



ज्ञानगंगा घरोघरी

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

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

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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

ACTION PLAN: PREPARATION FOR YCMOU NAAC ACCREDITATION

SCHOOLS: All Schools are required to make arrangement for displaying the following information & documents at a designated place of the Schools on the university website from Jan-2015...

1. Genesis, Vision and Mission of the School
2. Minutes of the Meetings of the School Council
3. Minutes of the Program Advisory Committee (PAC)
4. Minutes of Expert Committee Meetings
5. List of Faculty in position and their profiles
6. Publications of the Faculty for past five years (from Jan 2015 till date)
7. List of permanent administrative staff and contractual staff (separately)
8. List of Programs on offer, their duration, eligibility and Fee structure
9. Statement of income & expenditure generated by the School
10. Program wise enrollment data for Five years (June 2015) & passed out learners
11. List of academic consultants (if any)
12. Updated Stock Registers and Inventories
13. Extension education Activities undertaken by the School
14. Prospectus & Admission form, Program Guides, Brochures, Posters and Study Material of the School
15. Study Center Management Booklet of the School
16. List of Updated Files and Records along with files & records
17. Pictorial Presentation of School activities and other related work
18. Programs under Development

DIVISIONS: All Divisions / Centers / Units / Cells are required to make arrangement for displaying the following information & documents at a designated place of the Divisions / Centers / Units / Cells on the university website...

1. University Administrative & Financial Policy Documents & Manuals
2. Role and Responsibilities University Officers
3. Minutes of the Statutory Bodies like School Council, Academic Council, Planning Board, Finance Committee, Board of Examination, Research Council & Board of Management
4. Annual Income & Expenditure Statement & Annual Audit Report
5. List of Permanent Academic Staff Member, their Profile & Publication
6. List of Contractual Academic Staff Member & their profile
7. List of Non-academic staff & their profile
8. List of Vacant Positions, Recruitment and Promotion Policy including Roster for reservation
9. Updated Stock Registers and Inventories
10. Updated List of Files and Records
11. Pictorial Presentation of activities and other related work undertaken

REGIONAL CENTRES & LEARNER SUPPORT CENTRES: All Regional Centers are required to make arrangement for displaying the following information & documents at a designated place on the university website.

1. Profile of Regional Center, Brochures, Promotional Material, Manuals etc.

2. Role and Responsibilities of Regional Center and its Staff
3. List of Permanent and Contractual Staff Members (separately)
4. List of Academic staff and their profiles and Publications
5. Updated Stock Registers and Inventories
6. Updated List of Files and Records
7. Pictorial Presentation of activities and other related work undertaken
8. List of Learner Support Centers (LSCs) and their Profiles
9. School wise, Program wise & District wise distribution of LSCs
10. Staffing at Learners Support Centers with the Names and Designation
11. Program wise List of Academic Counselors
12. Study Center wise List of Academic Counselors
13. Monthly / Quarterly monitoring reports of Learners Support Centers.
14. Regional Centers shall ensure the following information, documents & Physical Facilities at all LSCs:
 - 14.1 Program wise List of learners
 - 14.2 Program wise Study Materials
 - 14.3 A/V program, CDs & CD ROM
 - 14.4 Library Services / Reading room
 - 14.5 Records of learner attendance
 - 14.6 Records of learners assignments received and evaluated
 - 14.7 List of Academic Counselors attached to LSC
 - 14.8 Records of Practical's conducted (In case of Technical Programs)
 - 14.9 Records of Payments made to Academic Counselors
 - 14.10 Records of conduct of term end examination
 - 14.11 Updated Stock Registers and Inventories
 - 14.12 Updated List of Files and Records
 - 14.13 Pictorial presentation of activities and other work undertaken

GENERAL INSTRUCTIONS FOR ALL

1. Updating information on respective web pages at least once in a month.
2. Proper filing and maintenance of files
3. Disposal of broken furniture and obsolete items
4. Disposal of e-waste & recyclable wastes (bio-degradable waste)
5. Whitewashing of entire Campus buildings (interior and exterior)
6. Beautification of Campus & Special drive to ensure plastic- free campus
7. Maintenance of Green & Clean Campus

Important Instruction to All Schools/ Division/Sections:

Please upload on the university website & provide a copy of minutes of all meetings & Report of all Seminars / Conference / Workshop / Academic & Extension activities and Minutes of the Statutory Bodies like School Council, Academic Council, Planning Board, Finance Committee, Board of Examination & Board of Management held from Jan-2015 till December-2019 to the CIQA Center in PDF Format for information.

Important Instruction to University Website Administrator:

Please Collect, Update, Validate & Upload all above cited information in PDF File before 30.12.2020 & updates it on fortnight basis...

Dated: 02.11.2020

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