



ज्ञानं गंगा धरोद्वारी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

(Established by Government of Maharashtra in 1989)

Dnyangangotri, Near Gangapur Dam, Goverdhan, Nashik - 422 222

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Dr. Surya Gunjal

DIRECTOR

Internal Quality Assurance Cell

Nashik: 422 222.

Dated: 09.12.2019

No-IQAC/006

To,

All YCMOU-NAAC A& A Criterion Group Leaders & their support Staff Members

**Subject: Minutes of the Training Workshop held in Yash Inn on 28 & 29
November, 2019.**

Dear Sir / Madam

Please find attached herewith Minutes of the Training workshop for NAAC A&A Group Leaders & their Support Staff members held on 28-29, November, 2019 in Yash Inn International Guest House for your information and further needful actions.

The Group Leaders along with senior officers of the university are invited for the **Consultation Meeting with Hon. Vice Chancellor on Saturday, 14.12.2019 at 11.30 am to 13.30 pm** in the office of the Vice Chancellor for further line of actions.

Enclosed: Minutes of Workshop.

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

MINUTES OF THE WORKSHOP FOR NAAC A & A CRITERION GROUP LEADERS AND THEIR SUPPORT STAFF MEMBERS HELD ON 28 - 29, NOVEMBER, 2019 AT YCMOU, NASHIK.

Two days workshop for NAAC A & A Group Leaders and their support staff members was organized on 28 and 29 November, 2019. It was attended by all the Group Leaders and their supporting staff members. After detail discussions on each Criterion, Key Indicators and matrices, following decisions were made in the workshop.

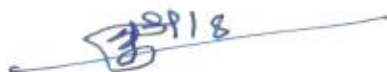
The workshop was inaugurated by Professor E. Vayunandan, Hon. Vice Chancellor & Chairman, IQAC Center and members were briefed about urgency of NAAC Accreditation to be completed before December - 2020. Two days workshop was conducted by Dr. Surya Gunjal, Director, IQAC-YCMOU, Nashik with detail Power Point Presentation & full explanation to each Criterion, Key Indicator, Quantitative Matrices & Qualitative Matrices. It was observed that all the participants were found to be highly motivated to work for the NAAC Assessment & Accreditation of the university and therefore the workshop initially planned for one day was continued for two days.

Almost all the Key Indicators in the Manual of Assessment & Accreditation were discussed in length and following decisions were made with common consensus.

1. The NAAC Core Committee (NCC) should be constituted under the Chairmanship of Hon. Vice Chancellor for taking policy decisions in just in time and from time to time till the completion of Accreditation process, regarding formation of various Center, Cell & Committee in the university as desired in the NAAC documents Like: 1. Special Learners Support Center, 2. Placement Cell, 3. Research Ethic Committee, 4. Research & Consultancy Cell, 5. Grievance Committee for Learners, 6. YCMOU Alumni Association. (Action: Formation of NCC: Dr. Surya Gunjal, Director, IQAC)
2. The following policy documents shall be created in the university as soon as possible. **1. Policy for Resources Mobilization & Transparency in Administration** (Action: Dr. Dinesh Bhonde, Registrar & Mr. Magan Patil, Finance Officer), **2. Research & Consultancy Policy of the University** (Action: Dr. Dhananjay Mane, Regional Director & Dr. Umesh Rajderkar, Director, HSS), **3. Documents for YCMOU-Alumni Association** (Action: Dr. Prakash Deshmukh, Director, SSD & Dr. Prakash Atkare, Director, CCSI), **4. Documents for YCMOU- Students Grievances Committee at Head Quarter & Regional Centers,** (Action: Dr. Prakash Deshmukh, Director, SSD), **5. Documents for University Green Audit, Energy Audit & Environment Audit** (Action: Dr. Jaydeep Nikam, Director, SHS, Mr. Rajaram Patil, Agricultural Engineer, KVK & Mr. Kiran Hire, Executive Engineer), **6. Placement Cell** (Action: Dr. Vijaya Patil, Director, Student Welfare & Dr. Prakash Deshmukh, Director, SSD).
3. Most of our official communication and documents are in Marathi and NAAC require it in to English. Therefore services of 2 Language Translators / Editors should be made available to the All Group Leaders and the Schools for translation of documents from Marathi to English. (Action: Dr. Umesh Rajderkar, Director, SHSS)

4. Separate Tab / Link shall be created on the university website along with the feedback form as prescribed by the NAAC and current year's students shall be send SMS to fill up the form & return to the University for the preparation of Students Satisfaction Survey (SSR) for the current year. (Action: Dr. Prakash Deshmukh, Director, SSD & Mr. Shashikant Thakare, Head, Computer Center)
5. YCMOU Students Alumni Association should be formed / created soon and all the past students should be appealed for registration online on the university website. (Dr. Prakash Deshmukh, Director, SSD & Dr. Arjun Ghatule, COE)
6. Persons with Disabilities (PwD) among the staff and students in the university should be provided with required facilities through Special Learners Center like Braille Software, Sign Boards, Ramps, Lifts and Audio Books. (Dr. Prakash Deshmukh, Director, SSD & Dr. Prakash Atkare, Director, CCSI)
7. All the programs from Awareness, Certificate, Diploma, Degree, PG Diploma, PG Program, M.Phil. & Ph.D. Program run by the university during last 5 years shall be reported for maximum impact on the society. Moreover, the academic programs not approved by the National Apex Bodies like AICTE, ICAR etc but approved by the State Level authorities like BTE, Ministry of Agriculture shall be reported for Accreditation.
8. All the Teachers and other academic in the university shall register on Google Scholar under information to Group Leader on Research, Innovation & Extension to find out their Google Citation Score, h-index and i-10 index for their research publication during last 5 years. (Action: Dr. Manoj Killedar & All Academic Teachers)
9. The Head, Print Production Center (PPC) should undertake process of ISSN and ISBN registration for e-books published by the university during last 5 years. (Action: Mr. Anand Yadav, Manager, PPC).
10. The Information Technology infrastructure and services in the university including Regional Centers should be upgraded and all academic staff shall be provided new Laptop once in 5 years. (Action: Mr. Abhijeet Patil, Manager, Computer Center).
11. The Covered Car Parking facilities should be provided to all academic and administrative staff members working in the university with separate provision for visitor's car parking. (Action: Mr. Kiran Hire, Building & Construction)
12. The Solar System on the university campus should be repaired or replaced to save energy bill of the university and to promote Green Campus development. (Action: Mr. Kiran Hire, Building & Construction)

13. The Core Values of the University should be uploaded on the university website. (Mr. Shashikant Thakare, Head, Computer Center)
14. It was discussed and decided that under Criterion No. 7: Institutional Values & Best Practices: Key Indicator No. 2: **Following Best Practices shall be selected for documentation.** A1: Dedicated Online/Offline Help desk / Toll free Numbers to Learners & A2: Learners Redressal Mechanism of the university, B1: Auditing & Budgeting of the university carried out as per rule & B2: All Material Procurement done as per defined Process, C1: Transparent System of Monitoring & Evaluation & C2: All the university information is available in public domain.
15. It was discussed and decided that under Criterion No. 7: Key Indicator No. 3: **Following FOUR Distinctiveness Features of the university shall be selected:** 1. Course Contents in Regional Language, 2. Fulfilling Social Responsibility, 3. Landscaping of Campus Development, 4. National & International Recognition to the University.



Dr. Surya Gunjal
Director, IQAC



Professor E. Nayunandan
Vice Chancellor

Copy for information & necessary action to:

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

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