REPORT OF THE TEAM YCMOU VISIT TO IGNOU, NEW DELHI FOR NAAC ACCREDITATION ORIENTATION AND TRAINING ON 2 & 3 MARCH - 2021.

Team YCMOU consisting of 9 faculty members and academic consultants including Director, CIQA, Planning Officer, Regional Director visited IGNOU, New Delhi on 2 & 3 March - 2021 for in depth discussion with IGNOU-CIQA Center faculty members and the staff involved in institutional accreditation process.

The following points were emerged in the discussion with IGNOU Faculty Members:

1. The university shall have only one dedicated institutional website for the presence in public domain (www.ycmou.ac.in) and it shall be representative of university name while (www.ycmou.digitaluniversity.ac) can be linked as web portal for examination to our main website.
2. All statutory bodies' minutes of meetings shall be uploaded on the universality website in English only. If they are not in English, upload English translation of minutes OR relevant part of minutes in to English along with Marathi version of entire minutes.
3. Every document shall be uploaded on the university website only. The document to be uploaded on the university website shall have university logo on it. No documents shall be uploaded on Google drive or on clouds.
4. The University shall register on All India Survey on Higher Education (AISHE) portal and upload year wise information till date failing of which information on NAAC portal will not be accepted.
5. The University shall register on NAAC Portal before the submission of Institutional Information for Quality Assurance (IIQA) and Self Study Report (SSR). However University should not submit IIQA if SSR is not ready with all supporting documents and their links on your dedicated university website.
6. The Vice Chancellor, the Registrar & the Director CIQA shall have dedicated institutional e-mail address indicating ycmou in domain name like: vc@ycmou.ac.in, r@ycmou.ac.in, dc@ycmou.ac.in for official reporting.
7. The CIQA Center shall have following staff members in place: at least 3 academic & 3 administrative staff including 1 Director, 2 Associate Professor/ Assistant Professor, 1 Assistant Registrar/Section Officer, 1 Computer Programmer/Data Analyst and 1 Assistant.
8. **YCMOU must submit its IIQA and SSR before June-2021 to take benefits of provisions made in the current manual and format and the concession given under Covid situation. Failing of which all data formats and templates will be revised.**
9. There are total 130 Metrics (90 Qnm & 40 Qlm) for 1000 marks, out of which maximum 50 marks can be opt for optional. In this case score will be calculated out of 950 marks.

10. University shall nominate one Nodal Person from each School/Division/Center/Section/ Cell/Unit and made responsible for giving certified information in time.

11. **University shall report only UG and PG programs and shall exclude all those programs which has not approved by the Regulatory bodies like ICAR, AICTE, NCTE etc even they were in operation in the past to score maximum in the total score.**

12. The reporting year for NAAC data submission are: 1. Academic Year: July to June, 2. Financial Year: April to March & 3. Publication Year: January to December each year.

13. There are 20 metrics of 117 marks under quantitative metrics, out of which university can opt for optional metrics for maximum 50 marks (5-6 metrics) in total and university score will be calculated out of 950 instead of 1000 marks. There is no option for optional metrics under qualitative metrics.

14. All academic programs having separate Program Code shall be treated separate program for reporting. However, the programs with very low enrollment (0-10) should be excluded from IIQA and SSR from the reporting to improve the overall score.

15. All Regional Directors should conduct mock Students Satisfaction Survey (SSS) on current year UG and PG Students by sending sample questionnaire along with instruction letter to motivate them to respond back and the responds shall be collected back for our information.

16. First Over View Presentation to the NAAC Peer Team is to be made by Hon. Vice Chancellor on the first day followed by the detail presentation by Director CIQA in group. While All the Schools/Division/Center/Section shall prepare their power point presentation (PPT) for presentation whiles the team/ team members will visit their School/Division/Center/Section.

17. All payment to NAAC for accreditation shall be made through Net Banking/RTGS/NEFT and as suggested by NAAC Office for various purposes from time to time.

18. **Academic Coordinators / Consultants who are not fulfilling UGC qualifications for recruitment shall not be reported under regular teachers or temporary teachers or other academics. They can be covered under consultants/ Counselors.**

19. In YCMOU, there are 120 programs in all. Out of which 40 programs are Certificate, Diploma & PG Diplomas, 40 Programs are with very low enrollment (0-10) and 40 programs are UG & PG Programs. If we take only UG & PG Programs approved by Regulatory Authorities and in operation from 2015-16 to 2019-20 are 20 programs only. These 20 Programs shall be reported for NAAC Accreditation that will fetch good value in accreditation.

20. To prepare our IIQA & SSR with supporting documents and submit our report before June-2021, we must act on war footing and sensitize all staff members to be serious and act in time.

21. University shall form 5 Teams to finish work in time: **1. IIQA & SSR Drafting team** (1. Dr. Surya Gunjal & 2. Dr. Hemant Rajguru), **2. Website Updating Team** (1. Website Design Person, 2. Dr. Manoj Killedar, 3. Mr. Pradip Pawar, 4. Mrs. Bhavana Bhaurkar), **3. Data Mining Team** (1. Mr. Pritam Rai, 2. Premnath Sonawane, 3. Somnath Jadhav, 4. Mr. Rajendra Markad), **4. Format & Document Developer Team** (1. Mr. Anurath Waghmare, 2. Mr. Rajesh Aher) and **5. Data Collection & Supply Team** (1. Dr. Nusrat Choudhary, 2. Mrs. Ahini Sable, 3. Mrs. Madhruri Kharjul & 4. Mrs. Jyoti Patil) and shall work under the supervision of the Director, CIQA Center till the NAAC accreditation is completed.

22. University should allot dedicated place for NAAC Working with full logistic arrangements like dedicated internet connection, laptops, Xerox machine, high end scanner, good quality printers & Hon. Vice Chancellor Supervise & direct the work and take stock of the work done on day today basis…

Submitted to Hon. Vice Chancellor, YCMOU, Nashik for information…

Prof. Surya Gunjal
Director-CIQA-YCMOU, Nashik

Copy for information and necessary action to:

1. The Registrar, YCMOU, Nashik.
2. The Director, CIQA, YCMOU, Nashik.
3. The Planning Officer, YCMOU, Nashik.
4. All Criterion wise Group Leaders of NAAC Accreditation.
5. All Directors of Schools.
6. Dr. Surya Gunjal
7. Dr. Hemant Rajguru
8. Dr. Manoj Killedar
9. Mr. Pradip Pawar
10. Mrs. Bhavana Bhaurkar
11. Mr. Pritam Rai
12. Mr. Premnath Sonawane
13. Mr. Somnath Jadhav
14. Mr. Rajendra Markad
15. Mr. Anurath Waghmare
16. Mr. Rajesh Aher
17. Dr. Nusrat Choudhary
18. Mrs. Abhini Sable
19. Mrs. Jyoti Patil
20. Mrs. Madhuri Kharjul