



Netaji Subhas Open University

(Established by WB Act (XIX) of 1997, Recognized by UGC)

Centre for Internal Quality Assurance (CIQA)

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Date: 11/5/2020

No. CIQA/

Minutes of Special Online Meeting of CIQA held on 5th May 2020
at 2.30 p.m. to 4.15pm

Members present :

1. Professor Subha Sankar Sarkar, Vice Chancellor
2. Shri Mohan Kumar Chattopadhyay, Registrar - Invitee
3. Professor Anirban Ghosh, Director, CIQA & Director (I/c) SPS & SVS.
4. Professor Kajal De, Director, School of Sciences
5. Professor Chandan Basu, Director, School of Social Sciences
6. Professor Manan Kumar Mandal, Director, School of Humanities
7. Dr. A.B. Aich, Director, Study Centres
8. C.A. Sachindra Chandra Kar, Finance Officer
9. Smt. Rokeya Ray, Controller of Examinations (Acting)
10. Dr. Premananda Jana, Director, Regional Centre, Kalyani
11. Dr. Srideep Mukherjee, Associate Professor, Head, Dept. of English (SoH)
12. Dr. Barnana Guha Thakurta (Banerjee), Associate Professor, Head, Dept. of Political Science (SoSS)
13. Dr. Madhusri Ghosh Upadhaya, Deputy Librarian
14. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
15. Smt. Ananya Mitra, Dy. Registrar (Admin)
16. Shri Prasenjit Bhattacharya, Dy. Director, Durgapur RC
17. Shri Santanu Dam, Dy. Director, Jalpaiguri RC
18. Shri Hillol Ghosh, Information Technology Officer & Convener, CIQA

With the permission of Hon'ble Vice-Chancellor, the Director, CIQA initiated the discussions and informed the members about the preparedness for NAAC "A & A" process. All the members participated in the deliberations and unanimously resolved the followings.

Proceedings:

A. Issues related to the "A & A" of the University

Agenda 1: Reporting on status of NAAC "A & A" process (compliance of DVV clarification)

~~(Annexure-I & IA)~~

The university submitted the IIQA, SSR as per following schedule. But due to COVID-19, the entire process got delayed. The notification for DVV clarification (EP-11Nos., Criteria-57Nos) was received during the lockdown period.

Step I: IIQA Submitted on 24/12/2019

Step II: SSR Submitted on 4/3/2020

Step III: SSS started on 18/3/2020 (last date -17/4/2020)

Step IV: DVV clarification sent by NAAC on 26/3/2020 (last date of response-28/4/2020, extended upto 10/5/2020)

The Schools of Studies, Registrar Department/ other Departments have been informed to prepare the documents as required by NAAC. Due to lockdown situation, the members were informed that a request letter will be sent to NAAC for extension of date.

It was also reported that a virtual meeting with the Principal/ Coordinators was convened on 29/4/2020 to orient them on the upcoming Peer Team visit. The meeting was attended by Hon'ble Vice-Chancellor, Director, Study Centres, Director, CIQA, Heads of the RCs and Representatives from 14 LSCs. All the Principals and Coordinators were requested to prepare a PROFILE for their respective LSC. A format of contents was also given to them for the preparation of profile.

-- Noted for necessary follow-up actions.

Agenda 2: Reporting of preparation of NSOU-Quality Assurance System (Annexure-2) uploaded.
On the basis of UGC (ODL) Regulations 2017, Asian Association of Open Universities-Quality Framework (AAOU-QF) and Commonwealth Educational Media Centre for Asia- Quality Assurance Toolkit for ODLs, the NSOU Quality Assurance System has been developed for the purpose improvement of all aspects of university activities viz. academic and administrative. The said Quality Assurance System is comprising of 75 parameters/ performance indicators, put in the form of a questionnaire covering all the seven criteria as prescribed by NAAC. On receipt and analyses of the feedbacks regarding the said performance indicators for the different academic and administrative departments, the AAA report of the University would be prepared.

---Noted and stands approved. It was reported that on the basis of the feedback on NSOU-QAS received from the members of NACC Advisory Committee and Steering Committee, the Academic-Administrative Report will be prepared for the purpose of NAAC process.

Agenda 3: Reporting of ICT initiatives during COVID-19 (Annexure 3)

To facilitate the online learning, university notified the links of different e-Resources vide Ref. No. 1975(i) dated 18/3/2020. The same was also communicated to MHRD, GoI and Higher Education Department, GoWB in response to their queries. The Library Dept. of the University has also notified different resources under "Digital Library and Free e-book/journals Provision for Persistent Study at Home".

---Noted by the House

Agenda 4: Reporting of live session on Stress Management for learners

Initiatives have been taken for two live sessions on the theme "How to overcome stress during COVID-19" for the benefit of the learners of the university. The programme will be live streaming on YouTube.

---Noted by the House

Agenda 5: Reporting of online survey for NSOU learners on online learning (Annexure 4-A,B,C)

The University started online classes through "Faculty Online App" and Zoom from 3/4/2020. During the period from 3/4/2020 to 27/4/2020, 210 live sessions/Classes have been conducted on different PG subjects. 20,000 learners (approximate) attended the online classes. The number is increasing day by day. A Google Form has been designed by Dr. Anirban Ghosh & Dr. Ritu Mathur to study the learners' attitude towards the online learning.

---Noted by the House.

[The Directors were requested to send the details of online classes (Zoom/ Google meet etc.) for records. The members present in the meeting were requested to go through the google form available on the NSOU website (ICT Initiative-Student Survey). They may send their suggestions for improvement of the FORM to the CIQA through mail within five days i.e. by 10/5/2020]

Agenda 6: Reporting of International Partnership with COL (Annexure 5)

The University, has collaborated with Commonwealth of Learning (COL) in the project titled "International Partnership of Distance and Online Learning for COVID-19" (opendoor.col.org) for sharing the academic resources. Reported that COL has posted NSOU logo/ link with other National/ International partners on their website.

--- Noted by the House

B. Teaching-learning related issues

Agenda 7: Conducting of F2F PCP and online classes for existing batch

Considering the present COVID-19 pandemic situation, all the members present in the meeting stressed on online classes as an alternative to F2F classes. It was decided that for smooth conduct of the online classes/ virtual conferences through the existing *Faculty online App*, an urgent online meeting among the Vice-Chancellor, Directors of the Schools of Studies and the service provider was to be convened to resolve some of the problems faced during the online interaction sessions with the learners.

It was also resolved that for ensuring the quality of contents, all lectures of *Live Sessions* might be uploaded on the LMS/ YouTube or such other platform(s), only after editing by the competent person(s) of the respective Schools of Studies.

It was proposed that a workshop on "online teaching" may be conducted for all the faculties of the University on digital platform.

Agenda 8: Introduction of CBCS at BDP level w.e.f July 2020 session

Reported that during the current COVID-19 Lockdown period the entire process of development/ printing of SLMs was stalled. This issues was deliberated at length and accordingly, it was unanimously resolved that in the present situation the introduction of CBCS at BDP level w.e.f July 2020 session may be deferred.

Agenda 9: To prepare the Academic Calendar (Admission and Examination) (Annexure-6)

Resolved that the academic calendar of the university to be prepared in tune with the relevant UGC and Govt. of West Bengal guidelines as issued from time to time.

Agenda 10: To upload PG Assignment (batch July 2018 & Jan 2020) and TEE QPs of June 2019

Controller of Examinations (Actg.) reported that the uploading of PG Assignments was not possible due to COVID-19 as the printers were closed under the existing Lockdown situation. The same would be made available immediately after the university reopens. CoE (Actg.) also informed that the PG TEE Questions Papers of June 2019 TEEs had already been uploaded on NSOU website.

Matter arising with the approval of Chairperson

The following initiatives may be taken before reopening the campuses (after the existing Lockdown period is over):

(a) sanitisation of all the premises including RCs. (b) The university should make available to the stakeholders adequate provision for sanitizer and other correlated items (c) Awareness Posters related to the COVID 19 (prevention, safety measures etc.) may be displayed at all the campuses.

Placed before Hon'ble Vice-Chancellor for kind approval/ further direction.

~~Vice-Chancellor, NSOU~~

Encl: Annexure-1 & 1A
Annexure-2
Annexure-3
Annexure-4 (A,B,C)
Annexure-5
Annexure-6

A. K. Chakrabarti
26/5/2020
Director, CIQA

S. K. Chakrabarti
26/5/2020