Netaji Subhas Open University

(Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

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

Minutes of the 10th meeting of CIQA Committee
Venue: NSOU Headquarters/ ZOOM platform (blended mode)
Date: 30th October 2021 at 2.00pm

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 Kajal De, Professor of Mathematics & Director, School of Sciences
6. Professor Chandan Basu, Professor of History & Director, School of Social Sciences (online)
7. Professor Manan Kr. Mandal, Professor of Bengali & Director, School of Humanities (Online)
8. Dr. Atindra Nath Dey, Director, School of Education
9. Dr. A.B. Aich, Director, Study Centres (online)
10. Smt. Rokeya Ray, Controller of Examinations (Acting)
11. Dr. Barnana Guha Thakurta (Banerjee), Associate Professor, Head , Dept. of Political Science (SoSS) (online)
12. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
13. Professor Anirban Ghosh, Director, CIQA -Member Secretary
14. Shri Gourab Barua, Asst. Registrar, Convener-CIQA

The meeting started with welcome message and Bijoya greetings by the Hon'ble Vice-Chancellor and Chairperson of the Committee. With the permission of the CHAIR, Director, CIQA initiated the discussions. After threadbare discussions, the following resolutions were taken:

1. Confirmation of the minutes of the 9th meeting of CIQA committee held on 7/8/2021 under blended method (Website link)
   http://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20210812_MoM_9th_CIQA.pdf
   The house confirmed the minutes.

2. **Submission of Action Taken Report (ATR) on resolution of 9th CIQA meeting (ANNEX-1)**
   Submitted and noted by the House.

3. **To report the initiatives taken by Examination Dept. for conducting online examination.**
   As resolved in the 8th CIQA meeting, the Examination Dept. successfully conducted the following examinations.**(ANNEX-II)**
   i)   Online Assignment submission for BDP TEE December 2020 & June 2021 (September 15 to 22, 2021)
   ii)   Online BDP TEE (Theory & Practical) December 2020 & June 2021 (October 4 to 10, 2021). The result of the said TEE was published on 25/10/2021.
   Reported and noted by the House.

The Controller of Examination (Acting) informed that the online PG Assignment and TEE (July 2021 and December 2021) are expected to be conducted in the month of November/ December 2021.

4. **To report the submission of compliance on 8/10/2021 to UGC-DEB portal for new PG programmes viz. M.Ed. (Special Education -ID) w.e.f. January 2022 session.**
It was also reported that the Registrar, Director-CIQA, Head-Core Faculty (Swapan Kr. Sarkar) and Asst. Professor (Prabir Naskar) attended the virtual Interface Expert Committee Meeting convened by UGC on 13/10/2021 to defend the proposal submitted for M.Ed.(Special Education-ID).

<div align="center">Reported and noted by the House.</div>

5. **To report Quality Assurance events/ seminar organized by CIQA**
i)Faculty Development Programme (FDP)-MOOC (2021-22) on "Development of Online Course for Swayam (Second Cycle)" [Date: 16 August to 31 August, 2021], ii) State Level Virtual Orientation on "Govt. Health Scheme for Faculties & Officers of Universities in WB". [Date: 25 September, 2021], iii) National Webinar on "Citation Index and Impact Factor"[Date: 03 October, 2021], iv) Pre-Admission Counselling for UG Degree Programmes [August 15,19,22, 29, 2021], v) Induction Meeting for UG-CBCS [Aug 9,2021] *(All the reports are available on www.wbnsou.ac.in)*

<div align="center">Reported and noted by the House</div>

It was also resolved that representatives from Registrar and Examination should attend the Induction Meeting to interact with the learners. The next Induction Meeting may be organized after issue of enrolment numbers.

6. **To report the acceptance of research project, recommended by the duly constituted Project Selection Committee (PSC) (ANNEX-III)**
As resolved in the 8th and 9th CIQA meeting, proposals were invited from the full time faculty members in substantive posts for research projects. On the basis of recommendation of the duly constituted PSC, financial assistance has been granted in favour of the PIs. Out of 29 proposals, financial assistance have been granted to 28 faculties to carry out their projects (duration: maximum-12months)

7. **To report the status of development of SLMs for UG-CBCS (ANNEX-IV)**
The present status of development of CBCS-SLMs has been discussed in depth. Till date CIQA has received SLMs of 62 (56+6) courses out of which 51 SLMs have been forwarded to Director Study Centre for printing. Director, SC reported that the print order for 35 out of 51 courses have already been issued. On receipt of the NEW admission data (1st week of December 2021) from the Registrar Dept. the SLMs may be sent to the LSCs.

8. **To report the successful completion of the Course Work under the School of Professional Studies (Commerce/ Management).**
   i) DA20000295: Prosenjit Bhattacharya-MANAGEMENT,
   ii) DA20000355: Megnath Routh-COMMERCE,
   iii) DA20000279:Dipayan Singha- COMMERCE,
   iv) DA20000485: Dipak Karmakar- COMMERCE

<div align="center">Reported and noted by the House</div>

9. **To report the status of MOOCs/ online courses introduced during the pandemic (ANEEX-V)**
The members present in the meeting were appraised that the university introduced the following online courses through its institutional LMS: i) Goods & Services Tax (GST); ii) Child Rights and Protection (CRP), iii) Faculty Development Programme (FDP), iv)

Fundamentals of Cyber Security (FCS), v) Cinemar Pathshala -Film Appreciation (FA); vi) Diploma in Inclusive Education (Incl. Edn), vii) Corporate Tax Planning (CTP).

Since, the online courses are now becoming very popular, the faculty members may be encouraged to develop the value added/ awareness MOOCs/ online courses for the benefit of the learners and the society as a whole. They may send their proposal to Centre for Online Education (CoEdn) for guidance and development of MOOCs/ online courses. The Officer-in-Charge, CoEdn may also initiate the process.

10. **To consider the Audit Report of ICT services Report 2020-21 (Website link)**
   http://www.wbnsou.ac.in/about_us/CIQA/ict_audit_report/20211027_Report_ICT_S ervices_2020-21.pdf
   Reported and approved by the House.

11. **To consider the Feedback Analysis Report 2020-21 (Website link)**
   http://www.wbnsou.ac.in/about_us/CIQA/feedback_analysis/20210805_Feedback_A nalysis_2020-21.pdf
   Reported and approved by the House.

12. **To consider the report of Students' Grievance Redressal Cell for 2019-20 & 2020-21** (read with the minutes of the meeting held on 27/10/2021)
   The learners may submit their grievance through a) NSOU Grievance portal, b) in hard copy (prescribed format) and c) through e-mail ID (sgrc@wbnsou.ac.in).
   It was also decided that the Students' Grievance Redressal Cell (SGRC) may meet once in a month (in the last week) to prepare the monthly report on grievance including RTI application received and redressed during the month. Periodic report is required to be submitted to CIQA (Extracts of the minutes of 27/10/2021).
   A FORM has been prepared for submission of grievance at university Headquarters, Examination Dept. and Regional Centres **(ANNEX –VI)**

13. **To formalize the e-Tutoring and e-Mentoring for UG/ PG level (ANEEX-VII)**
   The proposal was accepted by the HOUSE and it was resolved that towards the end of the semester/ session, the Schools may organize e-Tutoring for 5-7 session as per need of the course. The Schedule may be prepared accordingly and uploaded on the website.
   The following programmes have been identified for e-Mentoring under which the faculties may act as MENTOR for a particular group of learners through digital platform e.g. WhatsApp/ Telegram etc.
   PG Degree: Geography, Zoology, Mathematics, Social Work, Library Science. Economics, ELT, English, Education
   UG/ 2nd Degree: BLIS, B.Ed (Spl. Education)
   The School/ faculty may maintain a proper record for future reference.
   Other Departments may also come forward to extend their support to the learners.

14. **To consider the change in the nomenclature of Department of Commerce as Department of Commerce and Management and launching of MBA programme (ANNEX-VIII)**
   The proposal was discussed in detail and resolved that the name of Department of Commerce may be changed to Department of Commerce and Management. Accordingly, *specialization in Management* may be added as Desirable Qualification/ Condition for recruitment in the Department of Commerce and Management in addition to the Essential Qualification prescribed by the UGC and /or G.O. of the State Govt.
   The School of Professional Studies (SPS) may initiate necessary steps for launching MBA with the approval of AICTE.

15. **To consider the preparation of AQAR for NAAC portal**
    The present accreditation (1st cycle) will remain valid up to 7/4/2026. The assessment period of next cycle of NAAC assessment and accreditation has already been started from 2019-20. The University has to submit the AQAR mandatorily in each year beginning from 2019-20. For collection of data, following AQAR Committee has been constituted.
    School of Sciences: Dr. Bibhas Guha
    School of Social Sciences: Dr. Ritu Mathur Mitra
    School of Education: Dr. Papiya Upadhyay
    School of Professional Studies: Smt. Priyanthi Bagchi
    School of Vocational Studies: Smt. Priyanthi Bagchi
    School of Humanities: Dr Md. Intaj Ali
    Registrar Dept.: Dr. Sudeshna Chatterjee & Smt. Ananya Mitra
    Finance: Shri Gopal Das
    Study Centres Dept.: Smt. Nilanjana Chatterjee & Shri Madhurya Moy Das
    Examination Dept.: Dr. Santanu Chattopadhyay
    Regional Centres: Dr. Premananda Jana, Shri Prosenjit Bhattacharya & Shri Santanu Dam
    IT- Shri Hillol Ghosh
    Each Member in consultation with the Director/ Head will collect and compile the data/ information for 2019-20 and 2020-21 from their respective school/ department in the prescribed format (to be provided by CIQA) and forward the same with supporting documents to CIQA latest by 20/11/2021. On behalf of CIQA, Dr. Ritu Mathur Mitra and Dr. Papiya Upadhyay may coordinate with the members of the committee.

16. **To consider the commencement of online classes (synchronous) for UG and PG Learners**
    On receipt of admission data from the Registrar Department (latest by 1st week of Dec., 2021), the Service Provider will prepare the LMS for new batch of learners (2021-22). Schools may plan to commence the online counselling sessions for BDP/ UG (1st, 2nd and 3rd year) from the month of December 2021. The online counselling sessions for PG (2nd year) / 2nd Degree programmes may be commenced from January 2022.
    However, holding the normal PCPs of both UG and PG at LSCs may be explored by the Director (Study Centres) in view of the recently issued notification by the Higher Education Dept.-GoWB (Memo No. 1058-Edn(CS)/10M-32/2021 dated 28/10/2021.

17. **To consider the recording of AV Lectures at AV Studio at Hqtrs & Kalyani RC**
    Now all the AV Studios are operational and faculties are permitted to attend the Institutions vide GO. No.1058-Edn(CS). So, Faculty members may be requested to record their lectures at studio on priority basis specially for UG-CBCS syllabus. The lectures may be used in LMS/ Web TV/ Web Radio-Muktak as per existing norms.

18. **To consider 4-colour cover with lamination for PG Programmes (new- MA in Economics, MA in Journalism and Mass Communication and revised syllabus- MA in ELT, MSW, M.Com.) as per SLM cover of UG-CBCS.**
    Noted and approved by the HOUSE.

19. **To review the preparedness of the admission process in PG Degree/ 2nd Degree (UG Degree) and other programmes for 2021-22 session**
    Reported that the prospectus for the new session is under revision. The admission notification for 13 existing PG programmes and 2 new PG programmes is likely to be published in the month of December'21 / January'22.
    Director (Study Centres) may forward the list of LSCs willing to offer MA in Economics and MA in Journalism & Mass Communication to the Registrar Dept. for incorporation in the prospectus and admission portal/ website.
    As already approved by RCI, the M.Ed. (Special Edn.) may also be launched in 2021-22 session on receipt of final approval from UGC-DEB.

20. To review the progress of translation work for UG-SLMs under CBCS

Already discussed and noted in the ATR (Sl. No. 14, Annex-I).

21. Any other issues with the permission of Chair

i) School of Sciences: Director reported that the 7th *Srinivasa Ramanujan Memorial Lecture* will be delivered by Professor Gadadhar Misra, JC Bose National Fellow, ISI, Bangalore on 27/11/2021 on digital platform.

ii) School of Humanities: Director reported that

a) A collection of papers titled *"Design of ELT"* (2021), Ed. Prof S Mohanraj & Dr Sumana Bandyopadhyay ISBN: 97-89382112815 published by CLTS

b) A two weeks Film appreciation course titled 'Cinemar Pathshala' was successfully organized by the School of Humanities from 18th Sept to 3rd October, 2021. In the second cycle, the same course will be offered by CLTCS with some fine tune modifications in the course structure. The 2nd cycle will be arranged from 22nd November to 7th December, 2021. Course fees: INR 600 + GST

c) Online course on News Writing is being developed.

iii) CIQA: Director reported that

a) MoU has been signed to offer PG programmes at 14- new LSCs and 2- for vocational courses w.e.f. 2021-22 session. **(ANNEX-IX)**

b) MoU has been signed with Commonwealth Educational Media Centre for Asia (CEMCA) for Enhancing Capacity of Higher Edn. Teachers. Duration: 6-months, Fund received from CEMCA = Rs.6.10 lakhs

Project: Implementation of Blended Learning in Higher Education Institutions in West Bengal (Project Director: Professor Anirban Ghosh, Project Coordinator: Dr. Ritu Mathur Mitra and Dr. Papiya Upadhyay).

c) MoU may be signed with Krishna Kanta Handiqui State Open University (KKHSOU), Assam for academic collaboration.

d) CIQA is exploring the possibility of joint webinar/ exchange programme with Odisha State Open University (OSOU) as per terms of MoU signed between NSOU & OSOU. The School/ Faculty may also explore the possibilities of programmes with the respective department of OSOU within the terms of reference of the MoU in consultation with CIQA. The copy of the MoU is available on University website. http://www.wbnsou.ac.in/about_us/CIQA/academic_collaboration/20211005_MoU_OSOU.pdf

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

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

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

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Action Taken Report (ATR)
on the resolution of 9th CIQA meeting held on 7/8/2021.

Referred the sl. No. of the resolution of 9th CIQA meeting:

Sl. No.10. To finalize the prospectus for UG-CBCS effective from 2021-22
The final prospectus has been uploaded on both the NSOU website and admission portal. The closing date was 26/10/2021. It was also reported that two Virtual Orientation Programmes for Coordinators of LSCs were organized (on 12/8/2021 and 13/8/2021) to facilitate the new admission of UG-CBCS.

11. To consider the "Intra University Credit Transfer Policy"
Since the proposal has been approved, the learners may avail this facility through application under CBCS too.

12. To finalize the certificate for Course Work of NSOU Ph.D.
The design and content of the completion certificate for Course Work of Ph.D. has been finalized and forwarded to the respective School of Studies. The School of Studies may get it printed from the designated printer as per requirements.
It was reported that due to unavoidable circumstances, the admission into Ph.D. programme in ELT for 2020-21 has been postponed.

13. To consider the introduction of new syllabus from 2021-22 (January 2022) session: i) PG-ELT, ii) M.Com. and iii) MSW
The new SLMs for 1st year are ready for printing to launch the new syllabus of the stated programmes.

14. To publish the CBCS-SLM in local Language i.e. Bengali version
School of Professional Studies: All the SLMs of HCO (Commerce) and HEC (Economics) are available in Bengali version.
School of Sciences: All the SLMs of the CC papers of Botany (HBT) and compulsory AECC-2 (ENVS) are available in Bengali version. The Director informed that on the basis of demand, the SLMs may be prepared in Bengali version.
School of Social Sciences: CC-HI-01 & CC-HI-04 are available in Bengali version. The Director informed that on receipt of final version of History-SLMs, he may take initiatives to translate the same.
School of Education: The director informed that the Bengali version of all SLMs of 1st year are expected to receive in the first week of December 2021.
It was also discussed that hand outs for each unit may be developed by the faculties and be uploaded on the LMS. The SLMs of old syllabus may be used for this purpose.

15. To consider the printing of CBCS-SLM and uploading on the NSOU website
The audited SLMs have been forwarded to Director, Study Centres for further course of action. The soft copy of the SLM in PDF format will be uploaded only on the LMS which may be accessed by the registered learners with the user ID and PW.
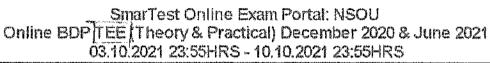
16. To consider the annual Swami Vivekananda Memorial Lecture proposed by School of Education
The School of Education has already taken initiative to organize the 1st Memorial Lecture in the month of December 2021/ January2022.

Sd/-
Member Secretary, CIQA Committee

Date	Time	No. of Test Papers Started*	No of Test Papers Successfully Completed*	Total no. of students logged in to SmarTest system.*
15.09.2021	7:00 PM	9259	7725	8217
16.09.2021	7:00 PM	63033	60593	26982
17.09.2021	7:00 PM	172548	169818	48520
18.09.2021	7:00 PM	343957	341043	76415
19.09.2021	7:00 PM	536562	534327	104515
20.09.2021	7:00 PM	663947	662286	121110
21.09.2021	7:00 PM	743140	742084	130047
22.09.2021	2:00 PM	777444	777263	133035
		*All figures cumulative till date.		
Total Candidates enrolled for Examination:				1,34,873
Total # of Tests setup in system (Student-Paper mapping):				7,90,047

(133,035 + 476)
→ 133,511

SmarTest Online Exam Portal: NSOU
Online BDP TEE (Theory & Practical) December 2020 & June 2021
03.10.2021 23:55HRS - 10.10.2021 23:55HRS
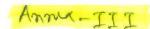
Date	Time	No. of Test Papers Started*	No of Test Papers Successfully Completed*	Total no. of students logged in to SmarTest system.*
04.10.2021	7:00 PM	17179	15713	10469
05.10.2021	7:00 PM	55543	53422	22028
06.10.2021	7:00 PM	146235	142823	42820
07.10.2021	7:00 PM	250306	243910	65005
08.10.2021	7:00 PM	492797	487289	99265
09.10.2021	7:00 PM	714355	709717	125482
10.10.2021	7:00 PM	822875	822006	135354
10.10.2021	11:55 PM	829669	829669	135767

All figures cumulative till date.

Total Candidates enrolled for Examination:	*1,37,489*
Total # of Tests setup in system (Student-Paper mapping):	*8,39,119*

Project Proposal of the Faculties & PSC held

Sl No	Date of PSC	Name of the Faculty	Designation	Amount (Rs./-)	Name of School
1	1/10/21	Dr.SintuGanai	Assistant Professor, Chemistry	1,10,000	SoSci
2	1/10/21	Dr.Puspal Mukherjee	Assistant Professor, Chemistry	1,10,000	
3	17/9/21	Mr. Chandan Kumar Mondal	Assistant Professor, Mathematics	1,10,000	
4	27/10/21	Dr.Bibhas Guha	Associate Professor, Zoology	1,20,000	
5	17/9/21	Dr.BirajKanti Mondal	Assistant Professor, Geography	1,10,000	
6	17/9/21	Dr.Sanjay Roy	Associate Professor, Chemistry	1,20,000	
7	27/10/21	Dr.Anirban Ghosh	Associate Professor, Zoology	1,20,000	
8	27/10/21	Mr.Sandip Das	Assistant Professor, Botany	1,10,000	
9	17/9/21	Dr.Ushnish Sarkar	Assistant Professor, Mathematics	1,10,000	
10	13/9/21	Mr. Sudarshan Roy	Assistant Professor, Commerce	1,10,000	SPS
11	13/9/21	Dr.Barnali Roy Choudhury	Assistant Professor, DLIS	1,10,000	
12	13/9/21	Mr.MonojitGarai	Assistant Professor, Social Work	1,10,000	
13	13/9/21	Smt.Kasturi Sinha Ghosh	Assistant Professor, Social Work	1,10,000	
14	13/9/21	Mrs.PriyanthiBagchi	Assistant Professor, Economics	1,10,000	
15	13/9/21	Ms.Anamika Das	Assistant Professor, DLIS	1,10,000	
16	13/9/21	Dr.Anirban Ghosh	Professor, Commerce	1,48,750	
17	11/9/21	Mr.Debajit Goswami	Assistant Professor, Public Administration	1,10,000	SoSS
18	8/10/21	Dr.Ritu Mathur (Mitra)	Associate Professor, History	1,20,000	
19	15/9/21	Dr.Parimal Sarkar	Assistant Professor, Education	1,10,000	SoE
20	15/9/21	Mr. Prabir Naskar	Assistant Professor, Special Education (H.I.)	1,10,000	
21	15/9/21	Ms.Antara Choudhury	Assistant Professor, Special Education (M.R.)	1,10,000	
22	15/9/21	Dr.Papiya Upadhyay	Assistant Professor, Education	1,10,000	
23	14/9/21	Dr. Manan Kr. Mandal	Professor, Bengali	1,50,000	SoH
24	17/9/21	Dr.Sumana Bandyopadhyay	Assistant Professor, ELT	1,10,000	
25	14/9/21	Dr. Anamika Das	Asst. Professor, Bengali	1,10,000	
26	17/9/21	Dr.SrideepMukhaerjee	Associate Professor, English	1,20,000	
27	17/9/21	Dr. Md. Intaj Ali	Asst. Professor, English	1,10,000	
28	14/9/21	Sri Arijit Ghosh	Asst. Professor, JMC	1,10,000	

Sd/-
Director-CIQA

Netaji Subhas Open University

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Centre for Internal Quality Assurance (CIQA)

Status of development of SLMs under CBCS for UG degree programme
(July 2021 session)

The SLMs of 56 courses have been received from the Schools of Studies for the purpose of SLM Audit. Till now, CIQA organized 4 meetings of the duly constituted SLM Audit Committee to standardize the structure and presentation of the SLMs under CBCS. Each programme requires 6(six) courses .i.e. SLMs of 87courses for the 1st year.

School of Social Sciences
1. History (HHI)- CC-HI-01, CC-HI-02, CC-HI-03, CC-HI-04, GE-HI-11, GE-HI-21 (6/6)
2. Sociology (HSO)- CC-SO-02 (1/6)
3. Political Science (HPS)- (NIL)

School of Education
4. Education (HED)- CC-ED-01, CC-ED-02, CC-ED-03, CC-ED-04, GE-ED-11, GE-ED-21 (6/6)

School of Professional Studies
5. Economics (HEC)- CC-EC-01, CC-EC-02, CC-EC-03, CC-EC-04, GE-EC-11, GE-EC-21 (6/6)
6. Commerce (HCO)- CC-CO-01, CC-CO-02, CC-CO-03, CC-CO-04, GE-CO-11, GE-CO-21 (6/6)

School of Humanities
7. AECC-AE-BG-11 (1/1)
8. Bengali (HBG) - CC-BG-02, CC-BG-04 (2/6)
9. English (HEG) -CC-EG-01, CC-EG-04 (2/6)

School of Sciences
10. Environmental Studies (ENVS)- AE-ES-11 (1/1)
11. Mathematics (HMT)- CC-MT-01, CC-MT-03, CC-MT-04, GE-MT-11, GE-MT-21 (5/6)
12. Geography (HGR)- CC-GR-01, CC-GR-02, CC-GR-03, CC-GR-04, GE-GR-11 (5/6)
13. Zoology (HZO)-CC-ZO-02, CC-ZO-04 & GE- ZO-21 (3/6)
14. Botany(HBT)- CC-BT-01, CC-BT-02, CC-BT-03, CC-BT-04, GE-BT-11, GE-BT-21 (6/6)
15. Chemistry(HCH)-CC-CH-01, CC-CH-02, CC-CH-03, CC-CH-04, GE-CH-11, GE-CH-21 (6/6)
16. Physics (HPH)-- (NIL)

Placed before Hon'ble Vice-chancellor for kind direction.

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Abbas 8/X/2021

The Status of SLM (CBCS) preparation for courses of 16- different Subjects under the 5- Schools of Studies are clearly depicted above. This situation should immediately be brought to the notice of the respective Directors of School & HODs accordingly ourenail. For taking necessary action without causing any delay.

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E mail : nsou@wbnsou.com

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As resolved in the 1st meeting of SLM Audit Committee held on 28/7/2021, the following SLMs under CBCs are being forwarded with other relevant documents.

① HCO → CC-CO-01 ⎤ Combined
       CC-CO-02 ⎦
       CC-CO-03 ⎤ Combined
       CC-CO-04 ⎦

② HEC → CC-EC-01 ⎤ Combined
       CC-EC-02 ⎦
       CC-EC-03 ⎤ Combined
       CC-EC-04 ⎦

③ HHI → CC-HI-01 new
      CC-HI-03
      CC-HI-04
      GE-HI-01 ⎤ Combined.
      GE-HI-02 ⎦

④ Approved Cover (CC — for HCO, HEC, HHI and (4colour)   GE for HHI)

The printers may be requested to show 'tracing' before printing in case of combined SLM.

Ashok
16/8/2021

Director, S.C

HCO (4 SLMs) 4CC
HEC (4 SLMs) 4CC
Recd HHI (5 SLMs - 3 CC + 2 GE)
      HHI CC-02 absent
Total ⑬ recd.

16/8/2021

Madhujindra
16/8/2021

As resolved in the 2nd meeting of SLM Audit Committee held on 23/8/2021, the following SLMs under CBCS are being forwarded with other documents.

① HHI → CC-HI-02

③ HSO → CC-SO-02

⑤ HBT →
- CC-BT-01
- CC-BT-02
- CC-BT-03
- CC-BT-04
- GE-BT-11
- GE-BT-21

② ENVS → AE-ES-21

④ HMT → CC-MT-01

⑥ HGR → CC-GR-02
     CC-GR-04
     GE-GR-11

Approved Cover for
CC-MT
CC-GR
CC-BT
CC-SO
GE-GR
GE-BT

⑬ The printer may be requested to show 'tracing' before printing the SLM. Copy of the print order may kindly be sent to CIBA.

Director, SC

Ashok
3/9/2021

Parijit Das
03.09.21

NETAJI SUBHAS OPEN UNIVERSITY

③

As resolved in the 3rd meeting of SLM Audit Committee held on 10/9/2021, the following SLMs under CBCS are being forwarded with other documents:

① HED → CC-ED-01 ⎤ Combined
　　　　cc-ED-02 ⎦

　　　　cc-ED-03 ⎤ Combined
　　　　CC-ED-04 ⎦

　　　　GE-ED-11 ⎤ No print
　　　　GE-ED-21 ⎦

② HMT → GE-MT → 11

③ HEG → CC-EG-01
　　　　 → CC-EG-04

④ HBG → ⎡ CC-BG-01 ⎤ CC-BG-02
　　　　 → ⎣ CC-BG-02 ⎦ CC-BG-04

　　　　　　　　　　　Acts

⑤ HEC → GE-EC-11 ⎤ Combined
　　　　 GE-EC-21 ⎦

Approved cover for ⎡ CC-ED ⎤
　　　　　　　　　　 ⎢ GE-ED ⎥
　　　　　　　　　　 ⎢ GE-MT ⎥
　　　　　　　　　　 ⎣ GE-EC ⎦

The printer may be requested to show tracing & cover page before binding the SLM.

Director (SC)
Asst. Registrar (SC)

A Ghosh
24/9/2021

Recd
27/09/2021

As resolved in the 4th Meeting of sem Audit Committee held on 27/9/1021, the following sems under cases are being forwarded.

① HGR → CC-GR-01,
  CC-GR-03.

② HMT → CC-MT-04,
  GE-MT-21.

③ HCH → CC-CH-01
  CC-CH-02
  CC-CH-04
  GE-CH-11
  GE-CH-21

④ HZO → GE-ZO-21

⑤ HCO → GE-CO-91 ||

⑥ ALCC → AE-BG-11

Approved cover for

| AE-BG-11 |
| GE-CH |
| GE-CO |
| GE-ZO |

(14)

The printer may be requested to show the tracing & cover before final printing of sem.

Director (SP)
ASM. Registrar (S.C)

Ashutosh 6/x/2021

revd
uvp 08/10/2021

Netaji Subhas Open University

(Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

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

Status of Massive Open Online Courses (MOOCs) / Online course introduced by Netaji Subhas Open University (Value added course/ employability linked course)

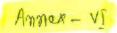| Sl. No.	Course Name	Course Duration Date to date	Male	Female	Transgender	Total	Department
1	GST 1st Cycle	18.09.20 to 29.10.20	157	37	0	194	CLL-SVS
2	GST 2nd Cycle	01.03.21 to 30.04.21	66	10	0	76	CLL-SVS
3	GST 3rd Cycle	31.08.21 to 30.10.21	89	13	1	103	CLL-SVS
4	CRP 1st Cycle	14.11.20 to 27.12.20	248	138	1	387	CLL-SVS
5	CRP 2nd Cycle	02.06.21 to 04.08.21	295	194	0	489	CLL-SVS
6	FDP 1st Cycle	19.05.21 to 02.06.21	153	65	1	219	CIQA
7	FDP 2nd Cycle	16.08.21 to 31.08.21	316	79	0	395	CIQA
8	Cinemar Pathshala -online course 1st Cycle	18.9.2021 to 3.10.2021	32	16	0	48	CLTS-SoH
9	FCS 1st Cycle	04.10.2021 to 20.11.2021	305	46	0	351	CLL-SVS
10	Incl. Education	26.09.2921 to 25.09.2022	30	17	0	47	CDSER-SoE (Blended)
11	FDP 3rd Cycle	16.11.21 to 31.11.21	Admission open				CIQA
12	Cinemar Pathshala -online course 2nd Cycle	22.11.21 to 7.12.21	Admission open				CLTS-SoH
13	CE 1st cycle	8.11.21 to 13.12.21	Admission open				CLL-SVS

List of MOOCs through LMS:
1. Goods & Services Tax (GST)
2. Child Rights and Protection (CRP)
3. Faculty Development Programme (FDP)
4. Fundamentals of Cyber Security (FCS)
5. Cinemar Pathshala -online Film Appreciation course
6. Diploma in Inclusive Education (Incl. Edn)
7. Corporate Tax Planning (CTP)
8. Conversational English (CE)

Upcoming MOOCs:
1. Research and Publication Ethics-RPE (SPS)
2. Becoming an Entrepreneur (CLL)
3. Prospect in Tourism (CLL)
4. Neurodiversity (CDSER)
5. Accounting & Taxation (CLL)

Sd/-
Director, CIQA

NETAJI SUBHAS OPEN UNIVERSITY
DD-26, Sector-I, Salt Lake City, Kolkata-700 064
Ph: (033) 4066-3220

Students' Grievance Redressal Form

(Other than RTI)

Student Name :

Programme of Study: ☐ BDP ☐ PG ☐ BLIS ☐ B.Ed (Spl. Edn.) ☐ Other

Enrollment No:

Email ID:

Mobile No :

Study Centre:

Study Centre Code:

Grievance Category: Enrollment ☐ Counselling Session ☐ SLM ☐

Examination/Result ☐ Any Other ☐

Grievance Description:

Enclosure:

Date:

Signature of the learners

Netaji Subhas Open University
(Established by WB Act (XIX) of 1997, Recognized by UGC)
Accredited by NAAC with grade A
Centre for Internal Quality Assurance (CIQA)
DD-26, Sector-I, Salt Lake, Kolkata-700064

Minutes of the meeting with the Department of Study Centres, NSOU held on 27.10.2021 at 11.30am in the Board Room

Members present:
1. Hon'ble Vice-chancellor, NSOU
2. Registrar, NSOU .
3. Director, Study Centres, NSOU
4. Director, CIQA, NSOU
5. Dy. Registrar (Academic)
6. Dy. Registrar (Examination) & PIO-II, NSOU
7. Assistant Director (Study Centres), Convener, SGRC and PIO-I, NSOU

The meeting was convened to discuss the issues relating to LSCs and students' grievances. After thread bare discussions, the members present in the meeting resolved that:

Agenda 1. Preparation of Student's Grievance Report (2019-20 & 2020-21):
As per requirements of NAAC, the detailed information relating to grievance is required to submit in AQAR portal. Accordingly, the person concerned may submit the filled in format (2019-20 and 2020-21) to CIQA within 3.11.2021.
The learners may submit their grievance through a) NSOU Grievance portal, b) in hard copy (prescribed format) and c) through mail. A dedicated mail ID (sgrc@wbnsou.ac.in) may be created for this purpose.
It was also decided that the Students' Grievance Redressal Cell (SGRC) may meet once in a month (in the last week) to prepare the monthly report on grievance including RTI application received and redressed during the month. Periodic report is required to be submitted to CIQA. CIQA may develop a format for learners for the purpose of submission of their grievances personally at university headquarters.

Agenda 2. Preparation of list of Academic Counsellors of LSCs under Kolkata Hqtrs:
This long pending issue was discussed in length and the Director, SC and Asst. Director, SC were requested to take special drive/efforts so that the comprehensive list may be prepared latest by 15th November 2021.

Agenda 3. Identification of LSCs for two new PG programmes:
The university is going to launch two new PG programmes (JMC & Economics) w.e.f January 2022 session. Director Study Centres was requested to take appropriate steps to take the consent from proposed LSCs who are willing to offer these new programme in addition to their existing programmes. The process is required to be completed by 3/11/2021.

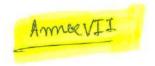Placed before Hon'ble Vice-Chancellor for kind approval/ direction.

Director-CIQA

CONCEPT NOTE

e-Tutoring and e-Mentoring

Introduction

With the onset of Covid-19 pandemic and closure of Academic Institution for prolonged period, NSOU had already taken up online activities like E-mentoring and E-Counselling (other than regular online classes across all its programmes), though not in a formal structure. It has been reported informally and have been witnessed many times that faculty members have extended their support towards creating such effective mechanism to ensure better learning opportunities in these trying times. Keeping the benchmark of quality in a more structured manner and also recording it as some of the best practices, these initiatives may be introduced formally with a well-knitted modality.

Rationale

e-Tutoring

The impact and efficacy of e-Tutoring offered by an Open and Distance Learning (ODL) institution to its heterogeneous learners mainly focuses on learners' awareness of the educational services provided by the University through its different stakeholders (Teachers, LSC, Coordinators, Staff etc.) based, in the context of academic admissions and support, teaching-learning-evaluation process, career indecision, financial and psychosocial challenges. The more recent emphasis on online distance learning encompasses, *inter alia*, electronic counseling as an important adjunct to the uninterrupted and outcome-based learning process.

e-Mentoring

Mentoring is widely acknowledged as an effective method for professional and academic development. The advances in the area of Information Technologies have positively impacted the mentoring process through a more technology-mediated form of mentoring known as e-mentoring or online mentoring. This form of mentoring has particularly had a great impact in improving learning opportunities in the context of online communities where teachers and learners from around the world interact with each other in a mutually beneficial collaboration and learning experience.

Proposed Aim: NSOU may extend this service of e-Tutoring and e-Mentoring to facilitate the above-mentioned challenges and generate better educational opportunities.

Scope: These drives may be introduced for PG Programmes on MSW, PGED, PGELT, M.Sc. in Zoology and Geography, B.Ed.(Spl. Education), ...

Mode: Counselling/Mentoring/Tutorial sessions on virtual platform (ICT support) with representation from stakeholders mainly University Faculties. These may be organised and operated Programme-wise/RC-wise with a proper event schedule and circulated in consultation with the concerned academic departments under respective Schools of Studies.

Significance: Information and Communication Technology (ICT) has a critical role to play within the open and distance learning (ODL) environment, helping to minimize the detachment between teachers, student support structures, students, LSCs, partnering institutes and the University. It covers and ensures:

- Accessibility
- Affordability
- Privacy
- Proper Direction
- Motivation and Interest
- Comfort
- Speed of service
- Convenient
- Personal connection
- Effectiveness

The e-Mentoring facilities may be extended to the Students of the following Programmes:
M.Sc. -Geography, Zoology
M.Com-
MSW--
MA -Economics, ELT, English
MLIS, BLIS

School of Professional Studies
Netaji Subhas Open University
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NOTE
(Proposal for introduction of MBA)

AICTE has framed comprehensive Guidelines for imparting Education through ODL & Online mode and accordingly published the AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 on 1st March 2021.

These Guidelines are applicable for higher educational institutions viz: Standalone Institutions, and Universities for conducting courses at the level of Diploma, Post Diploma Certificate, Post Graduate Certificate, Post Graduate Diploma and Post Graduate Degree of technical education in the field of Management and allied areas through Open and Distance Learning and / or Online (ODL/Online) Education mode in line with the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Being the standalone HEI and SoU, NSOU has to follow-

   i)   UGC (ODL Programmes and Online Programmes) Regulations, 2020
   ii) AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021

In view of the above, the School proposes to launch 2-Year MBA programme on self financed mode (Session 2022-23) subject to approval of AICTE and UGC.
The process may be initiated with:

Requirement of AICTE
   1. Renaming the Department of Commerce as *Department of Commerce and Management*

Requirements of UGC
   2. Constitution of Board of Studies
   3. Finalizing the syllabus of MBA (2-year)
   4. Preparing the SLMs/ adoption of OER
   5. Preparation of Programme Project Report (PPR)
   6. Recruitment of whole time dedicated faculty (three)

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

A Ghosh 25/X/2021

(Professor Anirban Ghosh)
Director(i/c), SPS

*perused & discussed the proposals above. However, regarding "A" & "B"
& views, the matter may be placed for deliberations in the next CIQA
Meeting as a 1st step.*

*4/2190
10.2021*

Dir CIQA

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E-mail: anirban1972@gmail.com, Website: www.wbnsou.ac.in.

New Study Centre Opened in 2021-22 session for PG Programmes

Sl. No	Name of the LSC	Centre Code	Regional Centre	District
1	Netaji Subhas Mahavidyalaya	R-06	Jalpaiguri	Coochbehar
2	Jamini Mazumder Memorial College	R-05	Jalpaiguri	Dakshin Dinajpur
3	Saheed Kshudiram College	R-04	Jalpaiguri	Alipurduar
4	Baneswar Sarathibala Mahavidyalaya	R-02	Jalpaiguri	Coochbehar
5	Sagar Mahavidyalaya	R-03	Head Quarter	South 24 Parganas
6	Jamini Roy College,	R-01	Durgapur	Bankura
7	Subhas Chandra Bose Centinary College	R-08	Kalyani	Murshidabad
8	Dukhulal Nibaran Chandra College	R-07	Kalyani	Murshidabad
9	Seva Bharati Mahavidyalaya	R-09	Head Quarter	Jhargram
10	Plassey College	S-01	Kalyani	Nadia
11	Nabadwip Vidyasagar College	R-10	Kalyani	Nadia
12	Jatindra-Rajendra Mahavidyalaya	S-02	Kalyani	Murshidabad
13	Meghnad Saha College		Jalpaiguri	Uttar Dinajpur
14	Asannagar Madan Mohan Tarkalankar College		Kalyani	Nadia

New Study Centres Opened in 2021-22 session (Jan2022) for Skill Development Programmes

1	Abesh Innovation Education Training Skill Institute	V-71	SVS	Kolkata-129 (Madhyamgram)
2	Jagdish Chandra Mandal Institute of Education	V-72	SVS	24Parganas (S) Sagar