



(I) Performance Appraisal

(A) Performance Appraisal System at YSM

Performance Appraisal is an annual methodical assessment of employees across various categories to gauge their performance and facilitate their academic growth and development. At the commencement of each academic year, the college conducts the appraisal of the following:

- Teachers appointed against sanctioned posts. ([Annexure I](#))
- Teachers appointed on a contractual basis in Degree and Centre for Vocational Studies (CVS). ([Annexure-II](#))
- Non-teaching staff (Gr. III and IV) appointed against sanctioned posts. ([Annexure III](#))
- Non-teaching staff employed on a contractual basis. ([Annexure IV](#)).

(B) Process of the Annual Appraisal at YSM

The self-appraisal system at Mahavidyalaya operates as follows:

- The **self-appraisal form is shared with all employees**, while permanent teaching faculties also receive the CCR. Faculty members and certain Grade III non-teaching staff receive the appraisal formats via email, while hard copy formats are provided to others.
- Filled forms**, accompanied by supporting documents, are **shared via email** by the specified deadline.
- The submitted appraisals undergo **processing through the subsequent stages**:
 - Appraiser (Principal)
 - Reviewer (Secretary)
 - Acceptor (Vice-Chairman)
- Thereafter, the individual being appraised interacts with the aforesaid members as per the designated schedule. During the **interaction sessions**, the management provides feedback and also identifies the support individuals need to enhance their performance. During Covid-19, such interactions were held online.

Furthermore, for **permanent faculties, eligible for promotion following government notifications and criteria Annual performance appraisal in a prescribed format will form the basis of recommendation for promotion ([Annexure V](#))**, specific processes are executed based on the appraisal and guidelines. The Screening Committee of the college examines the supporting documents shared by concerned faculty members. Post that, an internal review of the documents, their **CCRs are filled by the Principal and forwarded for promotion to the affiliated university**.





Contractual teaching faculties at CVS receive performance ratings on a scale from 0 to 10. Based on these ratings, their salaries are adjusted by increments of 10%, 12%, or 15%, effective annually from July 3rd. Salary increments for non-teaching contractual employees are also determined through performance ratings.

(II) Employee Welfare and Career Advancement Measures

The institution prioritizes the well-being of both its teaching and non-teaching staff, offering opportunities for career progression and welfare measures. Besides, the provision of timely salaries to all the employees, the college adheres to university standards in terms of leave policies, holidays, and retirement benefits for both teaching and non-teaching staff. Additionally, the college extends further welfare measures to its members.

(A) Financial Benefits

- **Interest-free Loan:** The facility is extended to employees who are not on the government payroll to meet contingent situations. ([Annexure VI](#))
- **Term deposits:** Mahavidyalaya has initiated a facility in which if the deposit in PF account increases from 25000 the extra amount is transferred to the term deposit for a better rate of Interest. ([Annexure VII](#))
- During the COVID-19 pandemic, the college retained all its employees and provided further financial assistance through a 'COVID Allowance'. This support was extended to both contractual staff and employees appointed under government-sanctioned positions who did not receive their full salaries. In total, an amount of Rs 6,60,000 was disbursed to 66 individuals during this challenging period. ([Annexure-VIII](#))
- In 2023, the college implemented a 'Campus Life Allowance' amounting to Rs 3,000 per month for contractual employees paid on a per-class basis. ([Annexure- IX](#))
- The parent organization, YSS, provides **financial aid for medical reasons to non-teaching staff members**. The college assists by submitting the necessary applications and requesting support from YSS on behalf of the staff. ([Annexure X](#))
- A **fee waiver of 80%** is offered to employees' dependents who are enrolled in any academic program at the college. ([Annexure XI](#))
- **Festival Advance** is extended to members of non-teaching staff. ([Annexure XII](#))

(B) Rewards and Recognition:

- **Prerna Parv:** 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 Prerna Parv, in the year 2021, which was primarily an employee recognition and award ceremony held online. The eligibility criteria for the rewards covered individuals as well as groups, thereby appreciating both individual and team efforts. ([Annexure XIII](#)) *Link of the Prerna Parv:* https://www.youtube.com/live/HNnbqaAGoRc?si=P_QM_-nUzKuk6akF
- **Instant Awards**
The college also acknowledges outstanding work/contribution promptly across different domains through instant rewards. ([Annexure XIV](#))





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(C) Other Facilities/Benefits: ([Annexure XV](#))

- Providing Laptops & and Wi-Fi Facilities to faculty members.
- Canteen
- Yoga and Meditation Centre
- Adequate Parking Facility (Two-wheeler and Four-wheeler)
- Gymnasium
- Health Care Unit equipped with first aid provisions and essential basic medications.
- Sports Ground used for recreation after college hours.
- On-Campus UCO-Bank Extension Counter and ATM Facility

(D) Career Advancement/Progression

- **Qualification Enrichment:** Currently, 14 faculty members are actively engaged in doctoral studies, with 3 successfully earning their Ph.D. degrees while employed at the institution. The college supports their academic pursuits by offering necessary assistance. ([Annexure XVI](#))
- **Faculty Development Initiatives:** The college supports faculty members' participation in orientation and refresher courses by granting them leave during the specified period. Additionally, the college organizes its own Faculty Development Programs (FDP), and as part of the Gyanodaya Lecture Series, several lectures have been conducted. ([Annexure XVII](#))
- **IT Training for Non-Teaching Staff:** Mahavidyalaya supports and organises training programme for non-teaching staffs. In the academic year 2022-23, the IQAC and IT Cell organized an in-house digital literacy program called 'DigitALL' for non-teaching staff members. A similar program was conducted in the preceding year as well. ([Annexure XVIII](#))





Annexure I-Appraisal Process and Proforma of Appraisal Proforma for Teachers appointed against sanctioned posts

I. Image capture of the email containing the appraisal format and accompanying instructions provided to the teaching faculty.

From: ysm principal1 <ysmprincipal@gmail.com>

Date: Mon, 25 Jan 2021, 11:44

Subject: Fwd: CCR - SELF APPRAISAL BASED FORMAT FOR 2019-20

To: Dr. A.C.Pathak <Anilpathak56@gmail.com>, Dr. D. Jha 'Sudhir' <djhasudhir5sep@gmail.com>, Dr. D.P.Sarkar <dp_sarkar10@gmail.com>, Dr. M. Shekhar <shekharm3@gmail.com>, Dr. Mritunjay Kumar <Mritunjay26june@gmail.com>, Dr. N.N. Choudhary <amritansh2010@gmail.com>, Dr. P.K. Jha <pkjha57@gmail.com>, Dr. P.K. Sinha <pradeepsnh893@gmail.com>, Dr. P.R.Jha <Prakashrjha123@gmail.com>, Dr. R.C.L. Dr. R.C.L. Das <rcidas2011@gmail.com>, Dr. R.N.Mishra <Ramamishra1956@gmail.com>, Dr. R.P.Gope <77gope2016@gmail.com>, Dr. R.S.Dey <radhashyamdey@gmail.com>, Dr. Ravindra Kumar <ravindrachansh@gmail.com>, Dr. S.N. Prajapati <snpyogoda@gmail.com>, Dr. Sumit Pathak <Pathaksumit1808@gmail.com>, DR (Miss) Amrita Dutta <Hirdutta@gmail.com>, Dr. (Mrs.) A. Verma <anjanavema72@gmail.com>, Dr. (Mrs.) Abha Kumari <abha_kumari0501@gmail.com>, Dr. (Mrs.) S. Choudhary <sunitichoudhary8@gmail.com>, Dr. (Mrs.) Sweta Singh <3shwetak@gmail.com>, Mrs. Pragati Bakshi <Pragati_bakshi@rediffmail.com>, Mrs. Simran Kaur <simran_caur1405@gmail.com>, Ms. Pooja Kumari <Kumara_pooja21294@gmail.com>, Sri Prakash Sahay <Psahay45@gmail.com>, Y.(Com) Dr. MrinalGaurav <mrinalgvr@gmail.com>, INDIRA BANERJI <indira_banerji@rediffmail.com>, Dr. (Mrs.) I.Thakur <indu58thakur@gmail.com>, Subhash Mukherjee <subhashmukherjee68176@gmail.com>, Ashok Kumar <ashokycm@gmail.com>
Cc: Dhairyananda Br <Dhairyananda@yssi.org>, ashwani saxena <gv_aksaxena@yahoo.co.in>

Respected Colleagues

Jai Guru

PFA the integrated CCR format for appraisal of teaching along with appraisal guidelines.

It combines the original CCR Confidential form and self appraisal form (broadly also used for contract faculty, probation staff and promotion appraisals. Comments on the self appraisal will be shared with the faculty, either online or if possible through direct feedback session with GB MC.

Appraisal - Simran-2022-23



Simran kaur <simran.kaur1405@gmail.com>
to RAJA, S

PFA the duly filled-in appraisal form.

Regards

Simran

One attachment • Scanned by Gmail



Reply

Reply all

Forward





Yogoda Satsanga Mahavidyalaya

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II. Image snapshot of the complete self-appraisal form sent via email to the main office by the Teaching faculty.



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JAGANNATHPUR, DHURWA, RANCHI-834004

Appraisal Report permanent faculty for the period of May 2022 to May, 2023

Name: -	Designation: -	Department:-
Date of appointment: -	Date of joining:-	

Guruji talks about impartial introspection, so please instead of being biased about oneself kindly do an impartial introspection seeing oneself objectively so that improvements can be brought about in oneself.

A. Please mention any professional up-gradation and enhancement of your qualification, including the current stage of your doctoral thesis.

B. Performance Factors - Self Appraisal:

S.NO	PERFORMANCE FACTOR	Details	Remarks						
1	Courses taught	Sl No	Courses Name	Even & / or Odd Semester (pt. mention)	No's of Lecture on Campus (Classes taught)	No's of Lecture on Campus (sessions on tutorials, lab and other teaching related activities)	No's of Lecture Online (give video/WA/ Recorded e lectures / PPT breakdown as entered in Utkarsh)		
	Total No's of Classes								
2	%age Attendance in Campus/ Online/ Practical respectively (As per Utkarsh or Dept records)								





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3	Involvement in the College students related activities / research activities: Involvement in A) Placement cell, B) Skill development, C) Expert lectures, D) Research work related activities, E) Certificate courses F) Any other (supporting doc should be attached)		
3. a)			
3. b)	Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation		
3. c)	Students counselled / mentored per semester (Records should be attached)		
3. d)	Student related co curricular extension and field based activities such student clubs, career as counselling, study visits , student seminars and other events, cultural, sports, NCC, NSS and community services. (Records should be attached)		
3. e)	Organising seminars/ conferences/ workshops, other college activities		
3. f)	Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula.		
3. g)	Conducting minor or major research project sponsored by national or international agencies.		
3. h)	At least one single or joint publication in peer reviewed or UGC list of Journals.		
4.	Average workload per week		
5.	Extra-Curricular activity, if any		
6.	Are you proficient in Online and IPT teaching? Mention if more training is needed. (Provide online /PPT classes details)		
7 a).	NAAC; Mention your NAAC readiness level in terms of keeping records (website/ computer/ Paper documents).		
7 b).	NAAC; Mention if any support is needed from IQAC Cell		
8	Specific plan for next six months		

'2'

C. What measures would you like the Mahavidyalaya to adopt to improve your effectiveness.





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D. Training (Pl mention):

E. Feedback of Appraiser on Self Appraisal (to be shared):

Date: ___/___/___, Place _____

Appraise Signature _____

Guruji also says we excuse our own faults and judge others harshly, we should reverse this attitude, so that everyone is able to change oneself and find the pathway to perfection, with a sense of gratitude towards the mentor.

III. Schedule for Interactions for the academic year 2022-23

Yogoda Satsanga Mahavidyalaya
JAGANNATHPUR, DHURWA, RANCHI – 834004
Email address: ysmranchi4@gmail.com
(NAAC Accredited, Grade: B++, CGPA: 2.89)

Notice: Dated: 17/03/2023

Following Teachers are hereby requested to attend the C. C. R. Interaction meeting as per programme given below in the CVS Board Room. The faculty members are requested to adjust their Interactions time slot with other faculty member, if it is clashing with the lecturing hours/Exam Duty.

Interaction Meeting for C. C. R. Matter

Sl. No.	Name	Deptt.	WhatsApp No	Remarks	Date	Time
1	Miss. Rakhee Lohia	Zoology	7488098905	Contractual	20/03/2023	02:15 P. M.
2	Dr. Sumit Kumar Pathak	Botany	9835632426		20/03/2023	02:30 P. M.
3	Dr. Mrinal Gaurav	Commerce	9431593726		20/03/2023	02:45 P. M.
4	Ms. Simran Kaur	Commerce	7859089713		20/03/2023	03:00 P. M.
5	Dr. Lovineesh Goutam	Commerce	8444932626		20/03/2023	03:15 P. M.
6	Dr. Abha Kumari	Commerce	6203497941 / 9431759502	Contractual	20/03/2023	03:30 P. M.
7	Dr. Mallika Kumari	Philosophy	9709025256		20/03/2023	03:45 P. M.
8	Sri Shekhar Sumari	Mathematics	7835912503		20/03/2023	04:00 P. M.

[Signature]
Principal
Yogoda Satsanga Mahavidyalaya
Jagannathpur, Dhurwa, Ranchi-4
17.03.2023

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

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Annexure II-Teachers appointed on a contractual basis in Degree and CV

Image snapshot of the complete self-appraisal form sent via email from the main office to the contractual teaching faculties



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Appraisal Report (For Contract Faculty -Degree & CVS only) for the period. 2022 - 2023 (03.7.2022-21.5.2023)

Name: -	Designation: -	Department:-
Date of appointment :-	Date of joining:-	

Gurujī talks about impartial introspection, so please instead of being biased about oneself kindly do an impartial introspection seeing oneself objectively so that improvements can be brought about in oneself.

A. Please mention any professional up-gradation and enhancement of your qualification, including the current stage of your doctoral thesis.

B. Performance Factors - Self Appraisal:

S.NO	PERFORMANCE FACTOR	Details	Remarks																																																	
1	Courses taught																																																			
	<table border="1"> <thead> <tr> <th>Sl No</th> <th>Courses Name</th> <th>Even & / or Odd Semester (pt. mention)</th> <th>No's of Lecture on Campus (Classes taught)</th> <th>No's of Lecture on Campus (sessions on tutorials, lab and other teaching related activities)</th> <th>No's of Lecture Online (give video/WA/ Recorded e lectures / PPT breakdown as entered in Utkarsh)</th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="3">Total No's of Classes</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl No	Courses Name	Even & / or Odd Semester (pt. mention)	No's of Lecture on Campus (Classes taught)	No's of Lecture on Campus (sessions on tutorials, lab and other teaching related activities)	No's of Lecture Online (give video/WA/ Recorded e lectures / PPT breakdown as entered in Utkarsh)																																					Total No's of Classes								
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3	Involvement in the University/College students related activities / research activities:		
3. a)	Involvement in A) Placement cell, B) Skill development, C) Expert lectures, D) Research work related activities, E) Certificate courses F) Any other (supporting doc should be attached)		
3. b)	Administrative responsibilities such as Head/ Chairperson/ Prof. In-charge/ Convenor / Co-ordinator/ Any other.		
3. c)	Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula.		
3. d)	Examination and evaluation duties assigned by the college or attending the examination paper evaluation		
3. e)	Students counselled / mentored per semester (Records should be attached)		
3. f)	Student related co curricular extension and field based activities such student clubs, career as counselling, study visits , student seminars and other events, cultural, sports, NCC, NSS and community services. (Records should be attached)		
3. g)	Organising seminars/ conferences/ workshops, other college /University activities		
3. h)	Conducting minor or major research project sponsored by national or international agencies.		
3. i)	At least one single or joint publication in peer reviewed or UGC list of Journals.		
4.	Average workload per week		
5.	Extra-Curricular activity, if any		
6.	Are you proficient in Online and IPT teaching? Mention if more training is needed. (Provide online /PPT classes details)		
7 a).	NAAC; Mention your NAAC readiness level in terms of keeping records (website/ computer/ Paper documents).		
7 b).	NAAC; Mention if any support is needed from IQAC Cell		
8	Specific plan for next six months		

'2'

C. What measures would you like the Mahavidyalaya to adopt to improve your effectiveness.



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D. Training (Pl mention):

E. Feedback of Appraiser on Self Appraisal (to be shared):

Date: ___/___/___, Place _____

Appraise Signature

Guruji also says we excuse our own faults and judge others harshly, we should reverse this attitude, so that everyone is able to change oneself and find the pathway to perfection, with a sense of gratitude towards the mentor.





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Annexure III- non-teaching staff (Gr. III and IV) appointed against sanctioned posts.

Image snapshot of the complete self-appraisal form sent via email from the main office to the non-teaching faculties



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Appraisal Report (For Non-Teaching Staff) for the period 03.07.2022 to 30.6.2023

Name :-	Designation :-	Department:
Date of appointment:	Date of joining:	

Gurujii talks about impartial introspection, so please instead of being biased about oneself kindly do an impartial introspection seeing oneself objectively so that improvements can be brought about in oneself.

A. Please mention any professional up-gradation and enhancement of your qualification.

B. Performance Factors - Self Appraisal

S.N	PERFORMANCE FACTORS	Details	Remarks
1.	Achievements		
2.	Any special achievement(s) which you wish to highlight		
3	A) Do you have adequate knowledge of accounts/ online fee / exam counter work? B) Mention if more training is needed.		
4	NAAC; Mention your NAAC readiness level in terms of keeping records (website/ computer/ Paper documents). NAAC		
5	Are documents / stores in your charge are kept up to date/ maintained		
5	Extra-Curricular activity, if any		

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6	Behaviour with Staff Members:		
7	Average workload per week		
8	Any Other Assignment apart from Regular Assignment		
8.	How is your promptness in attending students work/ needs		
9.	Target plans for next six months		

C. What measures would you like the Mahavidyalaya to adopt to improve your effectiveness.

D. Training (Please mention)

Date: ___/___/___, Place _____ Appraise Signature _____

Guruji also says we excuse our own faults and judge others harshly, we should reverse this attitude, so that everyone is able to change oneself and find the pathway to perfection, with a sense of gratitude towards the mentor.

E. Feedback of Appraiser on Self Appraisal (to be shared):

May cover; Knowledge of subject, Online/ computer knowledge, Learning Aptitude, Behavior with Staff, Timely completion of work, Potential for growth, impact as individual leader or team leader. Any other remarks





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Annexure IV -non-teaching staff employed on a contractual basis.

Image snapshot of the complete self-appraisal form sent via email from the main office to the non-teaching contractual faculties



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Appraisal Report (For Non-Teaching Staff) for the period 03.07.2022 to 30.6.2023

Name :-	Designation :-	Department:
Date of appointment:	Date of joining:	

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5	Extra-Curricular activity, if any		

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6	Behaviour with Staff Members:		
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Date: ___/___/___, Place _____ Appraise Signature _____

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Annexure V-Ranchi University and PBAS Proforma

I. Image of statute for promotion by affiliating University



RANCHI UNIVERSITY, RANCHI

NOTIFICATION

In exercise of the power vested in him under the provisions of Jharkhand State Universities Act 2000, as amended up to date, the Vice-Chancellor has been pleased to notify the Statute for the Promotion of Teachers from one Academic Level/Grade Pay to another Academic Level/Grade pay under the Career Advancement Scheme, 2010 (As per "University Grants Commission Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations, 2010") with all provisions contained in the Statute. Statute is assented by the Hon'ble Governor-cum-Chancellor of Universities of Jharkhand and communicated through Governor's Secretariat vide letter No. कैम-21/2022-3426/रा.सा. दिनांक 13.12.2022 and notified by Higher and Technical Education Department, Government of Jharkhand on 15.12.2022 which is communicated through Joint Secretary, Higher Education and Technical Education Department, Govt. of Jharkhand vide letter No. 05/वि 01-87/2016-2083 dated 15.12.2022.

By order of the Vice-Chancellor
Sd/-

Registrar
Ranchi University, Ranchi

Dated. 07/01/23

Memo No. B. / 20 / 23
Copy forwarded to:-

1. All Officers of the University,
2. All Deans of the Faculties, Ranchi University, Ranchi,
3. All Heads of the University Departments, Ranchi University, Ranchi,
4. All Principals/Prof.-in-Charge of the Colleges under Ranchi University, Ranchi,
5. The Director (Higher Education), Dept. of Higher & Technical Education, Govt. of Jharkhand Nepal House, Doranda, Ranchi,
6. The O.S.D.(J) to the Governor, Governor's Secretariat, Raj Bhawan, Ranchi,
7. The Secretary, Jharkhand Public Service Commission, Ranchi,
8. The Director, Computer Center, Ranchi with a request for uploading in Ranchi University website,
9. P.A. to V.C./P.V.C./F.A./R for information to the V.C./P.V.C./F.A. and Registrar.

07.01.23

Registrar
Ranchi University, Ranchi





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



II. Snapshot of PBAS Performa

PBAS Proforma-cum-Application Format
for promotion of teachers under Career Advancement Scheme 2010, w.e.f. 01.01.2009.
(As per Notification by the Department of Higher and Technical Education
Government of Jharkhand: - पत्रांक-05/दि01-87/2016-2083, दिनांक-15-12-2022)

	Level of Promotion	Please ✓ the appropriate box:
1.	Assistant Professor (Stage 1 to Stage 2) [AGP - 6000 to 7000]	
2.	Assistant Professor (Stage 2 to Stage 3) [AGP - 7000 to 8000]	
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4) [AGP - 8000 to 9000]	
4.	Associate Professor (Stage 4) to Professor (Stage 5) [AGP - 9000 to 10000]	
5.	Professor (Stage 5) to Senior Professor (Stage 6) [AGP - 10000 to 12000]	

(Name of University)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name of applicant :
2. Father's Name :
3. Subject :
4. College/University Department :
5. Date of substantive appointment (as per pay fixation by HRD, Govt. of Jharkhand) :

D	D	M	M	V	V	V	V
---	---	---	---	---	---	---	---
6. Date of last promotion recommended by the Commission (as per university notification) :

D	D	M	M	V	V	V	V
---	---	---	---	---	---	---	---
7. Current Designation and Grade pay (as per pay fixation by HRD, Govt. of Jharkhand) :
8. Which position and grade pay are you an applicant under CAS? :
9. Date of eligibility for promotion :

D	D	M	M	V	V	V	V
---	---	---	---	---	---	---	---
10. Period of Assessment for Promotion (From) :

D	D	M	M	V	V	V	V
---	---	---	---	---	---	---	---

 (To) :

D	D	M	M	V	V	V	V
---	---	---	---	---	---	---	---

1





Yogoda Satsanga Mahavidyalaya

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III. Confidential Character Roll

CONFIDENTIAL CHARACTER ROLL OF TEACHERS

(Period: to)

1.	Name of the teacher	:
2.	Designation	:
3.	Subject	:
4.	Mode of appointment	:
5.	Ability	:
	(a) Teaching	:
	(b) Research	:
	(c) Examination duties	:
6.	Professional/Administrative skill :	
7.	Relation with	:
	(a) Colleagues	:
	(b) Students	:
	(c) Parents & General Public	:
8.	Physical Health	:
9.	Moral Character	:
10.	Activities	:
	(a) Extra-Curricular	:
	(b) Extension	:
11.	Special Remarks, if any	:

Place: _____ Head of Department/Principal of College

Date: _____

Vice Chancellor's Remarks

Date & Seal of the University

Signature
(Vice-Chancellor)





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Annexure VI-Interest free loans for emergency cases

Snapshots of some approved application for Interest free loans as advance salary

(94) / 9
Date:- 9/12/2021

To
The Principal
Yogoda Satsanga Mahavidyalaya
Ranchi

Sub:- An Application for Salary advance for repairing of my home.
Application forwarded through Bursar

Sir,
With due respect I have to state that there is need to some repairing work of my home at Kolkata. Hence I request you to give me Rs. 12000/- only as a salary advance for above mentioned reason.
I will repay the entire amount within next 24 months. So please consider me to refund the salary advance @Rs 500/- each month for next 24 months.
For that purpose, I am looking forward for your kind consideration.

Approved.
R.K.K.
18/12/21.

Sincerely yours

Susanta Kumar Chatterjee
Assistant, Accounts deptt, YSM

To
The Principal,
Center For Vocational Studies
YSM Ranchi.
Sub: Request for granting salary advance Rs 30000.
Respected Sir
I would like to request for an advance of Rs 30000 for an admission of my daughter in Surendranath Centenary School Ranchi. I request you to deduct this amount in the next twelve months that comes to Rs 2500 per month .
Requesting you to kindly support me during this difficult time for which I shall be grateful to you.

Thanking You

Yours faithfully

Partha Sarathi Chattaraj

Department of BCA/IT

15/12/21

O.K.
15/12/2021

Bursar

Approved to principal sir

15/12/21





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(90)

दिनांक: 19/10/2021

सेवा में,

प्राचार्य
योगदा सत्संग महाविद्यालय
जगन्नाथपुर, धुर्वा
राँची - 834004

विषय:- अग्रिम (Advance for Treatment) हेतु आवेदन।

महाशय,

सविनय निवेदन यह है कि मैं भोला-कुमार, महाविद्यालय में लैब वॉय के पद पर (अकाउंट विभाग में) 19 जनवरी 2013 से कार्यरत हूँ। वर्तमान में मेरी पत्नी (बन्धना कुमारी) गर्भवती है, डॉ० ने डिलीवरी के लिए अनुमानित समय 02 नवम्बर 2021 दिया है, जो काफी निकट आ गया है।

अतः श्रीमान से नम्र निवेदन है कि मुझे अग्रिम के रूप में 45000/- रु० देने की कृपा करें ताकि मैं अपनी पत्नी का अच्छी तरह ईलाज करा सकूँ। इस अग्रिम की राशि को मेरे मासिक वेतन से 20000/- रु० प्रतिमाह काटा जाय। वर्तमान में मेरा वेतन 15000/- रु० माह है, जिससे खर्च चलाना मुश्किल से हो पाता है, इसलिए [कअंदबम की आवश्यकता है। श्रीमान से अनुरोध है कि यथा शीघ्र मेरी विनती सुनी जाए, ताकि मैं इस चिंता से मुक्त होकर धैर्यपूर्वक कार्य कर सकूँ।

धन्यवाद।

o.k

Burser
Please process,
17/10/2021

आपका विश्वासी

Bhola Kumar
भोला कुमार

दिनांक: 19/10/2021





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Annexure VII-Term deposit system from PF account

Image of the mail establishing the system for term deposit from PF account



Anupam Mishra <econanupam@gmail.com>

Fwd: Fixed deposit (FDs) for employees from provident funds

2 messages

ysm principal1 <ysmprincipal@gmail.com> Sun, Jan 14, 2024 at 5:47 PM
To: simran kaur <simran,kaur1405@gmail.com>, Anupam Mishra <econanupam@gmail.com>

----- Forwarded message -----

From: **ysm principal1** <ysmprincipal@gmail.com>
Date: Wed, Apr 5, 2023 at 12:17 PM
Subject: Fixed deposit (FDs) for employees from provident funds
To: ysm.bursar – Prof Pragati Bakshi <ysm.bursar@ysei.edu.in>
Cc: Anil Sharma <briganil.sharma@gmail.com>

Prof. Pragati,

Jai Guru!

Pl refer a meeting held in Nov 2022 with bank manager (UCO bank), VC GB, Secretary GB, undersigned and Bursar YSM, it has been decided to create FDs for all employees in every quarter.

So you are requested to ask our faculty and staff members via email to check if anyone is not interested in creating FDs from the provident funds. Otherwise, we will process files to create FDs for all employees.

With regards
Dr. Shyam Pandey

--

With Best Regards

Dr. Shyam Pandey

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



Annexure VIII-Covid allowances to employees

Snapshot of list of employees benefitted with Covid Allowances:

YSM DEGREE - TEACHING FACULTY							
Sl No	Name	Category	BANK A/C NO.	IFSC Code	Bank Name	Branch	AMOUNT (Rs.)
1	DR. ANSHU K. PANDEY	CONTRACTUAL	01960110092996	UCBA000196	UCO BANK	DHURWA	10,000
2	SRI RATTESH PATHAK	CONTRACTUAL	01960110101971	UCBA000196	UCO BANK	DHURWA	10,000
3	DR. ANITA HENDROM	CONTRACTUAL	01960110102799	UCBA000196	UCO BANK	DHURWA	10,000
4	DR. SWEETA SINGH	CONTRACTUAL	01960110101908	UCBA000196	UCO BANK	DHURWA	10,000
5	SRI SUMIT KUMAR PATHAK	CONTRACTUAL	01960110106900	UCBA000196	UCO BANK	DHURWA	10,000
6	DR. ADHA KUMARI	CONTRACTUAL	01960110102497	UCBA000196	UCO BANK	DHURWA	10,000
7	VIKASH KUNDA	CONTRACTUAL	01960110035061	UCBA000196	UCO BANK	DHURWA	10,000
8	SUPRIYA KUMARI	CONTRACTUAL	01960110114919	UCBA000196	UCO BANK	DHURWA	10,000
9	SWEETA KUMARI	CONTRACTUAL	01960110114191	UCBA000196	UCO BANK	DHURWA	10,000
10	DR. AMRITA DUTTA	GOVT. SANCTIONED POST	01960110101841	UCBA000196	UCO BANK	DHURWA	10,000
11	SIMRAN KAUR	GOVT. SANCTIONED POST	01410110010891	UCBA000196	UCO BANK	DHURWA	10,000
12	MALLIKA KUMARI	GOVT. SANCTIONED POST	01960110105790	UCBA000196	UCO BANK	DHURWA	10,000
13	MITUNJAY KUMAR	GOVT. SANCTIONED POST	01960110105370	UCBA000196	UCO BANK	DHURWA	10,000
14	POOJA KUMARI	GOVT. SANCTIONED POST	01960110106433	UCBA000196	UCO BANK	DHURWA	10,000
						TOTAL	1,40,000
YSM DEGREE - NON-TEACHING (NT) STAFF							
Sl No	Name	Category	BANK A/C NO.	IFSC Code	Bank Name	Branch	AMOUNT (Rs.)
1	HEMANT KAUSHIK	CONTRACTUAL	01960110108864	UCBA000196	UCO BANK	DHURWA	10,000
2	CHANDAN KUMAR	CONTRACTUAL	01960110109312	UCBA000196	UCO BANK	DHURWA	10,000
3	VINAY KUMAR CHAUBEY	CONTRACTUAL	01960110107572	UCBA000196	UCO BANK	DHURWA	10,000
4	SRI P. J. JHA	CONTRACTUAL	01960100002143	UCBA000196	UCO BANK	DHURWA	10,000
5	BELA DEVI	CONTRACTUAL	01960110066140	UCBA000196	UCO BANK	DHURWA	7,500
6	RANJIT MANTO	CONTRACTUAL	01960100006467	UCBA000196	UCO BANK	DHURWA	7,500
7	MAHADEV KUNDA	CONTRACTUAL	01963211009177	UCBA000196	UCO BANK	DHURWA	7,500
8	SHARMILA KUMARI	CONTRACTUAL	01960110101605	UCBA000196	UCO BANK	DHURWA	7,500
9	SILPA DEVI	CONTRACTUAL	01960100003876	UCBA000196	UCO BANK	DHURWA	7,500
10	BIRSI TIGGA	CONTRACTUAL	01960110105856	UCBA000196	UCO BANK	DHURWA	7,500
11	KUSHI KUMAR	CONTRACTUAL	01960110025529	UCBA000196	UCO BANK	DHURWA	7,500
12	SUSANTA KUMAR CHATTERJEE	GOVT. SANCTIONED POST	01960110105535	UCBA000196	UCO BANK	DHURWA	7,500
13	RAJA RAM RAVI	GOVT. SANCTIONED POST	01960110105559	UCBA000196	UCO BANK	DHURWA	7,500
14	SORU GHOSH	GOVT. SANCTIONED POST	01960110101834	UCBA000196	UCO BANK	DHURWA	7,500
15	SHASHI KANTI OJHA	GOVT. SANCTIONED POST	01960110105566	UCBA000196	UCO BANK	DHURWA	7,500
16	ANSHU KUMARI	GOVT. SANCTIONED POST	01960110101704	UCBA000196	UCO BANK	DHURWA	7,500
17	RIJA MUKHERJEE	GOVT. SANCTIONED POST	01960110105597	UCBA000196	UCO BANK	DHURWA	7,500
18	BIHOU GHANSI	GOVT. SANCTIONED POST	01960110102121	UCBA000196	UCO BANK	DHURWA	7,500
19	PANKAJ GURUNG	GOVT. SANCTIONED POST	01960110105481	UCBA000196	UCO BANK	DHURWA	7,500
20	VIKASH KUMAR	GOVT. SANCTIONED POST	01960110025673	UCBA000196	UCO BANK	DHURWA	7,500
21	VIKASH KUMAR PASWAN	GOVT. SANCTIONED POST	01960110105542	UCBA000196	UCO BANK	DHURWA	7,500
22	SANTOSH RAJITA	GOVT. SANCTIONED POST	01960110101872	UCBA000196	UCO BANK	DHURWA	7,500
23	AMAN KUMAR RAM	GOVT. SANCTIONED POST	01960110101889	UCBA000196	UCO BANK	DHURWA	7,500
24	SRI BHOLA KUMAR	GOVT. SANCTIONED POST	01960110064665	UCBA000196	UCO BANK	DHURWA	7,500
						TOTAL	1,90,000
GRAND TOTAL							3,30,000

- ① Sri Ranjay Ghosh - 7500
 ② Sri Anshu Kumar - 7500
 ③ Sri Vijay Kumar - 7500
 ④ Sri Ranjiv Prasen Jain - 7500

Shyama
02.09.22



Annexure IX- Campus-life allowance to contractual faculties

List of contractual-degree faculties facilitated with Campus-life allowance from academic year 2023-2024:

S.no	Name of the faculty	Department
1	Ratnesh Pathak	Physics
2	Abha Kumari	Commerce
3	Ankit	Zoology
4	Pragati Nanda	Zoology
5	Sangita	Botany
6	Risabh Kumar	Political Science
7	Supriya Kumari	Hindi
8	Somprakash	Hindi
9	K. Vidyasagar	Mathematics
10	Anurag Mehta	Chemistry
11	Anupam Mishra	Economics
12	Rakhi Lohia	Zoology

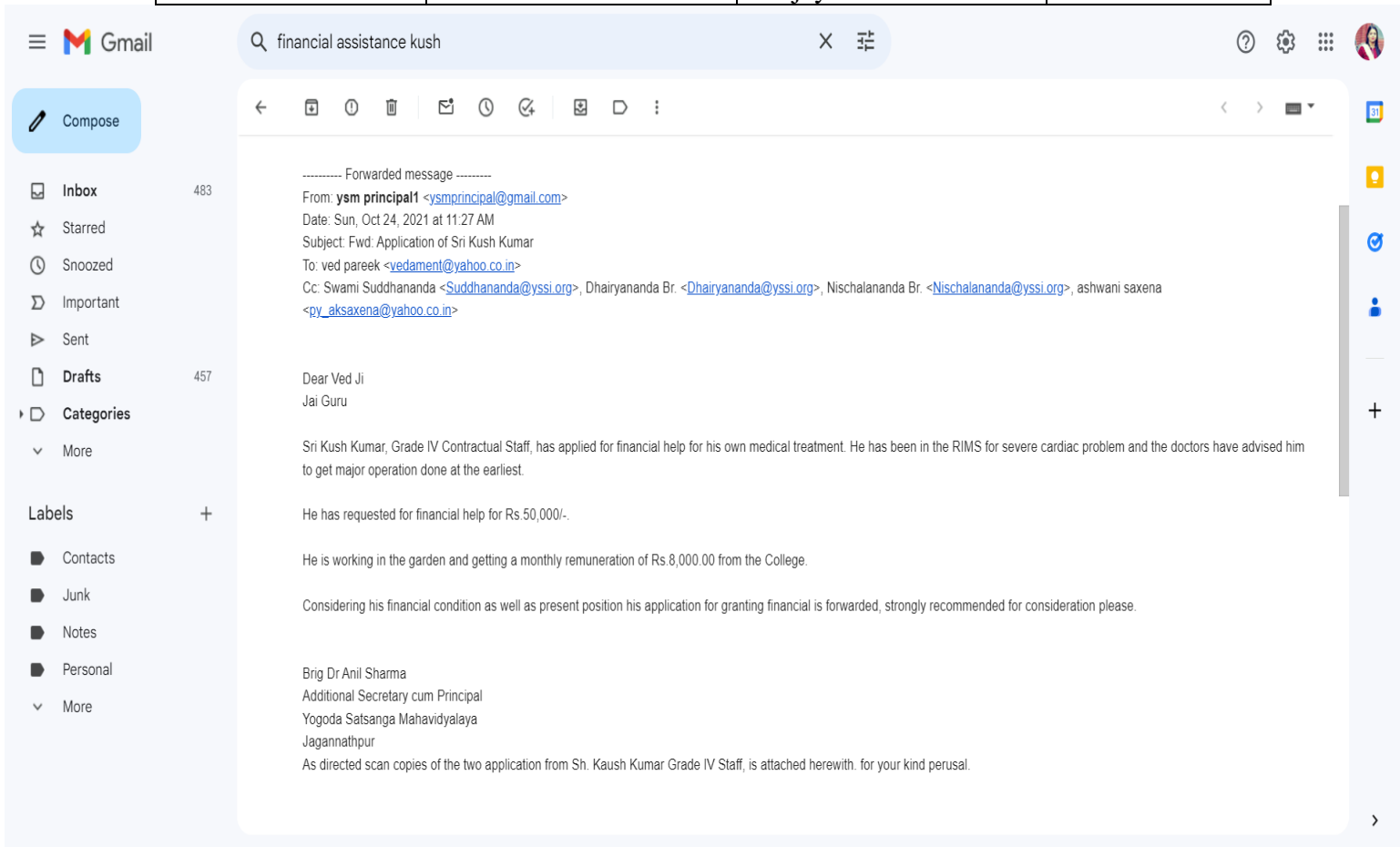




Annexure X-Financial aid for medical reasons to non-teaching staff members by parent organisation YSS

Details of Financial Assistance on Medical grounds facilitated by the college through Parent organization YSS and some of the applications approves:

S. No	Year	Name of Employee	Assistance Amount (in Rs)
1	Sept-2019	Ajay Kumar	50000
2	Sept-2021	Raja Ram	25000
3	July-2022	Kush Kumar	25000
4	March-2023	F/o Vijay Kumar	50000
5	October-2023	Randhir Praween Gari	32000
6	December-2023	Sanjay Kumar	13500



Snapshot of the mail sent to seek financial assistance on Medical Grounds for the employees through YSS.





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Gmail interface showing an email from Ranchi A/cs Office to vedament@yahoo.co.in regarding financial assistance for YSM Staff Application.

From: Ranchi A/cs Office <accounts_ranchi@yssi.org>
To: vedament@yahoo.co.in <vedament@yahoo.co.in>
Cc: YSSI - Accounts <accounts@yssi.org>; Chandrasahal.yss@gmail.com <chandrasahal.yss@gmail.com>; indranil.basak@hotmail.com <indranil.basak@hotmail.com>
Sent: Tuesday, 22 August, 2023 at 12:33:22 pm IST
Subject: Re: YSM Staff Application for Financial Assistance

Dear Sir,

Jai Guru!

We would like to inform you that the amount of Rs. 34,000/- has been transferred via NEFT to Randhir Praween Gari's account on 21.08.2023.

Regards,
Raju
Accounts Department,
Yogoda Satsanga Society of India, Ranchi

On Sat, 19 Aug, 2023, 6:04 pm Swami Nischalananda, <Nischalananda@yssi.org> wrote:
To: Charity Committee
We have received an application from Randhir Gari, a non-teaching staff working as a driver in our college. He had a bike accident injured his shoulder in May. He had to spend Rs 42,300 on his treatment and in the same month, his sister also got married which also put a severe financial burden on him. I propose that we provide medical charity to the extent of 80% (similar to our staff policy) and we reimburse Rs 34,000 as Medical Charity.
In Gurujji,

Confirmation of NEFT amount of Rs 34,000 via NEFT to Mr. Randhir Kumar.

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

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----- Forwarded message -----
From: Ranchi A/cs Office <accounts.ranchi@yssi.org>
Date: Tue, Sep 12, 2023 at 3:14 PM
Subject: Re: YSM Staff Applications for Financial Assistance
To: ysmprincipal@gmail.com <ysmprincipal@gmail.com>
Cc: YSSI - Accounts <accounts@yssi.org>, indranil.basak@hotmail.com <indranil.basak@hotmail.com>, avijitmining@gmail.com <avijitmining@gmail.com>, bhushanfamily@gmail.com <bhushanfamily@gmail.com>, vedament@yahoo.co.in <vedament@yahoo.co.in>

Dear Sir,

Jai Guru!

We would like to inform you that the amount of Rs.13,500/- has been transferred via NEFT to Sankay Kumar's account on 11.09.2023.

Regards,
Rajit
Accounts Department,
Yogoda Satsanga Society of India, Ranchi

From: ysm principal1 <ysmprincipal@gmail.com>
Sent: Saturday, September 9, 2023 7:08 PM
To: Swami Nischalananda <Nischalananda@yssi.org>
Cc: ved pareek <vedament@yahoo.co.in>; avijitmining@gmail.com; bhushanfamily@gmail.com
Subject: Re: YSM Staff Applications for Financial Assistance

Confirmation of NEFT amount of Rs 13,500 via NEFT to Mr. Sanjay Kuamr.

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

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Annexure XI- Fee -Waiver policy

Snapshot of the fee-waiver policy document highlighting provisions of Employee ward case.



FEE WAIVER POLICY

I. Definitions

- "Student" refers to an individual currently enrolled in any refer academic program of the college.
- "YSS" denotes Yogoda Satsanga Society of India.
- "YSEI" denotes Yogoda Satsanga Education Institutions.
- "YSM" stands for Yogoda Satsanga Mahavidyalaya.
- "Yogodans" includes the Kriyaban students, lesson member student/parent.

II. Purpose

The objective of the fee waiver policy is multifaceted. It aims to:

- Create an environment that encourages and rewards academic and extracurricular excellence.
- Ensure that inclusivity is maintained, allowing students from diverse economic backgrounds to access quality education without financial constraints.
- Serve the YSS Minority base.
- Fortify the Yogoda Satsanga Educational Institutions (YSEIs) fraternity.
- Support the education of the ward of employees
- Provide financial relief/educational opportunities to orphans or those who have experienced the loss of earning parents.
- Facilitate access to education for children with special needs.

III. Scope and Applicability

The college shall offer fee waivers to students based on various criteria/ category such as *merit, participation in extracurricular activities* including sports, cultural events, fine arts, NCC, NSS, and for those *demonstrating economic need*.

Additionally, fee waivers shall be provided to *Yogodans* (comprising Kriyaban students and/or Lesson member students/parents) as well as to students who have completed their *prior education at Yogoda Satsanga Educational Institutions (YSEIs)*. The college shall also extend fee waivers on *compassionate grounds to orphans, individuals who have lost earning parents, or children with special needs*. The percentages of fee waivers for each category are clearly defined.

The fee waiver percentages listed for different categories represent the maximum limit. The actual amount waived will be determined based on the student's eligibility and the availability of funds within the allocated budget.

Applications will be processed on a first-come, first-serve basis.





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4.	Economic Background	Inter/Degree	-	BPL	Monthly Income < 10K	Monthly Income < 20K	-
		CVS/M.Com	-	-	-	BPL	-
5.	YSEI Fraternity	Inter. Degree. CVS. M.Com	-	Teacher / Staff Ward (Son/ Daughter)	Vidyalaya & Inter Student	Ward or sibling of a Vidyalya/Intergring alumni. Note: If there are two siblings, only one of them is entitled to the fee waiver.	-
6.	Extreme Compassionate Ground	Inter. Degree. CVS. M. Com	Earning parent has passed away within the last six months.	-	Orphan. Specially-abled.	-	-

V. ELIGIBILITY AND RENEWAL CRITERIA

- A student is eligible for a fee waiver in only one category.
- The fee waiver is applicable once per academic year
- Renewal for the subsequent semester is contingent upon meeting specific criteria: maintaining a minimum attendance of 75% and achieving a minimum of 50% marks for Economic/YSEI Fraternity/ Extra Curricular/Extreme Compassionate Category. Missing any examination for any reason will render the student ineligible.
- Students benefiting from Government Grants or scholarships are exempted from this policy, except those falling under the Merit and Sports categories.

Shyama
20.01.24

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



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

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Annexure XII- Festival advances to non-teaching staffs

Snapshot of list of employees facilitated with festival advance in October 2021:

S.No.	Name	Amount
1	SRI R. K. MISHRA	20000
2	SRI D. MAHTO	20000
3	SRI S. K. PATNAK	20000
4	SRI J. MURTHYASITAY	20000
5	SMT SEEMA	20000
6	SRI BIPIN KUMAR	20000
7	SRI NAVIN KUMAR	20000
8	SRI G. KUMAR	20000
9	SRI AJAY SINGH	20000
10	SRI L. N. S. THAKUR	20000
11	SRI K. JHA	20000
12	SRI R. SHARMA	20000
13	SRI S. S. LOKA	20000
14	SRI RANJAY GHOSH	20000
15	SRI NARESH KUMAR	15000
16	SRI S. N. THAKUR	15000
17	SRI S. S. PRASAD	15000
18	SRI HOLLAR PANNA	15000
19	S. RAJAK	15000
20	PUNAJ ORAON	15000
21	SRI NARENDRA MAHTO	15000
22	SRI MANOJ GOPE	15000
23	SRI RATIYA ORAON	15000
24	SRI AJAY KUMAR	15000
25	SRI VIJAY KUMAR	15000
26	SRI RANDHIR PRAVEEN GARI	15000
27	SRI BHOLA KUMAR	15000
28	SRI RAJA RAM RAVI	12000
29	SRI SHASHIKANT OJHA	12000
30	SRI SUSANTA KR CHATTERJEE	12000
31	SRI SONU GHOSH	20000
32	RIA MUKHERJEE	20000
33	MRS ANSHU KUMARI	12000
34	SRI AMAN KUMAR	10000
35	SRI PANKAJ GURLING	10000
36	SRI VIKASH KUMAR	10000
37	SRI VIKASH KR PASWAN	10000
38	SRI BINOD GHASI	10000
39	SRI SANTOSH MENTA	10000
40	SMT SHARMILA KUMARI	10000
41	SRI SANJAY KUMAR (CVS)	10000
42	SRI SUNNY KUMAR SONY (CVS)	12000
43	SMT BELA DEVI	10000
44	SMT. SEEMA DEVI	5000
45	SMT. BIRSI DEVI	5000
46	SRI RANJIT MAHTO	5000
47	SRI MAHADEV MUNDA	5000
48	SRI KUSH KUMAR	5000
Total		690000

100/ (26)
20000-10000-20000
12000-3500-3500
5000-3500

Principal

Shyue
18.01.2023

Annexure XIII- Prerna Parv for the achievements and extraordinary contribution of staff members

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

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- I. Owing to the restrictions posed by Covid-19 pandemic, the recognition program (Purna Parv) was held online through a virtual meeting on September 4, 2021 and only cash awards could be disbursed online to the awardees. Employees were categorised in three levels and awarded accordingly.

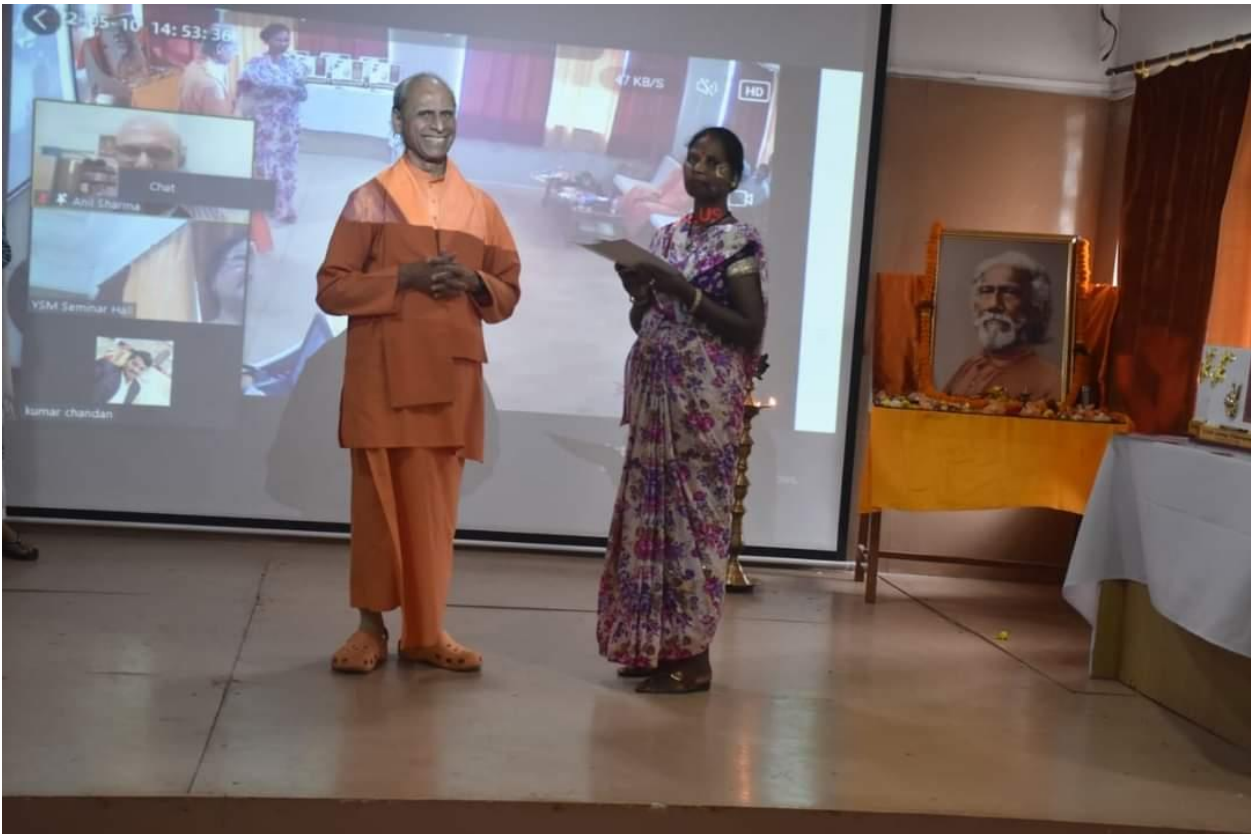
S.no.	Category	Number of employees felicitated in the category	Amount awarded to per employee in this category
1	Outstanding	12	5000
2	Commendable	6	2000
3	Valuable	18	1000

Since May 10 marked the Avirbhav Diwas of Mahawatar Sri Yukteshwarji, on this auspicious day, the physical distribution of memento and certificate to all such employees took place in the Seminar Hall of the Mahavidyalaya. *Some images of the employees awarded:*





Recipients of Prerna Parv awards



Recipients of Prerna Parv



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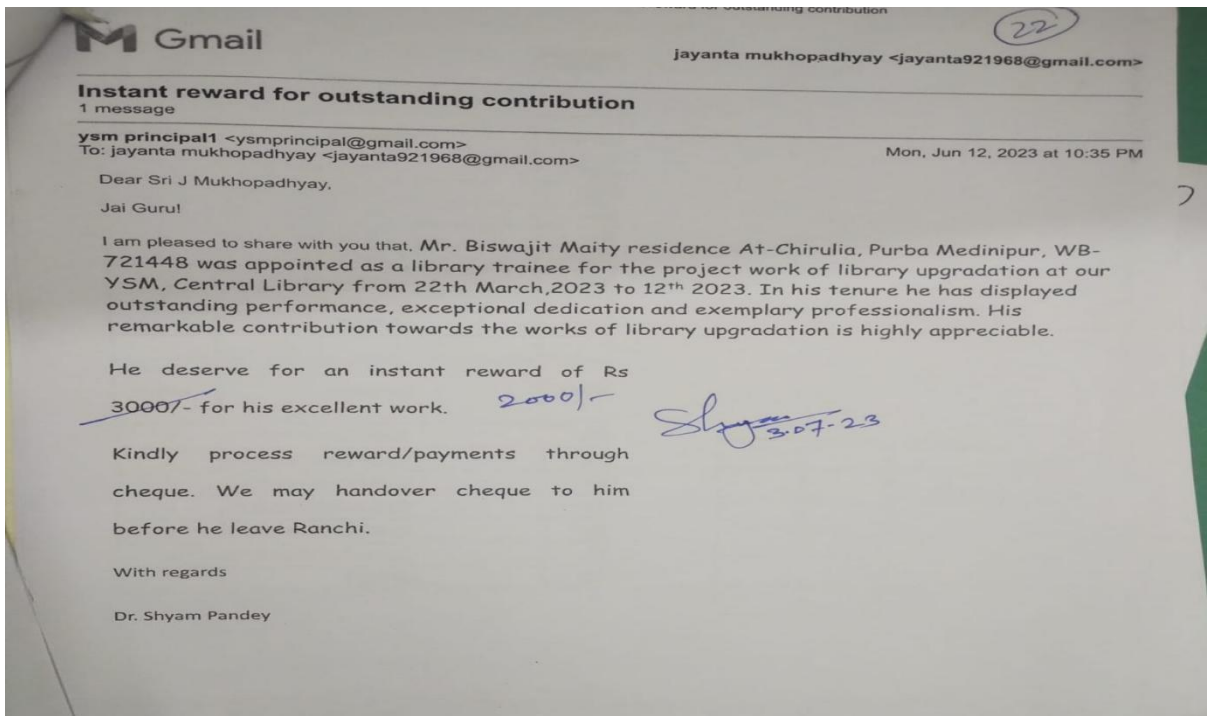
Annexure XIV-Instant award which acknowledges outstanding contribution

(i) Instant Award Scheme (Individual Category)

S.No.	Name of Employee	Designation	Place of work	Reward amount
1	Sri Mahadev Munda	Gardener (Contractual)	Garden	Rs.1000.00
2	Smt. Birsī Devi	Sweeper cum Gardener	Garden	Rs.1000.00
3	Sri Prakash Oraon	Mali	Garden	Rs.1000.00
4	Sri Sanjay Tirkey	Mali	Garden	Rs.1000.00
5	Smt. Manisha Devi	Sweeper cum Gardener	Garden	Rs.1000.00
6	Smt. Shanti Devi	Sweeper cum Gardener	Garden	Rs.1000.00
7	Smt. Chango Oraon	Sweeper cum Gardener	Garden	Rs.1000.00
8	Smt. Urmila Devi	Sweeper cum Gardener	Garden	Rs.1000.00
9	Smt. Geeta Devi	Sweeper cum Gardener	Garden	Rs.1000.00
10	Smt. Manisha Linda	Sweeper cum Gardener	Garden	Rs.1000.00
11	Kumari Annu Ranjita Toppo	Sweeper cum Gardener	Garden	Rs.1000.00
12	Smt. Puspa Devi	Sweeper cum Gardener	Garden	Rs.1000.00
13	Smt. Ratni Devi	Sweeper	General	Rs.1000.00
14	Sri Bhola Kumar Singh	Sweeper	General	Rs.1000.00

15. Smt. Anmol Devi (Sweeper) etc → Rs. 1000/- paid from Petty cash (P/9/22) as per order. (dt. 23.08.2023) 23.08.2023

List of instant award recipients (individual category)-Grade IV Staff



Instant cash award to Library Trainee.

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

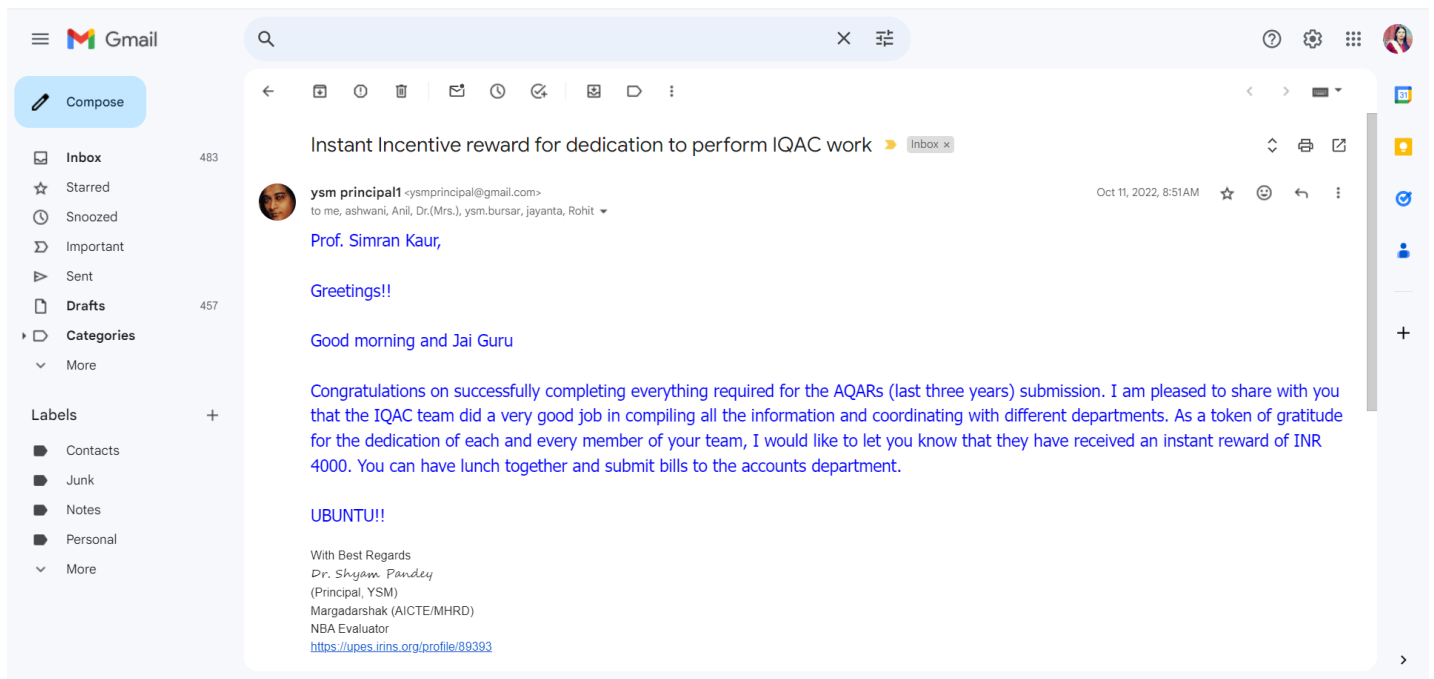
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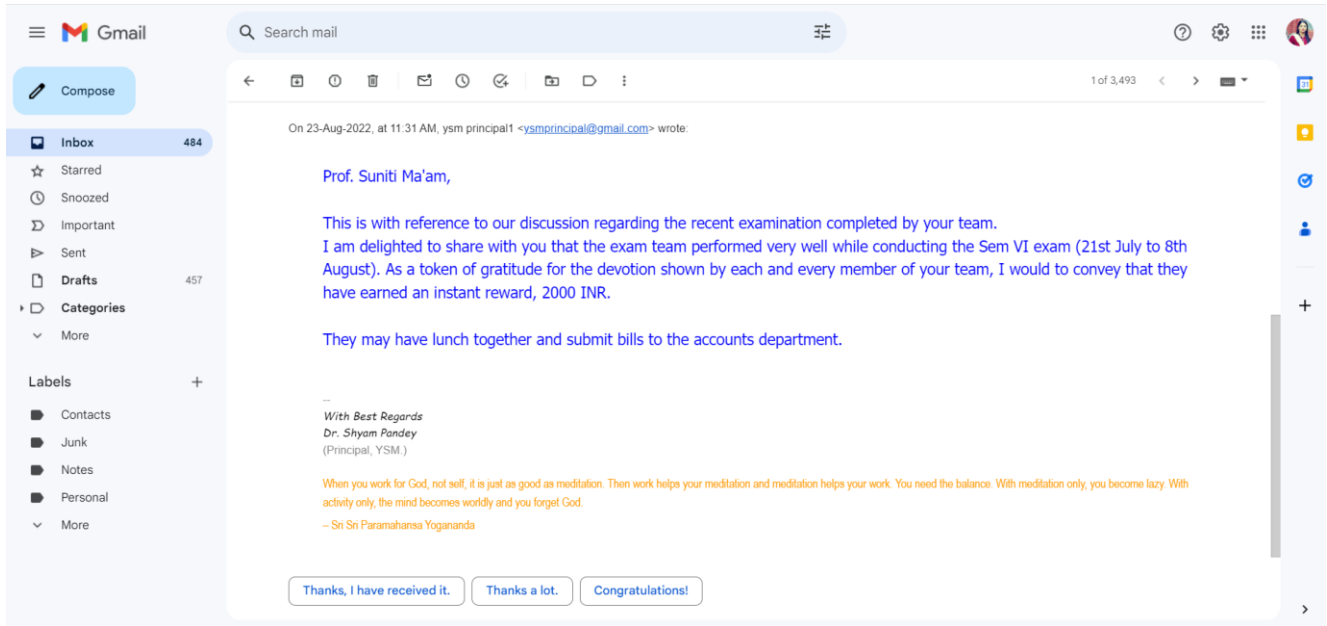


Instant cash award to Prof. Shekhar Suman, Department of Mathematics.

(ii) Instant Award(Group Category)



Instant Award to Team IQAC in October, 2022.



Instant Award to Exam dept in Aug 2022.

Annexure XV-Other facilities provided to employees

Snapshot of other facilities provided to the employees:



1: Car

Car parking



Car parking for staff and cycle parking for students



Two-wheeler parking for staffs



Bike parking staffs



Cafeteria

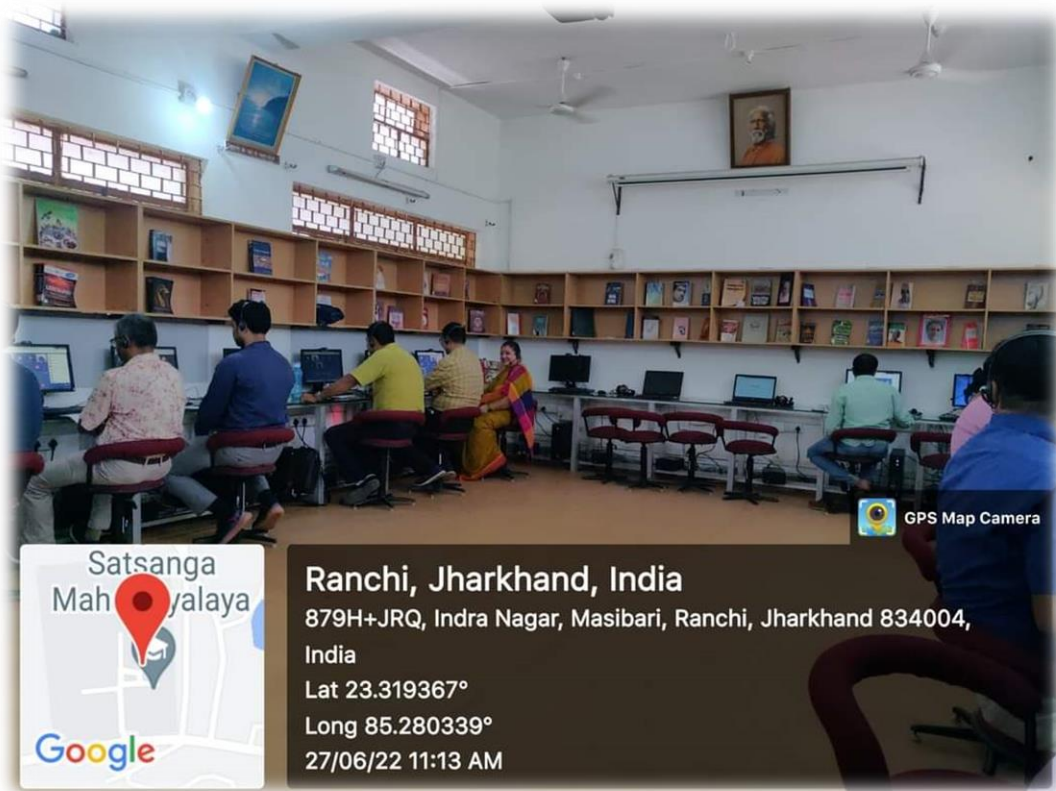


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Ranchi, Jharkhand, India

879H+JRQ, Indra Nagar, Masibari, Ranchi, Jharkhand 834004, India

Lat 23.319367°

Long 85.280339°

27/06/22 11:13 AM

Digital Knowledge Centre



यूको बैंक  **UCO BANK**
 (भारत सरकार का उपक्रम) (A Govt. of India Undertaking)
 विश्वास आपकी विवशता है। Honours Your Trust

वाई एस आई एक्स एम्बेडेड विस्तार काउंटर
 धुर्वा शाखा, राँची YSSI Extension Counter
 Dhurwa Branch, Ranchi

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

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: ATM service In-campus Bank



:Gym

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

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Yoga and Meditation Centre



: Basketball Court

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

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Employees playing table tennis



Employees playing Cricket

Annexure XVI-Faculties progressing in their doctoral degree while employed at Mahavidyalaya

List of faculties pursued/pursuing Ph.D. being employed at Mahavidyalaya:

Pursued while being employed at the institution				
S. No.	Name of the faculty (Department)	Topic (year of completion)	Name of the Supervisor	University (Year of Registration)
1.	Dr. Abhishek Pandey	हिंदी कथा साहित्य मुख्य आदिवासी जीवन और संस्कृति: झारखंड के संदर्भ मुख्य (2017)	Prof. (Dr.) V.V.N Pandey	Ranchi University (2013)
2.	Dr. Sumit Pathak	Ethnomedicinal, Cytotaxonomical, Pharamacognostical and Biochemical studies of genus Oxalis growing in Ranchi (2019)	Dr, Jyoti Kumar	Ranchi University (2014)
Pursuing				
1.	Aparna Pandey (Economics)	Goods and Services Tax and its impact on Jharkhand, Chhattisgarh and Uttarakhand	Dr. Neelu Kumari	Ranchi University (2021)
2.	Simran Kaur (Commerce)	An empirical study on the online food ordering and delivery services in Ranchi district: A perspective of customers and Restaurateurs	Dr. Vikash Kumar	Ranchi University (2022)
3.	Ratnesh Pathak (Physics)	Application of Artificial Intelligence in thermal tracking of objects in Dynamic Environment using thermal pulse analysis	Prof. (Dr.) Shuchitanghsu Chatterjee	RKDF University Ranchi (2021)
4.	Santosh Kumar (Physics)	Dynamics of Electrically Conducting Fluid Flows under the Influence of Magnetic field: An analytical study	Dr. Manoj Kumar	Ranchi University (2019)



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5.	Shekhar Suman (Mathematics)	A study on Euler's criterion, Jacobi sums and Cyclotomic numbers	Dr. R.K. Das	Ranchi University (2018)
6.	Risabh Kumar (Political Science)	-Course Work Completed-		Ranchi University
7.	Khusbhu Kumari (BCA/IT)	Empirical Study of Fusion Framework for Content Based Image Classification	Dr. Pankaj Kumar Manjhi	Vinoba Bhave University, Hazaribagh (2018)
8.	Saroj Kumari (BCA/IT)	Human Emotion detection using Smart Environment	Dr. Piyush Ranjan	Jharkhand Rai University (2020)
9.	Bipul Kumar Dubey (BBA)	Human Capital Management, A Critical Evaluation in Central Coalfield Ltd. (CCL), Jharkhand	Dr. R.P. Gope	Ranchi University (2019)
10.	Abhishek Kumar Vishwakarma (BCA/IT)	Opportunities and Challenges of Interoperability, Integration and Management of Smart Devices	Dr. Rahul Ghosh	RKDF University (2021)
11.	Priyanka Kumari (BCA/IT)	Vision Based Image Extraction of medicinal plants using feature set	Dr, Piyush Ranjan	Jharkhand Rai University (2020)
12.	Mamta Jha (BBA)	Impact of work life balance on the motivation of women employees in banking sector: A case study of selected banks in Ranchi	Dr. R. Kumar	Ranchi University (2021)
13.	Somprakash	आधुनिक हिन्दी गद्य साहित्य में दिव्यांग विमर्श	Dr. Kiran Tiwari	Ranchi University (2021)

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

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Annexure XVII- Faculty development programmes

Faculties participate in FDPs in personal capacity and Mahavidyalaya support with easy leave approvals and encourages for more participation through collaborative work with other institutions:

I. Mahavidyalaya has established a dedicated WhatsApp group to share information about Faculty Development Programs (FDPs), including those conducted by IGNOU and NITTR, which were fully facilitated by the Mahavidyalaya. Snapshots of WhatsApp chats and emails related to the facilitation are available.

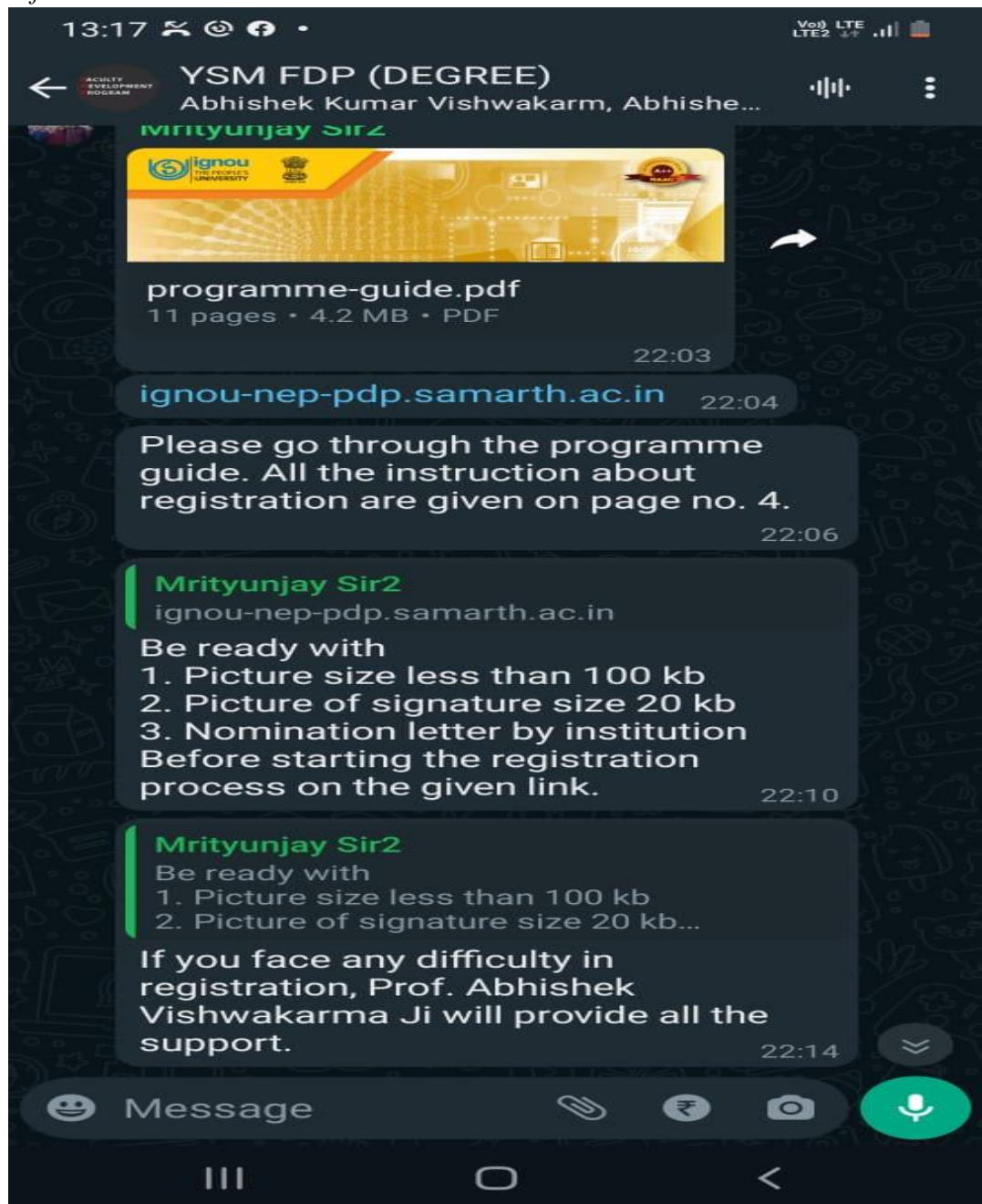
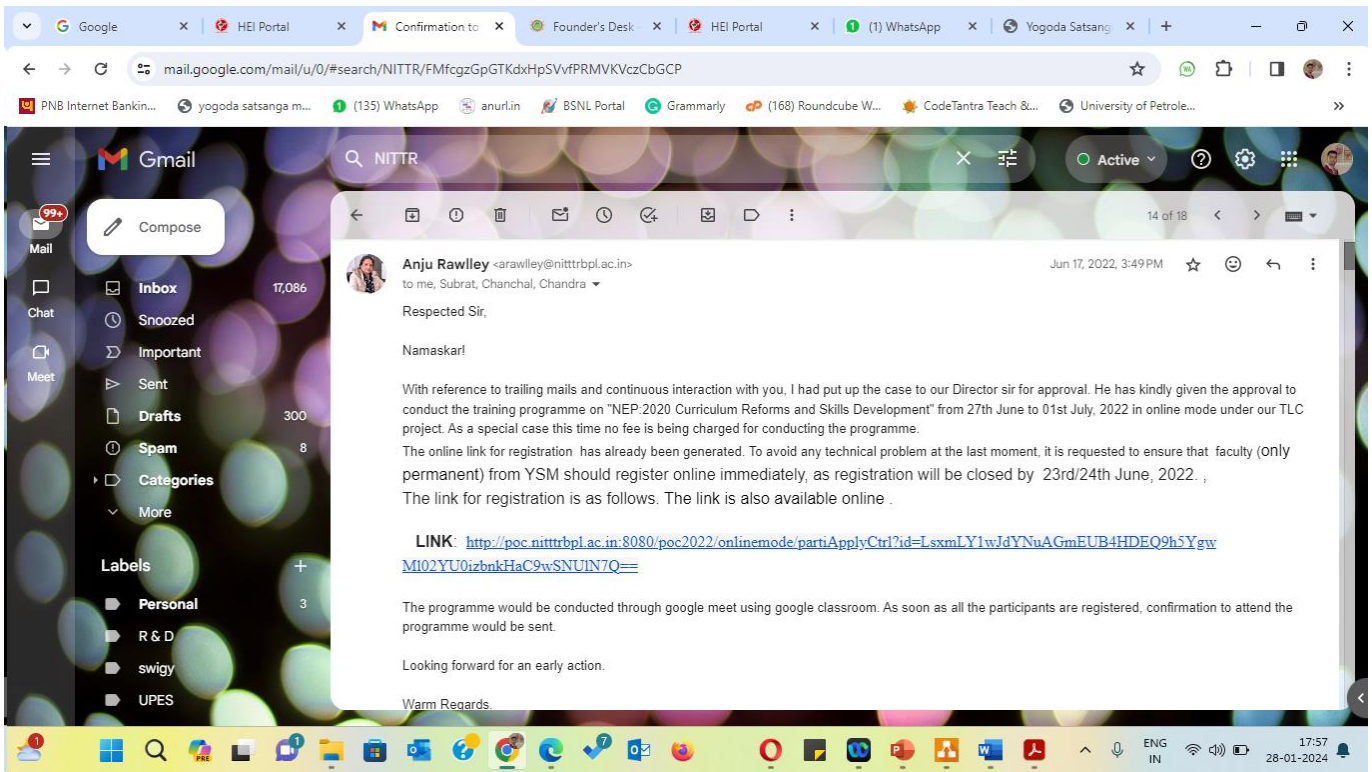
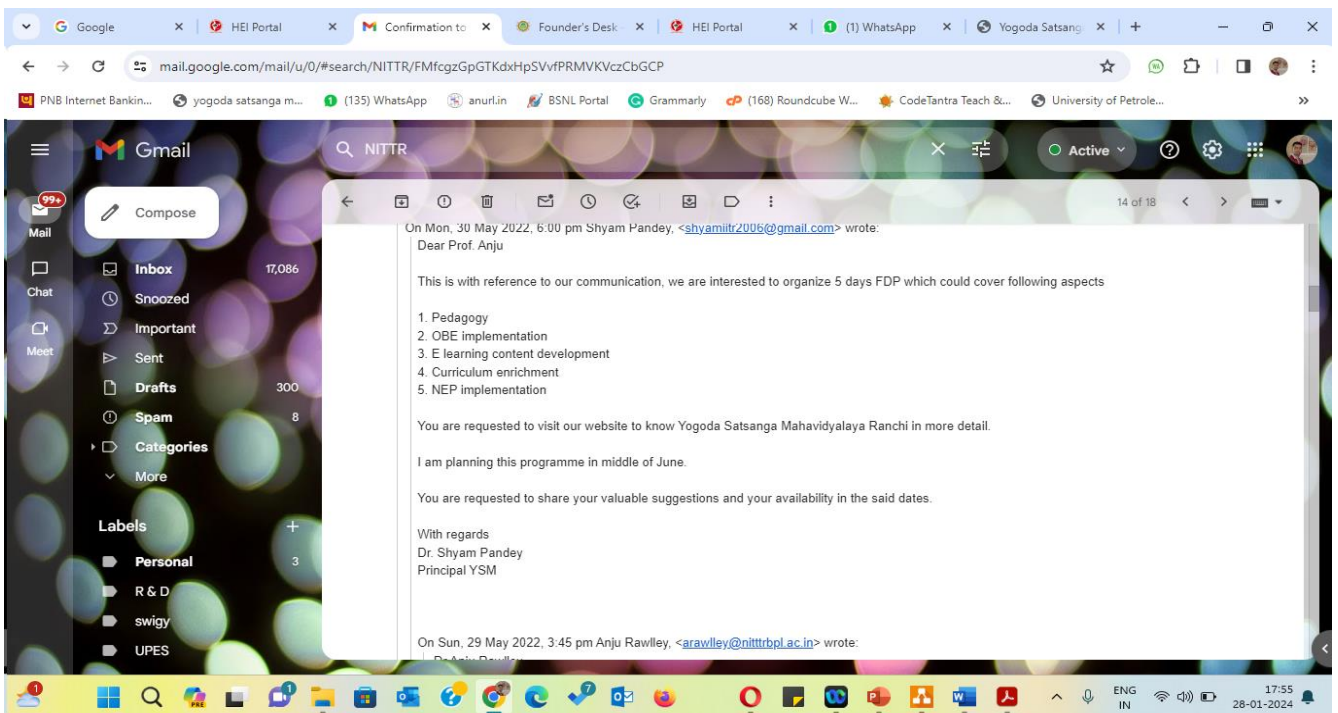


Figure: Whatsapp Chat of YSM FDP group facilitating FDP conducted by IGNOU



Mail by FDP convener for waiving fees of YSM faculties and online registration.



Structure of FDP for NEP 2020 Curriculum and Reforms and Skill Development

I.

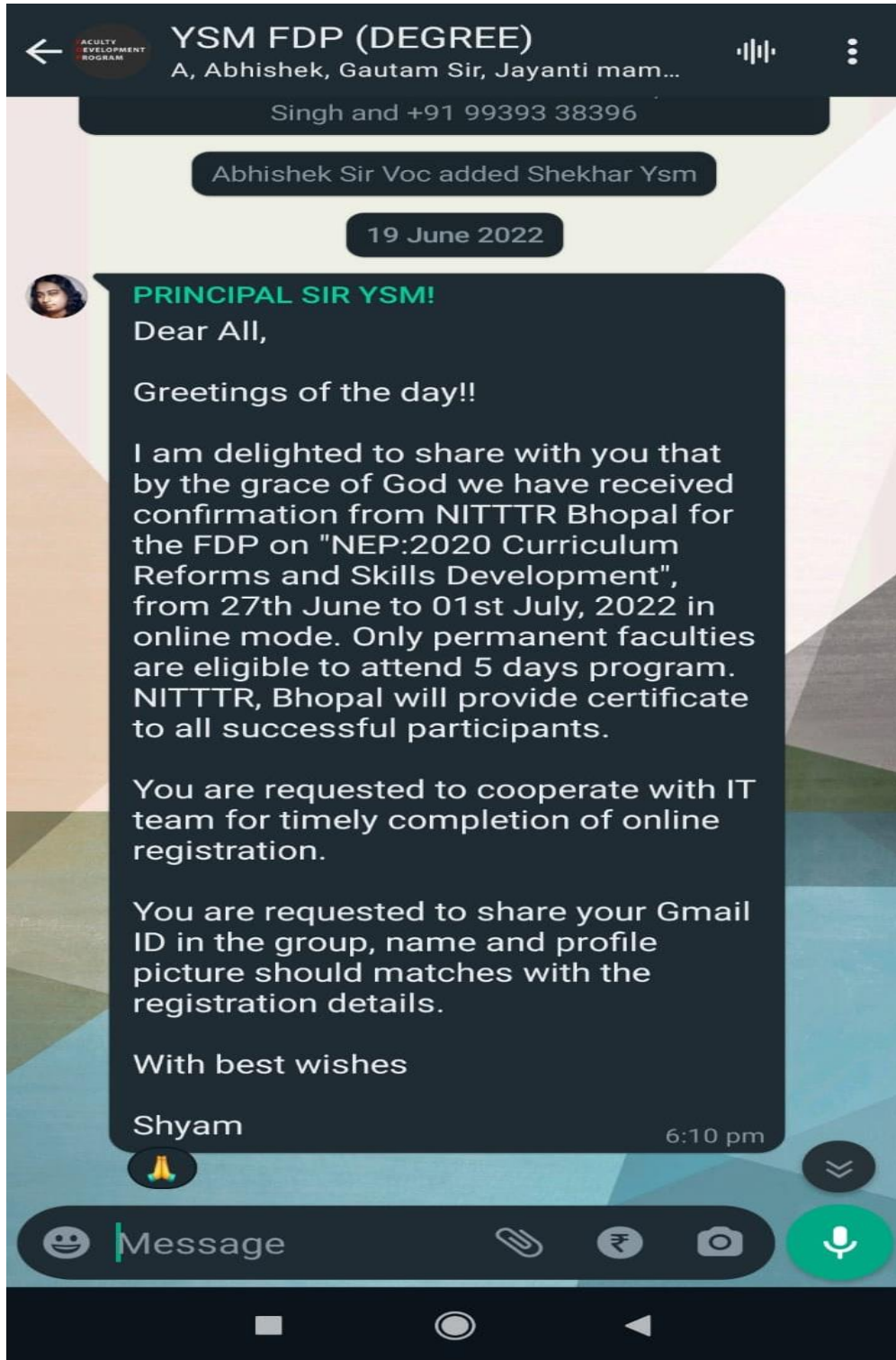


Figure: Information of NITTR FDP facilitated by the college.



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II. Faculty participation in the FDP facilitated by the college (as shared above):

Sl. No	Name of the Programme with date	Name of faculty attended
1.	Professional Development Programme on Implementation of NEP 2020 for University and College Teachers' (From October 27th -05th November 2022)	Anjana Verma R.S. Dey Indira Banerji Amrita Dutta Simran Kaur Neha Kumari Murai Sanjay Kumar Shekhar Suman Loveneesh Gautam Abhishek Pandey Pragati Bakshi Aparna Pandey Sumit Pathak Abhishek Vishwakarma Mayuri Gaur Khushbu Kumari Lal Satyendra Nath Shahdeo Mamta Jha Partha Sarathi Chattaraj Priyanka Kumari Rakhee Lohia Ratnesh Pathak Supriya Kumari Saroj Kumari Sayeed Tanzeem Ahmed Gautam Sanyal





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2.	<p>NEP-2020: Curriculum Reforms and Skill Development</p> <p>National Institute of Technical Teachers' Training and Research Bhopal 26th June- 1st July, 2022</p>	<p>Aparna Pandey</p> <p>Mayuri Gaur</p> <p>Loveneesh Gautam</p> <p>Ghanshyam Tiwari</p> <p>Amrita Dutta</p> <p>Radhashyam Dey</p> <p>Shekhar Suman</p> <p>Indira Banerji</p> <p>Mrinal Gaurav</p> <p>Neha Murai</p> <p>Udita Mitra</p> <p>Santosh Kr. Singh</p> <p>S.C. Mukherjee</p> <p>Abhishek Pandey</p> <p>D. Jha Sudhir</p> <p>R.C.L Das</p> <p>Anjana Verma</p> <p>Mallika Kumari</p> <p>Pradeep Kumar Sinha</p> <p>Pradip Kr. Jha</p> <p>Sumit Kumar Pathak</p> <p>Navindra Nath Chaudhary</p> <p>Manoj Shekhar</p>
----	---	---

Please refer Cr. 6.3.3.1 for the certificates of FDP's listed above and details of other FDPs attended by the faculty members(year-wise)





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III. 6-day NAAC workshop conducted by the Internal Quality Assurance Cell



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6-Day Workshop on NAAC Assessment and Accreditation

24.11.2022 to 30.11.2022

The IQAC Team organized a quality workshop for the members of the teaching and non-teaching staff of Mahavidyalaya. The workshop commenced on 24th November 2022. To make quality a defining element of all the academic as well as administrative aspects, the workshop was planned criterion-wise so that criterion-specific quality initiatives/action plans could be drawn and the challenges in executing them so far could also be addressed.

The purpose of the workshop was also to apprise the new members of the YSM family (who joined the institution in the present academic year) about NAAC and the requirements of the 7 criteria and to get valuable insights from our experienced senior family members who were actively involved in the first cycle of accreditation.



Workshop Gallery



Ranchi, Jharkhand, India

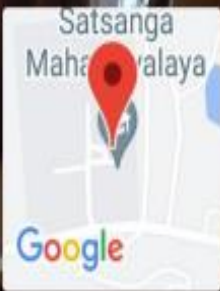
879H+JRQ, Indra Nagar, Masibari, Ranchi, Jharkhand 834004, India

Lat 23.319243°

Long 85.280446°

24/11/22 03:25 PM

Prof Ratnesh Pathak, Department of Physics



Ranchi, Jharkhand, India

879H+JRQ, Indra Nagar, Masibari, Ranchi, Jharkhand 834004, India

Lat 23.319234°

Long 85.28044°

24/11/22 03:53 PM

Dr. Sanjay Singh, Department of Political Science



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6-Day Workshop on NAAC organized by the Internal Quality Assurance Cell (IQAC), Schedule (24-11-2022 to 30-11-2022)

Name	24-11-22	25-11-22	26-11-22	28-11-22	29-11-22	30-11-22
Dr. S. C. Mukherjee						
Prof. Santosh Kumar Singh	Santosh	Santosh	Santosh			Santosh
Prof. Ratnesh Pathak	Pathak	Pathak	Pathak	Pathak	Pathak	Pathak
Dr. A. K. Dubey	A. K. Dubey	A. K. Dubey	A. K. Dubey	A. K. Dubey	A. K. Dubey	A. K. Dubey
Dr. N. N. Choudhary						
Dr. R. C. L. Das	Das	Das	Das	Das	Das	Das
Prof. Shekhar Suman	Shekhar	Shekhar	Shekhar	Shekhar	Shekhar	Shekhar
Dr. Suniti Choudhary	Choudhary	Choudhary	Choudhary	Choudhary	Choudhary	Choudhary
Dr. Sumit Kumar Pathak	Pathak	Pathak	Pathak	Pathak	Pathak	Pathak
Dr. Indumati Thakur						
Dr. Anjana Verma	Anjana	Anjana	Anjana	Anjana	Anjana	Anjana
Dr. Rakhee Lohia					On Leave	Anjana
Prof. Prakash Sahay	On Leave	On Leave	On Leave	On Leave	On Leave	On Leave
Dr. Sanjay Kumar	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay	Sanjay
Dr. Neela Kumari Murai	Murai	Murai	Murai	Murai	Murai	Murai
Prof. Rishav Kumar	Rishav	Rishav	Rishav	Rishav	Rishav	Rishav
Dr. Manoj Shekhar	Manoj	Manoj	Manoj	Manoj	Manoj	Manoj
Dr. Amrita Dutta	Amrita	Amrita	Amrita	Amrita	Amrita	Amrita
Dr. Mritunjay Kumar	Mritunjay	Mritunjay	Mritunjay	Mritunjay	Mritunjay	Mritunjay
Prof. Pragati Bakshi	Pragati	Pragati	Pragati	Pragati	Pragati	Pragati

Attendance sheet of the 6-Day Quality Workshop





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**7-Day Workshop on NAAC organized by the Internal Quality Assurance Cell (IQAC),
Schedule (24-11-2022 to 30-11-2022)**

Name	24-11-22	25-11-22	26-11-22	28-11-22	29-11-22	30-11-22
Prof. Ghanashyam Tiwari						
Prof. Aparna Pandey	AP	AP	AP	AP	AP	AP
Dr. P. K. Jha						
Dr. Abhishek Pandey	AP	AP	AP	AP	AP	AP
Prof. Supriya Kumari						
Dr. R. S. Dey	RS	RS	RS	RS	RS	RS
Dr. Indra Banerji	ON DUTY LEAVE	I. Banerji	ON C.L.	I. Banerji	I. Banerji	I. Banerji
Dr. Sitweta Singh	SS	SS	SS	SS	SS	SS
Dr. Pradeep kumar Sinha	PKS	PKS	PKS	PKS	PKS	PKS
Dr. Malika Kumari	MK	MK	MK	MK	MK	MK
Prof. T. K. Sarkar						
Dr. Mrinal Gaurav	MG	MG	MG		MG	MG
Prof. Simran Kaur	SK	SK	SK	SK	SK	SK
Dr. Lovennesh Goutam	LG	LG	LG	LG	LG	LG
Dr. Mayuri Gaur						
Dr. Ram Prasad Gope	RG					
Dr. Abha Kumari						
Dr. D. Jha Sudhir				DS	DS	DS
Mr. L.N.S. Thakur	LNT		LNT	LNT	LNT	LNT
Mr. D.K sinha	DKS		DKS	DKS	DKS	DKS

Attendance sheet.

IV. Interactive session on "Role of Academic Leader in times of NEP and the burgeoning culture of Edupreneurship: Transforming Self and Others

As a part of the Gyanodaya initiative, an initiative that aims at equipping the faculty with the knowledge that is essential for inculcating core and professional skills, the Internal Quality Assurance Cell of YSM organized an interactive session on "Role of Academic Leader in times of NEP and the burgeoning culture of Edupreneurship: Transforming Self and Others on 25th February 2023.

The resource persons for the aforesaid session were Mr.Chaitanya, Co-founder and Executive Director of a preeminent EdTech Company, Emeritus, having an experience in Executive Education of almost two decades and Mr.Vivek Atray, retired officer, Indian Administrative Service(IAS),also a celebrated TedX speaker.

Mr. Chaitanya highlighted the importance of reskilling and upskilling to stay relevant and contemporary.He also spoke at length as to how by leveraging and embracing technology we can reap the benefits of Demographic Dividend. In the 21st century, we all need to be lifelong learners, he said.

Mr. Vivek Atray also a member of the Education Expert Committee, YSEIs,in his address focussed on the human element.We are all evolving, learning from experiences and there is always a scope for



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improvement, he said. Through his illustrative examples, he kept the members of the audience captivated and beautifully highlighted that how important it is to be flexible and adaptable.



Mr. Chaitanya, Co-founder and Executive Director of a preminent EdTech Company, Emeritus,



Mr. Vivek Atray, retired officer, Indian Administrative Service (IAS), a celebrated TedX speaker.



V. Mahavidyalaya encourages faculties career development through rewarding for publishing research work and provide financial assistance for training programme.

i. Table of financial assistance for training programme in 2019-20

S.No.	Year	Name of the faculty	Title of the Training Program	Name of the Organizing Institute and Location	Date of the Training Program	Financial Assistance (in Rs) Includes the Course Fee and Travel Charges
1.	2019-20	Prof. Simran Kaur	Training in Career Counseling	iDreamCareer.com (Lucknow)	6 th - 8 th September 2019	Towards course fee: Rs 9912 Towards Travel Fare: Rs 5155 Towards Local Conveyance: 1095 Total: Rs 16,162
2	2019-20	Prof. Anirban Biswas	Training in Career Counseling	iDreamCareer.com (Lucknow)	6 th - 8 th September 2019	Towards course fee: Rs 9912 Towards Travel Fare: Rs 5155 Towards Local Conveyance: 1095 Total: Rs 16,162
3	2019-20	Prof. Sristi Modak	Training in Career Counseling	iDreamCareer.com (Lucknow)	6 th - 8 th September 2019	Towards course fee: Rs 9912 Towards Travel Fare: Rs 5155 Towards Local Conveyance : 1095 Total: Rs 16,162

(ii) Certificate and cash awarded to faculty for paper publication in a journal of repute.



Certificate presented to Prof. Shekhar Suman Department of Mathematics.

VI. Mahavidyalaya has a provision of academic upgradation and support in the Annual budget. Excerpt from the Annual Budget of the Academic Year 2020-21:

Income and Expenditures								Remarks
Particulars	Expenditures							
	Last Year's (2019-20) Budget Expense Estimate (BEE) (Degree + Inter)	Last Year's (2019-20) Actual Expense (AE) Figure (Inter)	Last Year's (2019-20) Actual Expense (AE) Figure (Degree)	Last Year's (2019-20) Actual Expense (AE) Figure (Degree+Inter)	Next Year's (2020-21) Budget Expense Estimate (EE) (Degree + Inter)	Next Year's (2020-21) EE (Degree)	Next Year's (2020-21) EE (Inter)	
Total A.3.a.	18,42,897	-	3,75,855	3,75,855	22,13,974	14,62,669	7,51,305	
A.3.b. Academic Upgradation and Support								
Teaching Learning Digitisation	1,30,000			-	2,47,350	1,64,900	82,450	Annexure 2
Departmental and College Seminar	61,800		1,02,000		2,13,100	1,93,600	19,500	
Educational Exposure Visits				1,02,000				Annexure 3 A
Faculty Development Program			2,182	2,182	1,15,000	1,15,000		Annexure 3 B
Research and Consultancy			45,202	45,202	1,50,000	1,00,000	50,000	
IQAC/NAAC/AQAR Activities	10,000		8,000	8,000	60,000	40,000	20,000	
ICT/ ERP	3,01,000				28,000	28,000	-	Annexure 11B
System Maintenance	5,76,000				63,000	42,000	21,000	Annexure 12E
IGNOU					2,70,000	1,80,000	90,000	Annexure 12D
Total A.3.b.	10,78,800	-	1,57,384	1,57,384	12,06,450	9,03,500	3,02,950	



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Annexure XVIII- Training programme for non-teaching staff members:

I. Report of digital literacy training for non-teaching staff:



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Report on DigitALL - Digital Literacy Training Programme for Non-Teaching Staff

Introduction

Under the aegis of the Internal Quality Assurance Cell(IQAC), the IT Cell of our college organized a comprehensive digital literacy training program titled "DigitALL" for the members of the Non-Teaching staff. The primary objective of this program was to equip the participants with essential digital skills, enabling them to adapt to technological advancements and remain competent in an ever-changing work environment.

Training Program Details

The DigitALL training program commenced on May 17, 2023, and continued for a period of 2 weeks . The program was designed to be interactive and engaging, providing the participants with a hands-on learning experience. The training sessions were conducted for 2 hours per day, from 1 pm to 3 pm.

Participants:

A total of 11 members from the Non-Teaching staff registered for the training program of which 08 members could successfully complete the DigitALL training program. These individuals displayed a strong willingness to enhance their digital literacy skills and embraced the opportunity to develop their technological competencies.

Trainers:

The training sessions were conducted by a team of experienced teachers of the college itself who specialize in different aspects of digital literacy. The trainers involved in the DigitALL program were Prof. Goutam Sanyal, Prof. P. S. Chattaraj, Prof. Priyanka Kumari and Prof. Khusboo Kumari.

The entire training programme was coordinated and supervised by Prof. Abhishek Vishwakarma, Coordinator, IT Cell.

Modules Covered:

The DigitALL training program encompassed three key modules, each focusing on a specific aspect of digital literacy. The modules included the following:

(a) Microsoft Word:

Participants were introduced to the fundamental features and functionalities of Microsoft Word, enabling them to create, edit, and format documents effectively. They learnt techniques for text formatting, inserting images, tables, and other relevant skills.





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(b) Internet and Email:

This module aimed to familiarize the participants with the usage of the internet and email. They were provided with essential knowledge on browsing the web and managing emails efficiently.

(c) Microsoft Excel:

The Excel module focused on equipping the participants with the necessary skills to work with spreadsheets. They learned how to organize data, perform basic calculations, create charts in Microsoft Excel.

Conclusion:

The DigitALL training program for the Non-Teaching staff was a significant step towards enhancing digital literacy within our college. The participants actively engaged in the training sessions and displayed enthusiasm in learning new skills.

Attachment(s)

1. Notice of the Training Program
2. Attendance Sheet of the Training Program
3. Glimpse of the Training Program





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Notice of the Digital Literacy Training Program.

Yogoda Satsanga Mahavidyalaya

JAGANNATHPUR, DHURWA, RANCHI – 834004

Email address: ysmranchi4@gmail.com

(NAAC Accredited, Grade: B++, CGPA: 2.89)

: Notice, dated 16/05/2023:

DigitALL - Digital Literacy Training Programme for Non-Teaching Staff

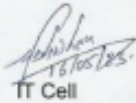
Under the aegis of the Internal Quality Assurance Cell, the IT Cell of the college is organizing a 15-day Digital Literacy Training Programme titled "DigitALL" for the members of the Non-Teaching staff.

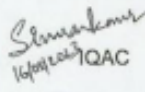
The objective of this programme is to provide training and develop digital literacy skills among them, enabling them to adapt to technological advancements and stay competent in an ever-changing work environment.

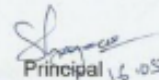
The training programme will commence from **May 17 2023** and will continue for 15 days. The sessions will be conducted every day from 2 pm to 3 pm.

The following members of the Non-Teaching staff shall attend the sessions regularly and make the most of this opportunity:

1. Sri Gobardhan Kumar
2. Sri S. S. Loka
3. Smt. Seema
4. Sri Ramanuj Sharma
5. Sri Manoj Gope
6. Sri Ratiya Oraon
7. Sri Akhilesh Kumar Sharma
8. Sri Ashish Kumar Singh
9. Sri Vikash Kumar Pashwan
10. Sri Kush Kumar
11. Sri Ravi Rahul Singh


IT Cell


IQAC


Principal 16.05.23

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

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Attendance Sheet of the Digital Literacy Training Program

Yogoda Satsanga Mahavidyalaya Non-Teaching Staff Training							
NAME	17-05-23	18-05-23	19-05-23	20-05-23	22-05-23	23-05-23	27/05/23
SRI GORARDHAN KUMAR	Present	Present	Present	Present	Ab	Ab	Present
SRI S.S.LOKA	Present	Present	Present	Ab	Ab	Ab	Present
SMT. SEEMA	Present	Ab	Ab	Ab	Ab	Ab	Present
SRI RAMANUJI SHARMA	Ab	Ab	Ab	Ab	Ab	Ab	Present
SRI MANOJ GOPE	Present	Present	Present	Present	Present	Present	Present
SRI RATYA DRAON	Ab	Ab	Ab	Ab	Ab	Ab	Present
SRI AKHILESH KUMAR SHARMA	Present	Present	Present	Present	Present	Present	Present
SRI ASHISH KUMAR SINGH	Present	Present	Present	Ab	Present	Present	Present
SRI VINAY KUMAR PASHWAN	Present	Present	Present	Ab	Present	Present	Present
SRI KUSH KUMAR	Present	Present	Present	Present	Present	Present	Present
SRI RAU RAHUL SINGH	Present	Present	Present	Present	Present	Present	Present

Yogoda Satsanga Mahavidyalaya Non-Teaching Staff Training							
NAME	25-05-23	26-05-23	28-05-23	29-05-23	30-05-23	31-05-23	01-06-23
SRI GORARDHAN KUMAR	Ab	Ab	Ab	Ab	Ab	Ab	Present
SRI S.S.LOKA	Ab	Present	Present	Present	Ab	Ab	Present
SMT. SEEMA	Present	Present	Present	Present	Present	Ab	Present
SRI RAMANUJI SHARMA	Present	Present	Present	Present	Ab	Ab	Present
SRI MANOJ GOPE	Present	Ab	Ab	Present	Ab	Ab	Present
SRI RATYA DRAON	Present	Present	Present	Present	Present	Present	Present
SRI AKHILESH KUMAR SHARMA	Present	Present	Present	Present	Ab	Ab	Present
SRI ASHISH KUMAR SINGH	Present	Present	Present	Present	Present	Present	Present
SRI VINAY KUMAR PASHWAN	Present	Present	Present	Present	Ab	Ab	Present
SRI KUSH KUMAR	Present	Present	Present	Present	Present	Present	Present
SRI RAU RAHUL SINGH	Present	Present	Present	Present	Ab	Ab	Present

Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
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Glimpse of the Digital Literacy Training Program



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II. *Koha training for non-teaching staff with snapshot from training and certificates:*

An onsite Koha training programme for our YSM, Library Team was held at CVS Board Room of Yogoda Satsanga Mahavidyalaya on 28th February, 2023, 1st March 2023 and 18th March 2023 from 11 AM to 1.30 PM. Mr. Sayan Paul on behalf of Avior Technology Pvt. Ltd. was the instructor for the entire training session

The objectives of the training session were to enhance the skill of the participants and to understand the features of Library Management Software especially KOHA, and to provide practical suggestion for working with a Library Management Software.

The training session was informative, practical. The objectives were clearly defined, and the content was relevant and valuable. The use of real-life scenarios and practical tips made the content relatable and applicable to work with Library Management Software.



Glimpse of KOHA Training



Sample certificates



Sample certificates

