Netaji Subhas Open University

(Accredited by NAAC with grade A
Centre for Internal Quality Assurance (CIQA)
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Minutes of the 9th Meeting of the CIQA Committee held on 7th August 2021 at 4pm
Venue: NSOU Headquarters/ ZOOM platform (blended)

Members present:
1. Professor Subha Sankar Sarkar, Vice Chancellor, NSOU- Chairperson
2. Professor Radharaman Chakrabarti, Founder Vice-Chancellor, NSOU and Former Director, NIAS (online)
3. Professor Pratip Kr. Choudhuri, Former Director, School of Sciences, NSOU and former DPI, HED, Govt. WB
4. CA Kishore Sengupta , Registrar
5. Professor Chandan Basu, Professor of History & Director, School of Social Sciences
6. Dr. Atindra Nath Dey, Director, School of Education (online)
7. Dr. A.B. Aich, Director, Study Centres (online)
8. Dr. Barnana Guha Thakurta (Banerjee), Associate Professor, Head , Dept. of Political Science (SoSS) (online)
9. Dr. Srideep Mukherjee, Associate Professor, Head, Dept. of English, SoH (online)
10. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic) (Online)
11. Dr. Anirban Ghosh, Associate Professor, Zoology, Representative from School of Sciences, (Online)
12. Professor Anirban Ghosh, Director, CIQA -Member Secretary
13. Shri Gourab Barua, Asst. Registrar, Convener-CIQA

Agenda wise discussions and decisions

1. **Confirmation of the minutes of the 8th meeting of CIQA committee held on 23/4/2021 under blended method.**
   http://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20210429_MoM_8th_C IQA.pdf

   The House confirmed the minutes.

2. **Submission of Action Taken Report (ATR) on resolution of 8th CIQA meeting, (Annex-1)**

   ATR has been approved by the HOUSE with the following :
   - It was noted by the House that due to pandemic, both the Assignment and TEE will be held on digital platform. The evaluated assignment papers may be returned to the respective learners through portal as per existing practice.
   Since the University already conducted two online examinations on MCQ (Exit and Non-exit) and Question Bank was uploaded to acquaint the learners with the new system, it was unanimously decided that there is no need to upload the Question Bank for the upcoming TEE examinations (BDP/ PG/ 2nd Degree).
   - The Heads of RCs and Director, SCs may expedite the process of preparation of data base of Academic Counsellors of LSCs in the prescribed format and submit to CIQA.

3. **To report the Education Excellence Award 2021 received from Zee24Ghanta**
   House Congratulated the Team of NSOU for this achievement

4. **To report the approval received from UGC-DEB for two new PG programmes viz. i) Journalism & Mass Communication and ii) Economics (to launch from January 2022 session)** Approval received vide UGC Letter F.No.21-79/2020(DEB-III) dated 5th August 2021 [valid upto 2025-26 academic session (January 2026)]
   Reported and Noted by the HOUSE.

5. **To report the submission of application for new programme of M.Ed. (Special Education-ID) to UGC-DEB**
   Reported and noted by the HOUSE.

6. **To report the launch of Web Radio-MUKTAK and to consider the audio capsule contributed by faculty as equivalent to video capsule. As per UGC guidelines, one module is equivalent to 30mintues of e-content (Audio or Audio-video lecture). Length of one capsule may be 15-20 minutes lecture on a topic based on syllabus (UG/PG).**

   Reported and approved by the HOUSE. Faculty members may claim API score as per UGC and/or GoWB order for CAS.

7. **To report Quality Assurance events/ seminar organized by CIQA:** *i) Sensitization Programme on CAS for Faculty of NSOU, ii) Orientation on ICT Services & LMS for LSCs & Learners, iii) Webinar on "COVID – 19: Managing Stress & Anxiety, iv) Faculty Development Programme on Development of Course for SWAYAM, v) Workshop on Question Paper Setting (MCQ), vi) International Day of Yoga & Launch of NSOU Web Radio "Muktak", vii) Regional OPEN HOUSE Meet for Coordinators of LSC (All the reports are available on www.wbnsou.ac.in)*

   Reported and noted by the HOUSE

8. **To report revised eligibility for admission in MSW applicable from January 2022 session**

   Reported and approved by the HOUSE

9. **To report the Guidelines and Format for research project for financial assistance of NSOU faculty and to consider the formation of Project Selection/Expert Committee (Annex- 2)**

   In view of the present guidelines of research project issued by CIQA, the faculty members of school of Sciences submitted a letter through Director of the School to reconsider the "research project support". The letter was discussed in length and the following issues were raised by **Dr. Anirban Ghosh, Associate Professor of Zoology:**

   i) *Maximum limit & separate guidelines:* As per present UGC norms, the Minor project ranges from **1-lakh to 5-lakh** (for Science) and **Rs.1-lakh to 3-lakh** (for Humanities & Social Science) and faculties may claim API score 10 per Minor Project.

      As per UGC-DEB guidelines and due to fund constraints, the increase in maximum limit as delineated in the NSOU Guidelines and creation of different "fund requirement" for Science faculties may not be possible at this moment, however, as per NSOU guidelines, faculties may claim API score allotted for Minor Project in CAS.

   ii) *Development of Science Lab:* **He** emphasised on fund requirement for development of Science laboratories specially for two special papers of PG Zoology and also for promotion of research.

      He was requested to submit a detailed plan of work and a road map towards the establishment of laboratory so that all the learners can be accommodated across the State. **However, it is to be noted that this issue was beyond the scope of the present Agenda.**

   iii) *Purchase of Instrument & Consumables:* In NSOU minor project, maximum limit is Rs.1.10 lakh and 1.20 lakh for the Assistant Professor and Associate Professor respectively.

      The consumables may be purchased under the Head "Contingencies" of NSOU guidelines/ format. The procurement of instrument may be allowed within a limit to be decided by a duly constituted recommending committe

However, such minor project in itself would be required to be completed within a specified time line as per the letter and spirit of the present guidelines on this issue.

It was resolved that the project may be sanctioned by a duly constituted Project Selection/ recommending Committee (Members: i) Director, CIQA-Convener, ii) Director of School concerned, iii) One external subject expert nominated by Hon'ble Vice-Chancellor) as per norms already sanctioned and delineated in the Guidelines. On the basis of the recommendation, the Registrar may issue the project sanction letter with necessary intimation to Finance/ CIQA for release of fund.

10. To finalize the prospectus for UG-CBCS effective from 2021-22

The HOUSE appreciated the efforts taken by the Dy. Registrar (Academic) and her team to prepare new prospectus for Under Graduate Degree Programmes, effective from July 2021 session. The SGPA and CGPA may be calculated as per UGC norms and hence the minimum qualifying marks will be 30% per course (grade D-Satisfactory). The House approved the prospectus with some corrections as pointed out by the Director, CIQA. (attached).

In preparing the Prospectus, it was found that two programmes (ECO & EED) are not mentioned in the prospectus although the LSC concerned (Bijoy Krishna Girls' College Study Centre) has been taking online admission since July 2018 session through portal. Now the Coordinator, of the LSC asks for programme approval letter for their ensuing NAAC visit vide e-mail dated 2/8/2021. The Director, Study Centres reported that neither their application nor the approval letter has been found in the Dept. in this regard. In this situation, it was resolved that *in the interest of the learners of this LSC*, post facto approval letter should be issued in favour of the said LSC by the Director, Study Centres at the earliest.

11. To consider the "Intra University Credit Transfer Policy" (Annex-3)

In continuity of the existing practices, the House approved the provision for *"Intra University Credit Transfer Policy"* for General Elective Courses (GEC) across the disciplines under CBCS.

12. To finalize the certificate for Course Work of NSOU Ph.D.

The HOUSE approved the content of the certificate of Course work for Ph.D. The Certificate having a water mark may be printed by the School concerned for which a printer may be identified for the printing job to maintain the standard and quality of the paper and design.

13. To consider the introduction of new syllabus from January 2022 session: i) PG-ELT, ii) M.Com. and iii) MSW

Noted and approved. Accordingly, the prospectus may be prepared.

14. To publish the CBCS-SLM in local Language i.e. Bengali version

Being the State Open University, this is a mandate to provide the SLMs in local language. Therefore, the faculties of the respective Schools may take necessary steps to prepare the CBCS-SLMs in Bengali version at the earliest for the benefit of the learners at Under Graduate Degree level. The remuneration for translation work may be paid to the external members as per university norms.

15. To consider the printing of CBCS-SLM and uploading on the NSOU website

It was already decided in the last meeting that the CBCS-SLM will be made available in both print and non-print version. On receipt of SLMs from CIQA (after SLM Audit), the Director, Study Centres may take initiatives to print sufficient no. of SLMs. The soft copy of the SLM may also be uploaded chapter wise on the website.

16. **To consider the annual Swami Vivekananda Memorial Lecture proposed by School of Education**

As proposed, the annual Swami Vivekananda Memorial Lecture may be organized by the University (SoE) through digital mode only. The Memorial Lecture fees may be paid to the speaker as per university rules.

17. **Any other issues with the permission of Chair**

i) Dr. Barnana Guha Thakurta, Head, Dept. of Pol. Science proposed to develop digital library for the learners and Dr. Anirban Ghosh, Associate Professor proposed to have Institutional membership of different Journal like Scopus etc. They were requested to go through the respective page of the website for updated and relevant information.

ii) Professor Chandan Basu reported that the House that the 9th Netaji Subhas Chandra Bose Memorial Lecture was delivered *by Professor Ranabir Chakravarti*, Former Professor of History, JNU on digital platform on 31/7/2021. No. of participants were 62.

iii) Professor Anirban Ghosh reported that the Centre for Lifelong Learning (CLL) has already conducted the following MOOCs through its LMS during the last 4months.

    a) GST (2nd Cycle-76), b) Child Rights & Protection (2nd Cycle-489), c) FDP-MOOC (1st cycle-219), in association with CEMCA

The admission is now open for a) GST (3rd Cycle), b) FDP-MOOC (2nd cycle) c) Cyber Security (1st Cycle)

iv) Following MOOCs are being developed:

    a) "Understanding Neurodiversity" by CIQA in association with the Commonwealth Educational Media Centre for Asia (CEMCA) which is expected to be launched by the Centre for Disability Studies and Educational Research (CDSER) in November 2021.

    b) "Conversational English" by CLL which is expected to be launched in 2nd/3rd week of Sept.2021

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

SD/-
Director, CIQA &
Member Secretary, CIQA Committee

Minutes approved by Hon'ble Vice-Chancellor on 11/8/2021

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Annex-1

9th meeting of CIQA Committee
Action Taken report (ATR)

Agenda 3 of 8th CIQA meeting

The examination Dept. has already taken initiatives to conduct the Assignment and Term-end Examination for BDP, PG and 2nd Degree Programme on digital platform through MCQ mode.

Agenda 4 of 8th CIQA meeting:

Enabling Provision of Lateral Entry: i)Diploma in Yoga to Advanced Diploma in Applied Yoga and Naturopathy and ii) Diploma in Naturopathy to Advanced Diploma in Applied Yoga and Naturopathy have been introduced w.e.f January 2022 session (SVS)
School of Humanities is exploring to introduce the provision of lateral entry.

Enabling Provision of Flexible Exit: BoS of MSW (SPS) has recommended for Diploma in Social Work (DSW) after 1year. This may be effective from the next academic session January 2022. Examination Dept. may design the marks sheet accordingly.
The exit provision after one year Advance Diploma in Tailoring & Dress Designing is already in place to award Advance Certificate.
The School of Humanities and School of Education are working on the exit provision in their Post Graduate Degree Programme.
Activities at RCs: All the RCs including Kolkata Region conducted "OPEN HOUSE" with the Coordinators of LSCs. The reports are available on the website.
http://www.wbnsou.ac.in/about_us/regional_centres_kalyani/Activities/20210805_OPEN_H OUSE_MEET_Kalyani_RC.pdf
http://www.wbnsou.ac.in/about_us/regional_centres_durgapur/Activities/20210805_OPEN_ HOUSE_MEET_Durgapur_RC.pdf
http://www.wbnsou.ac.in/about_us/regional_centres_jalpaiguri/Activities/20210805_OPEN_ HOUSE_MEET_Jalpaiguri_RC.pdf

Agenda 5 of 8th CIQA meeting :
  i) *SLM audit for BDP-CBCS:* 1st meeting of SLM Audit Committee has approved 17 SLMs of HHI under SoSS and HCO & HEC under SPS. Till date the following SLMs from SoSci have been received for Audit HMT CC-1 & GE-1, HGR-CC-4 & GE-1, HBT-CC-1,2,3,4 & GE-1, AE-ES-21 (ENVS).
  ii) *Workshop on question paper setting (MCQ):* The workshop was conducted where all the faculty members of the university attended the workshop. Report: http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2021/20210 510_workshop_report.pdf
  iii) *Audit of ICT based support services:* CIQA introduced this audit for the first time in the university. The report of ICT services audit has been prepared on the basis of feed back received from the learners. Report: http://www.wbnsou.ac.in/about_us/CIQA/ict_audit_report/20210724_ICT_Audit_ Report_2019-20.pdf
  iv) *Feedback analysis report:* The report (2020-21) of 4 stakeholders have been prepared and uploaded on the website. http://www.wbnsou.ac.in/about_us/CIQA/feedback_analysis/20210805_Feedback _Analysis_2020-21.pdf

v) *Publication of Quarterly Newsletter-ASCENT:* Due to preparation of Annual Report 2020-21, the publication of newsletter has been dropped for the time being.

vi) *Formation of registered Alumni Association:* The online Alumni portal is being updated and upgraded with new features

vii) *Students' Grievance redressal report:* Report submitted for 2019-20 by the Convener, SGRC

viii) *Addressing the issue of drop outs:* During the online renewal period, SMS/e-mail has been used to reach the learners. The date of renewal was also extended for the benefit of them.

Agenda 7 of 8th CIQA meeting:

The draft BDP prospectus for CBCS effective from 2021-22 had been prepared and was placed in the meeting for consideration.

Agenda 8 of the 8th CIQA meeting:

Registrar Department has already taken initiative to prepare the Ph.D. certificate. There are 106 candidates who will be getting PhD certificates (under old regulations).

Agenda 11(ii) of the 8th CIQA meeting:

The service provider has already increased the online class sessions (30 hours per week) for all Schools of Studies. Presently, the learners are getting 110 hours/ week of online classes. Approximately 1,14,000 learners attended the online classes during the period of pandemic. The licensing capacity has been increased from 300 participants to 500 and 1000 participants for high enrolled programmes like Bengali, History, English, Social work, Mathematics, ENVS etc.

Agenda 8, ATR of 7th CIQA meeting

As per resolution of 8th CIQA meeting, the faculty members (except Dr. Gahul Amin, Assistant Professor of Physics) retuned the balance amount (being unspent amount of project, accrued interest, other heads like workshop for text writer/ editor and other related workshops etc.) to NSOU-CIQA account. The total balance of this account so refunded is Rs.7,92,369/-. Proposal from faculty members have been invited with a prescribed format and guidelines.

Sd/-
(Professor Anirban Ghosh)
Member Secretary, CIQA Committee

Netaji Subhas Open University
Centre for Internal Quality Assurance

Research / Project Proposal for Financial Assistance

To
The Director
Centre for Internal Quality Assurance
Netaji Subhas Open University

1. Topic of the Research / Project Study:_____

2. Name of the School:_____

3. Name of the Faculty members with their Contact details (E- mail & Mobile) :_____

4. Previous Research/project Grant received from NSOU (if yes, provide details):
   Amount mobilised:_____, Financial Year:_____, Status: <u>Completed/ Not completed</u>,
   Report Submitted/Project Publication: Yes /No

5. Any research grants received from external agencies (if yes, provide details):
   Amount mobilised:_____, Financial Year_____, Status: <u>Completed/ not completed</u>
   Report Submitted/Project Publication: Yes /No

6. Rationale of the study. Give Abstract (300 words): ....

7. Objectives of the study / project (300 words):
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7. The Scope of study in terms of region to be covered : _____

8. Methodology to be adopted: _____

9. Time Lines (Please give month wise Pert Chart/ Gantt Chart) ....

10. Impact of proposed Study (200 words): _____

11. Expected Outcome (100 words): _____

12. Financial Requirements (Please give item wise details)

Heads of Expenditure	Months	Rate	Amount
1. Research / Project Assistant			
2. Field work/ survey			
3. Books & course material	Xx		
4. Contingency	Xx		
5. Workshop / Seminar related to study (participation at other HEI needs approval from competent authority)			
6. Lectutre fees for development of MOOCs	Xx		
7. Publication of report	Xx	xx	
Grand TOTAL	Xx	xx	

Forwarded by:
Director, School of Studies

Signature of the faculty

GUIDELINES
Research / Project Proposal for Financial Assistance

Duration and Value

- The duration of the Project: Six to twelve months.
- Budget (Maximum amount): Minor Projects (as per UGC norms): Category I: Rs.1,10,000/-; Category II: Rs.1,20,000/-; Category III-Rs.1,50,000/-

The fund may be released in two equal instalments. 50% of the sanctioned amount will be released at the beginning and remaining fund may be released on successful submission of UC against the 1st instalment.

The budget may be allotted subject to availability of Research Fund.

Recognition/award:

The Principal Investigator (PI) may be awarded with Rs.5000/- (Five thousand only) subject to approval of the competent authority if his /her paper on the theme of the research undertaken is published in the journal enlisted in UGC-CARE/ Scopus/ Indian Citation Index/ Web of Science etc.

Eligibility

Faculty in substantive post may apply for the research grant through proper channel.

Assistant Professors: Category I ; Associate Professor: Category I /Category II; Professor: Category I/ Category II/ Category III.

Procedure For Award of Project

- CIQA will invite applications from the faculty with the approval of competent authority.
- The applicants would be invited for an interaction/presentation before an Expert Committee at Hqtrs.
- The recommendations of the Expert Committee are then placed before the competent authority for its approval.

Monitoring of Research Project

- CIQA may constitute an Expert Committee, if needed, to monitor the progress of the project.
- The Principal Investigator (PI) may organise seminars/workshops related to the project during the course of the study.
- The CIQA may, at any time ask for the progress of the study and verification of accounts and other relevant documents related to the Project.
- Mid Term Appraisal of Research Project: The CIQA may hold mid-term review of research project through a team of experts for the purpose.
- On completion of the project, the PI is required to publish research paper(s) in peer reviewed journal(s) on the theme of the research undertaken duly acknowledging the NSOU support for the research.

Report of the Research/ Project

After completion of the project, the following documents along with UC must be submitted through proper channel.

- A final Report in a publishable form along with an Executive Summary of the report (3000-4000 words).
- Both documents should be submitted in hard format (two copies of final report and five copies of summary) and soft copy of the same (in pen drive).
- Copies of research papers on the theme of research, published in reputed research journals during the period of study.

Conditions

The duration of the project shall be maximum for 12months for Research / project. The duration of the project may be extended upto maximum for 15months with the approval in exceptional cases. The Final Report may be submitted within one month after completion of the duration of Project

- There shall be constant monitoring of the sanctioned proposals.
- The contingency grant may be utilized for stationery, computer typing related costs, specialised assistance such as data analysis, consultation for field trip etc. related to the research work.
- The PI shall acknowledge support of NSOU in all publications resulting from the project output and should submit a copy of the same to the NSOU along with final report.
- No request for additional grant in excess of the sanctioned budget will be considered.
- The PI shall be personally responsible for timely completion of the Project.
- Purchase of equipment/ assets out of the research fund is NOT permissible.
- Books/ course materials purchased out of research fund are required to be deposited at University library after the completion of the project.
- The PI shall report to the CIQA in case he /she makes any changes in the research design. No major change can be made therein without the prior approval of the CIQA.
- The PI will be allowed to take up only one research project/programme at one point of time.

Area of research/ Project:
1. Discipline Specific research/ project
2. Systematic research:
    - i) Development of MOOCs on CBCS
    - ii) Quality assurance mechanism,
    - iii) Tracer study,
    - iv) Student retention & other issues
    - v) Programme evaluation
    - vi) Technology Enabled Learning (TEL)
    - vii) LOCF (Outcome Based Education)
    - viii) ODL & Online Learning

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Sub.: Credit Transfer Policy

As per resolution of the 15th and 30th meeting of Academic Council, the University has the provision of transfer of credit in respect of the following courses:

Foundation Course: FBG, FEG FST, FHS
Application Oriented Course: AOC
Compulsory Course: ENVS

The UGC and NAAC always insist to have credit transfer (both inter and intra) policy in the university.

Since, the University is going to introduce the CBCS at Under Graduate Degree level w.e.f July 2021 session, we may continue with the *"Intra university credit transfer policy"* for the CBCS also in first phase.

As is followed, in the existing system we may allow facility of credit transfer in respect of General Elective Courses (GEC) across the disciplines.

If a learner earns credit/ passes in any specific GEC of a particular Programme (e.g. HBG/ HHI/HEC/HBT etc.), s/he is not required to appear in the same GEC for other Under Graduate Degree programme under the *"Intra university credit transfer policy"*.

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

Ashok 5/8/2021

Director
CIQA
Netaji Subhas Open University

Encl: Summary of the minutes of the previous A/c meetings.

The proposal at 'A' above has already been discussed amongst all the stakeholders of the University and it appears to be quite reasonable. The matter may accordingly be placed before the 9th CIQA meeting to be held on 7/8/....

vc/14/8/17
df. 05/08/2021

Dr CIQA

05/8/...