

**Internal Quality Assurance Center (IQAC)**  
**Yashwantrao Chavan Maharashtra Open University, Nashik - 422 222.**  
Phone: 0253-223 1474, Cell: 98223 50342, E-mail: suryagun@hotmail.com

To,  
All YCMOU Team Leaders of NAAC A & A & All the Regional Directors, YCMOU, Nashik.


**Subject: Orientation Training to YCMOU Staff, Regional Directors & Study Center Heads & Coordinators for NAAC Assessment & Accreditation.**

Dear Sir

The First Meeting of the YCMOU-Internal Quality Assurance Center (IQAC) was held on 18.10.2019. In this meeting it was decided that One day Orientation Training shall be conducted by the Director, IQAC Center to sensitize the Task Group Members and equip them to prepare the documents in the NAAC format and keep ready for verification followed Two days Training to be conducted by invited Resource Person from NAAC, Bengaluru to examine, assess & validate the documents prepared by each of the Criterion wise Team Leader. In this connection, I would like to communicate following Time Schedule of Training for your information.

1. The Director, IQAC-YCMOU, Nashik Dr. Surya Gunjal will conduct One Day orientation training for Criterion wise A & A Team Leaders & their Members on **28 November, 2019 from 11.00 am to 17.00 pm**. All the Team Leaders are requested to pre-arrange their group meeting and prepare documents of Quantitative & Qualitative Matrices related to their A & A Criterion and get your queries solved in the training workshop. **(Training Venue: Yash Inn-YCMOU, Nashik)**
2. The Resource Person from NAAC, Bengaluru Dr. B.S. Ponmudiraj will conduct Two Days Orientation Training cum Workshop on **14 & 15, December, 2019 from 11.00 am to 17.00 pm** for Criterion wise A & A Team Leaders & their Members. In this workshop, the matrices wise documents prepared by each Team Leader will be checked, reviewed and validated by the Resource Person. **(Training Venue: Yash Inn-YCMOU, Nashik)**
1. The Director, IQAC Center Dr. Surya Gunjal will conduct Half Day General Awareness Training for Regional Directors & Study Center Head & Coordinators in their respective Regions **in the month of January-2020** to prepare them all to face the NAAC Expert Team in the process of NAAC Assessment & Accreditation. **(Region wise Time Table of Training & Tour Program of Director is attached herewith for your information.)**
2. All the Regional Directors are requested to search for a suitable venue to accommodate your Study Center Heads & Coordinators at one place on the given date & time.

Nashik: 422 222  
Dated: 05.11.2019

 **P18**  
Dr. Surya Gunjal  
Director, Internal Quality Assurance Center (IQAC)

Copy for information to:

1. Hon. Vice Chancellor, YCMOU, Nashik.
2. The Registrar, YCMOU, Nashik.
3. The Finance Officer, YCMOU, Nashik.
4. Dr. Rajendra Wadnere, Director, School of Continuing Education, YCMOU, Nashik.  
(Team Leader for A&A Criterion: Infrastructure & Learning Resources).
5. Dr. Jaydeep Nikam, Director, School of Health Sciences, YCMOU, Nashik.  
(Team Leader for A&A Criterion: Governance, Leadership & Management)
6. Dr. Umesh Rajderkar, Director, School of Humanities & Social Sciences, YCMOU, Nashik. (Team Leader for A&A Criterion: Curricular Aspects)
7. Dr. Kavita Salunke, Director (I/C), School of Education, YCMOU, Nashik.  
(Team Leader for A&A Criterion: Teaching-Learning & Evaluation)
8. Dr. Vijaya Patil, Associate Professor, School of Education, YCMOU, Nashik.  
(Team Leader for A&A Criterion: Institutional Values & Best Practices)
9. Dr. Prakash Deshmukh, Director I/C, Students Services Division, YCMOU, Nashik.  
(Team Leader for A&A Criterion: Learners Support & Progression)
10. Dr. Dhananjay Mane, Regional Director, YCMOU Regional Center, Old NMC Building, New Pandit Colony, Nashik-422 002. (Team Leader for A&A Criterion: Research, Innovation & Extension)
11. The Regional Directors, YCMOU, Regional Centers, Nashik / Mumbai / Pune / Kolhapur / Aurangabad / Nanded / Amraoti / Nagpur for information & necessary action.

**Note: All the Regional Directors are requested to fix up the Venue of Training & arrange to send letters to Center Heads & Coordinators in your jurisdiction & be present in the training.**

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Sr. No.	YCMOU Regional Center	Date & Time of Training
1.	Regional Center, Nashik	06.01.2020 at 2.00 pm.
2.	Regional Center, Mumbai	07.01.2020 at 2.00 pm.
3.	Regional Center, Pune	08.01.2020 at 2.00 pm.
4.	Regional Center, Kolhapur	09.01.2020 at 2.00 pm.
5.	Regional Center, Aurangabad	15.01.2020 at 2.00 pm.
6.	Regional Center, Nanded	16.01.2020 at 2.00 pm.
7.	Regional Center, Amraoti	28.01.2020 at 2.00 pm.
8.	Regional Center, Nagpur	29.01.2020 at 2.00 pm.

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Tour Program of Dr. Surya Gunjal, Director, Internal Quality Assurance Center, YCMOU, Nashik for the awareness training to Regional Centers & Study Center Heads / Coordinators regarding NAAC Assessment & Accreditation.

Sr. No.	Departure: Date & Time	Arrival: Date & Time	Halt at
0.	06.01.2020: 1.30 pm Nashik	06.01.2020: 2.00 pm, Nashik	-----
1.	07.01.2020: 7.00 am Nashik	07.01.2020: 12.00 pm Mumbai	Mumbai
2.	08.01.2020: 7.00 am Mumbai	08.01.2020: 12.00 pm Pune	Pune
3.	09.01.2020: 7.00 am Pune	09.01.2020: 12.00 pm Kolhapur	Kolhapur
4.	10.01.2020: 7.00 am Kolhapur	10.01.2020: 12.00 pm Pune	Pune
5.	11.01.2020: 7.00 am Pune	11.01.2020: 12.00 pm Nashik	-----
6.	15.01.2020: 7.00 am Nashik	15.01.2020: 12.00 pm Aurangabad	A'bad
7.	16.01.2020: 7.00 am Aurangabad	16.01.2020: 12.00 pm Nanded	Nanded
8.	17.01.2020: 7.00 am Nanded	17.01.2020: 06.00 pm Nashik	-----
9.	27.01.2020: 7.00 am Nashik	27.01.2020: 06.00 pm Amraoti	Amraoti
10.	28.01.2020: Amraoti.....	28.01.2020: 02.00 pm Training	Amraoti
11.	29.01.2020: 7.00 am Amraoti	29.01.2020: 12.00 pm Nagpur	Nagpur
12.	30.01.2020: 7.00 am Nagpur	30.01.2020: 14.00 pm Jalgaon	Jalgaon
13.	31.01.2020: 7.00 am Jalgaon	31.01.2020: 12.00 pm Nashik	-----

Note: All the Regional Directors are requested to make arrangement for accommodation for the Director, Internal Quality Assurance Center in their jurisdiction on the date of halt...

(Signature)  
Dr. Surya Gunjal,

Director, Internal Quality Assurance Center, YCMOU, Nashik.

Hon. Vice Chancellor, YCMOU, Nashik is kindly requested to accord the approval to this official tour program in the month of January - 2020.

Approved  
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**REPORT OF THE ORIENTATION TRAINING PROGRAM CONDUCTED FOR THE REGIONAL CENTER STAFF AND THE HEAD & CO-ORDINATORS OF LEARNERS SUPPORT CENTERS IN MAHARASHTRA FROM 06.01.2020 TO 31.01.2020.**

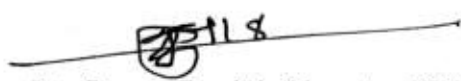
1. Dr. Surya Gunjal, Director, Internal Quality Assurance Center, YCMOU, Nashik has conducted Region wise Training programs for sensitization of Regional Center staff and Heads / Coordinators of the Learners Support Centers / Study Centers on all the Regional Centers under the university Jurisdiction from 06.01.2020 to 31.01.2020.
2. All the Regional Directors and their staff have taken great efforts in organizing orientation training program and providing logistics support and arrangements for the training program on the Regional centers.
3. The Participation of Heads / Coordinators of Learners Support Centers for the training was overwhelming excepting few Regional Centers. The Regional Center wise participation: 1. Regional Center, Nashik - 40, 2. Regional Center, Mumbai - 51, 3. Regional Center, Pune - 67, 4. Regional Center, Kolhapur - 125, 5. Regional Center, Aurangabad - 90, 6. Regional Center, Nanded - 159, 7. Regional Center, Amravati - 178, 8. Regional Center, Nagpur - 111 Centers.
4. The Training program has trained staff of all 8 Regional Centers & Heads & Coordinators of 821 Study Centers out of total 1937 Study Centers. The number of study centers hosted by the Senior Colleges is nearly 1000 out of 1937. We invited only Senior College Centers for the training. Therefore, the target of training achieved in nearly 82 % of the Senior Colleges in the jurisdiction.
5. It was found in the discussion with all the Regional Directors that the Regional Centers faces various infra-structural, logistic and financial difficulties which needs to be corrected in next 3 months which will help the university to face the NAAC Peer Team Visit to the university.
6. **The Major Issues & difficulties at the Regional Centers are enumerated below:**
  - 6.1 The Examination Division should provide the Registers of Examination Results to all Study Centers for the academic year 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 for the preparation of documents regarding Student's Progression for the last 5 years. **(Action: The Controller of Examination)**
  - 6.2 The Regional Center Buildings should be repaired, repainted and renovated. New Furniture & Fixtures should be provided to Regional Centers including meeting hall and reading room. The Old & damaged furniture, Fixtures and scarp materials should be written off as soon as possible. All the New Furniture & Fixtures shall be centrally purchased by the university and provided to all the Regional Centers. **(Action: Director, SSD, The Finance Officer & Executive Engineer)**



6.3 The Sign Boards of the Regional Centers should be repaired, Repainted or replaced with new Sign Boards in next 3 months. The Regional Directors should be provided with budget and shall be empowered to get the work done at their level. (Action: The Finance Officer & The Regional Directors)















6.4 The adequate budget provision should be made to each Regional Center as per their demand and their justification for the same and they shall be empowered to get the work done in next 3 month. (Action: The Finance Officer, The Director, SSD & The Regional Directors)

6.5 The Regional Directors should be provided with adequate Financial Powers commensurate with their duties & responsibilities assigned to them to facilitate smooth working on the Regional Centers. (Action: University Authorities)

  
Dr. Surya Gunjal, Director, IQAC

  
Professor E. Vayunandan, Vice Chancellor

Copy for information & necessary action to:

1. The Vice Chancellor, YCMOU, Nashik for information.
2. The Registrar, YCMOU, Nashik for information. 
3. The Finance Officer, YCMOU, Nashik.  6/02/2020
4. The Controller of Examination, YCMOU, Nashik.  6/2/2020
5. The Director, Internal Quality Assurance Center, YCMOU, Nashik. 
6. The Professor, Center for Collaboration & Special Initiatives, YCMOU, Nashik. 
7. The Manager, Hardware, Computer Center, YCMOU, Nashik. 
8. The Manager, Software, Computer Center, YCMOU, Nashik. 
9. The Manager, Print Production Center, YCMOU, Nashik.  6/2/2020
10. The Manager, Audio- Video Center, YCMOU, Nashik.  6/2/2020
11. The Executive Engineer, YCMOU, Nashik.  6/2/2020
12. The Planning Officer, YCMOU, Nashik.  6/2/2020
13. The Regional Director, YCMOU, Regional Center, Nashik / Mumbai / Pune / Kolhapur / Aurangabad / Nanded / Amravati / Nagpur.
14. Dr. Umesh Rajderkar, Director, School of Humanities & Social Sciences, YCMOU, Nashik. (Team Leader for A&A Criterion: Curricular Aspects)  6/02/2020
15. Dr. Kavita Salunke, Director (I/C), School of Education, YCMOU, Nashik. (Team Leader for A&A Criterion: Teaching-Learning & Evaluation)  6/2/2020
16. Dr. Dhananjay Mane, Regional Director, YCMOU, Nashik. (A&A Criterion: Research, Innovation & Extension)
17. Dr. Rajendra Wadnere, Director, School of Continuing Education, YCMOU, Nashik. (Team Leader for A&A Criterion: Infrastructure & Learning Resources)  6/02/2020

18. Dr. Prakash Deshmukh, Director I/C, Students Services Division, YCMOU, Nashik. *MPD*  
(Team Leader for A&A Criterion: Learners Support & Progression) *06/02/2020*
19. Dr. Jaydeep Nikam, Director, School of Health Sciences, YCMOU, Nashik. *JN*  
(Team Leader for A&A Criterion: Governance, Leadership & Management) *06/02/2020*
20. Dr. Vijaya Patil, Associate Professor, School of Education, YCMOU, Nashik. *SV*  
(Team Leader for A&A Criterion: Institutional Values & Best Practices) *06/02/2020*
21. The Director, School of Humanities and Social Sciences, YCMOU, Nashik. *Indul*
22. The Director, School of Commerce & Management, YCMOU, Nashik. *06.02.2020*
23. The Director, School of Agricultural Sciences, YCMOU, Nashik. *06/02/2020*
24. The Director, School of Architecture, Science & Technology, YCMOU, Nashik. *06/02/2020*
25. The Director, School of Computer Sciences, YCMOU, Nashik. *06/02/2020*
26. The Director, School of Education, YCMOU, Nashik. *06/02/2020*
27. The Director, School of Continuing Education, YCMOU, Nashik. *06/02/2020*
28. The Director, School of Health Sciences, YCMOU, Nashik. *06/02/2020*