the NSS Unit I of the Mahavidyalaya in the adopted village of Kute. The following were the issues that the NSS Team addressed.

Day 1-Clean their School and Help them Learn that Cleanliness is next to Godliness (March 3, 2022)

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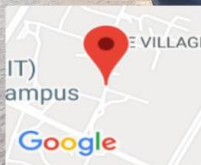


Ranchi, Jharkhand, India

879H+FMM, Indra Nagar, Masibari, Ranchi, Jharkhand 834004, India
Lat 23.318564°
Long 85.279954°
03/03/22 09:25 AM

GPS Map Camera

Day 2- We love our village too (March 4, 2022)



Ranchi, Jharkhand, India

87C8+HFW, Kute Village, Ranchi, Jharkhand 834004, India
Lat 23.321314°
Long 85.266632°
04/03/22 09:49 AM

GPS Map Camera

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Day 3- Get Vaccinated and Be Protected (March 5, 2022)



Day 4- Save Water today for a better tomorrow (March 7, 2022)

Day 5- Each ONE Teach ONE (March 8, 2022)



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Day 6- Necessities for All (Clothes and Food Distribution Drive)- March 10, 2022)



YouTube Link of the camp: https://youtu.be/jPE_IARUgUc

Besides, the weeklong camps the NSS volunteers keep conducting awareness drives, distribution drives, tree plantation drives, and cleanliness drives on a regular basis. The Mahavidyalaya has a student-driven society named Team Pehchan that too carries out such programs as clothes collection and distribution drives. The NCC cadets enthusiastically participate in government initiatives and contribute to nation-building.

5. Evidence of Success

The NSS volunteers have become sensitized and they participate in these camps with great enthusiasm and vigor. The change in the attitude of the villagers towards issues like cleanliness and hygiene is quite evident. The headmaster of the school, the school that our team visited insisted we organize such camps frequently.

Problems encountered and service required.

Given the level and magnitude of the issues faced by the villages, financial resources are a constraint. The attitude of the villagers to blame the government machinery makes it difficult to convince them to favorably participate and reap the benefits of government initiatives. This was also the reason they were not willing to share their issues.

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