

## **Annual Quality Assurance Report (AQAR) for session 2015-16**

Name of the College: Yogoda Satsanga Mahavidyalaya

Name of the Affiliating University: Ranchi University

Year of Report: 2015-2016

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

The IQAC, at the beginning of the year, had evolved a plan of actions towards quality enhancement as follows:

1. IQAC will undertake preparations for getting accredited by NAAC.
2. IQAC will develop different feedback forms for obtaining feedbacks from all stakeholders.
3. IQAC will collect and analyze feedbacks obtained and share its analysis with the management for upliftment of deliverance in academics and support services.
4. IQAC will assess the feasibility regarding introduction of post-graduation programmes in the College.
5. IQAC will conduct seminars and workshops on NAAC Accreditation process during the year to orient the Teaching and Non-teaching staff on the requirements of NAAC.
6. IQAC will conduct SWOC Analysis for the institution and suggest measures to overcome weaknesses and tackle the challenges in a befitting manner.
7. IQAC will prepare a strategic perspective plan for the institution.
8. IQAC will design and supervise the Internal Annual Calendar consisting of all academic, co-curricular and extra-curricular activities.

Section B: Details in respect of the following:

1. Activities reflecting the goals and objectives of the college: Though all activities of the College are directed towards attainment of its goals and objectives of the college but the following activities merit special mention:
  - a) The Letter of Intent (LOI) was successfully submitted to NAAC
  - b) The Mahavidyalaya though, was unsuccessful in obtaining IEQA status from NAAC but received valuable suggestions from NAAC and set about working on the areas of improvements.
  - c) One Seminar and a Two-day workshop were conducted during the period on the assessment and accreditation process of NAAC and the preparations required at the different levels of functional departments.
  - d) Library Automation work was initiated during the Year.
  - e) Feedback Formats were developed and rolled-out during the year.

- f) Feedback was collected from all Stakeholders and analyzed. This analysis was shared with the management and all concerned for raising the existing standards of deliverance.
  - g) Ramps and other special facilities were created in the campus for supporting the needs of differently-abled students.
2. New academic programmes initiated (UG and PG): None. However, Two Six-Month Certificate courses, namely, Basic Computer Training Programme (BCTP) and Certificate course in Yoga, were introduced during the period.
  3. Innovations in Curricular design and transaction: Curriculum designing is taken care by the affiliating University. Faculty members from the college are involved in the process of Curriculum designing through Invitation from the University. No such invitation was received by any of the faculty members during this session. Curriculum transaction is carried out at the College through both, traditional methods such as lectures, Chalk and talk and contemporary methodology involving usage of ICT facilities in teaching, project based learning, etc. which are already in practice
  4. Inter-disciplinary programs started: None
  5. Examination reforms initiated: The annual examinations are conducted by the University. The Mahavidyalaya conducts monthly tests and mid-term examinations for internal Comprehensive and continuous assessment of individual students.
  6. Candidates qualified: NET/SLET/GATE etc.—Nil
  7. Initiative towards faculty development programme: Timely leave are sanctioned to Faculty members for participation in Refresher and Orientation courses conducted at the UGC Human Resource Development Centers across the Country. ICT training workshops have been conducted in the College as an IQAC initiative for faculty Development. Ample assistance is being provided to all faculty members for enabling them to become ICT friendly.
  8. Total number of Seminars/workshops conducted: 05 seminars and 02 workshops were conducted during the session.
  9. Research projects a) ongoing—NIL; b) Completed—NIL
  10. Patents granted, if any: NIL
  11. New collaborative research programmes: NIL
  12. Research grants received from various agencies: NIL
  13. Details of Research Scholars: NIL
  14. Citation index of faculty members and impact factor: Nil
  15. Honours /Awards to the faculty: National—Nil and International—Nil
  16. Internal resources generated: NIL
  17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes: Nil
  18. Community Service: The College has two NSS units and one NCC unit. All community service initiatives are undertaken under the flagship of NSS/NCC units.

19. Teachers and officers newly recruited: None
20. Teaching—Non-teaching staff ratio: 1:1
21. Improvements in the Library services: Complete Library automation has been initiated.
22. New books/journals subscribed and their Value:  
 Journals: Nil, Value: Rs. Nil  
 Magazines: 60, Value: Rs. 2,985  
 Books: 771, Value: Rs. 1,76,083  
 Total Amount Spent: Rs. 1,79,068
23. Courses in which student assessment of Teachers is introduced and the action taken on student feedback: Student Feedback forms have been designed and introduced in all courses offered in the College. This essentially includes assessment of Teachers by the students. Necessary and appropriate action, wherever required, is taken in all courses being run at the College. This includes sharing of the feedback analysis with the concerned teachers, suggesting corrective action, etc.
24. Feedback from stakeholders: Provisions for getting both online and offline feedbacks from all stakeholders have been introduced during the session. The college website has provisions for open feedback. Any stakeholder may provide their valuable feedback through the college website. The feedback thus collected is being analyzed by IQAC and reports prepared on the basis of this analysis are passed on to the college management for further action.
25. Unit cost of education:  
 a) Including salary Component: Rs. 22,701  
 b) Excluding Salary Component: Rs. 2,965
26. Computerization of administration and the process of admissions, examination results, issue of certificates: The computerization of administration has been undertaken during the session and has been partially implemented in recording of admission data and accounting work.
27. Increase in the infrastructural facilities: The additions made to the existing infrastructure during the year is as under:

Sl. No.	Infrastructural facility added	No. of units purchased
1	Projector	04
2	Photocopier	01
3	Desktops	05
4	Fire extinguishers	18
5	CCTV Cameras	18
6	Printer and scanner	01
7	Inverter	03
8	Bio-metric attendance machine	01

28. Technology up-gradation: Library automation has been introduced during the session.
29. Computer and Internet access and training to teachers, non-teaching staff and students: A few laptops have been purchased for Faculty members. The Computer Lab of the College with 35 desktops equipped with internet and LAN connectivity is available for students, teachers and staff for internet access and training purposes.
30. Financial aid to students: The college provides/helps in procurement of financial aid to the students in three different forms:
- a) Sponsored Scholarships: In the academic session 2015-16 sponsored scholarships were awarded to 13 students amounting Rs. 60,500/- (Sixty thousand five hundred) only.
  - b) Fee Waivers: In the academic session 2015-16, College granted Rs. 1,80,975/- (One lakh eighty thousand nine hundred seventy five) only as fee waivers to the needy and meritorious students benefitting 200 students.
  - c) Government Stipends: The College communicates and facilitates the filling up of Stipend application forms by SC/ST/OBC/Minority students and timely approves all applications in this regard. A total of 1,502 students of the college obtained Government stipend during the academic session 2015-16 amounting Rs. 14,07,400/- (Fourteen lakhs seven thousand four hundred)
31. Activities and support from the Alumni Association: Nil
32. Activities and support from the Parent-Teacher Association: Parent-Teacher meetings are held regularly at the College. The Mahavidyalaya is deciding upon ways to engage parents in a more formal way through formation of an association. However, A Guardian's representative is nominated in the College Governing Body to involve parents in the apex decision making body of the College.
33. Health services: The Mahavidyalaya is run by Yogoda Satsanga Society of India (YSSI) which already has formal set-up for providing free of cost Health Care Facilities to common people. The same set-up is being used to cater to the health care needs of the students of the Mahavidyalaya. Health check-up camps with the help of the Society are organized in the college periodically.
34. Performance in sports activities:
- 03 students of the Mahavidyalaya got selected in the University football team during the year, 01 student in the University Cricket team, 01 student in University Volleyball team and 01 student in the University Kho-kho team.
  - One student was elected in the National Softball team for International softball tournament held in Nepal.
35. Incentives to outstanding sportspersons: Outstanding Sportspersons are provided full financial support and encouragement for participation in State/ National/international sporting events. The College deputed staff to accompany participating students/teams in case of outstation participation. Annual sports are organized in the institution to promote and encourage sports in the students.

36. Student achievements and awards:

Name of the Event	Venue	Awards won
Ranchi University Inter college Youth festival	Nirmala college, Ranchi	01 2 <sup>nd</sup> Prize and 02 3 <sup>rd</sup> Prizes
Ranchi capital City Yoga Championship	Ranchi	3 <sup>rd</sup> Prize
All India Inter School and club Yoga championship	Yogoda Math, Ranchi	4 <sup>th</sup> Prize
All India Inter School and club Yoga championship	Yogoda Math, Ranchi	5 <sup>th</sup> Prize

37. Activities of the guidance and counseling unit: Regular career guidance seminars are conducted for the students. Eminent persons are invited to the college to guide the students in different Career options. Students are trained to prepare their Resume and face centralized campus selection interviews organized by the affiliating University.

38. Placement services provided to students: The College in liaison with the Placement Cell of affiliating University, facilitates Students participation in centralized campus placements organized by the University.

39. Development programmes for non-teaching staff: One ICT training session was organized by the IQAC of the college for Non-teaching staff members.

40. Good practices of the institution:

a) Mentoring: The Mentor Mentee system practiced at the college is one such practice, whereby Teachers mentor the students providing personal counseling and ample support to cater to the academic, guidance, personal, emotional needs of the students. The practice has helped the institution in developing never ending relationship with its students and has kept a check on dropouts and any unwanted incident on the campus. This reflects in the fact that students rarely report any of their grievances to the Grievance Redressal Cell since these get resolved at the mentoring phase itself.

b) Yoga: Yoga practice prevalent at the College has produced very encouraging results with 07 Alumni of the college working abroad in countries like Vietnam, China, Singapore etc. as successful Yoga instructors. The College runs a certificate course in Yoga and students from the college not only participate but have nearly every year won some substantial prize at National/State/district level Championships held in YOGA.

41. Linkages developed with National/International, academic/research bodies: None

42. Action taken report of the previous year: Nil. The IQAC has been established in the College during 2015-16.

43. Any other relevant information the institution wishes to add: Nil.

Section C: Outcomes achieved by the end of the year (attach separate sheet if required):

The Outcomes achieved during the year are as under: The notable outcomes achieved during the year are:

- (i) Establishment of IQAC in the Mahavidyalaya.
- (ii) Undertaking the NAAC Accreditation process.
- (iii) Working upon the suggestions given by NAAC while submission of IEQA.
- (iv) Introduction of Feedback mechanism for obtaining feedback from stakeholders.
- (v) Taking appropriate corrective measures based on the feedback analysis by IQAC.
- (vi) Conduct of Seminar and workshop on NAAC assessment and accreditation process for teachers and staff.
- (vii) Introduction of Certificate courses in computers and Yoga.

Section D: Plans of the college for the next year:

- The Mahavidyalaya will be reapplying for NAAC accreditation in the next session after filling in the existing gaps as per the suggestions received from NAAC
- Conduct of seminars and workshops on NAAC assessment and accreditation methodologies and quality improvement.
- Recruitment of Guest faculty and Contractual staff for smooth functioning of departments and functional units.
- The Mahavidyalaya plans to equip all classes with ICT facilities
- Upgrading the existing Computer lab with more desktops and software.
- Creating a LAN network with all the systems installed.
- Creation of E-library for faculty and students.
- Purchase of ICT equipment to facilitate technology based teaching-learning.
- Providing Wi-Fi access to faculty and students.
- Creation of Students' Council for empowering students.

Mrinal Gaurav

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