



Netaji Subhas Open University
(Established by WB Act (XIX) of 1997, Recognized by UGC)
Centre for Internal Quality Assurance (CIQA)
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Minutes of the 7th Meeting of the CIQA Committee held on 13/3/2021 at 1pm
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 (online)
3. Professor Pratip Kr. Choudhuri, Former Director, School of Sciences, NSOU and former DPI, HED, Govt. WB
4. Shri Kishore Sengupta , 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 (online)
10. Dr. Barnana Guha Thakurta (Banerjee), Associate Professor, Head , Dept. of Political Science (SoSS) (online)
11. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
12. Professor Anirban Ghosh, Director, CIQA -Member Secretary
13. Shri Gourab Barua, Asst. Registrar, Convener-CIQA

Director, CIQA welcomed all the members and initiated the discussions.

1. *Confirmation of the minutes of the 6th meeting of CIQA committee held on 02/10/2020 on Zoom platform.*

The house confirmed the minutes with the following notes.

Resolution No. 6: The TV show was postponed because of fulfilment of minimum requirement of responses in respect of Student Satisfaction Survey (SSS).

Resolution No. 8: All the PG Diploma programmes have been advertised after renaming as Advanced Diploma w.e.f. Sept.2020/ January 2021 session.

Resolution No. 9: Approval from UGC-CEC received for development of MOOC-SWAYAM on Financial Accounting (BDP level).

Resolution 10: UGC-NSQF informed that no Open University is allowed to offer B.Voc. programme.

2. *Reporting of proposed visit of NAAC Peer Team for Assessment and Accreditation (A & A) process.*

Director CIQA reported that the onsite visit by NAAC Peer Team is scheduled during 19-21 March 2021. The confirmation is yet to receive.

3. *To consider the reduction in syllabus of all BDP, 2nd Degree and PG programmes up to 30% for the next Term-end Examination. The syllabus for assignment may also be curtailed accordingly.*

Since the teaching-learning has been disrupted by pandemic from March 2020 and as recommended by the UGC, it has been decided that syllabus of respective course (30 programmes) may be reduced upto 30% for the benefit of the learners. The school may finalize the reduced syllabus and inform the learners through website by the end of

March 2021. The reduced syllabus may also be sent to the Examination Department. The forthcoming examination (assignment & TEE) may be conducted on the reduced syllabus. The Controller of Examinations (Acting) may act accordingly.

4. To consider the examination modalities (including assignment papers) for BDP and PG for the students of all batches/ semesters.

It was resolved that henceforth the assignment for all programmes (BDP/PG/ 2nd Degree) may be based on MCQ. There will be no alternatives for assignment papers. 20-questions and 10 questions may be given in the assignments for 100 marks and 50 marks paper respectively. The Examination Department may initiate the process of preparation of the question papers for assignments (BDP-1st year, 2nd year, 3rd year; PG-1st year, 2nd year and 2nd Degree- as per requirement) immediately. It was also decided that the paper setters will submit the question papers (MCQ) with answer keys in hard copy in a prescribed format. The format may be sent to the Schools before its finalization. The existing rates of remuneration may be followed in such case.

The decision on holding of TEE may be reviewed depending on the pandemic situation.

All the examination (Assignment and TEE) will be conducted on reduced syllabus as declared by the respective Schools of Studies.

5. To consider the online classes for both BDP and PG programme. External teachers may be engaged on case to case basis with prior approval of competent authority. Remuneration may be paid to the external teachers for such online classes.

The School may arrange for online classes as per allotted slots (attached). Each School may get 6 sessions on each day for holding the online classes for PG &/or BDP. The external experts may be engaged as per requirement and approval of the competent authority. The remuneration per session (1-hour) may be paid to the external teachers as per existing norms of the University.

6. To review the preparedness for introduction of CBCS w.e.f. July 2021 session. (Directors of Schools of Studies may submit a comprehensive report)

As already decided in the 74th Executive Council meeting, the CBCS will be implemented from July 2021 session for BDP. To review the preparedness on development and printing of SLMs, a meeting may be convened with all Directors of School, Registrar, Director, Study Centres and Finance Officer.

7. To consider the introduction of MOOCs (20-40% of total credit) by Centre for Online Education (CoEdn), NSOU as part of the BDP/ PG programme.

It was reported that the Centre for Online Education is working on introduction of MOOCs in existing PG programmes. The University will follow the SWAYAM guidelines for developing the MOOCs. The instructional design for MOOCs must follow 4-Quadrant approach i.e. it should have (i) AV Lecture with script, ii) E-text, iii) Quiz (SAQ) and (iv) Discussion Forum.

In the first phase, the School of Professional Studies, School of Vocational Studies and School of Education have already identified the Courses which may be offered as MOOCs to the existing batches. The other Schools in consultation with the Office-in-Charge, CoEdn may identify their courses to be offered as MOOCs.

8. *To review the despatch process of SLM from Kalyani RC (Director, Study Centres may submit a comprehensive report of stock in hand and shortage of SLMs)*

Director, Study Centres reported that a statement of stock position of SLMs has been prepared and work order is being issued as per requirement. The distribution of SLMs of PG and BDP students is expected to be completed by end of April 2021.

9. *To report online submission of proposal to UGC-DEB for introduction of new programmes viz. MA in Economics under School of Professional Studies, MA in Journalism & Mass Communication under School of Humanities and M.Ed. (Special Education – HI & ID) under School of Education.*

As approved by the CIQA and Statutory Committees of the University, application for launching of four new programmes were submitted to UGC for their approval. Since none of the programmes were approved due to some deficiencies (Reg. Faculty requirement, mismatch of nomenclature, development of SLM etc.), an APPEAL has been filed with required documents for their consideration in respect of three (3) programmes viz. *MA in Economics, MA in Journalism & Mass Communication and M.Ed. (Special Education – ID)*. These programmes may be launched subject to approval of the UGC-DEB.

10. *To consider the submission of Utilization Certificate (UC) by the Faculty for the project granted out of UGC-DEB fund upto 2014-15.*

The issue of submission of UC may be discussed with the Finance Officer. A reminder notification may be issued by the Finance Officer to all the faculties who could not submit their UC. No research fund may be allotted unless the previous fund is fully utilized.

11. *To report International Project granted by Asian Association of Open Universities (AAOU) under AAOU Collaborative Research Project (AAOU-CRP).*

Research Partners being: Uttarakhand Open University (India), Sukhothai Thammathirat Open University (STOU), Thailand and Universitas Terbuka (UT), Indonesia. Principal Investigator (PI): Professor Anirban Ghosh (NSOU). Amount mobilized-US \$5000.00.

Reported and noted by members. The members congratulated Dr. Anirban Ghosh for his international collaborative project with UoU, STOU and UT.

12. *To report about the sanction of an International Research Project namely "AAOU Collaborative Research Project" as one of the Collaborator. Project title and other details are as follows.*

Title: MOOC's for Mobilizing Higher Education in India : A Case Study

Proponent: Dept of Education, KKHSOU, Gauhati; Collaborator: #1) Prof Kandarpa Das, Professor, Dept of Foreign Language, Gauhati University, #2) Professor Manan Kumar Mandal, Professor in Bengali & Director, School of Humanities. Fund sanctioned: 5000 US\$: Tenure: 2years

Reported and noted by members. The members congratulated Dr. Manan Kr. Mandal for his collaborative project.

13. To report project granted by ICSSR titled "Understanding Social Empowerment among the Young Women in Malda District of West Bengal with special reference to Beti

Bachao & Beti Podao Programme". Principal Investigator (PI): Dr. Srabanti Choudhury.
Amount mobilized- Rs.3 lakhs.

Reported and noted by members. The members congratulated Dr. Srabanti Choudhury for her project.

14. Reporting of Online examination: BDP TEE (Exit) December 2019 & June 2020, and PG TEE (Exit) June 2020, BDP TEE December 2019 & June 2020, and PG TEE June 2020.

No. of candidates appeared in the said Examination: BDP : 2,46,312 & PG : 38,965

Reported and noted by members.

15. Reporting of teaching-learning process and online classes conducted by the Schools of Studies during March 2020 to January 2021 submitted to State Council of Higher Education, GoWB.

Reported and noted by members (Report enclosed).

16. To report the Foundation Day Lecture 2020 delivered by Professor Marmar Mukhopadhyay, former Professor & Director (i/c), NIEPA, New Delhi, and former Chairman, NOS on 25/11/2020 through digital platform.

Reported and noted by members.

17. To report the publication of University Annual Report 2019-20.

Reported and noted by members.

18. To report the inauguration of "Subhas Chandra Sabhghar" on 23/1/2021 as the beginning of Silver Jubilee year of Netaji Subhas Open University.

Reported and noted by members. The Auditorium is now ready with 100-sitting capacity and may be booked at VC's Secretariat for holding conference.

19. To report the installation of Video Conference (VC unit) at three Regional Centres and Headquarters to facilitate online learning and virtual meeting.

Reported and noted by members. The Board Room with VC facilities may be booked at VC's Secretariat and Registrar Dept.

20. Miscellaneous with the approval of Chair.

The list of admitted students of Ph.D. programme (January 2021 session) may be forwarded by the Registrar to the respective School preferably by 20 March 2021, so that the Course Work can be started immediately.

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

A. Ghosh
16/3/2021

(Professor Anirban Ghosh)

Member Secretary, CIQA Committee

VC
Approved for necessary follow up
action ASAP

Shuman
16/3/2021

Dir-CIQA



Time Slots for Online Class/Recording/Live Recording

| DAY | 10-11am | 12-1pm | 2-3pm | 3.30-4.30pm | 5-6pm | 6.30-7.30pm | 8-9pm |
|---|---------|---|---|-------------|----------------|----------------|----------------|
| Monday SoSS&SoE | Web TV | Audio Visual Recording/ Live Recording Session | Audio Visual Recording/ Live Recording Session | Web TV | Online class 1 | Online class 1 | Online class 1 |
| | | Audio Visual Recording/ Live Recording Session | Audio Visual Recording/ Live Recording Session | | Online class 2 | Online class 2 | Online class 2 |
| Tuesday SoH&SoSci | Web TV | Audio Visual Recording/ Live Recording Session | Audio Visual Recording/ Live Recording Session | Web TV | Online Class 3 | Online Class 3 | Online Class 3 |
| | | | | | Online Class 4 | Online Class 4 | Online Class 4 |
| | | | | | Online class 1 | Online class 1 | Online class 1 |
| | | | | | Online class 2 | Online class 2 | Online class 2 |
| | | | | | Online class 3 | Online class 3 | Online class 3 |
| Wednesday SPS & SoE | Web TV | Audio Visual Recording/ Live Recording Session | Audio Visual Recording/ Live Recording Session | Web TV | Online Class 4 | Online Class 4 | Online Class 4 |
| | | | | | Online class 1 | Online class 1 | Online class 1 |
| | | | | | Online class 2 | Online class 2 | Online class 2 |
| | | | | | Online class 3 | Online class 3 | Online class 3 |
| Thursday SoH&SoSS | Web TV | Audio Visual Recording/ Live Recording Session | Audio Visual Recording/ Live Recording Session | Web TV | Online Class 4 | Online Class 4 | Online Class 4 |
| | | | | | Online class 1 | Online class 1 | Online class 1 |
| | | | | | Online class 2 | Online class 2 | Online class 2 |
| | | | | | Online Class 3 | Online Class 3 | Online Class 3 |
| Friday SPS & SoSci | Web TV | Audio Visual Recording/ Live Recording Session | Audio Visual Recording/ Live Recording Session | Web TV | Online Class 4 | Online Class 4 | Online Class 4 |
| | | | | | Online class 1 | Online class 1 | Online class 1 |
| | | | | | Online class 2 | Online class 2 | Online class 2 |
| | | | | | Online Class 3 | Online Class 3 | Online Class 3 |
| | | | | | Online Class 4 | Online Class 4 | Online Class 4 |
| Saturday | Xx | Audio Visual Recording | Audio Visual Recording | xx | xx | xx | xx |
| | | | | | xx | xx | xx |
| Sunday SoSS, SOH, SoE, SoSci & SPS | | | | | Online class 1 | Online class 1 | xx |
| | | | | | Online class 2 | Online class 2 | |
| | | | | | Online Class 3 | Online Class 3 | |
| | | | | | Online Class 4 | Online Class 4 | |
| | | | | | Online Class 5 | Online Class 5 | |

NOTE:

1. Each School will have 6 classes/ sessions (of 1 hr. duration) on allotted days except Sunday. All the 05 Schools may conduct online classes (4 sessions) on Sunday.
2. School may allot the last session as E-tutorial.
3. 3 hours of F2F Personal Contact Programme (PCP) may be treated as equivalent to 1 hour online counselling for PG. Accordingly, the counselling fees may be paid to the external subject experts.
4. PG (SoSS, SOH, SoE, & SPS): Minimum no. of sessions--10 Hours/ sessions per 100 marks paper.
5. PG (SoSci): Minimum no. of sessions--12 Hours/ sessions per 100 marks paper.
6. BDP (SoSS, SOH, SoE, SoSci & SPS): 5 hours per paper (for 100 marks)
7. BDP (SoSci): 3 hours per paper (for 50 marks paper)
8. Scheduled classes cannot be cancelled for hosting seminar/ workshops. The dates of such seminars/ workshops may be finalized subject to availability of slots.
9. Classes will not be held on NSOU & SG holidays
10. AV studio recording/ live session in studio requires prior intimation for booking.
11. The distribution of the time slots among different PG & BDP programmes of a School of Study will be done by the respective Directors of the Schools of Studies and the payment of fees of online classes for external experts should be done on recommendation of the Director concerned.

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

Hee
8-3-21
Director, SoSci

Charan Ram
08/03/2021
Director, SoSS

Ram
08-03-21
Director, SoH

Ram
Director, SoE

Ashok
08/13/2021
Director (i/c), SPS

Approved necessary follow-up action please

Ram
08/03/2021

Dir. CIBAT
All Directors
School of Studies
plse.
Copy to
12/13/2021



Annexure-I

1. Write phase-wise a brief account of the teaching-learning processes during March 2020-January 2021 (Covid Pandemic)

- E-Resources created by the University: E-resources for 30 programmes (15-UG, 13-PG, 2-2nd degree) are available on university website (www.wbnsou.ac.in) and LMS (www.nsouict.ac.in)

http://www.wbnsou.ac.in/bulletin_board/news-event/2020/20200319_CIOA_Pad.pdf

- E-Resources being used by the University for imparting education to students:
 - i. Audio-video lectures
 - ii. NSOU WebTV
 - iii. Online classes through Faculty Online App
- The e-contents are available in NSOU OER Repository with CC BY-NC-SA, so that the students of other universities may also access the academic content NSOU. <http://nsouoer.krc.net.in/>

- University has collaborated with Commonwealth of Learning (COL), Vancouver for sharing its academic content to facilitate distance and online learning during COVID-19. www.opendoor.col.org

- University has given access to various academic repositories at National level to continue their study during the pandemic

[http://www.wbnsou.ac.in/bulletin_board/news-](http://www.wbnsou.ac.in/bulletin_board/news-event/2020/20200326_OnLine_Learning_ICT_initiatives_of_MHRD_and_UGC.pdf)

[event/2020/20200326_OnLine_Learning_ICT_initiatives_of_MHRD_and_UGC.pdf](http://www.wbnsou.ac.in/bulletin_board/news-event/2020/20200326_OnLine_Learning_ICT_initiatives_of_MHRD_and_UGC.pdf)

- e-resources available on SWAYAM: Following courses have been developed by NSOU for SWAYAM-
 - i) PG level: Corporate Tax planning- 4 credit (NC:UGC-CEC)
 - ii) Certificate level- Introduction to GST- 4credit (NC:IGNOU)

- List of resources notified by the Library Department, NSOU through "Digital Library and Free e-book/journals Provision for Persistent Study at Home"

http://www.wbnsou.ac.in/library_services/ebooks.shtml#active_ebooks

- Release of Book/ paper: Two books and several research papers have been published

- Webinar/ Web conference/ Online meeting: 25.

A. Please describe the nature of academic activities with focus on online classes supported by documents including online class routine and timings (Unlock period- first, second and third phases)

Digital Class:

| Online class Delivery | Provision for student | Tutorial classes / internal | Percentage of students attending the classes | IT platform and the infrastructure used relating to teaching-learning | Software used for online |
|-----------------------|-----------------------|-----------------------------|--|---|--------------------------|
| | | | | | |



| | interaction | Assessment | | process | classes |
|---|-------------|------------|-------|--|--|
| SOH-195 SPS-408 SOSS-309 SoSci-213 SoE-121 [Total -1246 sessions @1 hour each] | Yes | Yes | 51.3% | Lurningo LMS, Laptop, Smart phone etc. | LMS integrated licensed ZOOM & Google Meet |

Class schedule:

http://www.wbnsou.ac.in/student_zone/interactions/online_class_schedule.shtml#active_interactions

Online Examination Semester-wise with dates:

| How were the questions framed | Nature of examinations- online or hybrid | Total number of students appeared in the examinations | Evaluation Processes | Publication of results | Software used for conducting examinations | Nature of preservation of answer scripts for any future review of results |
|-----------------------------------|--|---|--|------------------------|--|---|
| By Internal and External Teachers | Hybrid [Assignment & practical-offline TEE-Online] | BDP- 2,46,312; PG -38,965 | Assignment and Practical through Offline before pandemic and Term-end examination through Online during pandemic | Online | Linux server OS, Apache Webserver, MySQL Database, PHP Programming Language, Laravel development programme | Server |

Exam Schedule:

http://www.wbnsou.ac.in/student_zone/examinations/examination_notices/bdp/2020/20200930_Notice_for_Online_Exam_of_BDP_Term_End_Theory_Exit_Examinations_Dec2019_&_June2020.pdf

http://www.wbnsou.ac.in/student_zone/examinations/examination_notices/pg/2020/20200918_COE_2220_2020_10.pdf

http://www.wbnsou.ac.in/student_zone/examinations/examination_notices/pg/2021/20210107_Revised_Notice_for_Online_PG_TEE_Theory_June2020_Dec2020.pdf

http://www.wbnsou.ac.in/student_zone/examinations/examination_notices/bdp/2021/20200107_Revised_Notice_for_Online_Exam_of_BDP_TEE_Theory_Exam_Dec2019_&_June2020.pdf

B. (i) Feedback/ grievances of students on the new arrangement (if any please mention)

Dedicated portal and e-mail

http://www.wbnsou.ac.in/important_links/students_grievance_redressal_cell.shtml#active_studentsgrievancecell

- ii) Redressal measures adopted by the institution
Respective department

C. i) Feedback of teachers on the new arrangement (if any please mention)

NA

- ii) Redressal measures adopted by the institution
NA



2. A. University/ College Administration:

| Number | Officers Attended | | Number of Days | Number | Employees attended | | No. of days |
|------------------------------|-------------------|---------|------------------|--|--------------------|-----------------|------------------------------------|
| | Virtual | Offline | | | Virtual | Offline | |
| Spl. CIQA meeting | 18 | Xx | 1 day | During pandemic 4 (four) Departments i.e. V.C. Office, Registrar Office, Finance Department and Examination Department remained operational as per Higher Education Department's notifications The University activities in different departments on roster basis resumed w.e.f 4/12/2020 | xx | On roster basis | 3-days in a week with 50% strength |
| 6 th CIQA meeting | 13 | Xx | 1 day | | | | |
| EC meeting | 17 | 05 | 1 day | | | | |
| Day to day work | xx | 06 | 3-days in a week | | | | |

B. Admission/Tuition/Examination fees collected

| Online | Offline |
|--|---------|
| 100% fees collected through online system (On line processing fees and prospectus fees are waived) | NA |