BEST PRACTICE 02

1. TITLE OF THE PRACTICE

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

2. OBJECTIVE

A technology-mediated ecosystem offers numerous benefits, primarily addressing challenges posed by the COVID-19 outbreak to ensure uninterrupted teaching and learning. The objective encompass training faculty and students in ICT proficiency, fostering a connected and collaborative learning atmosphere, optimizing data management and analysis, and enhancing administrative efficiency through digitalization.

3. CONTEXT

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

Nevertheless, the college has been taking several initiatives strengthen the IT Infrastrusture. The college is a Wi-Fi-enabled campus and also boasts a Digital Knowledge Centre that houses various systems that are meant for easy access to students and faculty members.In an effort to provide further assistance, the college has provided laptops to faculty members, facilitating their engagement with digital teaching tools.Additionally, the college's dedicated IT Cell assists as well as conducts training programs to bridge the technology gap.Online tutorials, and ongoing technical support have helped students and faculty become familiar with digital platforms and processes. Engaging faculty members through effective communication meetings and involving them in decision-making processes has also helped overcome resistance and foster a positive environment for digitization.

Recognizing the importance of technology in education, the college has always prioritized upgrading its infrastructure, particularly focusing on IT infrastructure and hardware. This aligns with the goals set by the New Education Policy 2020, which highlights the transformative potential of technology in providing equitable and inclusive education to all students.

4. PRACTICE

In response to the challenges posed by the pandemic, the college embraced numerous initiatives under the ***umbrella of Academics.***Post-pandemic also the college has been leveraging technology.
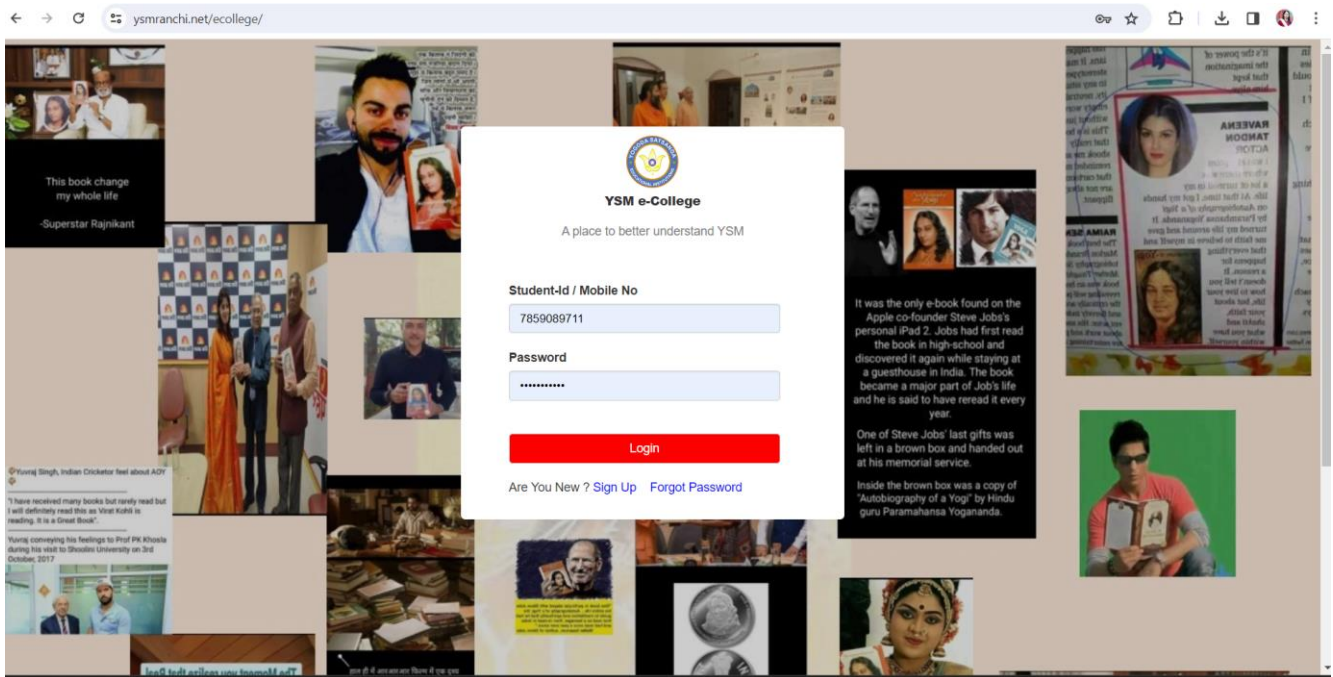
INITIATIVES UNDER ACADEMICS

1. **Connectivity and Communication**:

The e-college portal, on the college website, permits teachers and students to access it from any location using their respective login credentials, including a unique login ID and password.

Glimpse of the e-college portal accessible to both faculty and students using their individual IDs and passwords.

2. **Departmental/Semester-specific Groups:**

Functional WhatsApp groups for each academic segment disseminated essential information, including **notices, study materials, and registration forms,** enriching curricular and extracurricular engagement.

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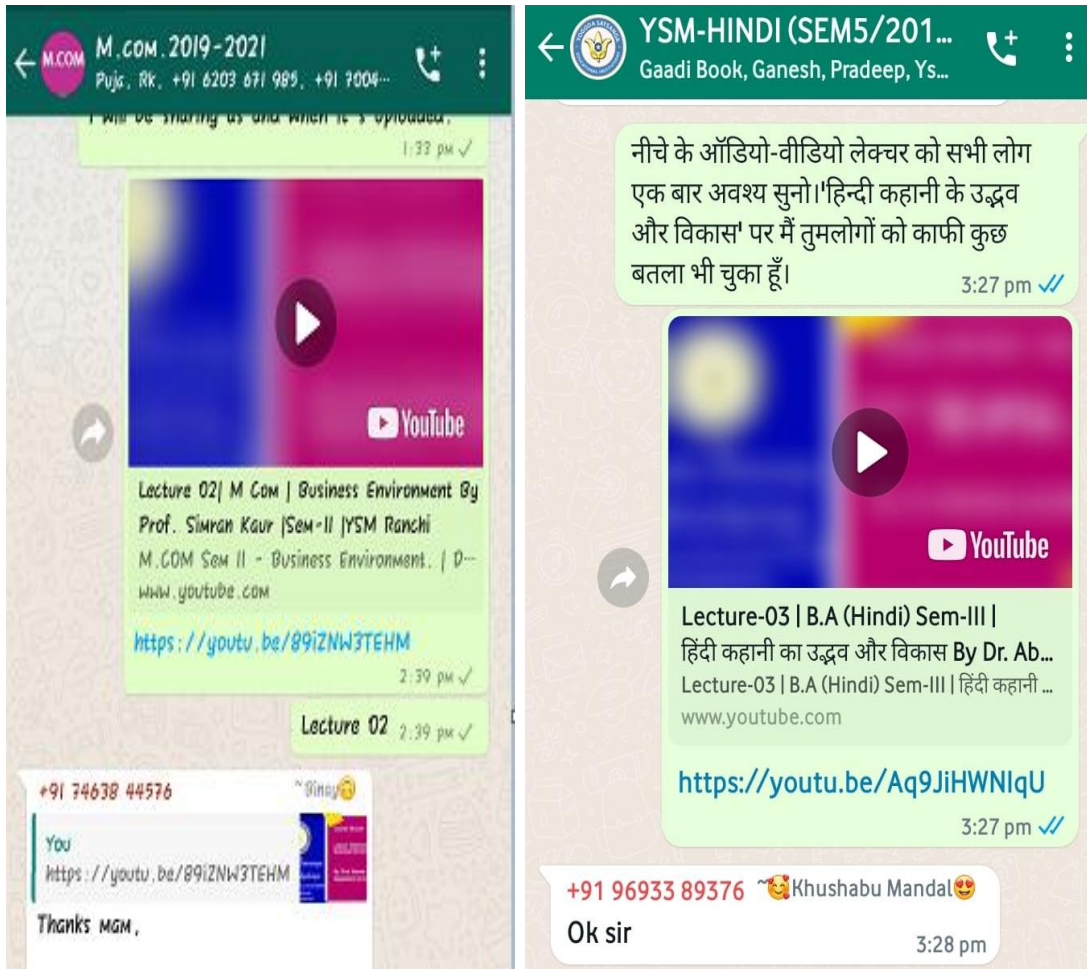
Screenshot of Department Specific WhatsApp groups.

3. **Official YouTube Channel:**

The college launched a dedicated YouTube channel, housing over 250 lecture videos, live-streamed events, motivational talks, and admission tutorials.

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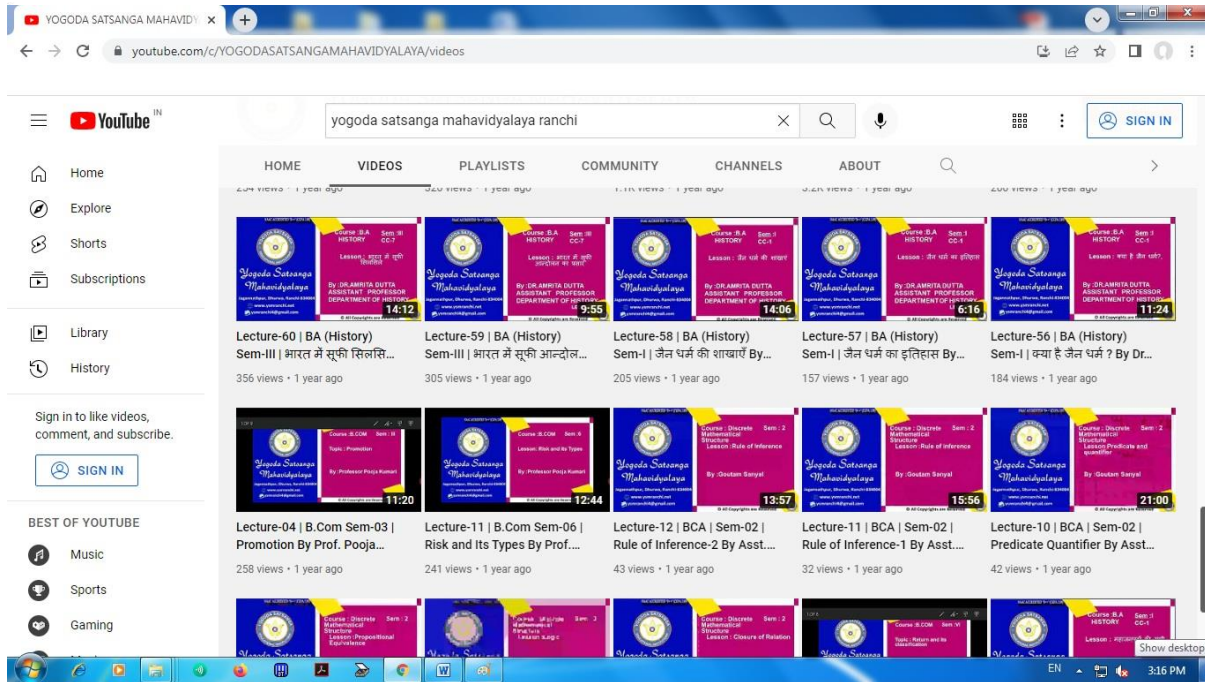
Glimpse of YouTube Channel of the college.

4. Online Classes and Examinations:

During the pandemic,structured online class schedule enabled uninterrupted education, paralleling traditional classroom quality. Online examinations, including viva voce, maintained academic rigor.**Post-pandemic,during examination period, the faculty members engage online classes to supplement their offline classes.**

Online class(Department of Commerce)

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Online class(Department of Chemistry)

Online Viva-Voce (Department of Zoology)

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5. Use of Projectors in Classrooms

Department of Economics

Department of English

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ICT-enabled classrooms in new building.

ICT enabled Seminar Hall for Departmental initiatives.

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Digital Knowledge Centre being used for Language lab sessions in the picture.

6. Departmental Webinars and Collaborations:

The college collaborated with institutions like Shoolini University and Jharkhand Rai University for webibnars, hosted an international conference in Hybrid mode and also webinars on pivotal topics like Gender Equity and Climate Change.
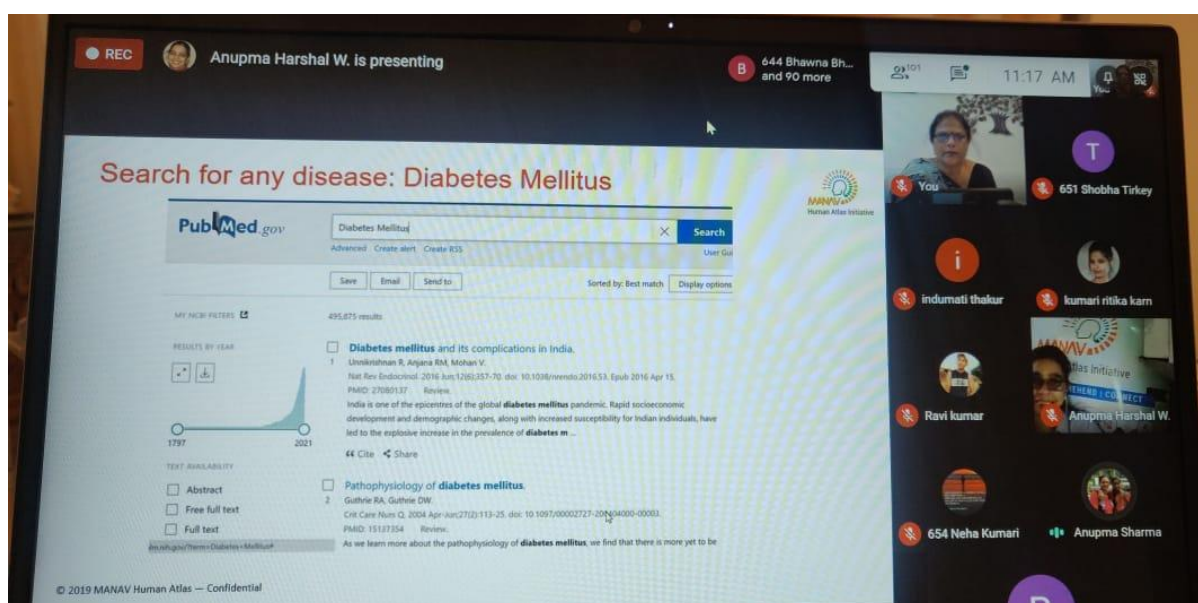
Department Level webinars.

Webinar on Bhagavad Gita and Ethical Values held in collaboration with Shoolini University.
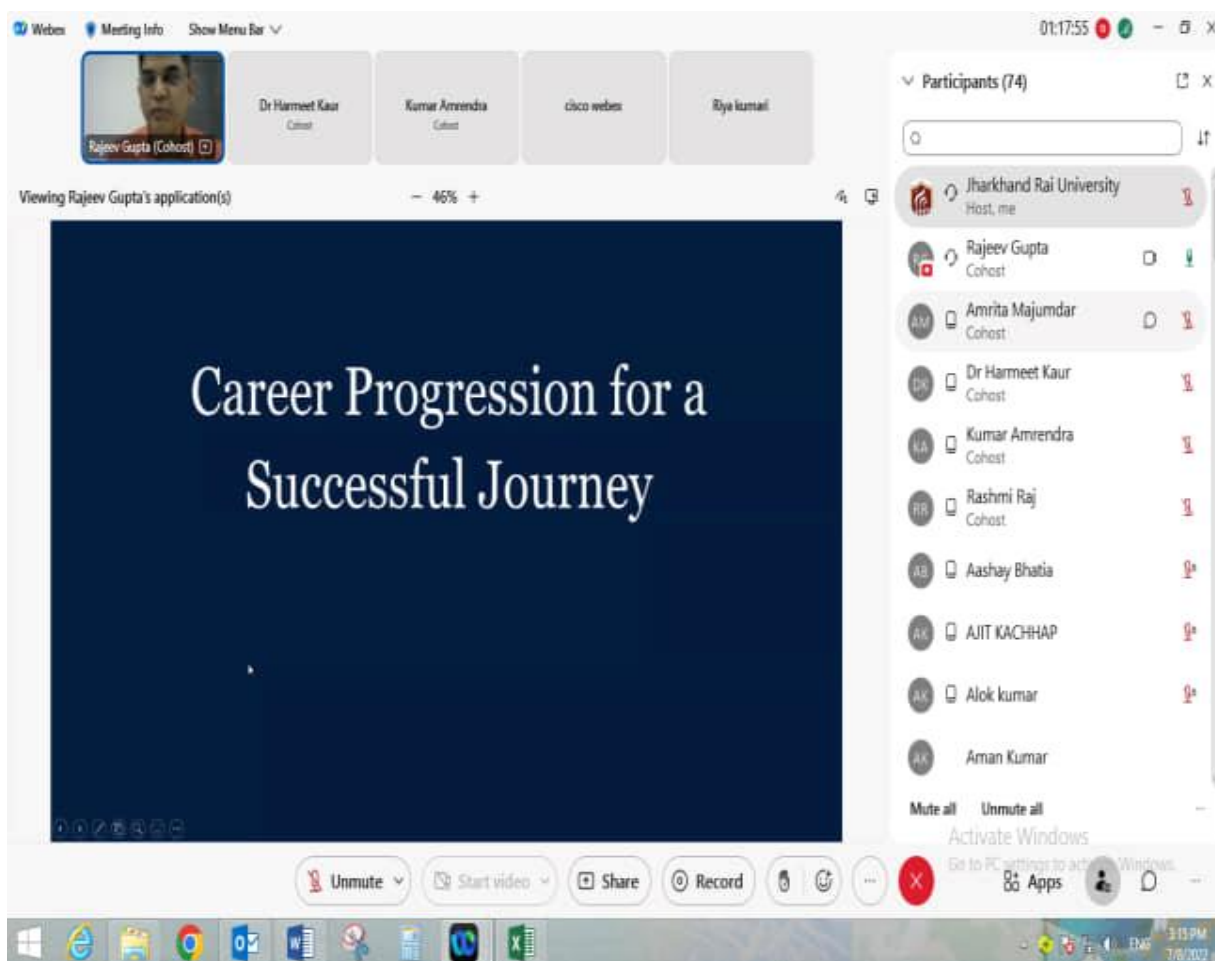
A Webinar on "Career Progression for a Successful Journey" was organized on July 8 2022 in collaboration with Jharkhand Rai University.

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International Conference organized in Hybrid Mode in 2023.

7. Online Coaching and Live Streaming:

Recognizing student needs, the college initiated online coaching for IIT-JAM preparations, with live-streamed sessions on YouTube, particularly benefiting students from modest backgrounds.
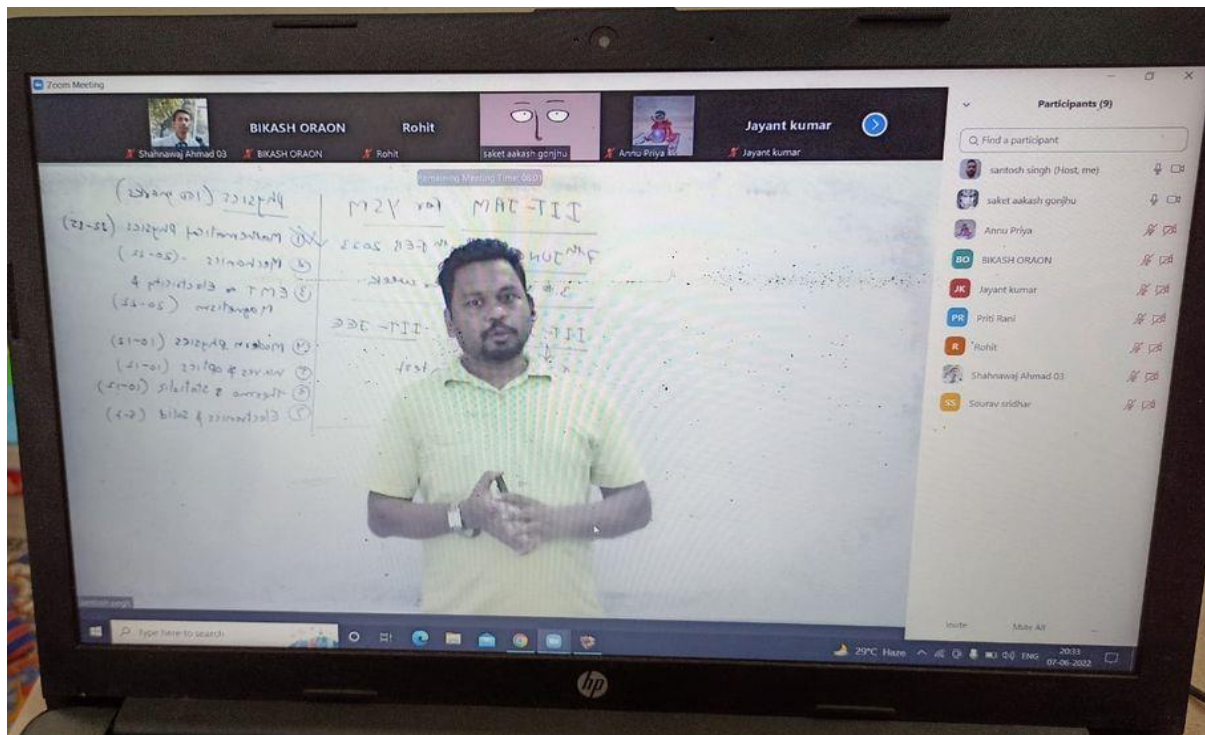
Glimpse of online coaching provided by Prof.Santosh Singh,Assistant Professor,Dept. of Physics.

8. Digital Art Festival,Music Festival and Virtual Events:

Despite challenges, the college held digital art festival during Covid-19.Post-pandemic,celebratory events like Indian Constitution Day 2022 and Jharkhand Foundation Day 2022 online, even expanding to webinar series on topics like Climate Change,pnline quizzes.

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A talk on the topic "Gender Equity and Equality" conducted on the occasion of Indian Constitution Day 2022 in a hybrid mode.

9. E-library:

The college subscribed to N-List, offering a vast scholarly repository. To enhance accessibility, it implemented an Online Public Access Catalogue and introduced email alert services for book management, further upgrading its Koha system.

Main Page

The entire collection of Central Library of Y can be searched through WEB-OPAC. From the OPAC section on the website students can search library resources without any difficulty. Students can self-renew the books held under their ID in their library account.

Central Library, YSM has offered a referral e-library by indexing the free e-resource in our web-OPAC, which offers book, journals, study materials, database, data set, government job portals, course and training portals and carrier guidance flowchart etc

NLIST Portal Support: *Central Library, YSM has been member of* N-LIST, INFLIBNET from the year 2017, a college component of e-ShodhSindhu consortium with access to more than 7783491 full-text e-books and 6435+ e-journals for our students.

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Online Public Access Catalogue (OPAC) Search Desk at the Central Library of the college.

10. JIGYASA:

Launched in 2023, this platform fosters student-faculty interactions, enabling students to seek insights from faculty experts.
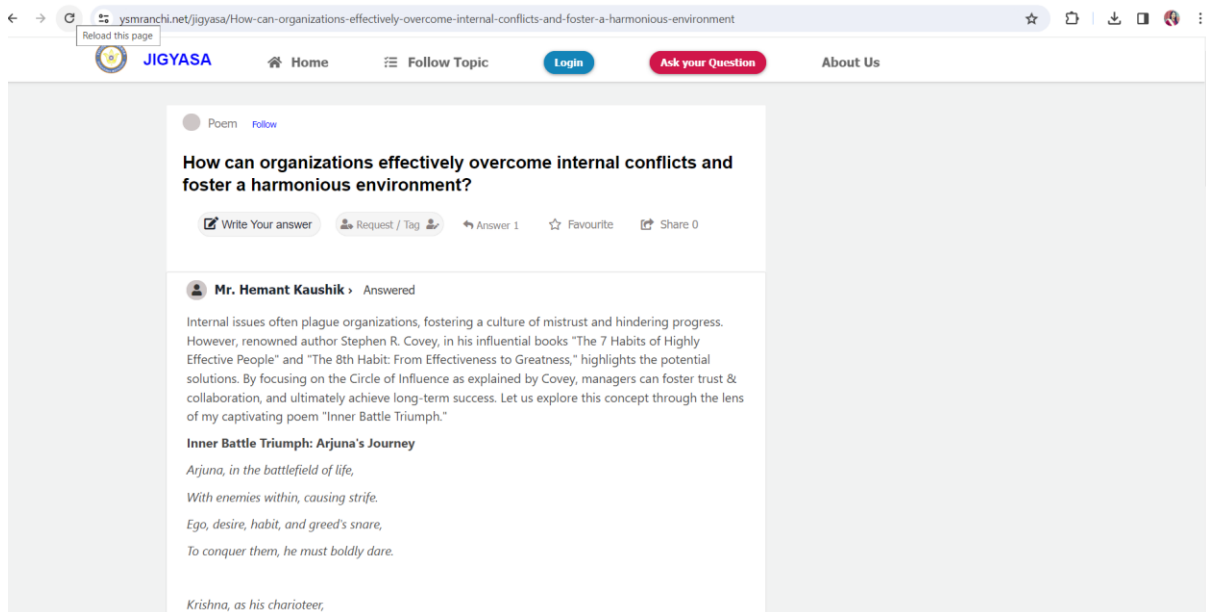
Screenshot from the Jigyasa Platform on the college website.

11. Online FDP and Workshops for Faculty Members:

The college prioritized faculty development through online workshops. Notably, a workshop on 'Managing Research and Academic Ethics' engaged all faculty members, complemented by a UGC-recognized training program.

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

Online FDP in collaboration with NITTR in 2022.
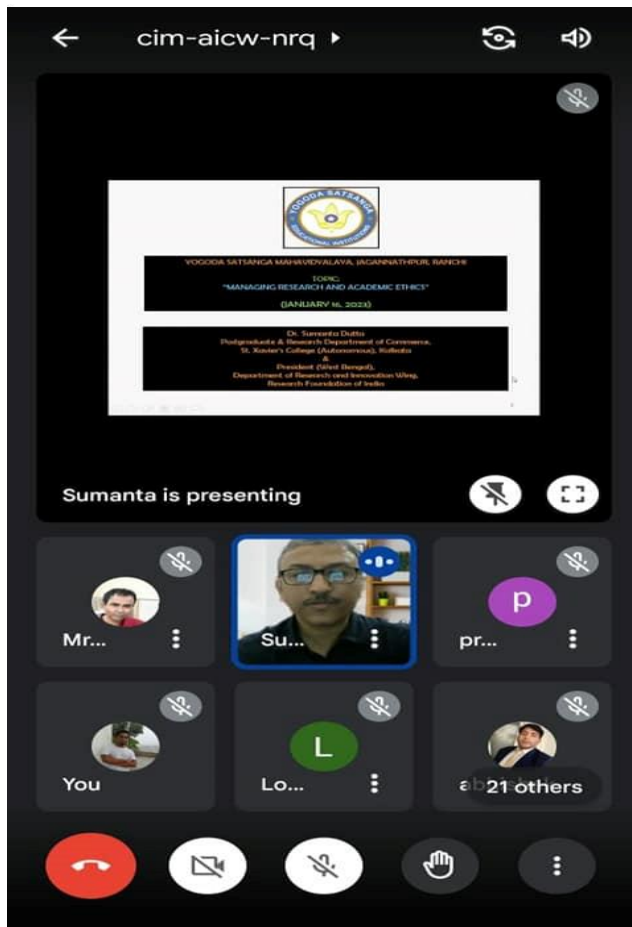
The Research Advisory Committee(RAC) of YSM along with members of Team IQAC(Research, Innovation and Extension Criteria) organized a one day online workshop on "Managing Research and Academic Ethics" for all the faculty members of the Mahavidyalaya on January 16 2023.
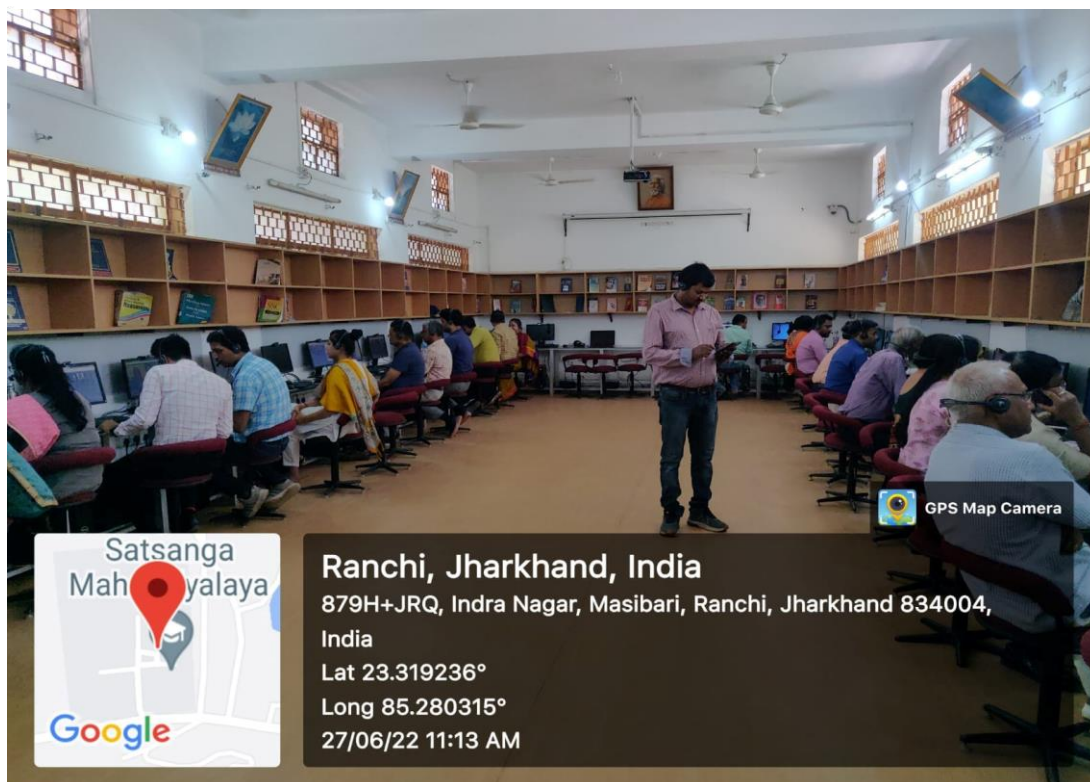
The college's IT infrastructure for academic purposes encompasses dedicated computers and laptops, ICT-enabled classrooms, a Wi-Fi-enabled campus, a Zoom Pro version for webinars and events, language lab software, a Digital Knowledge Centre, and a computer lab, complemented by e-library including N-list subscription.

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INITIATIVES UNDER ADMINISTRATION:

1. e-college Portal on the college website

The e-college portal, on the college website, permits teachers and students to access it from any location using their respective login credentials, including a unique login ID and password. The portal designed for faculty members incorporates the following features:

(a) **Utkarsh-** Documentation of all aspects of academic delivery and other engagement of faculty members on an everyday basis.

Glimpse of faculty class engagement records available on the UTKARSH section of the e-college portal on the website.

(b) **Leave Application -**Leave applications are seamlessly processed through the online leave application feature on the e-college portal. This functionality not only displays the current status of leave processing but also provides information on the remaining balance of available leaves.

Online Processing of leave through e-college portal.

(c) **Salary Slip-** Monthly salary slips are accessible for download online through the individual dashboards on the e-college portal.
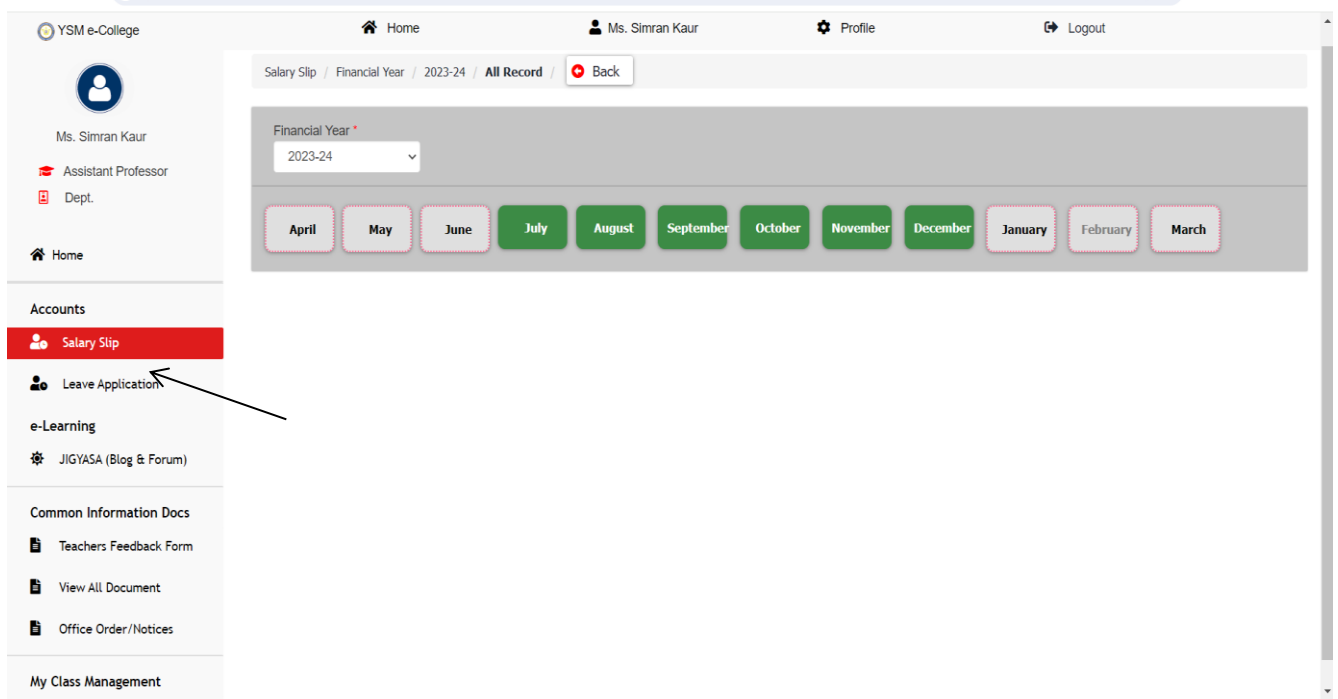
Online salary slips may be generated through the e-college portal on the website.

(d) **Office Orders/Documents -**The Document section within the e-college dashboard for faculty members includes embedded content such as office orders, committee compositions, and essential documents like the role/charter of committees.
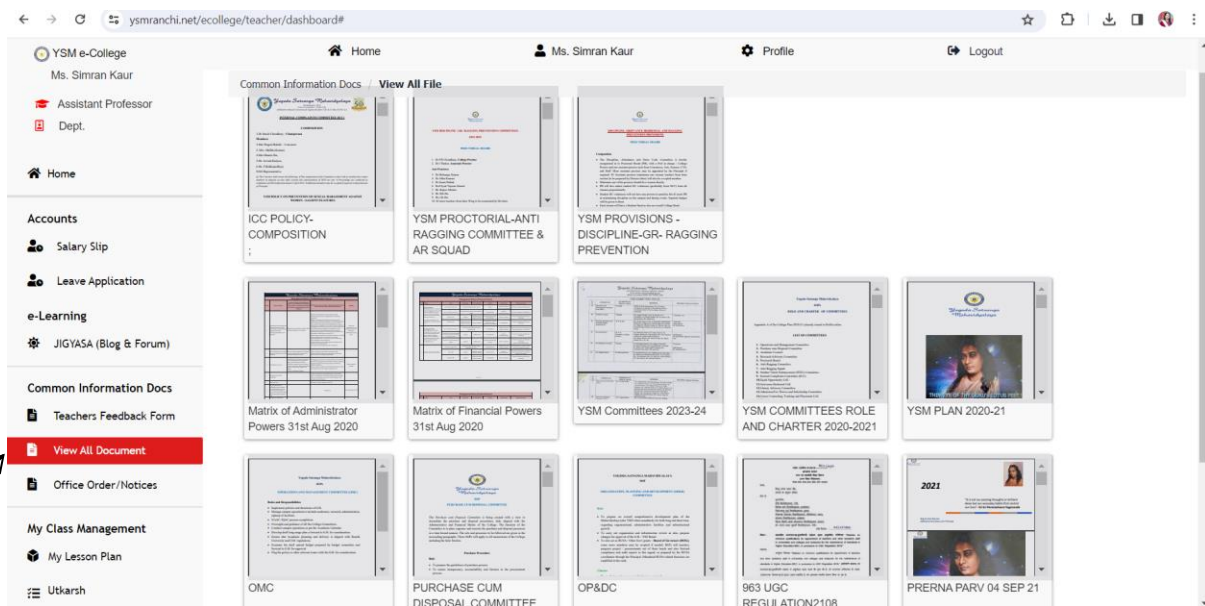
2. Pension Slips for Retired Faculty members:

The recently introduced function enables retired faculty members to conveniently download their pension slips online through the college website.

Provision of downloading employee pension slip from the website.

3. *Communication and Meetings:*

The college utilizes online platforms for communication with students, faculty, and university officials. Amid the pandemic, virtual meetings for IQAC, GBEC, and OMC were conducted, and even after the pandemic, several meetings continue to be scheduled online.

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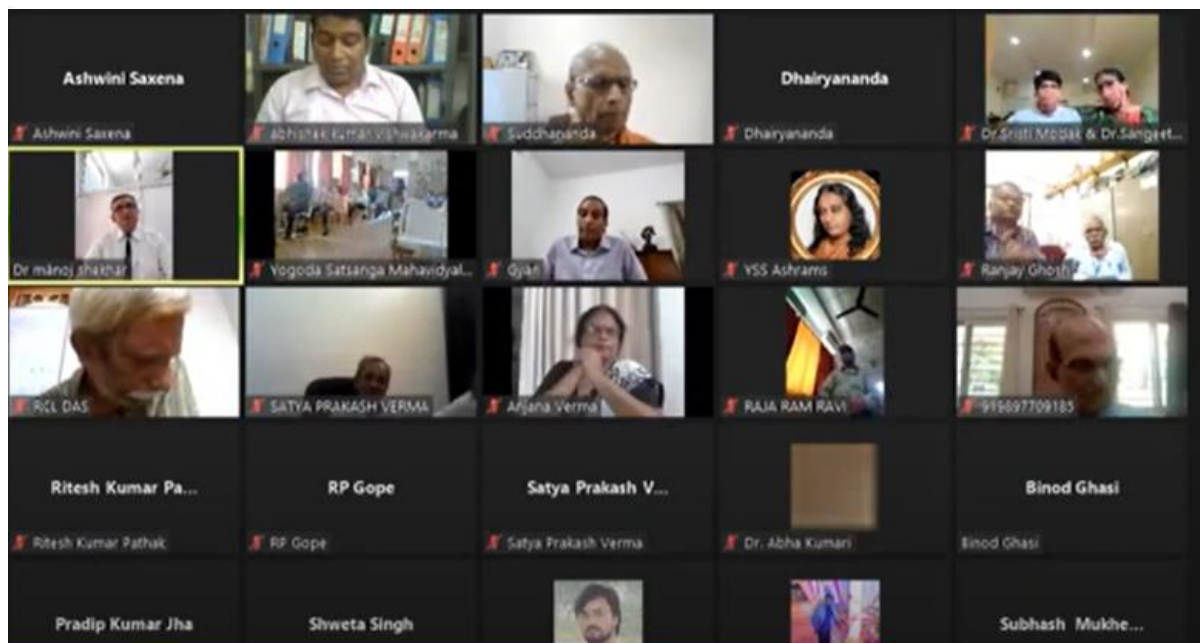
Online faculty meetings.

4. Official WhatsApp Groups/Telegram Channel:

The college manages various WhatsApp groups, each designated for specific purposes. For example, the **YSM Notice Board** is exclusively administered by designated members of the college who share notices, notifications, and office orders. Additionally, there is a WhatsApp group named **YSM Academics/Exams,** which serves as a platform for faculty members to document their daily academic activities. This group includes authorities and facilitates the sharing of pertinent academic details. Furthermore, the **official Telegram channel** boasts a membership exceeding 3400 individuals, and it serves as a channel for disseminating all relevant information.
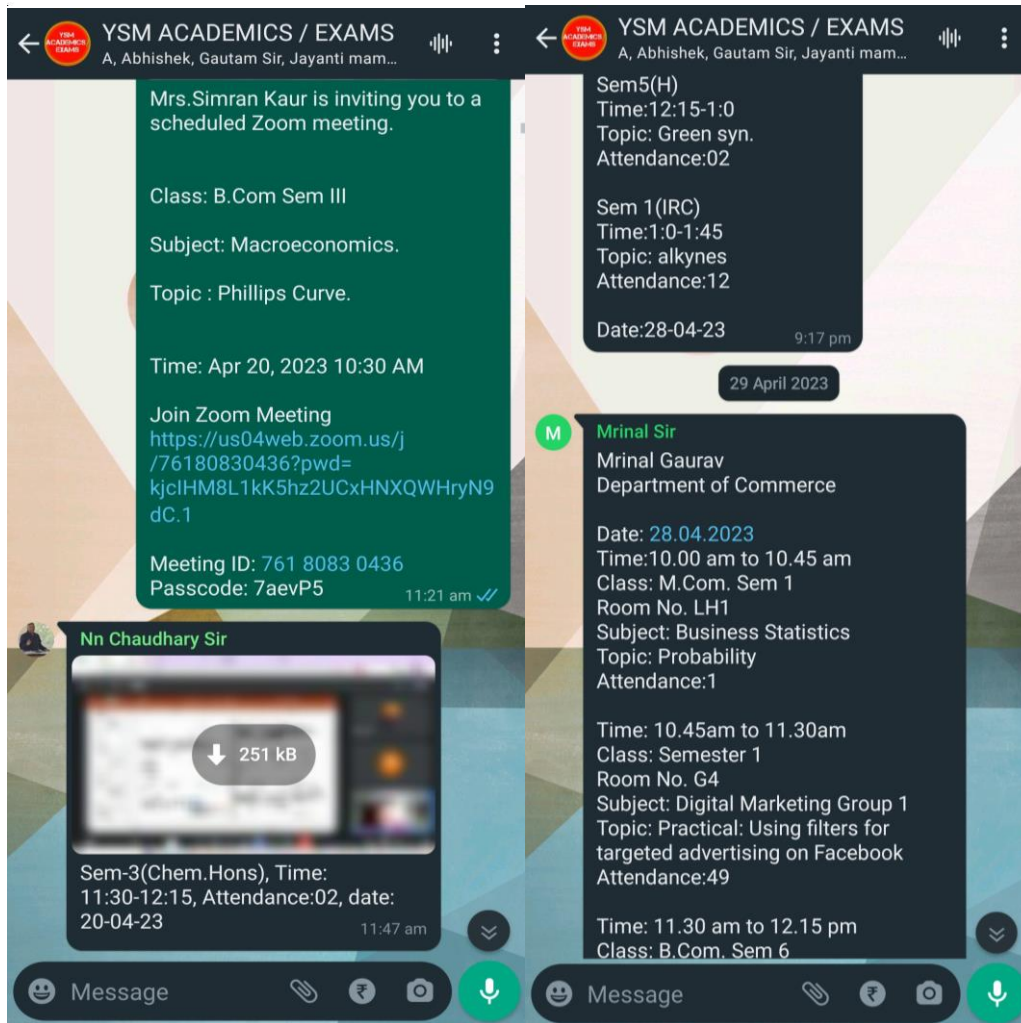
Screenshot of the class engagement shared by faculty members.

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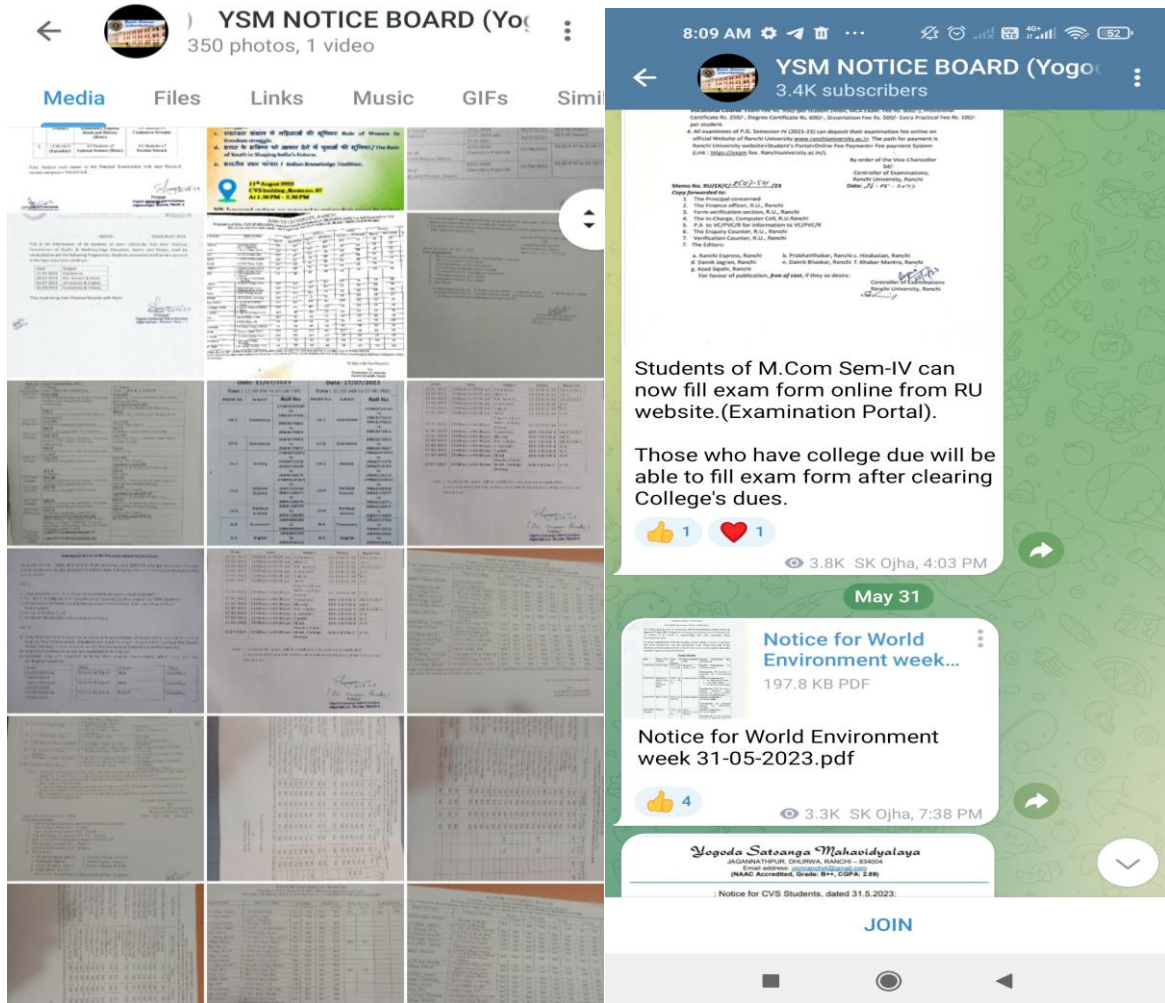
Glimpse of Telegram Channel of the college for dissemination of notices and information.

5. Digitized Biometric Attendance System:

A modernized attendance system tracks teachers' check-in/check-out times electronically, ensuring transparency through monthly reports and email notifications to the employees.

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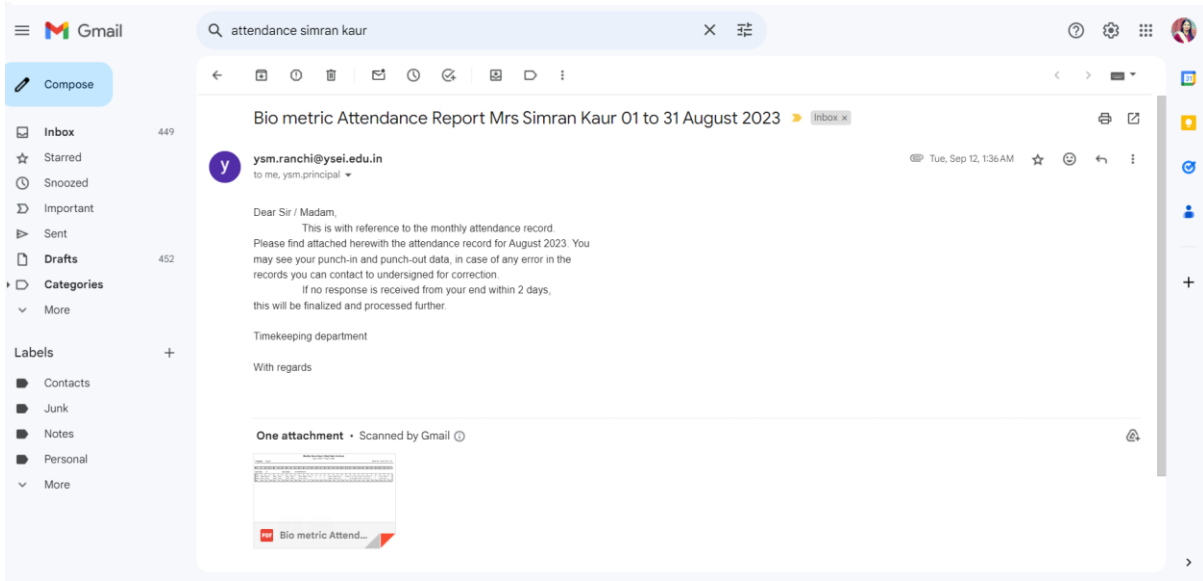
Bio-metric attendance email notification to the employee.

6. Domain-based Email ID:

Essential administrative tasks like **sharing of appraisal formats, feedback forms, departmental proposals and their approvals, report sharing** are efficiently managed through email communication.

Domain-based email used for notification of the meeting to the faculty members.

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Cc   ysm.principal@ysei.edu

Date 15 Sep 2022, 5:02 pm

Dear Faculty Members,

The Internal Quality Assurance Cell(IQAC) seeks your valuable feedback on varied parameters.

Please find below the link to the feedback form.

https://forms.gle/qM14wqzU328jpgnK9

The link to the feedback form is also embedded in the e-college portal of YSM.

For your convenience,we are collecting the feedback in **hybrid mode**.Faculties requiring hard copies of the feedback form may please inform the undersigned.
The duly filled in feedback form(in case of hard copy)may be submitted to the IQAC Co-coordinator-Prof. Simran Kaur.

Others may please opt for the online submission of feedback.

Regards and Thanks
Dr. Shyam Pandey

> Screenshot of the mail shared for Feedback collection.

7. Student Support Initiatives:

Automation drives **admissions, fee payments,filling-up examination forms and other student-centric activities, including online fee waivers, certificate course registrations, grievance submissions, and dashboard accessibility** via the college website.

8. Dedicated IT Cell:

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Playing a pivotal role in automation, the IT Cell oversees digitization strategies, infrastructure management, application development, and comprehensive training for the college's faculty

9. In-house IT Training:

The college emphasizes enhancing digital literacy among non-teaching staff, offering in-house IT training programs.

Glimpse of the Digital Literacy Training Program

DigitALL,a digital literacry program organized for the members of the non-teaching staff.
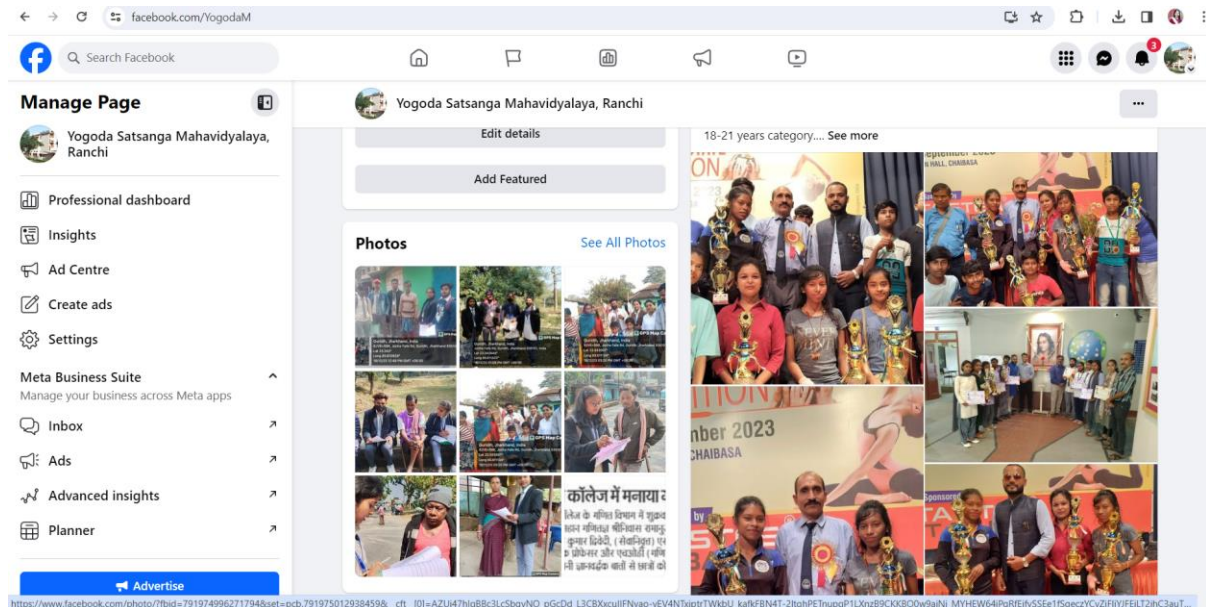
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10. Official Facebook Page:

The college leverages its Facebook presence to disseminate news, updates, and engage with students, faculty, alumni, and the wider community.

Glimpse of the official facebook page of the college.

11. Dynamic Website:

The college's website serves as a comprehensive platform for online services, including admissions, fee payments, e-college access, and updates on various academic and cultural events.

11. EVIDENCE OF SUCCESS

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

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collects and stores data in centralized systems, making it easier to **manage and retrieve information when needed.**