



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		Yashwantrao Chavan Maharashtra Open University
• Name of the Head of the institution		Dr. P. G. Patil
• Designation		Vice Chancellor
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no		02532230228
• Mobile No:		9403774534
• Registered e-mail ID (Principal)		vc@ycmou.ac.in
• Alternate Email ID		vc@ycmou.ac.in
• Address		Dnyangangotri, Near Gangapur Dam
• City/Town		Nashik
• State/UT		Maharashtra
• Pin Code		422222
2.Institutional status		
• University:		State
• Type of Institution		Co-education
• Location		Urban

• Financial Status	Self-financing				
• Name of the IQAC Co-ordinator/Director	Dr. Ram Thakar				
• Phone no. (IQAC)	02532231474				
• Mobile (IQAC)	9423924148				
• Alternate e-mail address (IQAC)	directorciqa@ycmou.ac.in				
• IQAC e-mail ID	directorciqa@ycmou.ac.in				
3.Website address	https://ycmou.ac.in				
4.Website address (Web link of the AQAR (Previous Academic Year)	https://ycmou.ac.in				
5.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://ycmou.ac.in/media/post_image/ssd Academic Calender 2021-22.pdf				
6.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.02	2022	12/04/2022	12/04/2027
7.Date of Establishment of IQAC			15/09/2020		
8.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
9.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

10.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> (Please upload, minutes of meetings and action taken report) 	View File	
11.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
12.Significant contributions made by IQAC during the current year (maximum five bullets)		
Compilation of Data / Information and write up of content to be submitted for A & A of YCMOPU - First Cycle.		
Collection and sequencing of supporting documents for Qualitative and Quantitative Metrics.		
Submission of Self Study Report (SSR) on NAAC portal and compliance of clarification sought by DVV regarding Quantitative Metrics.		
Academic preparation pertaining to NAAC Peer Team Visit in the Month of April 2022.		
Carried out performance evaluation of all Metrics under different KIs of all seven criteria.		
13.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).		
Plan of Action	Achievements/Outcomes	
Preparation and submission of IIQA & SSR to NAAC	YCMOU achieved outcomes in terms of Grading by NAAC with	
14.Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		

Name of the statutory body	Date of meeting(s)
Nil	Nil

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?	Yes
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16. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	02/03/2022

17. Multidisciplinary / interdisciplinary
<p>YCMOU with a vision to become a Mass Varsity has adopted Interdisciplinary approach so that the learners can choose courses of their choice and learn at their own pace. The University strive towards developing an Innovative, Flexible and Open system of education, using modern communication technologies and adoption of the distance education methodology.</p> <p>The university has long been implementing various parameters mentioned in NEP 2020, such as Choice Based Credit System, Flexibility, on Demand Examination, Credit Based Courses, Environmental education based courses, Value & Skill based education.</p> <p>The University offers different programs including disciplinary, interdisciplinary and skill based courses. It is designed to provide with the information and skills necessary to understand and analyze cross-cutting issues like environment, gender, human values, emerging issues related to demographic changes. These concerns are embedded in various courses.</p> <p>With a view to integrate the humanities and science with STEM University has developed a pool of expertise in areas of design and development of Self- Learning Material (SLM) in print and electronic format. The University also uses technology in education and training; developed and deliver short-term specialized courses; and customized training packages to meet the specific needs of diverse target groups, including teaching and administrative staff as well as other stakeholders.</p> <p>The University has adopted 70% of the curriculum proposed by UGC under the Choice Based Credit System (CBCS) for under graduate and</p>

post graduate programs. For attainment of holistic and multi-disciplinary education, the University offers a flexible and innovative curriculum that includes project work in the various areas such as Gandhi Vichar Darshan, Certificate in Human Rights, and Certificate Program for Gram Rojgar Sevak, PG program in Public Administration, for community engagement and services. For giving Environmental Education University offers Diploma and PG Degree in Environment Science and Compulsory course named EVS 201 for UG & PG Programs. For value based education university offers Diploma, PG Diploma and degree course in Value and Spiritual Education.

The University has already developed a policy regarding multiple entry and exit options. Programs in modular approach are designed with flexibility in the combination of courses. A learner enrolled in a degree program can exit the program at designated points and obtain a certificate or diploma, depending on the number of credits earned by him/her. Alternately depending on the number of credits earned, a learner who has completed Certificate can take admission to complete a Diploma and further to a Degree.

To keep pace with the complex issues faced by society, the University promoted research endeavours through Funding to various multidisciplinary Minor Research Projects having various areas, which cover society's most pressing issues and challenges; including Development of silage model, Difficulties faced by Working Women, Environmental issues, Contribution of Women farmers, etc.

The University also provides education to caters to educational needs of marginalized segments of Society such as farmers, Rural and Tribal people, Jail Inmates, PwD and transgender persons by providing various degree and skill based certificate programs.

18.Academic bank of credits (ABC):

The academic programs of YCMOU are having credits assigned to different courses therein. Accordingly the program structure and evaluation pattern are designed. The facility of credit transfer was also available across various programs.

The university has registered on the portal to provide the facility of ABC to the learners. Some academic programs have already been launched by the university having facility of multiple entry and multiple exit.

As directed under NEP 2020, the university has initiated the process for the compliance of ABC.

19.Skill development:

The university has embedded the soft skill component in different UG and PG programs wherein Communication Skills and Business Communication courses are included for value addition. Various vocational education programs of Certificate or Diploma level such as Beauty Parlor Management, Tailoring, Water Management, Digital Photography, Video Production, Patkatha Lekhan (Screen Play writing), Information Technology (Elementary & Secondary), Optical Fiber Communication & Network, Interior Design and Decoration, Electrician and Domestic Appliances Maintenance, Hospitality Studies, Fashion and Interior Design, Fitter, Saloon Techniques, etc. are available to the learners for acquiring new skills or updating the existing skills.

The programs with practical components are activated only at such institutions which have the required expertise and physical infrastructure to carry out the practical/skill development sessions therein.

Attendance in the practical sessions is mandatory for learners. Number of learners in practical sessions in one batch is 20 to 30 learners. The duration of one practical session is 3 - 4 hours depending upon the nature of practical and credit weightage.

Practicum component of almost all the scientific, vocational and professional programs are conducted on Saturday, Sunday, Summer and/or Winter holidays or the evenings of weekdays on the LSCs established in the recognized institutions.

Practical sessions of few programs are generally conducted in an intensive way in spells of varying duration as per requirement of the course and often during vacation period of the host institution as per availability in the institution.

All practical based programs have work book / laboratory manuals to guide the academic counselors in organizing and conduct of practical sessions, duration of each session, the requirements of glassware, chemicals, equipment, materials, apparatus, physical tests etc. The practical work has to be properly recorded and the record of work performed and monitored regularly by the teacher counselor and the center coordinator.

Academic counseling is also conducted by the faculty members at the University headquarter through the following media such as Yash Wani: The Web radio channel of the University is known as YashVani.

The broadcasts in Marathi, Hindi, Urdu and English are conducted by renowned resource persons. Learners can ask questions right from their locations through phone. Internet based support through Webinar: Webinars/ Online Counseling services are provided to learners in select programs to enhance the learning experience of the learners.

20.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Yashwantrao Chavan Maharashtra Open University (YCMOU) has adopted the strategy to integrate the Indian Knowledge system (teaching in Indian Languages, Culture etc.) into the curriculum. The University has trained the faculties / counsellors at the LSC's to deliver the content in bilingual mode (English and Vernacular). Majority of the academic programs of the university are developed in vernacular language, i. e. Marathi.

Similarly, there are courses such as Yoga Education, Value Education and Gandhian Thoughts are offered with a view to inculcate knowledge about Indian culture and traditions.

The University strives to preserve and promote the Indian Languages like Sanskrit, Pali, Prakrit and Classical, tribal and endangered languages, Indian ancient traditional knowledge, Indian Arts and Indian Culture and Tradition as well in the distant future.

21.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Development of program proposals are based on the assessment and need analysis report thoroughly examined by the School Council (SC), Planning Board (PB) and Academic Council (AC) to ensure that the University's Mission Statements are translated into program and course learning outcomes with courses to enhance employability, competencies and skills.

The student evaluation system of the University has two major components, namely, formative (continuous) assessment through various mechanisms like assignments, project work, field work, lab work, seminars, internships, etc.; and summative assessment (Term End Examinations) for which the Standard Operating Procedure (SOPs) are in place. The learning outcomes of all the programs are integrated into the assessment process.

The structure and content of curricula of programs in all these areas are designed by experts of national and international eminence. These are futuristic in their outlook as is amply

reflected in the program outcomes and the learning outcomes articulated program-wise and course-wise in all domains of learning, namely, cognitive domain, affective domain and psychomotor domain.

Every Program of YCMOU is structured into several courses to facilitate modular learning. The Program content and broad learning outcomes along with the instructional methodology and other information including concept maps are presented in Program Guides/program prospectus created specifically for each program. Every Course of the Program is divided into a set of books with each book containing units written in the self learning format. The block/ book introduction is used to acquaint learners with the content of the block/book and how it would help them achieve the outcomes in the form of objectives spelt out therein. Each Unit also contains clearly stated expected learning outcomes (objectives) that specifically describe the learning outcomes that are expected to be attained, the learners are expected to acquire, and apply the knowledge in relevant context - local, regional, national and international.

It is also ensured that the mission and goal of the university are translated into concrete and visible program outcomes, program specific learning outcomes and course specific learning Outcomes. These outcomes not only help potential employers to assess the level of knowledge, skills and competencies of the learner but also facilitate economic and social mobility, thereby contributing to the state and national development. Other stakeholders such as the state, community and the individual learners also benefit from the programs and learning outcomes and act as agents of social change for the larger goodness of our society and nation.

YCMOU has adopted learner-centric pedagogy wherein curriculum is transacted mainly through Self- Learning Material (SLM) (in print), in which the teacher is inbuilt into the text with provision of access devices (structure, learning outcomes, sections and sub-sections, self-assessment exercise, flowcharts/illustrations etc.) and language used is simple and conversational, to facilitate the learning process and make the learner think, write and do/act in his/her own pace in the domain.

22.Distance education/online education:

The Yashwantrao Chavan Maharashtra Open University (YCMOU) offers higher education at affordable costs to large segments of the population by removing barriers of age, entry qualification, place and pace of study and leveraging interaction by offering seamless

teaching - learning experiences.

The YCMOU since inception launched short duration, vocational and skill-based programs of Certificate and Diploma level through different schools of studies. It is ensured that the vocational courses are designed to inculcate new skills / competences among the learners as well as to upgrade the existing skills.

The YCMOU plays a significant role in widening access to quality higher education, by offering knowledge and skill-based programs in response to the needs of employment market using appropriate Information and Communication Technologies.

The University aims to achieve a mark in the higher education scenario especially in the areas of General education, Agriculture education, Vocational education and Professional education in Maharashtra, thereby contributing to national development.

The university has developed e-office Management System at University headquarters, Regional Centers and Learners Support Centers, for just in time communication and delivery of services.

The Vocational and professional programs are designed to enhance self-employability / corporate employability by incorporating components like project work, field work, internships, practicum for imparting hands on skills and competencies necessary to succeed in the world of work.

There are a bunch of vocational education and skill development programs catering to skill development of entry level work force in areas of agriculture, farm management, food and nutrition, horticulture, Nursery Management, integrated pest management, two wheeler repair etc. Programs are also developed in areas of cyber security, interior design, environment science, mathematics, agri-business management etc. for updating knowledge, training and up skilling of the workforce. Wherever relevant, YCMOU Programs have integrated field-based practicum/project work/ hands-on training/internships/lab-based practical, etc., which integrate theory into practice and inculcate hands-on skills, to suffice job market expectations and lifelong learning.

Practicum component of almost all the scientific, vocational and professional programs are conducted on Saturday, Sunday, Summer and/or Winter holidays or the evenings of weekdays on the LSCs established in the recognized institutions.

YCMOU has established a Centre for Collaborations and Special Initiatives (CCSI) in the university in 2010 to cater to the special target groups deprived of education and help raise their socio-economic status by providing general, vocational and technical courses, to bring them into the mainstream of education by certifying their working skills.

The prescribed Self Learning Material (SLM) mainly consist of printed books, designed especially for the program. In addition, the e-books, supplementary learning material is made available in video and audio format. The university also provides facility of 'Yash Wani', web-based radio to broadcast audio content. The class rooms at the LSC are equipped with modern ICT facilities for effective delivery of content. The university has made provision to carry out Formative Assessment of Home Assignment through online mode, under some academic programs.

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	30
1.2 Number of programmes offered during the year, Please provide consolidated number of Programs offered during the year without repeat count, including the programmes that are dropped)	30
1.3 Number of learners admitted afresh in first-year during the year	209487
1.4 Number of learners enrolled during the year	507345
1.5 Number of courses offered by the institution across all programs during the year	835
1.6 Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)	793
2.Student	
2.1 Number of graduating students during the year	435265
2.2 Number of enrolled learners in the preceding academic year registered for term end examination	523703
2.3 Number of registered learners in the preceding academic year appeared for term end examination	402355
2.4 Number of learners in the preceding academic year passed in the term end examination	136985

4.Institution	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	14181
5.Teacher	
5.1 Number of sanctioned posts for the year:	67
5.2 Number of full-time teachers during the year:	29
5.3 Number of other academics in position against the sanctioned posts	1
5.4 Number of Full time Academic consultants employed	47
5.5 Total number of full time teachers worked in the institution during the year (Please include the teachers who left / joined the institution during the assessment period without repeat counts:	29
5.6 Total number of other academics worked in the institution during the year (Please include the other academics who left / joined the institution during the assessment period without repeat counts	1
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Planning Design and Development	
1.1.1 - Relevance of curricula planned, designed and developed/adopted	
In order to fulfill its mission and goal, YCMOU offers high quality learner-centric general and professional education, knowledge and skill by integrating latest trends and researches, data, resources and perspectives in each subject area to cater to the local, regional, national and global needs of learners. Curriculum	

development in YCMOU ranges from the areas of basic and applied knowledge in humanities, social sciences and natural sciences to professional development, vocational education and skill development. These are approved by the statutory bodies of the university to ensure to the conformity of the university's vision and mission. In the academic year 2021-22 the curriculum designed, developed and implemented for the programs 12. The university adopted in many programs choice based credit system curriculum suggested by UGC and also the norms of regulators like UGC, NCTE etc. have been considered for curriculum design and development. The curriculum developed considered liberal education approach to inculcate the skills as domain knowledge, critical thinking abilities and the capacity to apply the knowledge acquired relevance to local, regional and national development.

File Description	Documents
Curricula implemented by the University	https://ycmou.ac.in/pages/index/228
Mapping of curricula to Programme Outcomes	https://ycmou.ac.in/media/post_image/c458627a3d17827df28996dc3966e58b.pdf
Outcome analysis of Programme Specific Learning Outcomes and Course Learning Outcomes	https://ycmou.ac.in/media/post_image/5df67ca2cc9eba09b5d7cf0f7f7d2409.pdf
Minutes of the relevant BoS/ School Board / Academic Council	https://ycmou.ac.in/pages/index/133
Any other relevant information	Nil

1.1.2 - New Programmes introduced - Percentage of programmes newly introduced by the institution during the year

43.33

1.1.2.1 - Number of new programmes introduced during the year

13

File Description	Documents
Minutes of relevant Academic Council/ School Board /BoS meetings	View File
Details of the Curricula/Syllabi of the new programmes during the year	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

1.1.3 - Revision of Programmes - Percentage of Programmes revised during the year**3.33****1.1.3.1 - Total number of Programmes revised during the year****30**

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Details of the revised Curricula/Syllabi of the programmes during the year	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

1.1.4 - Courses being offered as MOOCs or using OERs. - Percentage of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)**65.62****1.1.4.1 - Number of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)****548**

File Description	Documents
Web-link to the list of MOOCs approved	https://ycmou.ac.in/media/post_image/0dcbeb5b3add2a62c91644291bfd1c36.pdf
Curriculum/ Syllabus of the courses being offered as MOOCs or using OERs	View File
Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these courses	View File
As per Data Template	View File
Any other relevant information	View File

1.1.5 - Electronic media and other digital components in the curriculum - Percentage of the Courses on offer that have incorporated electronic/digital media and other digital components in their curriculum delivery during the year

66.34

1.1.5.1 - Total number of the Courses on offer have incorporated electronic/ digital media and other digital components in their curriculum during the year

554

File Description	Documents
Details of Programmes incorporating electronic media and other digital components offered during the year	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Programmes being adopted/adapted by other HEIs - Percentage of programmes adopted/adapted by other HEIs through formal MOU during the year

0

1.2.1.1 - Number of programmes adopted/adapted by other HEIs during the year

0

File Description	Documents
MOU for programmes adopted/adapted by other HEIs	No File Uploaded
Details of Programme	No File Uploaded
As per Data Template	View File
Any other relevant information	No File Uploaded

1.2.2 - Implementation of CBCS / ECS - Percentage of Programmes (UG/PG) in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented (Data of the latest completed academic year)

83.33

1.2.2.1 - Number of Programmes (UG/PG) in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented (Data of the latest completed academic year)

25

File Description	Documents
Minutes of relevant Academic Council/BoS/ School Board meetings for implementation of CBCS	View File
As per Data Template	View File
Any other relevant information	View File

1.2.3 - Enabling provision for lateral entry for learners - Percentage of learners admitted in the Institution through lateral entry during the year

0.98

1.2.3.1 - Number of admitted strength in programs where lateral entry is provisioned

4329

File Description	Documents
Credit transfer policy	View File
List of programmes having provision for lateral entry	View File
As per Data Template	View File
Any other relevant information	View File

1.2.4 - Enabling provision for modular approach Provision for modular approach for flexible exit to the learners

The University has pioneered the concept of modular approach in its pedagogical design, consistent with the mandate of reaching the unreached. The Objects of the University given in the First Schedule of the university act (YCMOU Act, 1989, Page-5) "...to advance and disseminate learning and knowledge by a diversity of means including the use of any communication technology to provide opportunities for higher education to a large segment of population and to promote educational well being of the community generally, to encourage the open university and distance education system in the educational pattern of the state....". (Act and Statutes of university can be accessed at the link: <http://www.ycmou.ac.in>)

As per the University policy, programs in modular approach are designed depending on the need and have flexibility in the combination of courses as well as methods and pace of learning, with adequate provision for course-wise registration for various programs. The vertical modular approach is adopted and each one is having credit point weightage as given below:

program

Credits

Duration

Certificate

8 - 32

0.5 to 1 year

Diploma

32 - 72

1 to 2 years

Bachelor's Degree

96 - 132

3 to 4 years

Master's Degree**64 - 72****2 years**

File Description	Documents
The list of Programmes having modular approach with flexible exit options for the learners	https://ycmou.ac.in/media/post_image/9a930cf63258b5a1f0a5cb94cc3bd90.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/5f7e9b0697de6cbea691748ebb464c23.pdf

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues Institution integrates crosscutting issues relevant to Gender, Environment and Sustainability Human Values, Emerging Demographic changes and Professional Ethics in the curricula

University offers a bouquet of courses that follows an interdisciplinary approach in which the students can take courses of their choice and learn at their own pace. Awareness enhancement compulsory courses like Environment Studies, are intended to sensitize the learners with environmental issues and introduce them to the policies and practices put in place to address environmental concerns at the local, regional, national and global level. The other AECC equip learners in skills of interpersonal communication, integral to personal, social and professional interactions. Skill Enhancement Courses like IT and e- learning skills, Financial and Investment Skills, Personality and Career Skills etc seek to build specific skills set in some applied functional areas of daily life.

A course on Environmental Studies is a compulsory requirement in all the under graduate programs. Professional ethics is also an overarching theme which is reflected in under graduate and post graduate's degree programs of Humanities and Social sciences and the course like cyber security, IPR, journalism; human rights, etc help the learner to acquire professional skills and knowledge.

Master of Business Administration program offered covers areas like Ethics and Values in business organization and integrating the role of big business houses in Corporate Social Responsibility.

File Description	Documents
List of courses that integrate crosscutting issues mentioned above	https://ycmou.ac.in/media/post_image/57e5c17448c3abea23641708b48a32f1.pdf
Description of the courses which address Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the Curricula	https://ycmou.ac.in/media/post_image/aa5d0a9d5b09fc8963fe055db6a1105a.pdf
Any other relevant information	Nil

1.3.2 - Awareness/ soft skills / life skills/value-added courses etc., on offer**1.3.2.1 - Number of Value-added courses imparting life skills and soft skills being offered by the Institution during the year**

545

File Description	Documents
Brochure relating to the listed courses	View File
Course content of the Value-added courses	View File
As per Data Template	View File
Any other relevant information	View File

1.3.3 - Learners undertaking fieldwork / projects / internships etc. - Percentage of learners undertaking field work / projects / internships leading to submission of dissertation / Reports

77.57

1.3.3.1 - Number of learners undertaking field work / projects / internships leading to submission of dissertation / Reports (data for the latest completed academic year)

12416

File Description	Documents
Link to Programme structure(s)	https://www.ycmou.ac.in/pages/index/178
Handbook/Manual for field work/ projects / internships.	View File
List of learners enrolled in Programme involving field work/ projects / internships etc.	View File
As per Data Template	View File
Any other relevant information	View File

1.3.4 - Courses on employability/ entrepreneurship/ skill development - Percentage of courses on offer has focus on employability/ entrepreneurship/ skill development during the year

62.99

1.3.4.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year

526

File Description	Documents
Link to programme structure and syllabus of such courses having focus on Employability/ Entrepreneurship/ Skill development	https://ycmou.ac.in/media/post_image/064963b0648529018010c624863735ed.pdf
As per Data Template	View File
Any other relevant information	View File

1.4 - Feedback System

1.4.1 - Feedback for design and review of curriculum Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Structured feedback has been designed for review of curriculum/syllabus for the preceding academic year 1) Learners 2) Teachers and other Academics 3) Academic Counsellors 4) External Subject Experts 5) Employers 6) Alumni

A. Any 4 or more of the above

File Description	Documents
20 sample filled in Feedback forms in each category opted for the metrics	View File
As per Data Template	View File
Any other relevant information	View File

1.4.2 - Action on feedback (feedback collection, analysis and action taken) Mechanism is in place for analyzing the Feedback obtained from stake holders on curriculum/syllabus for the preceding academic year

A. Feedback collected, analyzed and action taken on feedback and such documents are made available on the institutional website

File Description	Documents
Stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council/ Syndicate/ Board of Management	View File
As per Data Template	View File
Any other relevant information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Learner Enrollment

2.1.1 - Average variation in enrolment of learners in the Institution during the year

297858

File Description	Documents
Total enrollment data during the year authenticated by Registrar of the University	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

2.1.2 - Efforts for reaching the unreached Efforts undertaken by the Institution for reaching out to the persons who do not have access to higher education

The University has evolved some effective measures for reaching the

unreached, through its 8 regional centers located at district places and support centers spread over entire state of Maharashtra. Special drives for motivating potential learners from marginalized communities and creating awareness about the academic programs offered by the University. There are 20 special LSCs established for the special people like army persons and the Person with disabilities and persons living in rural and remote areas; The University taken major Special drives for motivating potential learners from marginalized communities and creating awareness about the academic programs offered by the University. The YCMOU have taken many efforts mentioned below to reach the unreached .

- Education to 1618 jail mates
- Implementation of Schemes like Fee exemption / GOI Scholarship to SC/ST Learners under the Direct Benefit Transfer (DBT) scheme
- Mobile e-Learning vans for creating awareness and taking educational programs of University in tribal, rural and remote areas,
- Unnat Bharat Abhiyaan
- Focus on persons with disabilities and transgender
- Access to study materials and multi-media resources of the University having free access in remote and tribal areas through its digital repository and e-books on the university website.

File Description	Documents
Documents on efforts taken for reaching the unreached	https://ycmou.ac.in/media/post_image/af388b18b6aa1ded13a0325aaaca6ff3.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/4499ecd e0d1825012c9ec9e9b2450c05.pdf

2.2 - Catering to Learner Diversity

2.2.1 - Catering to rural population - Percentage of learners enrolled from rural areas during the year

82.58

2.2.1.1 - Total number of learners enrolled from rural areas during the year

507345

File Description	Documents
Number of rural learners authenticated by Registrar of the University	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

2.2.2 - Reaching out to learners from socially backward categories - Percentage of learners enrolled across different socially backward categories during the year

36.42

2.2.2.1 - Number of learners admitted against SC/ST/OBC and other reserved categories as per GOI norms

184815

File Description	Documents
Number of SC, ST and OBC learners authenticated by Registrar of the University	View File
As per Data Template	View File
Any other relevant information	View File

2.2.3 - Reaching out to Persons with Disabilities (PwD) - Percentage of PwD learners enrolled during the year

0.073

2.2.3.1 - Number of learners enrolled from Divyangjans categories during the year

155

File Description	Documents
Number of PwD learners authenticated by Registrar of the University	View File
As per Data Template	View File
Document submitted by the Institution to a Government agency giving this information	View File
Any other relevant information	View File

2.2.4 - Reaching out to women / Transgender learners -Percentage of Women learners enrolled during the year**37.54****2.2.4.1 - Total number of Women / Transgender learners enrolled from during the year****78646**

File Description	Documents
Number of Women / transgender learners authenticated by Registrar of the University	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

2.2.5 - Reaching out to employed persons - Percentage of the employed learners who are enrolled during the year**3.71****2.2.5.1 - Number of employed learners (including self employed) enrolled during the year****7789**

File Description	Documents
Number of employed learners authenticated by Registrar of the University	View File
As per Data Template	View File
Any other relevant information	View File

2.2.6 - Learners from Special Target Group: prison inmates - Average number of prison inmates enrolled as learners during the year**381****2.2.6.1 - Number of prison inmates enrolled as learners during the year****381**

File Description	Documents
As per Data Template	View File
Any other relevant information	View File
Number of prisoners enrolled authenticated by Registrar of the University	View File

2.2.7 - Learners from Defense and Security Forces - Average number of persons from Defense and Security Forces background namely: Defense / Security Personnel, Ex Service men/ War widows enrolled as learners during the year

512

2.2.7.1 - Number of persons from Defense and Security Forces background namely: Defiance / Security Personnel, Ex Service men/ War widows enrolled as learners during the year

512

File Description	Documents
Number of learners from defense/security background authenticated by Registrar of the University	View File
As per Data Template	View File
Any other relevant information	View File

2.3 - Teaching- Learning Process

2.3.1 - Development of Self-Learning Material (SLM) in Print

YCMOU has adopted learner-centric pedagogy wherein curriculum is transacted mainly through Self-Learning Material (SLM) (in print), in which the teacher is inbuilt into the text with provision of access devices and language used is simple and conversational, to facilitate the learning process and make the learner think, write and do/act in his/her own pace in the domain.

In order to ensure quality, the University has well documented Standard Operating Procedure (SOP) and the documents for the design and development of a program duly approved by statutory bodies namely, the School Council, Planning Board and Academic Council and Research Council for research degree programs as per the provisions under Statutes. YCMOU has notified standard formats, procedure and flow charts for the Design, Development, Delivery and Evaluation of Open and Distance Learning programs.

The need assessment study is conducted and the curriculum designed by Program Advisory Committee is placed before the School Council for consideration followed by approval of the Planning Board. The school council appoints authors and content and IT editors for the self learning material development. The final manuscripts received after approval from coordinator/School is being send to Print Production Center of the university for final printing.

File Description	Documents
Policy document on SLM	https://ycmou.ac.in/media/post_image/b26c3a5ecb490c98b6d5a25ba8ef503d.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/c868b8b831fcda136beed5fddee41f62.pdf

2.3.2 - Use of Radio for providing instruction - Percentage of programmes where radio has been used for providing instruction in the latest completed academic year

13.33

2.3.2.1 - Number of programmes where radio has been used for providing instruction in the latest completed academic year

4

File Description	Documents
Proof of radio broadcasting with schedules of the programs	View File
Schedules of the above activities	View File
As per Data template	View File
Any other relevant information	View File

2.3.3 - Use of telecast / webcast for providing instruction - Percentage of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year

26.66

2.3.3.1 - Number of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year

8

File Description	Documents
Proof of tele- broadcasting with schedules of the programs	View File
Schedules of the above activities	View File
As per the data template	View File
Any other relevant information	View File

2.3.4 - Availability of digitized SLMs for the learners - Percentage of programs having access to online SLMs

100

2.3.4.1 - Number of learning material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners during the year

835

File Description	Documents
Links to Digital repository of SLMs	https://ycmou.ac.in/self_learning_material
Any other relevant information	View File
Data template in Section B	View File

2.3.5 - Institutional Mechanism to provide academic counseling support An Institutional mechanism is in place to provide academic counselling support to learners enrolled in different programs including strategies for learner participation and engagement as well as development of required competencies and skills

Organization of Counseling Sessions:

Based on the credit weightage of the course, theory and practical counseling sessions are organized at the LSCs. Each School of studies in the university prepares the Teaching / Counseling Schedule and the Center Coordinator of the LSCs distribute it to all learners during the first contact session on the Learner Support Center.

Counseling for Theory and Practical courses:

- The duration of each theory session is of 2 hours while for practicum it is 3 hours and the maximum number of learners in the class is 30-60 for practicum based program and 60-90 for

non-practicum based general programs.

- Attendance in the practical sessions is mandatory for learners. Number of learners in practical sessions in one batch is 20 to 30 learners. The duration of one practical session is 3 - 4 hours depending upon the nature of practical and credit weightage.

Organization of Academic Counseling through Electronic Media:

Academic counseling is also conducted by the faculty members at the University headquarter through the following media:

- YashVani
- Internet based support through Webinar

The following three Strategies adopted for learner participation and engagement

Pre-Admission Counseling ,

During the Counseling and

Post-Counseling

File Description	Documents
Schedules of different counseling activities	https://ycmou.ac.in/pages/index/137
Report of academic Counseling sessions	https://ycmou.ac.in/media/post_image/95c97b037a0e44517fcc86ea00887b97.pdf
Any other relevant information	https://ycmou.digitaluniversity.ac/Content.aspx?ID

2.4 - Teachers and other Academics- Profile and Quality

2.4.1 - Full-time teachers and other academics in positions – Percentage of the sanctioned posts occupied by full-time teachers and other academics respectively during the year

44.77

2.4.2 - Full-time teachers and other academics with Ph.D. - Percentage of full-time teachers and other academics with Ph.D. degree

79.31

2.4.2.1 - Number of full-time teachers and other academics with Ph.D. degree

23

File Description	Documents
Number of teachers and other academics with PhD	View File
As per the Data Template	View File
Any other relevant information	View File

2.4.3 - Programmes on offer through Collaboration - Programmes offered which are developed through collaboration with Government / other agencies

4

2.4.3.1 - Number of Programmes offered which are developed through collaboration with Government / other agencies during the year

4

File Description	Documents
Copies of MoUs with other agencies	View File
Minutes of relevant Academic Council/BoS/ School Board meetings	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

2.4.4 - Percentage of in-house faculty involved in design and development of SLMs during the year

100

2.4.4.1 - Number of in-house faculty involved in design and development of SLMs during the year

29

File Description	Documents
Minutes of relevant Academic Council/BoS/ School Board meetings	View File
Credit page of Blocks/ Courses	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

2.4.5 - Recognition earned by full time teachers and other academics

2.4.5.1 - Number of full time teachers who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies during the year

1

File Description	Documents
Scanned copies of award/ appointment letters	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

2.4.6 - Learner : Academic Counselor ratio

2.4.6.1 - Number of empanelled Academic Counselors for the latest completed academic year:

11207

File Description	Documents
Number of Academic Counsellors with details of total teaching experience for the preceding academic year	View File
As per Data Template	View File
Any other relevant information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Process of conduct of Term-end examination Process of conduct of Term End Examination and efforts done for fair and smooth conduct of the examination

Term End Examinations for theory courses (TEE) are conducted twice-a-year, in May/June and December/January every year at examination center which is generally Learner Support Center. Programs having

practical component are scheduled and conducted at the Examination Centers / LSCs with the required facility. The Regional Center (RCs) can identify additional Examination Centers and inform the learners in advance of the date of examination.

Submission of Examination form and the payment of fee received through online mode.

To ensure smooth conduct of TEE, University takes the following measures:

1. Declaration of Examination Schedule well in advance at the beginning of academic year.
2. Examination Papers are sent through most secured and tamper free Secure Remote Paper Delivery (SRPD) system and Examination is conducted on designated examination centers.
3. Conduct of examination under the supervision of invigilators at approved examination center
- 4 . Appointments of flying squads
5. University follows the norms and guidelines for PwD learner.
6. The blank answer books bear the serial number, barcode and a number of other security features.
- 7 All the answer sheets received at headquarter are scanned and uploaded on the server and made available for assessment at designated online Central Assessment Program (CAP)

2.5.2 - Examination related Grievances Mechanism of the Institution to deal with examination related grievances in a transparent manner

The Student Evaluation Division of the University has adopted an effective Student Grievance Redressal System which function Deputy Registrar level officer which works under the supervision of Controller of Examination to deal with the examination related grievances. The University has established online Grievance Redress and Management system with a provision to respond online to grievance registered within 1-7 working days.

The examination Section deals with the grievances of the students received in the following modes:

1. Grievances registered with online portal
2. Grievances submitted by the learners in person
3. Grievances received through email
4. Grievances forwarded by Student Service Division (SSD)
5. Grievances forwarded by Regional Centers/LSCs/ Examination Centers
6. Grievances forwarded from the office of the Director of the concerned school
7. Grievances forwarded from the office of the Registrar
8. Grievances forwarded from the office of the Vice-Chancellor

The Grievance cells periodically submits the data relating to the grievances received, number of grievances settled and pending cases with reasons to the higher authorities for monitoring and follow up.

There is also a provision for re-evaluation of answer scripts besides re-totaling and providing photocopy of evaluated answer sheets to the learners on payment basis.

File Description	Documents
Any other relevant information	https://ycmou.ac.in/pages/index/220
Standard Operating Procedures related to Term End Examination related Grievances	https://ycmou.ac.in/media/post_image/ba9b4482258722187ee504a3643e2bf5.pdf

2.5.3 - Formative Assessment Standard Operating Procedures employed for continuous (internal) assessment followed by the Institution

The University has adopted formative assessment system to ensure that learners attain the expected Course learning outcomes, Program learning outcomes, and Program Specific outcomes through specially designed formative evaluation tools applied through midterm examinations/tutor marked assignments and summative evaluation through Term End Examinations (TEE).

Formative/ Continuous assessment, keeping in view the requirements of a course, takes place at many levels within the YCMOU's teaching

learning process. Self check exercises and activities are in-built into SLM to facilitate the learners to assess their learning and meet the expected learning outcomes. Continuous assessment is also done through specially designed tools which are compulsory and carry a weightage of 20 % in the overall assessment, which include: midterm examination, tutor marked assignments, practical, project work, fieldwork, journal, dissertation, seminar, workshop, internship, etc.

The courses having practical components, learners are evaluated on the basis of their performance in their practical work, workshops, seminars, project work or viva voce. Project manuals of such programs are also available on University website.

Process of monitoring of continuous assessment includes Preparation Stage at Head Quarters, Management at LSCs, Monitoring at Regional Centers and Schools, Assignment Monitoring Activities at Regional Centers

File Description	Documents
Policy documents on Evaluation Methodology	https://ycmou.ac.in/media/post_image/66d2e012a71667ef2d930064c84ad735.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/c25e6ccabd8f87f9c02c0515f2ee4478.pdf

2.5.4 - Status of automation of Examination/ Evaluation processes Status of automation of examination / evaluation processes is represented by:

A. 100% automation of entire Division & implementation of Examination Management System (EMS)

File Description	Documents
Current Manual of examination automation system	View File
Annual reports of examination including the present status of automation	View File
As per Data Template	View File
Any other relevant information	View File

2.5.5 - Involvement of external subject experts in evaluation process Extent of involvement of

A. Any 4 or more of the above

external subject experts and other academics in the evaluation related activities in the preceding academic year: 1. Evaluation of Assignments 2. Evaluation of Projects 3. Preparation of Term End question papers 4. Moderation of Term End question papers 5. Evaluation of answer scripts 6. Examination related duties as invigilator, observer etc.

File Description	Documents
Link to list of evaluators	https://ycmou.ac.in/media/post_image/2.5_.5_Declaration_for_Evaluators_.pdf
As per Data Template	View File
Any other relevant information	View File

2.6 - Learner Performance and Learning Outcomes

2.6.1 - Programme Outcomes The Institution has stated Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes which are integrated into the assessment process

The University has made efforts for designing and disseminating the Learning Outcome-based Course Framework (LOCF) comprising Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programs. The attainment of Graduate Attributes / Program Outcomes, Program Specific Outcomes and Course Outcomes are integrated into the assessment process.

The University has adopted the UGC notified Scheme for the development of Learning Outcomes-based Curriculum Framework (LOCF). The process of preparing LOCF document for the Degree, Diploma and Certificate Programs offered by YCMOU has been initiated by revisiting the existing programs and while developing new program. The expected program outcome is delineated in the program guide/ program prospectus and the course specific expected learning outcomes are provided in the introductory section of the course itself. Thus the expected learning outcome is planted in the mind of the learners from the very beginning itself. At the micro level, each unit/lesson begins with learning objectives that spells out the specific learning outcome that a learner is expected to learn after completion of that unit.

The simple to complex approach and Self check exercises at the end of each section of text book are tools to check performance of

formative assessment.

File Description	Documents
Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes	https://ycmou.ac.in/media/post_image/4748adaae0dbe5b95ce53debbe0ba596.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/360e86060fdbbee682ddfd57f341c4fc6.pdf

2.6.2 - Percentage of completion status of UG and PG degree programmes with in specified period**43.22****2.6.2.1 - Number of UG learners enrolled in first year of the present assessment period.****221742**

File Description	Documents
Link to declaration of results	http://ycmou.digitaluniversity.ac/SearchDuplicateResult.aspx?ID=861
As per Data Template	View File
Any other relevant information	View File

2.7 - Learner Satisfaction Survey**2.7.1 - Online Learner Satisfaction Survey regarding teaching-learning process****16893**

File Description	Documents
Database of all currently enrolled learners	View File
As per Data Template	View File
Any other relevant information	View File

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Promotion of Research and Facilities**

3.1.1 - Policy for promotion of research The Institution has a well defined policy for promotion of systemic and discipline based research. Also, explain the assigned budget for research and its

utilization, methods for implementation and monitoring.

The University focuses both on the systemic research and discipline based research in the university.

1. Systemic Research:

The School of Education promotes discipline based and systemic research in Open and Distance Learning. The University published following publications related to research and research methodology such as:

- Quality in Research (book).
- Research Booklets Series (15 booklets)
- Research Methodology (30 Videos)

2. Discipline Based Research:

Selected schools in the University conduct disciplined based research in respective subjects like Education, Economics, Commerce, Chemistry, Geology and Environmental Science. The Research Degree Programs are monitored by University Research Council (URC) and Research and Publication Ethics Committee (RPEC) in accordance with the Research Ordinance and Regulations for conducting the Research Degree Program. University Research Council monitor the research programs and research projects and their approval for funding while Research and Publication Ethics Committee monitors and adhere to the policy related to plagiarism and unfair practices are dealt with strict disciplinary actions on the wrong doing teachers or research fellows.

The university in the year 2021-22 provided financial assistance of Rs.20,00000/- for minor research projects (MRP) to 30 researchers including faculties and research scholars of the university.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management / Academic Council/ Research Council related to research promotion policy adoption	https://ycmou.ac.in/media/post_image/6d0a3fccfb570fbbe2cd07a71cfd3dcb.pdf
Policy document on promotion of research	https://ycmou.ac.in/media/post_image/dfdca4d83cb7143f3255e29e34fcba87.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/bd75a4e9ab348eleac1517d360f614c6.pdf

3.1.2 - Research facilities for teachers, other academics and learners Research facilities available to the teachers, other academics and learners of the Institution for pursuing research 1. Reference Library 2. Online subscription to research journals 3. Research/Statistical Databases 4. Media Laboratory / studios 5. Science laboratories 6. Computing Laboratory and support for both qualitative and quantitative data analysis including softwares 7. Data curation and sharing facility 8. Language laboratory 9. Central Instrumentation Centre

A. Any 6 or more of the above

File Description	Documents
URLs of the available facilities	https://ycmou.ac.in/media/post_image/5d711e3f3e0138c19df21da605a97faa.pdf
As per Data Template	View File
Any other relevant information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Government and Non-government grants for research

3.2.1.1 - Grants for research projects and Chairs sponsored by the government and non-government sources such as Industry, Corporate Houses, International bodies, endowments, professional associations etchas been received by the Institution during the year (INR in Lakhs)

10000000

File Description	Documents
Award letters for research projects sponsored by government and non-government	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

3.2.2 - Research projects funded to teachers – Number of research projects funded by the institution / government and non-government agencies per teacher

30

File Description	Documents
List of research projects	View File
Document from Funding Agency	View File
Link of the funding agency website	https://ycmou.ac.in/pages/index/200
As per Data Template	View File

3.3 - Innovation Ecosystem

3.3.1 - Innovative initiatives of the Institution Institution has taken initiatives for creating an ecosystem for Innovation by establishing Innovation Centre/Cell. The institution has also taken innovative initiatives by providing access to diversified learner groups

The University has created an ecosystem for innovation including establishment of two special projects / Centers such as Center for collaboration and special initiatives (CCSI) and Farm Science Center (KVK) which serves as incubation center for new innovative and need based programs and testing farm based technologies in agriculture and other initiatives for the creation and transfer of knowledge, The University takes pride in mentioning some of the activities that create an ecosystem for innovation, creation and transfer of knowledge. The State of the Art Infrastructure support includes innovative learning system, innovative learner support system, collaboration and networking of learner support centers.

The list of initiatives undertaken by the university is listed below:

1. Center for Collaboration and Special Initiatives

2. KVK an Innovation and incubation center**3. Research Council and Research Programs:****4. Research and Production Laboratory on the farm:****5. Intellectual Property Right Cell (IPR Cell) :****6. Innovative Initiatives in ODL System in the Institution**

In order to promote, support and disseminate innovations in Open and Distance Learning (ODL) System, the school of studies has taken special initiatives to create an ecosystem for innovations in the University helping post graduate and research students doing discipline based research.

File Description	Documents
The Innovation Centre/ Cell	https://ycmou.ac.in/media/post_image/4e88557d9e624081e205d6bef6905936.pdf
Initiatives taken by the institution	https://ycmou.ac.in/media/post_image/7c4f9c7399b798deac2aad200cb02f9d.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/9921459dfc30a07a467ef3d8246780f1.pdf

3.3.2 - Workshops / seminars conducted on innovative practices

3.3.2.1 - Total number of workshops/seminars conducted during the year on: ? Intellectual Property Rights (IPR); ? Open Educational Resources (OERs); ? Massive Open Online Courses (MOOCs); ? Technology-Enabled Learning; ? Learning Management System; ? Development of e-content and

5

File Description	Documents
Report of the event/ link to the material developed	View File
List of workshops/seminars during the year	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

3.3.3 - Innovative content developed in the form of e-modules / e-SLMs / MOOCs for : A. NMEICT B. NPTEL C. SWAYAM D. e-PG Pathshala E. e-SLMs F. other MOOCs platform G. Institutional LMS

3.3.3.1 - Total number of e-content modules developed for any of the platforms listed above.

6

File Description	Documents
List of the innovative contents developed during the year	View File
As per Data Template	View File
Any other relevant information	View File

3.3.4 - Awards for innovation

3.3.4.1 - Number of Awards for innovation received by the Institution, its teachers/other academics/ research scholars/Learners during the year

1

File Description	Documents
Scanned copies of award letters	View File
Award details	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - Mechanisms to check malpractices and plagiarism in research The institution has a stated code of ethics for research, the implementation of which is ensured by the following: (during the year) 1) Research methodology with course on research ethics 2) Ethics Committee 3) Plagiarism Check 4) Committee on publication guidelines

A. All 4 of the above

File Description	Documents
Institutional code of ethics document	View File
Notification for Research Ethics Committee	View File
Minutes of the committee	View File
As per Data Template	View File
Any other relevant information	View File

3.4.2 - Ph.D. degrees awarded per recognised research guide of the University.

3.4.2.1 - Number of Full time teachers recognized as guides by the University as per UGC regulation during the year:

21

File Description	Documents
Web-link of the Research page	https://ycmou.ac.in/pages/index/201
List of Ph.D. scholars and their details like name of the guide , title of thesis, year of award etc	View File
As per Data Template	View File
Any other relevant information	View File

3.4.3 - Research publications – Number of research papers published per teacher of the institution in the Journals notified by UGC care list during the year

22

File Description	Documents
Web-link of research papers published	https://ycmou.ac.in/publication/research_paper
As per Data Template	View File
Any other relevant information	View File

3.4.4 - Books and Chapters in edited volumes published per teacher etc.

3.4.4.1 - Number of books and chapters/ units in books/ SLMs published of the institution during the year

7

File Description	Documents
Web-link of publications	https://ycmou.ac.in/self_learning_material
Any other relevant information	No File Uploaded
As per Data Template	View File

3.4.5 - Citations of the publications Impact Factor of the research publications from the Institution Citations of the publications by teachers and academics during the year based on average Citation index in Scopus/ Web of Science.

There are 22 faculties who contributed their research in different valuable journals. The publication selected includes the areas education, commerce, science, engineering and open distance learning. The average citations score was 17.83. Though many faculties pained to write research papers in the areas related to the Open and Distance Learning could not reported in the citation of the other researcher. The Open and Distance Learning area seems to be gaining popularity recently and hopefully the citation related to the distance education may increase in the forthcoming years.

File Description	Documents
as per data templates	View File

3.4.6 - h-index of the Institution Details of the publications of the teachers and other academics of the Institution during the year to calculate h-index of the Institution based on the Citations of the publications in Scopus / Web of Science

H-index is a number intended to represent both the productivity and the impact of a particular scientist or scholar, ora group of scientists or scholars (such as a departmental or research group).

The h-index is calculated by counting the number of publications for which an author has been cited by other authors at least that same number of times. Part of the purpose of the h-index is to eliminate outlier publications that might give a skewed picture of a scientist's impact. The academicians in the university having background of diversified areas and focusing on the different aspects of social relevance subjects as well as aspects related to Open and Distance Learning (ODL). ODL related research is not much popular among the researcher as the ODL system is out tracked in many ways and therefore H-index of the institutions is the cumulative effect of all the researchers taking efforts to input their

contribution in terms of outcomes of their experimentation. Though the H-index seems to be low for the university but it is significant in many ways due to its uniqueness.

File Description	Documents
Citations of publications based on Scopus / Web of Science – h-index of the institution	View File
Any other relevant information	No File Uploaded
As per Data Template	View File

3.5 - Consultancy

3.5.1 - Consultancy Policy The Institution has a policy on consultancy including revenue sharing between the institution and the individual/ agency

The Academic Council of YCMOU has approved the guidelines for acceptance of Consultancy offered to the teachers and other employees of the University. The objective of these guidelines is to develop a pool of expertise at the University in areas of design and development of Self- Learning Material (SLM) in print, audio and video; multi-media packages; use of technology in education and training; develop and deliver short-term specialized courses; and customized training packages to meet the specific needs of diverse target groups, etc.

As per the consultancy policy of the university, total time allowed to a faculty for consultancy assignment is decided in consultation with the Vice Chancellor based on the requirement of the program / project. The University, subject to its commitments, resources and convenience, provides assistance to individuals involved in consultancy. The professional fee is shared between the University and the faculty/consultant in the ratio of 30:70 bases. The total consultancy charges are negotiated with the client before the commencement of the Consultancy.

The results of work done by YCMOU faculty in connection with the project/consultancy, incorporated in written reports shall remain the property of the client. The client has the right to terminate / halting the work.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management related to consultancy policy	https://ycmou.ac.in/pages/index/140
Policy document on consultancy	https://ycmou.ac.in/media/post_image/01090712116e201aba4f74278e16b3ed.pdf
Any other relevant information	Nil

3.5.2 - Revenue from consultancy – Revenue generated by the Institution from consultancy

3.5.2.1 - Revenue generated from consultancy provided by teachers and other academics of the Institution during the year (INR in Lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy	No File Uploaded
List of teachers and other academics providing consultancy	No File Uploaded
As per Data Template	View File
Any other relevant information	View File

3.5.3 - Revenue from training/ seminars/ conferences/ etc. –Revenue generated by the Institution from training / seminars/ conferences/ etc. through sponsorship during the year (INR in lakhs)

0

File Description	Documents
Audited statements of account indicating the revenue generated through training	No File Uploaded
Schedule of the training programmes	No File Uploaded
As per Data Template	View File
Any other relevant information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities The impact of the extension activities of the Institution in sensitizing the learners and other stakeholders to social and sustainable development issues leading to inclusive society during the year

The University organizes number of extension activities to promote linkages and association between the university and the communities to sensitize people in villages to identify their needs to bring out transformation in the surrounding rural villages.

1. Impact of extension activities in adopted Villages:

YCMOU mainly conducts its extension programs and activities through its Farm Science Center (KVK) for the practicing farmers, rural youth and extension functionaries and through National Service Scheme for distance learners. The distance learners and the practicing farmers actively participate in social service and extension activities leading to their socio-economical development.

Several noteworthy activities were carried out by our NSS volunteers, which include tree plantation, water conservation through digging of contour trenches, digging of pits for construction of toilets in the village, making paths and roads. At present, there are 3200 active NSS volunteers from 50 Learners support centers. Every year the University selects a village in the vicinity, organizes a camp for one week duration.

2. Impact of Extension Activities:

The extension activities have improved their understanding of various social and health issues. Extension activities helped the farmers, rural youth and distance learners to understand real-life problems, the dignity of labor, team spirit and self-confidence.

File Description	Documents
Brochures of the activities	https://ycmou.ac.in/media/post_image/KVK_YCMOU_APR_2021_.pdf
Activity Reports	https://ycmou.ac.in/media/post_image/KVK_YCMOU_APR_2021_.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/KVK_YCMOU_APR_2021_.pdf

3.6.2 - Recognition of extension activities**3.6.2.1 - Number of awards and recognition received for extension activities from Government /recognized bodies during the year:**

00

File Description	Documents
Awards for extension activities	No File Uploaded
Scanned copy of the award letters	No File Uploaded
As per Data Template	View File
Any other relevant information	No File Uploaded

3.6.3 - Collaborative extension and outreach Programmes**3.6.3.1 - Number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Government and non-government Organizations during the year**

7

File Description	Documents
Reports of the event organized	View File
As per Data Template	View File
Any other relevant information	View File

3.6.4 - Participation in extension activities**3.6.4.1 - Number of employees and learners participating in extension activities conducted by the Institution with Government Organizations, Non-Government Organizations and Programmes such as Swachh Bharat, AIDS Awareness, Gender issues, Rights of PwD during the year**

2073

File Description	Documents
As per Data Template	View File
Any other relevant information	View File
Report of the event	View File

3.7 - Collaboration

3.7.1 - Collaborative activities with Institutions**3.7.1.1 - Number of Collaborative activities for research, programme development and faculty exchange with institutions during the year****1**

File Description	Documents
Scanned copies of collaboration document	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

3.7.2 - Collaborations with industries**3.7.2.1 - Number of collaborations with industries for learner exchange, internship, establishing Chairs during the year****12****INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - Facilities available at Institution Headquarters and Regional Centres Infrastructural facilities viz., academic units, administrative units, storage and dispatch units, library, Laboratories, Multimedia Laboratories, Seminar Rooms, Auditorium, warehouses, Media Production, Print Production, etc.

The University has adequate infrastructure at the headquarters, Regional centers and Learner Support Centers (LSCs). The headquarters of the university is situated in a sprawling campus of 147 acres at the outskirts of Nashik city and houses the School of Studies, Divisions, Centers, Sections, Cells, Units, KVK and other facilities as given below:

There are 16 major buildings on the campus with total carpet area of 36263 square meters catering to all services required for the University operation.

The total area of institutional buildings is 36263 square meters and residential buildings and facilities is 1387 square meter. The total ground coverage of the buildings is approximately 9.41 acres.

Infrastructure Facilities at Regional Centers:

The University has 8 Regional Centers (RCs) in Maharashtra. The 3

RCs at Amravati, Aurangabad and Nanded are housed in own building.

Infrastructure Facilities at Learner Support Centers (LSCs):

LSCs established at higher education institutions in Maharashtra through an MOU, where minimum infrastructure of LSCs consists of

- 3-6 well furnished classrooms, laboratories, farm and workshop;
- 2-3 rooms for office of the center with covered area of minimum 400-600 square feet.
- Library and reading room and store room for stacking books and learning materials.

File Description	Documents
Annual report of the Institution	https://ycmou.ac.in/media/post_image/YCMOU_ANNUAL_REPORT_2021_22.pdf
Geo-tagged photographs of campus and all other infrastructural facilities	https://ycmou.ac.in/media/post_image/bb6fd81758127f4dd7db1037c229c128.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/15a2e4863445f2448856d2b1ad07ccc6.pdf

4.1.2 - Expenditure incurred for infrastructure augmentation –Percentage of expenditure incurred for infrastructure augmentation

3.99

4.1.2.1 - Expenditure incurred for infrastructure augmentation excluding salary during the year (INR in lakhs)

1418113802

File Description	Documents
Audited utilization statements	View File
Budget allocation for infrastructure	View File
As per Data Template	View File
Any other relevant information	View File

4.1.3 - Percentage of the expenditure incurred on maintenance of physical facilities and

academic support facilities**16.77****4.1.3.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary during the year (INR in lakhs)****237752995**

File Description	Documents
Audited statements of accounts.	View File
Budget and Statements of Expenditure	View File
As per Data Template	View File
Any other relevant information	View File

4.2 - IT Infrastructure**4.2.1 - ICT enabled facilities at HQs – Percentage of IT enabled rooms and seminar halls of the Institution for academic support at Headquarters.****91.13****4.2.1.1 - Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at the Institution HQs (Data for the latest completed academic year) :****430**

File Description	Documents
Geo- tagged Photographs of IT infrastructure facilities at HQs	View File
As per Data Template	View File
Any other relevant information	View File

4.2.2 - ICT enabled facilities at RCs – Percentage of IT enabled rooms and seminar halls of the Institution for academic support in Regional Centres (RCs)**80.64****4.2.2.1 - Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Regional Centres (RCs). (Data for the latest completed academic year)****62**

File Description	Documents
Photographs of infrastructure facilities at a few RCs	View File
As per Data Template	View File
Any other relevant information	View File

4.2.3 - ICT enabled facilities at LSCs – Percentage of IT enabled rooms and seminar Halls of the Institution for academic support in learner support centres (LSCs)

51.12

4.2.3.1 - Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Learner Support Centres (LSCs) (Data for the latest completed academic year)

2270

File Description	Documents
Geo – tagged Photographs of infrastructure facilities at a few LSCs	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

4.2.4 - Frequency of updating of IT facilities – Frequency of IT facilities updated at the Headquarters and the Regional Centres of the Institution including website, online system, etc

The Computer Center (CC) at the headquarters is responsible for procurement and maintenance of computer hardware and networking, maintenance of hardware, development and maintenance of software, the website and providing Internet/ Intranet services. Presently university has 876 personal computers and 87 printers in use at the head quarter and the regional centers. The combined IT infrastructure and facilities includes:

IT Facilities in university Data Center

IT infrastructure in University campus

A sum of Rs.16.88 Lakh is spent annually on Annual Maintenance Contract (AMC) for the maintenance of 1 GBPS internet connectivity, networking under NMEICT Project and Sophos Firewall, computing, storage, and network devices.

The entire University Campus at the Headquarters is connected

through a Local Area Network (LAN).

The Finance and Accounts Management System (FAMS) Software is developed in house by the university which is covering operations related to finance and budgeting.

The University has www.ycmou.ac.in dedicated website. Each Regional Center has its webpage on the university website. The content of the website is updated both centrally and by Regional Centers.

The university website hosts the e-book learning repository which is updated at regular intervals.

The Admission and re-registration process has been initiated online.

File Description	Documents
Scanned copy of agreement	https://ycmou.ac.in/media/post_image/a066bd8196ad31908165f2ff87570db3.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/80c45b6cc8c82bb18796345169b8ee51.pdf

4.2.5 - Internet Bandwidth at the HQs and RCs – Available bandwidth of the internet facility at the Headquarters and Regional Centres of the Institution

1GBPS & 440 MBPS

File Description	Documents
Relevant documents on available bandwidth of internet connection at the Institution's Head Quarters and Regional Centres	View File
As per Data Template	View File
Any other relevant information	View File

4.2.6 - Facilities for media production - Facilities for audio, video and e-content development are available and are in use at the Institution Audio- video and e-Content production facilities: 1. Audio / video studios 2. Outdoor shooting equipment /Outdoor audio recording 3. Post production unit / Editing unit 4. Duplication unit 5. Graphics workstation 6.

A. More than 10 of the above

**Direct Reception Sets (DRS) 7. Set Scenic unit
8. Make-up unit 9. E-Platform 10.
Workstations with broadband connectivity 11.
Cloud space 12. Licensed software 13.
Uninterrupted web connectivity 14. IT security
system**

File Description	Documents
As per Data Template	View File
Geo-tagged photographs of the facilities for audio, video e-content production	View File
Any other relevant information	View File

4.2.7 - Percentage of viewers (learners) to Transmission facilities of the Institution

25

4.2.7.1 - Number of viewers (learners) of transmission facilities (Radio and Television Channels) for the latest completed academic year

126836

File Description	Documents
Geo-tagged photographs of the facilities available	View File
As per Data Template	View File
Any other relevant information	View File

4.2.8 - Automation systems The level of automation of different aspects of Institution including the features of Office Automation System/ERP/MIS (Online Support to Learners, Staff, RCs and LSCs)

The University has digitized most of its operations at all levels, including those associated with student lifecycle, bringing about transparency and efficiency in the overall management of the University:

(A) Automation of Processes associated with Learner Support Services

Admission Services: The process of admission and re-registration and Post-admission Services have made online.

Submission of Examination Form, downloading of hall ticket and Registration for Convocation have made online.

(B) Automation of processes associated with Regional Center and Learner Support Center Operations

Transmission of evaluation data by Regional Centers and Learner Support Centers: RCs and LSCs have been provided with secure login accounts credentials for online transmission of assignment evaluation data, project evaluation data, practical examination data etc. to the headquarters.

The services like Database Access, Examination Management System (EMS) , Secured Remote Paper Delivery (SRPD) and web conferencing have made online which are successfully and smoothly running to deliver services .

(C) Automation of Administrative and Financial Processes

Administration Management System takes care of General Administration and Finance and Accounts Management System (FAMS): ERP software called as FAMS has been implemented at the headquarters for automation of activities related to finance and budgeting is used by the Finance Division

File Description	Documents
Any other relevant information	https://ycmou.ac.in/media/post_image/0857d919ac3aed3db24768c8ad6cfb7b.pdf
Automation system	https://ycmou.ac.in/media/post_image/13ff750fc82631faa2cbe4f97e2adb58.pdf

4.3 - Learning Resources

4.3.1 - Provision of Learner Support Services Learner Support Services established at the different levels by the Institution (Three tier/ Two tier)

The learner support services are crucial to the success of Open and distance learning in the Open University system.

- There is a three-tier structure, i.e. the university headquarters (HQ) at Nashik, the 8 Regional Centers (RCs) at district head quarter and the 1711 Learner Support Centers (LSCs) for all the programs.
- At University Level : The Student Services Division (SSD) is the main division for providing learner support services through Regional Centers and Learner Support Centers.

- **At Regional Center Level:** The RCs comprise the middle level of the support services and act as the nodal office of the university in the region and manage the functioning of LSCs within its jurisdiction
- **At Student Support Center Level:** The third level of three tier system is the LSC, where teaching learning is transacted through academic counseling sessions for both theory, practical and project type of courses with the support of the academic counselors empanelled from amongst the faculty of the host institution / learner support center.

The School of Studies in the university has brought out Manuals for Learner Support Center Management (Manual for Study Center Management) for standardizing the operational procedures for smooth and effective functioning.

File Description	Documents
List of support services provided at Headquarters, Regional Centres, Learner Support Centres	View File
Organizational chart of support services available	View File
Any other relevant information	View File

4.3.2 - Average number of Learners attached to LSCs

390

4.3.2.1 - Number of LSCs in the preceding academic year:

1342

File Description	Documents
Enrolment details of the preceding year	View File
Distribution of learners LSC wise	View File
As per Data Template	View File
Any additional information	View File

4.3.3 - Academic counselling sessions held Regular conduct of academic counselling sessions (for theory and practical courses) at Learner Support Centres under each Regional Centre during the preceding academic year

Academic counseling is the most important component in the teaching-

learning process in the ODL system as it provides the essential human interface to the learners who are separated by location from their teachers and peers.

- Face-to-face Academic counseling is provided by the approved and empanelled academic counselors (subject experts) at Learner Support Centers (LSCs) and is a regular practice in organizing face to face and online teaching-learning classes. Academic counseling is also provided to learners through ICT enabled support from the Schools of Studies located at YCMOU headquarters,
- The face-to-face academic counseling sessions are organized and conducted throughout the academic year at the Learner Support Centers (LSCs) to facilitate learning of learners with the help of Self Learning Material (SLM) for:
 - Acquisition of required knowledge and skills;
 - Clarification of doubts and difficulties encountered during their course of study;
 - Provision of continuous evaluation for assessment and feedback on progress;
 - Development of required competencies and skills through practical and hands on training.
- Practical based courses of B.Ed. and B.Ed. (Special education) program were conducted at LSCs to impart the essential competencies and skills for effective teaching through individual and group activities.

File Description	Documents
Monitoring reports of LSCs	https://ycmou.ac.in/media/post_image/b387668be7cce299103d18a4cbaf8fcf.pdf
Reports on counselling sessions	https://ycmou.ac.in/media/post_image/9491c769a12f6920ed90fd7a44ae0469.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/6062b74eb6c05e16adfecf56a7b9382e.pdf

4.3.4 - Expenditure on Library – Percentage of annual expenditure on library during the year

0.38

4.3.4.1 - Annual expenditure on library during the year (INR in lakhs)

1321041

File Description	Documents
Web-link to Library catalogues	https://ycmou.ac.in/pages/index/191
Web-link to relevant resources available in the library	https://ycmou.ac.in/pages/index/185
As per Data Template	View File
Any other relevant information	View File

4.3.5 - Library Automation Library is automated in using Integrated Library Management System (ILMS) A. Name and features of the ILMS software B. Nature and extent of automation (full or partial) C. Year of commencement and completion of automation

The Library and Resource Center (LARC) of the university had initiated the process of library automation from 2001 by installing SOUL Software (Software of University Libraries) developed by INFLIBNET Center of UGC covering all operations of the Library that includes acquisition, technical processing, circulation and serial control. Currently Library is using SOUL 2.0 version of the software for learning resources and books Acquisition, Cataloging, Online Public Access Catalog (OPAC) and Circulation.

Apart from Library automation other services provided by the university library are:

Inter Library Loan facilities through DELNET

YCMOU has acquired membership of DELNET (Developing Library Network) facilities in the university for offering inter-Library loan & Document Delivery Services to its member libraries of other higher education institutions.

E-Resources for Campus & Remote Access

YCMOU Library currently provides access to over 1700 e-journals through subscription as well as access through INFLIBNET's ESS Consortium. There are also a few e-books and e-databases available for access on the campus as well as access from remote locations.

Anti-Plagiarism Software (URKUND / OURIGINAL)

YCMOU employed URKUND (New name is OURIGINAL), an anti-plagiarism software for checking and detecting copy cases in the research publication of teachers and the learners in the university.

File Description	Documents
Any other relevant information	https://ycmou.ac.in/media/post_image/cc86837f5555843143ef161b5fb5e790.pdf
Geo-tagged photographs	https://ycmou.ac.in/media/post_image/748266086a7b05e4eaa6f6619fb2db17.pdf

LEARNER SUPPORT AND PROGRESSION

5.1 - Learner Support

5.1.1 - Promotional Activities for Prospective Learners The Institution promotes its programmes for the prospective learners through various activities

The promotion and publicity of YCMOU programs for prospective learners is a continuous process, which is reflected in various activities at University headquarters, Regional Centers (RCs) and Learner Support Centers (LSCs) as outlined below:

1. YCMOU Headquarters:

The significant promotional measures adopted at the YCMOU headquarters are as follows:

- Through Publicity materials such as information brochures, pamphlets & posters ,Publicity through newspapers, university website, FM channels and other media, Samwad Patrika" (e-news bulletin)
- Live (on-line) and off-line coverage of various promotional activities
- Use of Social Media

2. YCMOU Regional Centers:

RCs adopt the following important measures for promotion and publicity of university programs:

- Conducting awareness drives and holding meetings at different locations
- Preparing promotional material and its distribution
- Organizing Open House Meetings, camps, seminars, symposia, workshops ,pre-admission sessions and career guidance programs
- Promoting and popularizing university programs on All India Radio and Doordarshan

3. YCMOU Learner Support Centers (LSCs)

The LSCs contribute to the publicity and promotion of YCMOU programs by

- Arranging promotional activities ,
- Organizing press conferences,
- writing articles in news paper and publications,
- Conducting meetings and workshops with local schools, colleges and Community leaders;

File Description	Documents
Activities undertaken	https://ycmou.ac.in/media/post_image/41b8d185611f091c54e5ff6fedef11fc.pdf
Any other relevant information	https://ycmou.ac.in/pages/index/135

5.1.2 - Pre-admission Counseling Services Activities undertaken by the Institution for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at Institution Headquarters, Regional Centers and Learner Support Centers

The Open and Distance Learning (ODL) system of education is a comparatively new system of education for those who have studied in the conventional system. Prospective learners including first generation learners, housewives, and school dropouts require information about the system and pre-admission counseling as well as post-admission support services. In response to these requirements, the University has put in place a formal and robust system for pre-admission counseling and induction of newly enrolled learners.

The following activities are undertaken for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at headquarters, Regional Centers and Learner Support Centers of the University:

Pre-Admission Counseling at Headquarters, at Regional Centers, At Learner Support Centers

Information support and guidance pertaining to the Concept and philosophy of ODL, LSCs and RCs, admission /re-registration , academic programs, its duration, medium , eligibility and other aspects of the university and student support services being provided during pre-admission counseling, admission and post admission.

Conduct of induction meeting for newly enrolled learners takes place at Headquarters

Meetings take place at YCMOU Headquarters, at YCMOU Learner Support Centers to make them well acquainted about the academic programs, courses, curriculum, examination and program outcomes.

File Description	Documents
Activities undertaken	https://ycmou.ac.in/media/post_image/41b8d185611f091c54e5ff6fedef11fc.pdf
Any other relevant information	https://ycmou.ac.in/pages/index/135

5.1.3 - Online Admission and Related Activities The status and process of online admission including payment of fees

YCMOU has adopted complete online process for admission. Applicants willing to join any program are required to register by creating their user ID and password on the Online Admission Portal before submitting their application. After registration, they can submit the online application form along with the details of program and LSC chosen for the program admission. The learners are also required to upload scanned copies of their academic credentials to prove their eligibility for admission. The tuition fee can be paid through Credit Card /Debit Card/ Net banking using the Online Payment Gateway. Submission of application is instantly acknowledged through Short Message Service (SMS).

Online application forms submitted by learner are scrutinized in the student registration section located in the Student Services Division (SSD). Admission of applicants found eligible is confirmed online, after which the applicants receive SMS/email confirming their admission. Other important details like their enrolment number, LSC address, links for downloading the digital study material etc. are also communicated along with confirmation of admission. The learner can track the progress of their application during the entire process, making it completely transparent.

File Description	Documents
Online Admission and related activities	https://ycmou.ac.in/media/post_image/f514c6ee9e486696dcb801c9426fdf2a.pdf
Any other relevant information	https://ycmou.ac.in/pages/index/135

5.1.4 - Dispatch of Study Material and related grievance handling mechanisms Strategy followed by the Institution for dispatch of study material to learners and mechanisms to resolve grievances related to Dispatch of Study Material

Self learning material in the print format is the most important component in the open and distance learning programs. The University has a dedicated Print Production Center (PPC) that deals with production of study materials in the self learning format.

The University has dedicated Store and dispatch Section which dispatches the study materials to Regional Centers and/or Learner Support Centers to be distributed to learners after admission process is completed. The store and dispatch Section dispatches annually more than 50 Lakh printed books to its registered learners spread over learner support centers during the year.

The University has two dedicated termite proof warehouses to store printed study materials before they are dispatched .The University uses two strategies for identification of study materials (i) Alpha-Numeric Code on the booklet(like AGR-101 for Agriculture) and (ii) color combination on front page of the booklet (like Green color for Agriculture). The alpha-numeric code denotes the level of the program, discipline, and nature of the course.

YCMOU Study material is stacked in the warehouse course-wise and program wise to facilitate easy sorting of course materials for dispatch.

The Store Manager look after all the activities related to dispatch of printed material to students through LSCs.

File Description	Documents
Material dispatch related activities	https://ycmou.digitaluniversity.ac/WebFiles/flowchart_storeDeptjan2021.pdf
Any other relevant information	https://ycmou.ac.in/pages/index/135

5.1.5 - Attending to learners' queries Modes/approaches employed by the University to attend to learners' queries include: 1. Automated interactive voice response system 2. Call centre 3. Online Help Desk 4. Social media 5. App based support 6. Chat Box 7. E-mail Support 8. Interactive radio counselling 9. Teleconferencing 10. Web-conferencing 11. Learner Services Centre/ Inquiry Counter 12. Postal communication	A. Any 8 or more of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 611 552 674">File Description</th><th data-bbox="552 611 1477 674">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 674 552 898">Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other</td><td data-bbox="552 674 1477 898">https://ycmou.ac.in/pages/index/136</td></tr> <tr> <td data-bbox="86 898 552 965">As per Data Template</td><td data-bbox="552 898 1477 965">View File</td></tr> <tr> <td data-bbox="86 965 552 1032">Any other relevant information</td><td data-bbox="552 965 1477 1032">View File</td></tr> </tbody> </table>	File Description	Documents	Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other	https://ycmou.ac.in/pages/index/136	As per Data Template	View File	Any other relevant information	View File	A. Any 8 or more of the above
File Description	Documents								
Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other	https://ycmou.ac.in/pages/index/136								
As per Data Template	View File								
Any other relevant information	View File								
5.1.6 - Academic counselling services Modes employed by the Institution to provide academic counseling services to its learners include: 1. Face to face counselling sessions 2. Interactive radio counselling 3. Online LMS based counselling 4. Teleconferencing 5. Web-conferencing 6. Laboratory based counselling 7. Internship 8. Workshops 9. Field study 10. Seminar 11. Extended Contact Programme (ECP) 12. Enhancement of Professional Competency (EPC)	A. Any 8 or more of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 1552 552 1615">File Description</th><th data-bbox="552 1552 1477 1615">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 1615 552 1720">Web-link to counselling schedules for current year</td><td data-bbox="552 1615 1477 1720">https://ycmou.ac.in/pages/index/137</td></tr> <tr> <td data-bbox="86 1720 552 1787">As per Data Template</td><td data-bbox="552 1720 1477 1787">View File</td></tr> <tr> <td data-bbox="86 1787 552 1854">Any other relevant information</td><td data-bbox="552 1787 1477 1854">View File</td></tr> </tbody> </table>	File Description	Documents	Web-link to counselling schedules for current year	https://ycmou.ac.in/pages/index/137	As per Data Template	View File	Any other relevant information	View File	
File Description	Documents								
Web-link to counselling schedules for current year	https://ycmou.ac.in/pages/index/137								
As per Data Template	View File								
Any other relevant information	View File								
5.1.7 - Addressing learners' grievances – The Institution has a transparent mechanism for timely redressal of learner grievances. Percentage of grievances received at HQ and redressed during the year									
88.06									

5.1.7.1 - Number of grievances received at HQ during the year**1952**

File Description	Documents
Web link to Grievance Redressal Mechanism Committee for learners	https://ycmou.ac.in/media/post_image/Greivance_Committee1.pdf
As per Data Template	View File
Any other relevant information	View File

5.1.8 - Special Learner Support Centres Reaching out to special learners like persons with disabilities, prison inmates, employees of defense or security forces, transgenders, SC / ST, minorities, women; learners from rural and remote areas etc

YCMOU is mandated to reach the unreached and marginalized sections of the society. To address the varied needs of different target groups, the University extends its outreach by opening Learner Support Centers in rural and tribal areas in Maharashtra.

- YCMOU has established 20 special learner support centers to cater to the needs of special learners like teachers teaching to the persons with disabilities (PwD), jail inmates, farm laborers, army men, security persons, house wives and unskilled laborers.
- The Special Learner Support Centers- 385 jail inmate learners, 1563 army men in 18 trades such as Surveyor, Radio Communication Operator, Gunner, Steward, Artesian, Mess Keeper, Hair Dresser, Painter, Tailor, Store Keeper, Fire controller etc. and 13 unskilled laborers.
- established 59 Learner Support Centers for the practicing farmers, farm women and rural youth for catering to the learning needs of more than 19000 learners every year. Fee reimbursement/fee exemption to SC/ST category under Direct Benefit Transfer (DBT) scheme of Government of Maharashtra.
- Learner support center is also established in the Artillery School in Nashik for B.A. and B.Com. Program for the soldiers. The center is catering to the need of more than 400 learners.

File Description	Documents
List of Special Learner Support Centres	https://ycmou.ac.in/media/post_image/edb79b3a59b864c3c3788b02b8f867cf.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/5351fc25d177cfaa35f9c3246769e426.pdf

5.1.9 - Financial Support to learners of disadvantaged groups - Percentage of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other during the year

0.87

5.1.9.1 - Number of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other during the year

1616

File Description	Documents
Web-link to notifications issued by the Institution	https://ycmou.ac.in/media/post_image/Updated_Notification_Regarding_Fee_Concession_.pdf
As per Data Template	View File
Any other relevant information	View File

5.2 - Learner Progression

5.2.1 - Submission of assignments - Percentage of learners submitting assignments

98.98

5.2.1.1 - Number of learners enrolled in the preceding academic year (only newly enrolled) have submitted assignments as per the academic calendar

200167

File Description	Documents
Web-link to academic calendar of the Institution	https://ycmou.ac.in/media/post_image/ssd_Academic_Calendar_2021-22.pdf
List of programmes on offer	View File
Web-link of assignments of programmes on offer	https://ycmou.digitaluniversity.ac/Content.aspx?ID=1160
As per Data Template	View File
Any other relevant information	View File

5.2.2 - Percentage of Newly enrolled learners registered for term end examination**100**

File Description	Documents
List of programmes on offer	View File
Web-link of examination schedule	https://ycmou.ac.in/pages/index/219
Number of learners (only newlyenrolled)registered for term end examinations	View File
As per Data Template	View File
Any other relevant information	View File

5.2.3 - Percentage of learners appeared for term end exam**99.23**

File Description	Documents
List of programmes on offer	View File
Web-link of examination schedule	https://ycmou.ac.in/pages/index/219
Number of learners (only freshly enrolled)who have passed term end examination	View File
As per Data Template	View File
Any other relevant information	View File

5.2.4 - Percentage of learners passed out term end examination**68.94**

File Description	Documents
List of programmes on offer	View File
Web-link of examination schedule	https://ycmou.ac.in/pages/index/219
Number of learners (only freshly enrolled) who have passed term end examination	View File
As per Data Template	View File
Any other relevant information	View File

5.2.5 - Placement services provided to the learners**5.2.5.1 - Number of placement drives conducted by the institution for the learners during the year****02**

File Description	Documents
Reports of the campus placement drives	View File
As per Data Template	View File
Any other relevant information	View File

5.3 - Alumni Engagement

5.3.1 - The Alumni Association The Alumni Association/ Chapters (registered and functional) has contributed significantly to the development of the Institution through financial and other support services during the year

The Alumni related activities of the University are conducted at YCMOU Headquarter at Nashik including placements for its heterogeneous and dispersed learner population who have successfully completed their programs of studies. The alumni of the University are registered through, an Alumni Registration Form. Currently, the University has a network of 3, 03, 470 alumni (up to June - 2021) and the number is continuously growing.

Contribution of Alumni to the development of the Institution

The alumni contributed in the following ways:

- Helping our potential learners to find opportunities in the organization where they are currently working.
- Facilitating placement drives by coordinating with different agencies and industries;
- Acting as mediator and an interface between the industry and the university students / alumni;
- Acting as a brand ambassadors for ODL philosophy in society;

Action Taken for Strengthening Alumni Association and Network

Some of the significant activities undertaken by the university for strengthening university alumni association are:

- Creation of dedicated web portal for the alumni registration and high lighting the activities of YCMOU Alumni Association;
- Collaboration with the successful alumni and their host organization/ industries with other alumni for providing internship to pass out learners.

File Description	Documents
Details of Alumni Association Activities	https://ycmou.ac.in/media/post_image/1f7d9711d6884014106bcd2706f94d0.pdf
Frequency of meetings of Alumni Association with minutes	https://ycmou.ac.in/media/post_image/5586ae77159036ffe9b1fccc692f0463.pdf
Quantum of financial contribution	https://ycmou.ac.in/media/post_image/2847187b5eff0966d21c857b2837a94e.pdf
Audited Statement of Accounts of the Alumni Association	Nil
Any other relevant information	https://ycmou.ac.in/media/post_image/21dea90665dee9c19d1199b79b13c790.pdf

5.3.2 - Alumni Association Involvement -Percentage of graduated learners enrolled in Alumni Association

34.48

5.3.2.1 - Number of graduated learners enrolled in Alumni Association (in latest completed academic year)

303640

File Description	Documents
Web-link to Alumni Association	https://www.ycmoualumni.org/
As per Data Template	View File
Any other relevant information	View File

5.3.3 - Facilities for Alumni Engagement The Alumni Association facilitates its members by the following 1. online enrolment for its membership 2. online networking amongst its Alumni members 3. online payment of fees 4. donation by Alumni

A. Any 4 or more of the above

File Description	Documents
Web-link to Alumni Registration Portal	https://www.ycmoualumni.org/
Web-link to online networks	https://www.ycmoualumni.org/
Scan copy of statement of receipts	View File
As per Data Template	View File
Any other relevant information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Governance in accordance with Mission and Vision The institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance, perspective plans and stakeholder's participation in the decision making bodies leading to institutional excellence

The Vision and Mission of University are given in the YCMOU Act (XX of 1989) and reflected in the objectives of the University.

The Vision of YCMOU is:

"Yashwantrao Chavan Maharashtra Open University provides seamless access to high quality education to all through open and distance learning system and further to become Mass Varsity."

The Vision and Mission of University are reflected in all aspects of its functioning as outlined below.

1. Academic and Administrative Governance:

The Vision of the University for 'providing seamless access to quality education' is reflected in the policies framed by the statutory bodies for academic and administrative processes.

2. Perspective Plans:

The Planning Board sets Long term plans (3-5 years) , short-term (less than 1 year) and mid-term (1-3 years) plans to ensure that University activities are scheduled to attain its goals in a time bound manner.

3. Stakeholder's Participation in Decision making:

YCMOU for ensuring its vision of international recognition, ensure continuous inputs from all stakeholders in decision making.

4. Institutional Excellence:

The Vision of providing quality education, skill up gradation and training to all is reflected in the use of multiple media and self-learning materials of university acknowledged widely for their high quality.

File Description	Documents
Vision and Mission documents approved by the statutory bodies	https://ycmou.ac.in/media/post_image/ldb65fda557acb53f4a23f275053b918.pdf
Report of achievements which led to institutional excellence	https://ycmou.ac.in/awards
Any other relevant information	https://ycmou.ac.in/downloads_department/index/7

6.1.2 - Decentralization and participative management Effective leadership is reflected in various institutional practices such as decentralization and participative management, etc.

The effective leadership of the University is reflected in its commitment to achieving its objectives of access, equity and quality through decentralization of academic, administrative and financial functions and powers, and participative decision making. This is

effective through a three tier organizational structure-first tier is headquarter which includes School of studies, Divisions, Centers, Sections and Units, second tier constitute 8 Regional Centers(RC) located at district and third tier constitute various Learner Support Centers (LSCs) spread over entire state of Maharashtra.

The academic leadership of the YCMOU which constitute the Vice Chancellor, Directors of Schools and Centers, Heads of Divisions and Units consciously promotes collective leadership and participatory decision making in its functioning and ensures complete transparency by involving all stakeholders in various statutory bodies/Committees. This leadership approach is reflected in the following institutional practices in the university:

Decentralization

The commitment of leadership to decentralization is reflected in the functioning of the University's Statutory Bodies of the university and their standing committees which draw upon the collective wisdom and diverse experiences of state level as well as national level.

Decentralization in terms of 1. Academic Program Development: 2. Academic Program Implementation 3. Financial Matters provides and strengthening participatory approach.

File Description	Documents
Information / documents pertaining to leadership	https://ycmou.ac.in/media/post_image/425cec55ef3546f4e64eed509a91439f.pdf
Any other relevant information	https://ycmou.ac.in/pages/index/193

6.2 - Strategy Development and Deployment

6.2.1 - Perspective / Strategic plan and deployment The methodology adopted for developing strategic plan; the mechanism for its deployment, monitoring and assessment of the deliverables

The Planning Board is responsible for approving strategic plans and monitoring University's development in accordance with Vision, Mission and Objectives of University. The annual plans and long-term strategic plans spell out specific objectives, deliverables, financial, infra-structural and human resource requirements for Schools, Divisions, Centers, Units, Regional Centers and Learner support centers vis-à-vis development of new Programs, revision of old programs, enhancing access and equity, augmentation of

infrastructure and facilities including application of information communication technology (ICTs), increase in workforce, expansion of student support network, increasing the outreach, etc. The practices followed by the University for development, deployment, monitoring and assessment of its strategic plans are:

1. Methodology Adopted for Developing Strategic Plan: Formation of Long (3-5 years), short (less than 1 year) and mid-term (2-3 years) plans .

2. Mechanism for the Deployment of the Strategic Plan:

The strategic plans approved by statutory bodies are communicated to respective Schools/Divisions/ Centers/Units for implementation. Action Taken Reports is sought by statutory bodies to keep close watch on process of development and deployment.

3. Monitoring and Assessment of the Deliverables:

The strategic plans and annual outcomes are the mechanisms adopted by the University for monitoring and assessment of the deliverables in all activities.

File Description	Documents
Minutes of the Governing Council / other relevant bodies for deployment / monitoring the deliverables	https://ycmou.ac.in/pages/index/132
Any other relevant information	https://ycmou.ac.in/pages/index/140
Perspective / Plan and deployment documents	https://ycmou.ac.in/media/post_image/f7961124198fb4c4cb878ef31b4f8098.pdf

6.2.2 - Organizational structure of the Institution Effectiveness and efficiency of functioning of the institutional bodies as evidenced by the policies, administrative setup, appointments, service rules, procedures etc

1. Organizational Structure of the Institution:

The Governor of Maharashtra is the Chancellor of the University. The Board of Management, Academic Council, Planning Board, University Research Council, Schools Council, Board of Examination and Finance Committee constitute Authorities of the University. The Vice Chancellor is the principal academic and executive officer of the

University. The Pro-Vice-Chancellors, Directors of Schools/Centers, Registrars, Controller of Examination, Finance Officer are the statutory officers of the University. In addition, there are several Divisions/ Centers/Units/Cells and Committees at various levels for implementation of the University's policies and decisions.

The powers and functions of the Authorities, Officers and other functionaries of the University are stipulated in the YCMOU Act, Statutes, Ordinances and Regulations.

2. Effectiveness and efficiency of functioning:

The well defined policies of the university, decentralized administrative setup for time bound outcomes, procedures for purchase, appointments, promotions and service rules etc. are geared towards effective and efficient functioning of the University and strictly observed for greater outreach and effectiveness.

File Description	Documents
Organogram of the Institution	https://ycmou.ac.in/media/post_image/31adc35a03365f0ec9d35d63743ef39d.pdf
Annual Report of the preceding academic year	https://ycmou.ac.in/media/post_image/ANNUAL REPORT 2020-212.pdf
Minutes of the meetings of various bodies / relevant committees	https://ycmou.ac.in/downloads_department/index/3
Any other relevant information	https://ycmou.ac.in/registrar_office

6.2.3 - Implementation of e-governance in different areas of operation Areas of operation of Institution which has e-governance implementation
1. Planning and Development
2. Administration
3. Finance and Accounts
4. Learner Admission and Support
5. Examination

A. Any 4 or more of the above

File Description	Documents
ERP Document	View File
Screen shots of user interfaces	View File
As per Data Template	View File
Any other relevant information	View File

6.3 - Faculty Development or Empowerment Strategies

6.3.1 - Welfare measures for teachers, other academics and non-academic staff The institution has effective welfare measures for teachers, other academics and non-academic staff

The University has some of best welfare measures schemes for its employees, a few of which are as follows:

1. Health Services to the university employees: The University has approved Shri Guruji Hospital in Nashik to provide cashless health services to university employees. The university has dedicated Health Center in operation on the campus for providing free health consultation services by designated physician for regular and contractual staff of university.

2. Housing facilities to the university employees: The University headquarters has a residential complex having (i) 28 flat lets, (ii) Medical Health Centre, (iii) Horticulture farm (iv) Gymnasium and play grounds.

3. Transportation facilities: University provides free mini bus service operating from campus to the Gangapur village bus stop at stipulated timings and as per the requirement.

4. Parks and Garden: The University campus is aesthetically landscaped. The campus has horticulture farm, bio-diversity Park, garden and ground for sports and cultural activities for the residents.

5. Security and Hygiene: The university has dedicated Security staff for round the clock security outsourced the housekeeping services.

6. Other facilities and Amenities: It include a Bank, Post office, Canteens, and horticulture farms along with a sales counter for organic food or food products.

File Description	Documents
Policy document on welfare measures	https://ycmou.ac.in/media/post_image/d22ca82d06abbfa149a841c636fd7d51.pdf
List of beneficiaries of welfare measures	https://ycmou.ac.in/media/post_image/3fd08624f85526a53693333720c54a68.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/0080ce36c02b471640e1d5c4c3e9b090.pdf

6.3.2 - Percentage of Financial support for faculty developmen

8.33

6.3.2.1 - Number of teachers and other academics provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Letters to teachers and other academics provided with financial support to attend conferences, workshops etc.	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

6.3.3 - Average number of programmes organised for professional development

1

6.3.3.1 - Number of professional development / administrative training Programmes organized by the University for teachers, other academics and non-academic staff during the year

143

File Description	Documents
Schedules of programmes organized for teachers, other academics and non-academic staff	View File
As per Data Template	View File
Any other relevant information	View File

6.3.4 - Percentage of Teachers and other academics attended Professional Development Programmes (PDPs)

48.38

6.3.4.1 - Number of teachers and other academics attended Professional Development Programmes, viz.: Orientation Programme, Refresher Programme, Faculty Development Programme (FDP), during the year

15

File Description	Documents
CIQA report summary	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	No File Uploaded
Letters to teachers and other academics attending PDPs during the year (Data Template)	View File
As per Data Template	View File
Any other relevant information	View File

6.3.5 - Non- academic staff attending administrative training Programmes - Percentage of full time non-academic staff attended training Programmes, during the year

0

6.3.5.1 - Number of full time non-academic staff attended training Programmes during the year

0

File Description	Documents
CIQA report summary	No File Uploaded
Letters to non-academic staff attending administrative training programmes	No File Uploaded
As per Data Template	View File
Any other relevant information	No File Uploaded

6.3.6 - Mechanism of performance appraisal system, promotion for teachers, other academics and non-academic staff Institution has performance appraisal system for teaching, promotion for teachers, other academics and non-academic staff

The University has well laid down policy of performance appraisal system for teachers, academics and non-academic staff.

1. Teachers and Academic staff:

The performance appraisal system for teachers and other academics of the University for Career Advancement is, in accordance with the ordinance on (i) Career Advancement Scheme (CAS) for the Teachers. This is in accordance with UGC guidelines based on Performance Based Appraisal System (PBAS) pro-forma as approved by the Board of Management (BoM) and Government of Maharashtra. The promotions of teachers are made on the recommendations of the Selection Committee as per the statutory provisions.

2. Non-academic staff:

The University has adopted the Recruitment and Promotion Rules as per the provision of Government of Maharashtra for its non-teaching staff. The Departmental Promotion Committee (DPC) of the University follows the instructions issued by Government of Maharashtra from time to time on procedure to be adopted for promotion, Recruitment Rules and number of existing and anticipated vacancies. The appointing authority considers the recommendations of the DPC. The period of service which qualifies for promotion under these rules is completed years of continuous service. The University maintains the updated Seniority list of different cadres of non-teaching employees.

File Description	Documents
Performance appraisal policy of the Institution	https://ycmou.ac.in/media/post_image/b776578cf185749025a82fb8641e9d9c.pdf
Document on promotion/CAS for teachers, other academic and non-academic staff	https://ycmou.ac.in/media/post_image/47259ead8526cb491916433578762456.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/f020b5f8b8ca0e78dd90c223e253b030.pdf

6.4 - Financial Management and Resource Mobilization

6.4.1 - Regular internal and external financial audits Institution conducts internal and external financial audits during the year

The University has an efficient and effective mechanism for both internal and external audit, for ensuring good financial management and compliance to financial code.

1. **Internal Audit:** The Internal Audit of the University is conducted annually by the Internal Audit Unit set up in finance division of the University, which has been functioning as per the provisions of financial code of the University. The Internal Audit Unit is responsible for conducting audit of all the schools of studies, divisions, Centers, Units and Cells at the headquarters and 8 Regional Centers in Maharashtra. Internal Audit Unit sent the Inspection Report containing Audit observations to the concerned school/division/center/section for compliance and avoiding mistakes in future transactions.
2. **External Audit:** YCMOU Act 1989 and statutes of the university and the financial code provides for annual audit by the Chartered Accountant (CA) appointed by the University. There is also provision for periodic external audit by the office of the Accountant General (AG-Audit), Mumbai. The audit report contains the audit objection and the status of all outstanding paragraphs of the previous Inspection Report. The finance division of the university replies to these audit objections if any in time. The financial audit for 2021-22 is completed.

File Description	Documents
Policy on internal and external audit mechanisms	https://ycmou.ac.in/media/post_image/3eae1eb7d8fc194a462c625ff73f6abb.pdf
Financial audit reports during the year	https://ycmou.ac.in/downloads_department/index/15
Any other relevant information	https://ycmou.ac.in/media/post_image/e4444ec25e0c52519b5e5622d6aa616a.pdf

6.4.2 - Mobilization and utilization of resources Institutional strategies for mobilization of funds and optimum utilization of resources

The YCMOU is a self-financed university which generates most its financial resources of its own, majority of which comes from program fees collected from the students. Since most of financial resources are generated internally, hence the university is committed towards optimum and efficient utilization of its resources.

The University mobilizes funds primarily from internal resources through student fees which includes program fee, examination fees, re-evaluation fee etc, collaboration programs and projects and sale of program prospectus and Self Learning Materials (books and manual). The University follows two-tier strategy for optimal utilization of its financial and human resources viz. at planning level and at execution level.

The institutional strategies for resource mobilization and its optimum utilization are further classified as follows.

Financial Resources: University follows fee rationalization strategies to maximize its internal resources and cost effective measures on expenditures for its optimum utilization.

Human Resources: The University has 33 Teachers, 167 Administrative staff and 43 Technical staff.

Academic Resources: The University has flexible and inter compatible program and course structure wherein courses of one program are opted as electives in other programs.

Infrastructure Resources: YCMOU has its headquarters at Nashik and 8 Regional Centers (RCs) in the States of Maharashtra.

File Description	Documents
Resource Mobilization policy document duly approved by the Board of Management / Syndicate / Governing Council	https://ycmou.ac.in/media/post_image/e05efaa60cf15d20376a63667e975984.pdf
Procedures for optimal resource utilization	https://ycmou.ac.in/media/post_image/33621164a37c5cf49cb3e3646fb5a461.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/Maharashtra_Universities_Common_Account_Code.pdf

6.4.3 - Percentage of Expenditure on Learner Support Services

24.99

6.4.3.1 - Expenditure by the Institution on learner support services (excluding salary and capital expenditure) during the year (INR in Lakhs)

14181

File Description	Documents
Statement of expenditure during the year	View File
As per Data Template	View File
Any other relevant information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Institutionalizing the quality assurance through CIQA Details of the activities of CIQA listed below: 1. Programme Project Reports (PPRs) prepared 2. Workshops/ seminars organized on quality related themes 3. Innovative practices implemented for quality enhancement 4. Initiatives undertaken for system based research 5. Feedback mechanisms developed for different stakeholders

A. Any 4 or All of the above

File Description	Documents
Scan copies of programme schedules	View File
Reports of the activities	View File
As per Data Template	View File
Any other relevant information	View File

6.5.2 - Reforming institutional processes Impact Analysis of various initiatives carried out and used for quality improvement with reference to learner performance, teaching-learning, assessment process and learning outcomes, research, learner and other stakeholders feedback, administrative reforms, financial management, etc

YCMOU has taken special interest in various initiatives for quality improvement in almost all areas like learner performance, teaching-learning process, learner assessment and learning outcomes, feedback collection, administrative reforms and financial management.

An impact analysis for quality improvement needs timely review of the university performances, collection and analysis of huge data. YCMOU has been at the forefront of maintaining academic standard and providing essential services to the students. This motivated students to appear end examination to assess their performance.

YCMOU after getting feedbacks from various formal and informal mechanisms from students, academic counselors, experts and other stakeholders have regularly revised and updated study materials with up to date data, findings and perspective, introduced innovative teaching-learning process, integration of ICTs and new delivery mechanisms which effected into qualitative development of learners. To list few are as follows.

- online admission system.
- Use of latest technology.
- All SLMs and Audio-video programs of YCMOU are made available online
- YashWani- a web radio electronic media is made available to facilitate two-way communication between teacher and learner and interactive radio counseling enjoyable and enriching.
- YCMOU has established special program centers in collaboration with Rehabilitation Council of India

File Description	Documents
Documents / information on the process and results of Impact Analysis	https://ycmou.ac.in/media/post_image/1034a56d36981ddd2546381ed64d1b4d.pdf
Relevant Reports/ Minutes approved by concerned Authorities	https://ycmou.ac.in/media/post_image/31405e5115879536fded69fb69305bac.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/25eb10ba30eabf45e5b2d327b893caa1.pdf

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year. Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus within 100 - 200 words

The University shows gender sensitivity through various initiatives and actions for creating secure and healthy atmosphere at the work place at the university campus and campuses of all the Regional Centers and Learner support centers, which is free from sexual harassment, intimidation and exploitation for all including women students and employees. The University formulated a policy to address sexual harassment at work places in accordance to the provisions contained in the Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal).

To ensure implementation of policy to address sexual harassment and to provide redressal through a fair mechanism, the university has constituted Committees to deal with the cases of sexual harassment at LSC level, at RC level and at YCMOU headquarters as the appellate body for dealing with cases of sexual harassment at the work place. The aggrieved persons can registrar their complaint with the Committee by submitting an application on the prescribed format. The cases and complaints related to sexual harassments are addressed on fast track and justice is given to the complainant / aggrieved parties. In addition to addressing complaints of sexual harassment of women employees, counseling services are also provided to them through trained counselors.

File Description	Documents
Annual gender sensitization action plan	https://ycmou.ac.in/media/post_image/bc1a6401e11f2f9d6e325698b8f64989.pdf
Specific facilities provided for women in terms of: a. Safety and security at the work place b. Committees to address Prevention of Sexual Harassment c. Common Rooms d. Day care centre for children of the staff e. Any other relevant information	https://ycmou.ac.in/media/post_image/86eae4fd3aed3edf208bf76751be7ead.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo-tagged Photographs	View File
Any other relevant information	View File
as per data template	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) A. Solid waste management B., Liquid waste management C. Biomedical waste management D. E-waste management E.Waste recycling system F. Hazardous chemicals and radioactive waste management

Initiatives taken for Waste Management

Segregation of solid Waste at Source:

The recyclable Waste, like paper, plastic waste is segregated at source and is handed over to Authorized Agency.

Vermi-Composting

The University has Vermi-composting facility & about 100 MT of Vermi compost is produced annually and is used in the own campus.

Biogas Plant

The University has installed Biogas plant at the Yash Inn facility, to convert the kitchen waste into bio gas, which in turn is used for cooking.

Biomedical Waste Management

The University has installed a Sanitary Waste Incinerator, for disposal of Sanitary Waste generated.

Liquid Waste Management

University will work to install Sewage Treatment Plant.

E Waste Management

For E-Waste management, the University follows the Methodology, as per the Government Regulations & it is disposed of by calling the tenders.

Rain Water Harvesting

The University has installed Rain Water Harvesting Project in three ways:

- Construction of Yashwant Bandhara of storage capacity 26.2 Million Liters
- Farm Pond
- Rain Water Harvesting and usage for bore well recharge

Eco Friendly Initiatives

1. Tree Plantation in the campus
2. Plastic Free Campus Initiatives
3. Paperless Office Initiatives

Construction of Low Cost and Eco Friendly Model Bamboo House

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	https://ycmou.ac.in/media/post_image/423e9d9baa01374f37b399ba89aa12a5.pdf
Geo-tagged photographs of the facilities	https://ycmou.ac.in/media/post_image/53c59cc86c371ad7b4222876a735aa2b.pdf
Any other relevant information	https://ycmou.ac.in/home

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. All of the Above

File Description	Documents
Geo-tagged photographs / videos of the facilities	View File
Any other relevant information	View File
as per data templates	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo-tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
as per data templates	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of any awards received	View File
Any other relevant information	View File
as per data templates	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File
as per data templates	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute provides co-education in open and distance learning. However the institute has tried to include all the sections of the society not to give them only education but also tried to maintain their integrity in term of cultural, regional, linguistic, communal socioeconomic and other diversities. The university celebrates the festivals like Ganpati Ustav and Diwali to maintain tolerance and harmony. The training camps have been arrange for tribal woman to impart and enhance various skills for their livelihood. Also the celebration of birth anniversaries of national thinkers is being celebrated irrespective of caste and religion. University have been offering programs in different languages like Marathi, Hindi, English and Urdu. The program Diploma In Value and Spiritual Education have been offer for all the learners irrespective of caste, greed and religion. The university deliberately for inclusiveness of all aspects that is regional, cultural, linguistic, etc. so that there should be integrity in the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	https://ycmou.ac.in/media/post_image/3c958f8693c8c4e2a93ebe729c4751ac.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/eab3380911a3e0d258d472222346b5d1.pdf

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The university always given importance to constitutional obligations: values, rights, duties and responsibilities of citizens. University have been offering programs namely Certificate program in Human Rights and Certificate program in Gandhi Vichar Darshan for inculcating moral values among the learners and employees of the institutions also every under graduate program have included a course on environmental science which have given details about different laws for forest, animals, rare species and their protection and preservation. This kind of knowledge earned by the learners is useful not only in their academic career but also in their day to life.

The university also observed 15th August as Independent Day and 26th January as Republic Day and 26th November as Constitutional Day to build and promote moral values among the learners and employees of the institutions also the various camps organized through National Service Scheme (NSS) give the importance of ethics and moral values about constitutional framework, duties and responsibilities of citizen of India.

File Description	Documents
Details of activities that inculcate values necessary to nurture Learners to become responsible citizens	https://ycmou.ac.in/media/post_image/dd9084b4f176542c8087f88287b27561.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/ecf31b8486f55430546dalea880560b7.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organized professional ethics programmes for students, teachers, administrators and other staff during the year Annual awareness programmes on Code of Conduct were organized during the year

A. All of the Above

File Description	Documents
Code of conduct and ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View File
Any other relevant information	View File
as per data templates	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

YCMOU celebrates almost all the national festivals on the university campus for imbibing the spirit of patriotism and social cohesion among the teachers, staff and students. The birth and death anniversaries of the Great Indian personalities are also celebrated by the university at its headquarters, all its Regional Centers and Learner Support Centers. While all YCMOU fraternity participates in the main function, different Schools, Divisions and Regional Centers also organize such activities and may more such events and a variety of programs at their own level.

1. Independence Day of India on 15th August , Republic Day of India on 26th January, Maharashtra Day on 1st May and YCMOU foundation day on 1st July is celebrated with great enthusiasm at the headquarters, regional centers and all Learner Support Centers under all the regional centers.

2. YCMOU exclusively celebrates birth Anniversaries of Chhatrapati Shivaji Maharaj, Chhatrapati Shahu Maharaj, Mahatma Gandhi, Swatantrayvir Vinayak Damodar Savarkar, Lokmanya Bal Gangadhar Tilak, Dr. Babasaheb Ambedkar, Sardar Vallabhai Patel, Pandit Jawaharlal Nehru, Indira Gandhi, Mahatma Jyotiba Phule, Savitribai Phule, Yashwantrao Chavan, Vasantrao Naik, Dr. APJ Abdul Kalam and many other social reformers such as Saint Gadge Maharaj, Saint Tukdoji Maharaj etc.

File Description	Documents
Annual report of the celebrations and commemorative events during the year	https://ycmou.ac.in/media/post_image/4069506132545ff5bcdbe5cc2583e33b.pdf
Geo-tagged photographs of some of the events	https://ycmou.ac.in/media/post_image/4231df994a101ffc07b9cf977639a557.pdf
Any other relevant information	Nil

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website)
Describe any two best practices successfully implemented by the institution as per NAAC format

A. Responsiveness towards the Learners:

(I) Functional Grievance Redressal Mechanism in place:

YCMOU has an automated IT solution for the Grievance Redress and Management to reduce response time to learner's grievances. The Student Services Division (SSD) answers queries and redresses learner's grievances that are received either in person or online received through email and social media.

B. Institutional Accountability:

The University maintains its accountability under the direction of the following statutory bodies:

1. Board of Management (BOM)

2. Planning Board (PB)

3. Academic Council (AC)

4. Research Council (RC)

5. School Council (SC)

6. Board of Examination (BOE)

7. Finance Committee (FC) and other authorities as declared by the statutes of the University.

- The Vice Chancellor of the university is chairman of the Board of Management

(II) Academic Calendar is followed strictly in the University

- University has prescribed a calendar of academic activities keeping in view two admission cycles during the year (July and January) which is strictly followed.

C. Transparency in the Work

1. Proper sharing of information with the concerned stakeholders through University website.

2. Bulk SMS and e-mail services:

3. E-books and digital repository

4. Electronic & digital media.

5. Social Media

File Description	Documents
Best practices as hosted on the Institutional website	https://ycmou.ac.in/media/post_image/334ace61735afb31e1bd3ee9318aeaab.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/78cc2e8a84e0f8fc2e80b44d6191753c.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

1. Technology enabled Learner Support Services:

YCMOU has in place full connectivity for accessing learning resources through:

1. Digital repository of SLM of all courses available on university website;

2. YashVani: Interactive Radio Counseling sessions through web radio;

3. QR Code based question papers and answer sheets;

4. Web-enabled academic support services;

2. Technology enabled administrative support:

1. Learner friendly and easy to use online admission and re-registration system;

2. Facility of downloading documents like examination hall tickets, mark sheets, etc;

3. Online submission of examination form;

4. Student zone on university website for accessing information;

5. Online portal for redressing grievances.

6. Extensive use of social media for just in time communication.

3. National / International Recognition

YCMOU has been awarded national and international recognition for its contributions to the ODL system.

- Award of Institutional Excellence in Open and Distance Education by Commonwealth of Learning (COL) in 2002;
- Award of Institutional Excellence in Open and Distance Education by Commonwealth of Learning (COL) in 2019;
- Awarded 4th Rank in Swachh Campus Ranking - 2019 amongst the cleanest higher education institutions in the country (under the university (non-residential) category by the Ministry of Human Resource Development, Government of India.

File Description	Documents
Appropriate webpage in the Institutional website	https://ycmou.ac.in/media/post_image/dc55eb32eb7b545d0c44dcc50d4c0cd4.pdf
Any other relevant information	https://ycmou.ac.in/media/post_image/173f76a1e3ad712a8f5b0c908be9017d.pdf