Netaji Subhas Open University

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

Centre for Internal Quality Assurance (CIQA)

E-mail : ciqa@wbnsou.ac.in, www.wbnsou.ac.in

Minutes of the 6th Meeting of the CIQA Committee held on 02/10/2020 at 2pm
Venue: NSOU Headquarters/ ZOOM platform

Members present:

1. Professor Subha Sankar Sarkar, Vice Chancellor, NSOU- Chairperson
2. Professor Radharaman Chakrabarti, Founder Vice-Chancellor, NSOU and Former Director, NIAS
3. Professor Pratip Kr. Choudhuri, Former Director, School of Sciences, NSOU and former DPI, HED, Govt. WB
4. Shri Mohan Kumar Chattopadhyay , Registrar
5. Professor Kajal De, Professor of Mathematics & Director, School of Sciences
6. Professor Chandan Basu, Professor History & Director, School of Social Sciences
7. Professor Manan Kumar Mandal, Professor of Bengali & Director, School of Humanities
8. Dr. Atindra Nath Dey, Director, School of Education
9. Dr. A.B. Aich, Director, Study Centres
10. C.A. Sachindra Chandra Kar, Finance Officer
11. Dr. Barnana Guha Thakurta (Banerjee), Associate Professor, Head , Dept. of Political Science (SoSS)
12. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
13. Professor Anirban Ghosh, Director, CIQA -Member Secretary

Director, CIQA welcomed all the members of the newly constituted CIQA Committee as per UGC (Open and Distance Learning Programmes and Online Learning Programmes) Regulations, 2020 and initiated the discussions.

1. *Confirmation of the minutes of the special meeting of CIQA committee held on 05/5/2020*

   The house confirmed the minutes.

2. *To consider the examination modalities (including assignment papers) for BDP and PG for the students other than the exit batch who are appearing in the BDP Dec.2019 & June 2020 and PG TEE June 2020 to clear the backlog candidates and the students whose enrolment validity expires in the current year (Studentship not done - SN/ Renewal not done - RN/ Renewal & Studentship not done-RSN).*

   It was reported that the Examination Dept. has completed all possible steps to conduct online examination for the BDP Dec. 2019 & June 2020 and PG Term End Examination (TEE) June 2020 during 1-18th October 2020. After threadbare discussions it has been resolved that the university may take next Term-End Examination (TEE) in December 2020 / January 2021, following similar modalities (i.e. on virtual platform) for the students who could not fill up and submit, for various reasons/ grounds, examination forms of the Online (Exit) BDP TEE, Dec, 2019 – June, 2020 and PG TEE, June, 2020 - being conducted during October, 2020. The rationale behind such decision is due to the uncertainty in resuming the Face-to-Face teaching-learning-evaluation process in Higher Educational Institutional Institutions, arising out of the present COVID-19 Pandemic situation.

   Hence it may be contemplated that all the students of 1st year, 2nd year and 3rd year for BDP (i.e. those who enrolled in July 2019 & before) and for PG and Second Degree

Programmes enrolled in January 2020 & before will be eligible for appearing in the aforesaid proposed TEE from any place of her/his choice, in consonance with the UGC Guidelines Dt. 29/04/2020 read with that of 06/07/2020.

Accordingly, the renewal portal may be activated at the earliest so that the students can renew their studentship online and make them a valid student of the university. The students whose validity of registration (6-years for BDP, Enrolment starts-142xxxxxxx; 5- years for PG, Enrolment starts- 152xxxxxx) expired in the current year may also be allowed to revalidate their studentship, as special case, for appearing in the aforesaid TEE as proposed to be scheduled some time in the month of Dec.2020/ January 2021.

However, regarding issues related to Assignment Papers/ Practical Papers/ RW & RA Cases/ Cases that come under special permission may be resolved by adopting various alternative means viz. online assessment/ interaction / submission of dissertation / field reports etc.

All such students as aforesaid, may accordingly be advised to take this opportunity for appearing in the aforesaid TEE after revalidation of their studentship (if necessary).

As far as PG Practical Examination and viva-voce (for exit batch-TEE June 2020) is concerned, the Director, School of Sciences may propose a suitable modality in consultation with the respective faculty of the School.
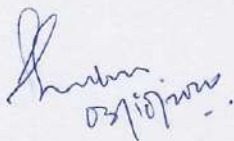
In respect of Dissertation papers and Viva-voce for MLIS and MSW (for exit batch-TEE June 2020), the Examination Dept. may issue the notice for submission of dissertation report (in PDF file) to a dedicated mail ID of Examination Dept. in the second week of November 2020. The Director (i/c), School of Professional Studies may propose a suitable modality (Zoom/ WhatsApp call etc.) for the Viva-voce in consultation with the respective faculty of the School.

3. *To consider the online OP /RC / FDP / short-term course / webinar for the purpose of promotion (CAS) applicable for faculty members.*

It was resolved that prior permission of the competent authority of the University is mandatory for joining the online OP /RC / FDP / short-term course / webinar to claim a credit for the purpose of CAS benefit as per UGC & State Govt norms. All the faculties have to justify the relevance/ importance of the particular online course in teaching and research of his/ her subject. Who have already attended such online courses without prior approval, may take post facto approval with a brief report stating the reasons for not taking permission beforehand.

4. *To strengthen the Students' Grievance Redressal Cell to redress the students grievances [Annexure X, UGC (ODL Programme & OL Programmes), Regulations 2020]*

All the members present in the meeting agreed to strengthen the Students' Grievance Redressal Cell (SGRC). The online Grievance submission form (prepared by NAAC Steering Committee) available on the university website was presented. After detailed discussions, it was resolved that the SGRC may undertake a mapping the nature of grievances, as received from students, so that subsequently a questionnaire with easy navigability and coverage of the major requirements of students may be evolved and uploaded on a dedicated *"Online Students' Grievance Redressal Portal"* with tracking facility. The Action Taken Report as may be prepared based on the grievances of the learners from time to time, may be submitted at regular interval to the Vice-Chancellor.

5. **To discuss the relevant provisions of UGC (ODL Programmes & OL Programmes) Regulations, 2020. (Eng. Version-P-56).** https://www.ugc.ac.in/pdfnews/221580.pdf

It was reported that the UGC (ODL) Regulations 2017 and UGC (Online Learning) Regulations, 2018 have been merged and a new regulations, namely the UGC (Open and Distance Learning Programmes and Online Learning Programmes) Regulations, 2020 has been released by the UGC. In the new regulations, more emphasis has been given on ICT intervention/ integration in the pedagogy. As per the regulations, the SOUs have been given permission to offer online programme subject to approval of UGC. A detailed discussions involving all the heads of departments of the university may be arranged by CIQA for its effective implementation.

6. **To report the status of NAAC Assessment and Accreditation (A & A) process**

Reported and noted by the members.
Director, CIQA appraised the members present in the meeting on the present status of NAAC A & A process. He also mentioned that in spite of several efforts, the student satisfaction survey is not satisfactory.
Since the LSCs are closed due to COCVID-19, Professor Radharaman Chakrabarti suggested that University may organize webinar with the students through its own platform. A TV broadcast may also be arranged to sensitize the students on NAAC survey. Professor Pratip Kr. Choudhuri also agreed to this proposal.

7. **To report the NAAC Awareness Programme on Student Satisfaction Survey**

Reported and noted by members.

8. **To report the change in nomenclature of PG Diploma to Advance Diploma courses under School of Vocational Studies in view of UGC (Open and Distance Learning Programmes and Online Learning Programmes) Regulations, 2020.**

Reported and Approved. As proposed by the Director, School of Humanities, all the PG Diploma courses (Journalism, Public Relations and Advertising and ELT) under this school will also be renamed as Advanced Diploma from the next academic session.

9. **To report the application submitted for MOOCs on Financial Accounting (BDP level-Commerce) to UGC for SWAYAM** https://swayam.inflibnet.ac.in/

Reported and approved.

10. **To report the application submitted for B.Voc. programmes in the following courses to University Grants Commission-National Skill Qualification Framework (UGC-NSQF)**
    i) *Entrepreneurship Development and Small Business management (Certificate-6 month, Diploma-1year, Advanced Diploma-2year, and B.Voc.-3year)*
    ii) *Travel & Tourism (Certificate-6month, Diploma-1year, Advanced Diploma-2 year, and B.Voc.- 3year)*
    iii) *Logistics and Supply Chain Management (Certificate-6month, Diploma-1-year, Advanced Diploma-2-year, and B.Voc.-3-year).*
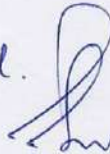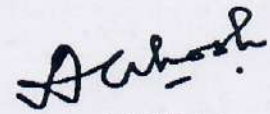
    Reported and approved.
11. **Misc.** : There was no agenda for discussion.

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

VC Stande approved.

DirCIQA

03/10/2020

3/10/2020
Director-CIQA &
Member Secretary, CIQA Committee