

Center for Internal Quality Assurance (CIQA)

Yashwantrao Chavan Maharashtra Open University, Nashik-422 222.

Phone:0253-223 1474, Cell:98223 50342, E-mail:directorciqa@ycmou.digitaluniversity.ac

Dated: 16.06.2020


Minutes of the Second Meeting of NAAC Core Committee held on 16.06.2020.

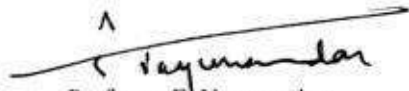
The Second meeting of NAAC Core Committee was organized on 16.06.2020 at 11.00 am in the BOM hall after a long lockdown period of 3 months. Professor Surya Gunjal, Director, CIQA took up the stock of the progress made by various Group Leaders in documentation of information and data regarding NAAC Assessment & Accreditation.

It was seen that all Group Leaders are trying their best to collect and format the information while few Group Leaders are facing problems in understanding the format and cooperation from various Schools, Sections & Units for providing information to Group Leaders.


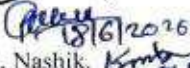

In the meeting following points were discussed & decided:

1. All the Group Leaders have agreed to speed up the process of documentation to make up the time lost in the current lock down period and to follow the time schedule decided six months back with common consensus.
2. The Concern Group Leaders are requested to complete the process and submit the final report regarding 1. Annual Progress Report of the University, 2. Research & Consultancy Policy of the University, 3. Report of the YCMOU Alumni Association, 4. Report of the Students Grievances Committee at Head Quarter & Regional Centers wise Report separately, 5. Reports of University Green Audit, Energy Audit & Environment Audit, 6. Report of the Students Placement Cell with Placement Records of the Students, 7. Report of the Special Learners Center for Person with Disabilities before 30.06.2020.
3. Dr. Jaydeep Nikam agreed to arrange for 3 quotations for University Green Audit, Energy Audit & Environment Audit in sealed envelope in the name of The Registrar, YCMOU, Nashik before 30.06.2020. The further process of awarding the contract will be carried out by Purchase Section.
4. Dr. Hemant Rajguru will send a request to all Schools & Sections to send information for University Annual Progress Report-2019-20 in new format required for NAAC Assessment & Accreditation before 30.06.2020.
5. Dr. Prakash Deshmukh requested additional man power to collect and format the information in to NAAC A & A formats.
6. It was also discussed that University have recruited nearly 48 Academic Coordinators for new & upcoming academic programs. Some of them are unutilized till date; the same Academic Coordinators can be allotted to each Group Leaders so that they can speed up the work of data collection.
7. Each Group Leader is requested to place their demand of additional manpower with Hon. Vice Chancellor and get it approved before 20.06.2020.


Professor Surya Gunjal
Director, CIQA


Professor E. Vayunandan
Vice Chancellor

Copy for information & necessary action to:

1. The Vice Chancellor, YCMOU, Nashik for information.
2. The Registrar, YCMOU, Nashik. 
3. The Finance Officer, YCMOU, Nashik. 
4. The Controller of Examination, YCMOU, Nashik. 
5. The Director, Center for Internal Quality Assurance (CIQA), YCMOU, Nashik.


18/6/2020

Center for Internal Quality Assurance (CIQA)

Yashwantrao Chavan Maharashtra Open University, Nashik - 422 222.

Phone: 0253-2231474, E-mail:directorciqa@ycmou.digitaluniversity.ac, suryagun@hotmail.com

Nashik: Dated: 17.08.2020

MINUTES OF YCMOU NAAC ASSESSMENT & ACCREDITATION WEB BASED TRAINING PROGRAM IN COLLABORATION WITH RUSA, MUMBAI CONDUCTED ON 13.08.2020.

1. Yashwantrao Chavan Maharashtra Open University, Nashik in collaboration with Rashtriya Uchchatar Shiksha Abhiyan (RUSA), State Coordination Unit, Mumbai organized Web Based Training Program on NAAC Assessment & Accreditation on 13.08.2020 from 10.00 am to 14.00 pm.
2. The Webinar Link, Meeting ID & the Pass word for this Webinar was: LINK: <https://us02web.zoom.us/j/87339654904?pwd=REkxb0RlclZlSWVCbmVmWjFsaEhQQT09>, Meeting ID: 873 3965 4904, Pass Word: ycmou
3. In all 120 Participants were invited for the webinar, out of which 63 Participants attended by their names while 7 participants attended by their code names. In all 70 participants actively attended the webinar. (The list of participants is attached).
4. Dr. Surya Gunjal, Director, CIQA-YCMOU, Nashik briefed about the status of university and introduced the Mentors from RUSA, Mumbai and the Resource Persons in the beginning.
5. Professor E. Vayunandan, Hon. Vice Chancellor, YCMOU, Nashik inaugurated the Webinar and motivated staff of the university and expressed his expectation to speed up the process of documentation.
6. The Webinar was guided by Dr. Vijay Joshi, Chief Consultant & Dr. Pramod Pabrekar, Senior Consultant from RUSA, Mumbai. Dr. Joshi reiterated that the current COVID situation should be gainfully used to promote Open and Distance Education in almost all the areas of human endeavor.
7. Dr. Vani Laturkar, First Resource Person & Director, School of Commerce & Management, Swami Ramanand Teerth Marathwada University, Nanded given elaborative talk on Preparation for NAAC Assessment & Accreditation.
8. Dr. Chandrakant Rawal, Second Resource Person & Principal, Brihan Maharashtra College of Commerce, Pune given exhaustive talk on Documentation for NAAC Assessment & Accreditation.
9. Dr. Bhalchandra Bhole, Third Resource Person & Former Head, Department of Microbiology, Abasaheb Garware College, Pune given objective based talk on Role and responsibility of CIQA/IQAC Center in the university.
10. The Webinar was welcomed by Dr. Ram Thakar, Coordinator, CIQA-YCMOU, Nashik while vote of thanks were proposed by Dr. Hemat Rajguru, Coordinator, CIQA-YCMOU, Nashik.


Dr. Surya Gunjal

Director-CIQA-YCMOU, Nashik

Enclosed: Schedule of Webinar & List of Participants who has attended the Webinar.

REPORT / MINUTES OF THE ONLINE WEBINAR ON NATIONAL EDUCATION POLICY-2020 ON ZOOM PLATFORM ORGANIZED 26.09.2020 BY CIQA CENTER, YCMOU, NASHIK.

1. One day Online **Webinar on National Education Policy -2020** was organized by CIQA Center of Yashwantrao Chavan Maharashtra Open University, Nashik on 26.09.2020 from 11.00 am to 4.00 pm. The Seminar was inaugurated by the Hon. Vice Chancellor Prof. E. Vayunandan in the presence of Dr. Hemnat Rajguru, Planning Officer and Dr. Ram Thakar, Assistant Professor, School of Continuing Education.
2. Dr. Hemant Rajguru , Planning Officer Welcomed the participants and gave brief about the significance of New Education Policy-2020 & Dr. Ram Thakar proposed vote of thanks to the Chair and the participants.
3. The Resource Person Professor Santosh Panda from IGNOU, New Delhi deliberated on **National Education Policy (NEP) – 2020: An Insight** while Dr. Shakila Shamsu from IGNOU / MHRD, New Delhi deliberated on **National Education Policy (NEP) 2020 Vis a vis Open & Distance Learning** followed by questions & Answers.
4. **The Seminar was registered / participated by 56 participants** on Zoom Platform & You tube live.

Nashik-42222

Dated: 28.09.2020



Professor Surya Gunjal
Director, CIQA Center

Copy for information to:

1. The Vice Chancellor, YCMOU, Nashik.
2. The Registrar, YCMOU, Nashik.
3. The Finance Officer, YCMOU, Nashik.
4. The Director, Internal Quality Assurance Center, YCMOU, Nashik.
5. The Planning Officer, YCMOU, Nashik.
6. All Academic Faculty Members.

REPORT / MINUTES OF THE ONLINE SEMINAR ON INTELLECTUAL PROPERTY RIGHTS (IPR) ORGANIZED ON 07.12.2020 BY CIQA CENTER, YCMOU, NASHIK.

1. A one day Online National Seminar on Intellectual Property Right (IPR) was organized by CIQA Center of Yashwantrao Chavan Maharashtra Open University, Nashik on 07.12.2020. The Seminar was inaugurated by the Hon. Vice Chancellor Prof. E. Vayunandan in the presence of Prof. Surya Gunjal, Director, CIQA Center, Dr. Hemnat Rajguru, Planning Officer, Prof. Dhananjay Mane, Regional Director and Dr. Ram Thakar, Assistant Professor, School of Continuing Education.
2. The Idea of organizing this National Seminar on IPR was conceived by Prof. Dhananjay Mane, Dr. Hemant Rajguru & Dr. Ram Thakar. The Director, CIQA Center Prof. Surya Gunjal briefly narrated the need of National Seminar on IPR for the benefits of Teaching Communities in India. Prof. Dhananjay Mane given introduction of resource persons while Dr. Hemant Rajguru & Dr. Ram Thakar proposed vote of thanks to the chair and the Resource Persons.
3. The Resource Person was Dr. Suhas Kulkarni, Assistant Controller of Patents and Designs, Regional Patent office, Mumbai and Dr. Mahesh Betkar, Principal, Kumarswami College, Ausa Dist. Latur. The first Resource Person Dr. Suhas Kulkarni deliberated on **Overview of IPR-Patents, Design, Trademarks, Geographical Indications & Trade Secretes** followed by question and answers. While the second resource person deliberated on **Process of filling Patents in India & Abroad** followed by questions and answers.
4. **The Seminar was registered / participated by 816 participants across the country** on Zoom Platform & You tube live. The Participants submitted the feedback form through google and the University awarded e-certificates to all the participants who have attended and submitted the feedback report.



Professor Surya Gunjal
Director, CIQA Center

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3. The Finance Officer, YCMOU, Nashik..
4. The Director, Internal Quality Assurance Center, YCMOU, Nashik.
5. The Planning Officer, YCMOU, Nashik.
6. Dr. Dhananjay Mane, Regional Director, YCMOU, Nashik.

REPORT / MINUTES OF THE ONLINE WEBINAR ON NATIONAL EDUCATION POLICY-2020: AN OPPORTUNITIES FOR ODL ON ZOOM PLATFORM ORGANIZED 24.12.2020 BY CIQA CENTER, YCMOU, NASHIK.

1. One day Online Webinar on National Education Policy -2020: An Opportunities for ODL was organized by CIQA Center of Yashwantrao Chavan Maharashtra Open University, Nashik on 24.12.2020 from 11.00 am to 1.00 pm.
2. The Chief Guest for the seminar was Professor K. Kasturi Rangan, the Chief of the National Education Policy Committee constituted by Government of India. Hon. Vice Chancellors of IGNOU, New Delhi Professor Nageshwar Rao, Hon. Vice Chancellor of YCMOU, Prof. E. Vayunandan & Hon. Vice Chancellor of OSOU, Professor Srikant Mohapatra has contributed in the webinar.
3. Professor E. Vayunandan, Vice Chancellor, YCMOU, Nashik welcomed Professor K. Kasturi Rangan and briefed about importance of the National Education Policy in relation to Open & Distance education in India.
4. Professor Nageshwar Rao, Vice Chancellor, IGNOU, New Delhi gave details about the background and need of new National Education Policy in the era of promoting Open & Distance Education in India for increasing Gross Enrollment Ratio (GER) in India.
5. Professor Srikant Mohapatra, Vice Chancellor, Odisha State Open University, Sambalpur passed concluding remarks after interactions with participants and questions and answers on opportunities for Open Universities in NEW National Education Policy.
6. **The Seminar was registered / participated by 107 participants** on Zoom Platform & You tube live.

Nashik-42222

Dated: 28.12.2020



Professor Surya Gunjal
Director, CIQA Center

Copy for information to:

1. The Vice Chancellor, YCMOU, Nashik.
2. The Registrar, YCMOU, Nashik.
3. The Finance Officer, YCMOU, Nashik.
4. The Director, Internal Quality Assurance Center, YCMOU, Nashik.
5. The Planning Officer, YCMOU, Nashik.
6. All Academic Faculty Members.

**CENTER FOR INTERNAL QUALITY ASSURANCE (CIQA)
YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK**

**GUIDELINES FOR THE
APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMS
&
REVISION / ADDITION / DELETION OF COURSE(S) IN EXISTING PROGRAMS**

APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMS

The planning, design and development of an academic program at the University will be done in two stages, namely: Stage-I: Program Proposal Stage; Stage-II: Program Development Stage. There are separate forms that have to be filled up, namely: Program Proposal Form (PPF) for Stage-I and Program Development Form (PDF) and Program Project Report (PPR) for Stage II and these forms are to be approved by the Statutory Bodies of the University: **Program Proposal Form by the School Council and the Planning Board while Program Development Form by School Council and Academic Council.**

As per UGC (ODL) Regulations, 2017, the PPR has to be approved by the highest academic authority of the University. Hence the approval of **Program Project Report has to be sought from the School Council and the Academic Council.**

Detailed guidelines for each stage have been enumerated in the form of steps to be taken for the development and launch of a new academic program.

Stage-I: Program Proposal Stage

Step-1: A new academic program will be initiated by a teacher(s) of a School. Before formulating a proposal for development of a new program, the teacher(s) should check for the duplication of the proposed program with existing academic programs / courses of the University. Duplication may be in terms of learning objects, curriculum or level of program.

Step-2: The teacher(s) who initiates a new program (hereafter referred to as Program Coordinator) will prepare a Concept Note for the proposed academic program to express the rationale and relevance of the proposed program vis-à-vis University Mandates and objectives. The Concept Note (CN) may be based on need assessment through primary or secondary sources. The need of the program may also emerge from any of the following: Statutory Authorities of the University, Program Advisory Committees; Ministries of State & Central governments; NITI Ayog; Apex Bodies; Region Specific Proposals from Regional Centers or External Funding Agencies engaged in education and social service sectors of India. The educational requirements of external agencies must be met within the mandate and objectives of the University. The need assessment study may also be conducted through direct interaction with stake-holders, in the form of survey of prospective learners, employees, employers, teachers / trainers in relevant areas. Need assessment study based on survey and field work based research methodologies may be undertaken and inputs may be

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obtained from Regional Centers as per the provision made in the Need Analysis studies.

The School may earmark an exclusive budget in its Annual Budget for conducting need assessment study and for convening exploratory meetings of Experts so that these activities can be conducted smoothly within a stipulated time. The outcome of the need assessment study should be documented.

Step-3: The Concept Note may provide adequate coverage to the need of the program, socio-economic relevance of the program, objectives of the program vis-à-vis objectives and mandate of the University, level of study, credit points, and duration of the program and target group. The Program Coordinator will submit the Concept Note and propose names of subject experts for constitution of the Program Expert Committee for the proposed academic program for approval of the School Council.

Step-4: Based on the level of the program, the budgetary requirement for the development of the program and its delivery will have to be worked out by the Program Coordinator in consultation with the Director of the School. The development of instructional resources is a complex and lengthy process. The Program Coordinator should carefully work out the schedule for the development of program and accordingly earmark budget and workforce to ensure successful completion of activities in stipulated time. Costs involved are: prescribed sitting fee and TA/DA to external members of the Program Expert Committee; payment for unit writing, course editing, translation and vetting of units, word processing of manuscript, preparation of graphs, pictures, Camera Ready Copy (CRC) and printing of course materials at prescribed rates. If the development activities of a program are spread over beyond the current financial year then budget estimates will be accordingly spread over financial years covering entire time span of development so that appropriate budget is always available at right time for smooth development of program.

Step-5: The Program Coordinator will thereafter fill up the **Program Proposal Form (PPF)** and submit it to the Director of the School for its consideration by the School Council.

Step-6: After the approval of the PPF by the School Council, the PPF along with the report of need assessment study will be submitted by the Program Coordinator through the Director of the School concerned to the Planning Board.

Step-7: The Planning Board will examine the PPF from with respect to planning aspects of design and delivery of program and availability of funds and workforce for design and delivery of the proposed academic program. The Program Coordinator should see the availability of teachers in relevant discipline in the School and their willingness for writing and editing of course materials or for supporting / coordinating other academic activities of the program and accordingly recommend external experts and man power resources for the development of the program.

Stage-II: Program Development Stage

Step-1: On approval of PPF by the Planning Board, the Program Coordinator will initiate the

process of developing the program which should not exceed the stipulated time period depending on the credits of the program as follows: 16 credits: 1 year; 32 credits 2 years; 64 credits 3 years and 96 credits: 4 years. In case it goes beyond the given stipulated time period, for the reason on record, the entire process will have to be repeated. The Director of the School will ensure allocation of resources for design and development of the proposed program in its Annual Budget.

Step-2: The **Program Advisory Committee (PAC)** recommended by the School Council should be appointed with the approval of the Vice-Chancellor. Internal faculty members involved in designing of the proposed program would also be the members of the Program Advisory Committee, which will be chaired by the Director of the School. The Program Coordinator would convene the meetings of the Program Advisory Committee after approval of the Vice-Chancellor through the Director of the School concerned. The expenditure on convening of meetings of the Program Advisory Committee will be met from the budget earmarked for this purpose in the Annual Budget of the School.

Step-3: The Program Advisory Committee will frame learning objectives of the program in terms of knowledge and skills to be imparted, eligibility criteria for admission, program duration, target group of students, broad program structure including various media components, credit points, delivery and student support mechanism, evaluation methodology, and such other issues pertaining to the program keeping in view the overall policy, Acts and Statutes of the University. The Program Advisory Committee will suggest names of experts for designing courses, writing units and editors for different courses for consideration of the School Council.

Step-4: The approval of the Vice-Chancellor would be sought by the Director of the School concerned for course-wise list of Course Writers. After approval of the Vice-Chancellor, the Program / Course Coordinator would assign unit writing to course writers of different courses. Consent of the experts would be obtained before assigning the task to them. The Course Coordinators will pursue the course writers for delivering the course units as per the schedule agreed upon.

Step-5: The Program Coordinator in consultation with the Director of the School will decide and confirm the Program Code & Course Codes for the academic program and its courses.

Step-6: The Program Coordinator in consultation with Director of the School will work out the program fees based on one time cost of development and batch wise cost of operations.

Step-7: The Program Coordinator should also fill up the Program Project Report (PPR) as per the UGC (ODL) Regulations before developing the academic program, which will be submitted to the Director of the School for approval.

Step-8: The Program Coordinator will fill up the Program Development Form (PDF) and submit it along with the PPR to the Director of the School to be placed before the School Council.

Step-9: After approval of PDF and PPR by the School Council concerned, the same will be submitted through the Director of the School concerned (after incorporating changes recommended by the School Council if any) to the Academic Council for approval.

Step-10: Once the PDF and PPR are approved by the Academic Council, the Program Coordinator will get the PPR uploaded on the University website under the name of New Programs.

Step-11: When all the Self Learning Materials (SLMs) and other components of the learning package have been developed and arrangements for delivery of the program have been made, the Program Coordinator will through the Director of the School, inform the Planning Officer to apply to UGC for Recognition of the Program.

Step-12: The Program Coordinator through the Director of the School would inform the Student Services Division and Regional Centers for their role in delivery of the program. The School and the respective Divisions would work out detailed plan to achieve targets in stipulated time. The Program Coordinator through the Director of the School will be interacting with the above Divisions. These Divisions would indicate their readiness in prescribed pro-forma for each Division which will be annexed with PDF. This pro-forma's are to be signed by the Heads of the respective Divisions.

REVISION / ADDITION / DELETION OF COURSE(S) IN EXISTING PROGRAMMES

Periodic revision of curriculum and corresponding changes in the instructional resources is necessary to maintain the dynamism of the program and also make the learning outcomes relevant in the context of the changing ecosystem of the State & the Nation. Regular updating of the contents is required to be done for the benefit of the learners. The Board of Management (BOM) of the University decided that every course should be reviewed and revised at least once in five years of its launching. Further, the life of all online courses is 2 years.

The Program Coordinator needs to apply in the **Program Revision Form (PRF)** for revision / addition / of courses in new areas / disciplines / specializations / deletion of courses in the existing program. The Program Coordinator will fill up the PRF giving a brief about the program under revision, level, medium of instruction, past enrolment, curriculum details, relevance and rationale for revision, details of revision proposed, its implication on evaluation of student performance and delivery of learning at LSCs, financial requirements for revision and proposed date of launching of the revised program.

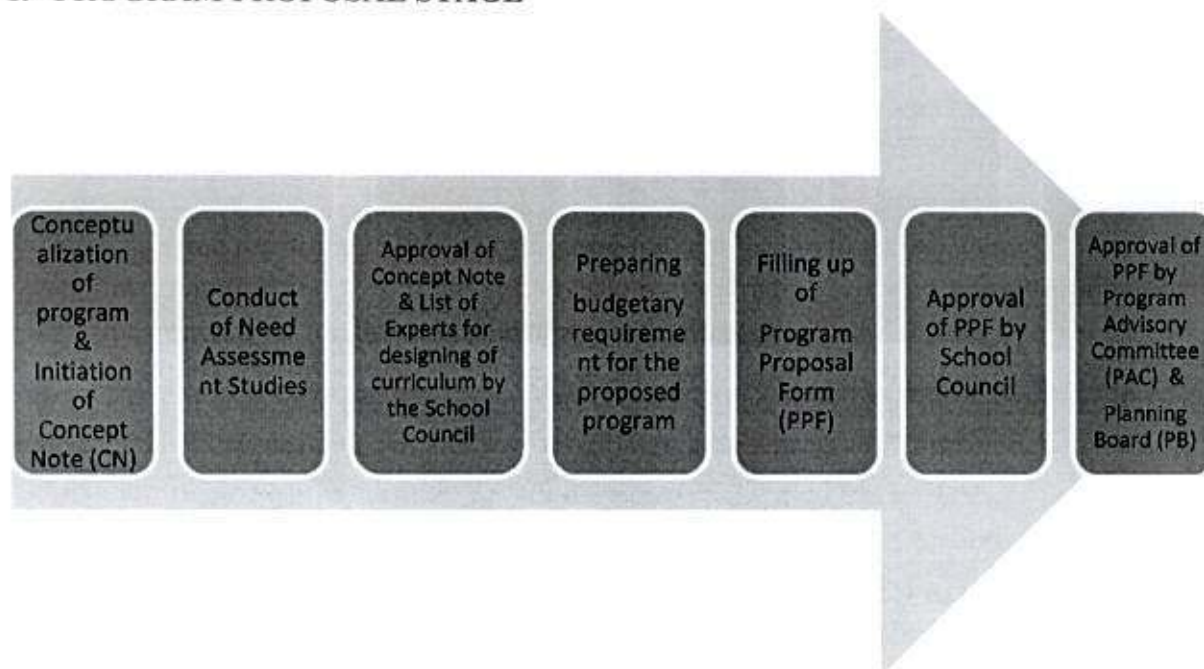
- **Minor Revision:** Revision of less than 1/3 of contents of a Course will be treated as Minor Revision. In case of Minor Revision, PRF needs approval of School Council only.

- **Major Revision:** If more than 1/3 of the content of a Course will be revised, then the revision will be treated as a Major Revision. In case of Major Revision, PRF needs the approval of the School Council followed by the approval of the Academic Council.
- **Revision with Addition of Courses:** In case of addition of a new course to an existing Program, PRF needs the approval of the School Council followed by the approval of the Academic Council.
- **Program Advisory Committee (PAC):** may be constituted only after the approval of the School Council for drawing detailed course structure to be submitted to Academic Council.
- The same pro-forma (PRF) may be used for submission to the Academic Council after incorporating changes, if any, as advised by Program Advisory Committee along with the approval of the School Council and a detailed syllabus.

The revision of academic programs / courses is a scheduled activity of the Schools as it needs to be carried out at least once in a five years of launching a program/Course. Schools may earmark adequate resources for timely completion of revision of the courses.

FLOW CHART: APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAM

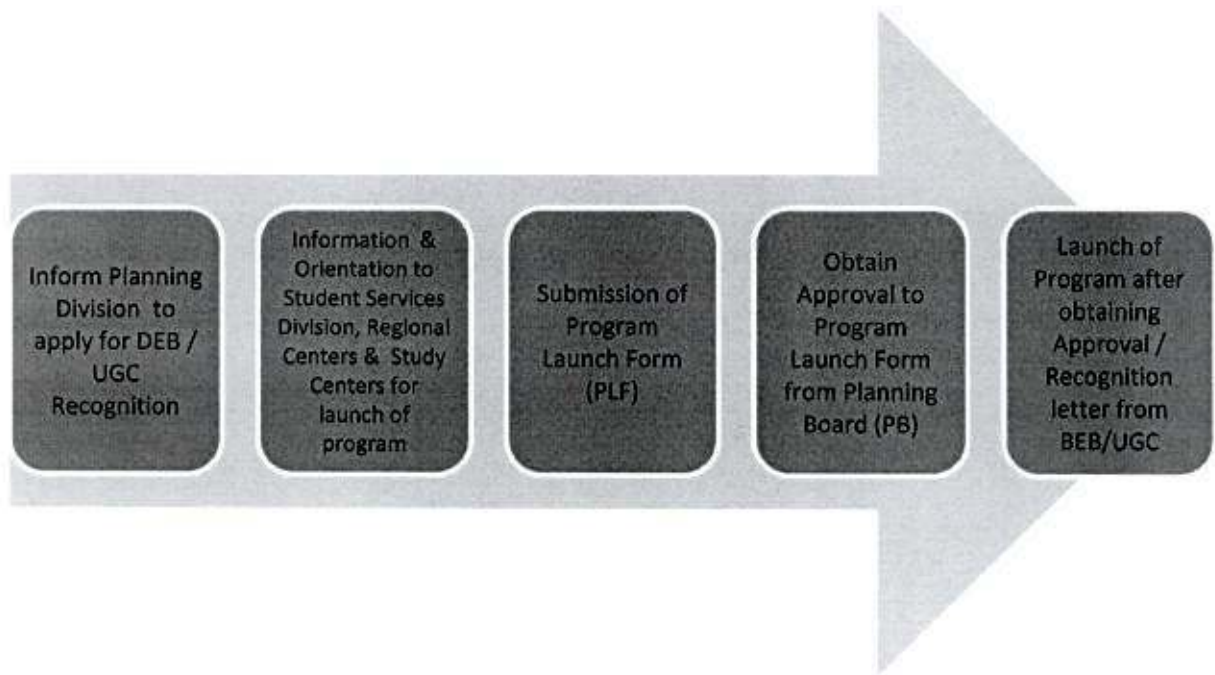
1. PROGRAM PROPOSAL STAGE



2. PROGRAM DEVELOPMENT STAGE



3. PROGRAM LAUNCH STAGE



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



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotri, Near Gangapur Dam, Nashik - 422 222 (India)

ज्ञानराजा खरोखरी

Telephones : (0253) 2231714,2231715,2230227 Fax : (91) 253-2230470

No. : YCMOU/VC/2020/742

Date : 03/11/2020

To

The Directors of the Schools / The Registrar / The Finance Officer / The Controller of Examination / The Regional Directors & Heads of the Center / Sections / Units / Cells

Subject: Action Plan for the NAAC Assessment & Accreditation.

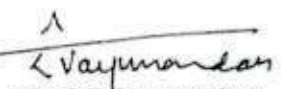
Dear Colleagues

It is high time to inform you that we need to complete our university NAAC Assessment & Accreditation process before June-2021. The Center for Internal Quality Assurance (CIQA) of the university is coordinating with Criterion wise Groups Leaders involved in documentation since from last 12 months. However, It is fact that the process of documentation has been slowed down due to outbreak of Corona from March-2020, the corona situation is improving day by day and now we need to speed the pending work to meet out the deadline set for NAAC Accreditation.

Recently, University has provided additional man power to each Criterion wise Group Leaders to speed up their documentation and to complete the back log of the work. The man power provided to you shall be optimally used to finish your part of work in view with the deadlines given by CIQA Center.

I am attaching herewith the Action Plan for collection, formation & validation of documentation to be undertaken by each unit of the university, for your information and necessary action. You are requested to go through it, prepare your own time table and complete your documentation part before the end of December - 2020 with copy to me and the Director, CIQA Center for information.

Enclosed: Action Plan for NAAC Accreditation


(Prof. E. Vayunandan)
Vice Chancellor

Copy for information to:

1. The Director, Center for Internal Quality Assurance (CIQA)
2. The NAAC Criterion Wise Group Leaders (7)
3. The Directors of School (All)
4. The Registrar
5. The Finance Officer
6. The Controller of Examination
7. The Planning Officer
8. The Regional Directors (All)
9. The Heads of Center (All)
10. The Heads of Section/Unit (All)
11. The Head of Krishi Vigyan Kendra