



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 : 20/12/2019

Minutes of 4th Meeting of CIQA held on 19.12.2019 at 1.30 p.m. in the Board Room of the University

Members present :

1. Professor Subha Sankar Sarkar, Vice Chancellor
2. Shri Mohan Kumar Chattopadhyay , Registrar & Convener, NAAC Advisory Committee - Invitee
3. Prof. Anirban Ghosh, Director, CIQA & Director (I/c) SPS & SVS.
4. Prof. Chandan Basu, Director, School of Social Sciences
5. Prof. Manan Kumar Mandal, Director, School of Humanities
6. Dr. Atindra Nath Dey, Director, School of Education
7. Dr. A.B. Aich, Director, Study Centres
8. C.A. Sachindra Chandra Kar, Finance Officer
9. Dr. Premananda Jana, Director, Regional Centre, Kalyani
10. Dr. Barnana Guha Thakurta(Banerjee), Associate Professor, Head , Dept. of Political Science (SoSS)
11. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
12. Dr. Madhusri Ghosh Upadhaya, Deputy Librarian
13. Dr. Ritu Mathur, Convener, NAAC Steering Committee -Invitee
14. Smt. Ananya Mitra, Dy. Registrar (Admin)- Invitee
15. Shri Hillol Ghosh, Information Technology Officer & Convener, CIQA

Agenda 1: To consider the minutes of different meetings and reports of events conducted by the NAAC Steering Committee as the relevant documents of CIQA for the purpose of NAAC A & A process.

The NAAC Steering Committee of the University was constituted to take appropriate steps for filling up the NAAC-SSR with the required information and data of different Schools/ departments. The Coordinator, NAAC Steering Committee and Director CIQA appraised the house that the NAAC Steering Committee convened six meeting on different activities and organized Awareness Programmes on A & A process for Academic and Non-Academic staff of the University at its Headquarters and one of the Regional Centres at Kalyani (Dt. Nadia). It was resolved that all the activities and reports would be placed in appropriate metrics as the relevant information/ documents of CIQA for the purpose of NAAC A & A process.

Agenda 2: To consider the date of submission of Institutional Information for Quality Assurance (IIQA).

Noted and resolved that the IIQA may be submitted by the 3rd week of December, 2019 subject to receipt of all required information/ documents from respective departments.

Agenda 3: To report the selection of opt out metrics for NAAC SSR

NAAC has provided a list of "opt-out metrics" (vide Annexure IV) for maximum weightage 50. Considering the availability of data and information, out of this given list, nine metrics have been selected for such "opt-out metrics" (weightage claimed -47). One of the said nine metrics i.e. QnM 5.2.3 may be discussed further. **Annexure-I**

Agenda 4: To adopt the existing Policy document of SLM Development of the University – developed in keeping with the UGC (ODL) Regulations, 2017.

Noted and adopted. **Annexure-II**

Agenda 5: To report for adopting, under the ambit of CIQA, the existing policy of appraisal for promotion and code of conduct of (academic / non-academic) employees, as laid down in The West Bengal University Laws (Amendment) Act, 2014 and Dept. Higher Edn., Govt. of West Bengal Order No.- 524-Edn(U)1.U-16/95, dated 23.06.2000.

Noted and stands adopted.

Agenda 6: To adopt the Environment Policy and Consultancy Policy of the University.

Noted and adopted. **Annexure-III & IV**

Agenda 7: To consider the preparation of departmental profile of each Schools of Studies of NSOU.

After threadbare discussions it has been decided that each of the six (6) Schools of Studies may prepare the respective School Profile from 2015-16 to 2018-19 as per the template provided by CIQA. The profile may include (suggestive):

- i) About the School
- ii) Activities
- iii) Members
- iv) Achievements
- v) Publications
- vi) Community Participation
- vii) Success Stories

Agenda 8: To report the participation of academic/ non academic staff in RC/OP/ other related FDP.

Noted. **Annexure-V**

Agenda 9: To report the feedback analysis of stakeholders of the university.

Reported that the online feedback mechanism for stakeholders has been put on NSOU website. The feedback reports to be prepared on half yearly basis and measures may taken on the basis of such report/ analysis.

Agenda 10: To consider the proposal for organizing Seminar/ workshop on NAAC A &A process for the Academic/ Non-academic staff of the University at the H.Qrs and the three Regional Centres (RC) at Kalyani, Durgapur and Jalpaiguri.

Resolved that CIQA may organize such workshops where all the staff of the respective campus may be advised to attend. To start with, the following persons may be entrusted with the responsibilities to organize the workshops as members of the Organizing Committee of the respective venue. They are required to submit a report to CIQA immediately after the programme is over.

- i. **Kalyani RC** – Dr. Madhushree Ghosh Upadhyay (Dy. Librarian) – Organizing Secretary, Dr. Manosanta Biswas (Asstt. Prof. - History)- Member, Dr. Sintu Ganai (Asstt. Prof.- Chemistry) - Member, Shri Hillol Ghosh (I.T.O.)- Member, Dr. Premananda Jana (Director, Kalyani RC), Member – Convener.
- ii. **Durgapur RC** - Dr. Anirban Ghosh (Assoc. Prof. - Zoology) – Organizing Secretary, Shri Sudarshan Roy (Asstt. Prof., Commerce) - Member, Dr. Intiaj Ali (Asstt. Prof., English) - Member, Shri Prosenjit Bhattacharya (Dy. Director, Durgapur RC) – Member-Convener.
- iii. **Headquarters** - Dr. Srideep Mukherjee (Assoc. Prof., English) – Organizing Secretary, Dr. Papiya Upadhyay (Asstt. Prof., Education) - Member, Smt. Nilanjana Chatterjee (Asstt. Director, Study Centres) – Member – Convener.

Agenda 11: To review and approve PPRs for new programmes of different Schools of Studies.

The House noted that the PPR and SLMs of MA in Economics have already been approved by the 73rd meeting of the Executive Council. The same may be sent to UGC-DEB for further process.

As recommended by the Board of Studies, the PPR and course contents /SLMs of the proposed programmes viz. i) M.Ed.. Special Education (HI/ID) and ii) MA in Journalism & Mass Comm. have been reviewed and approved by the House. The PPR may be submitted to UGC-DEB for their approval.

Agenda 12: To organize the training programme for Non-academic staff on RTI/ Administrative Reforms at University Headquarters

Resolved that such type of programmes may be organized for capacity building of the non-academic staff including the functionaries (Coordinators etc.) of the LSCs of the university at its different campuses. Heads (Director & Deputy Director) of Regional Centres may be entrusted with the responsibilities to organize such programmes at the respective venue.

In this connection it was also discussed that the Heads of the RCs may visit the LSCs under their jurisdiction at regular intervals.

Agenda 13: To organize Induction Meeting at some selected LSCs/ study centres during January-February 2020.

The University has already met the Coordinators through number of meetings. Now induction meeting may be organized to meet the learners with an objective to sensitize them about the ODL system and its teaching-learning process. Considering the importance of the Induction meeting, it was resolved that the Director, Study Centres shall organize the Induction Meeting at selected LSCs and a copy of the report on these meetings to be sent to the Director, CIQA.

Agenda 14: To discuss and finalize conduction of Orientation Programmes for course writers, editors and counsellors/ dissertation Guide of different Schools of Studies.

One of the important aspects of teaching-learning process in ODL is development and delivery of academic content with specific objectives and outcome. The course writers, editors, dissertation guide and academic counsellors are actually involved in all such activities. To ensure the quality of the content and delivery services, the Schools may organize such programmes at regular intervals and forward the reports with recommendations to CIQA for further process.

Agenda 15: To report the submission of compliance report to UGC-DEB.

Noted.

Agenda 16: To report the finalization of application Format for direct recruitment of Associate Professor/ Professor.

Deferred.

Agenda 17. Miscellaneous

- a) Reported that the initiatives may be taken by the Schools of Studies to develop non-print academic content for all the BDPs. The non-print academic content includes study notes in Bengali version and Audio-visual lectures for under graduate levels. Such contents may be uploaded on NSOU OER repository and NSOU LMS with the existing CC license.
- b) The House noted that the UGC and IGNOU are offering two 4-credit courses titled "Corporate Tax Planning" (for three consecutive sessions) and "Introduction to GST" (for two consecutive sessions) in January 2020 session respectively. (CC for both the courses - Professor Anirban Ghosh)
- c) Matters related to examination etc. deferred to next meeting to be held by the first week of January, 2020 (tentatively).

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

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20-12-19

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Seen & Approved for circulation pl.

Dir. CIQA

20/12/19

Director, CIQA