



# Netaji Subhas Open University

(Accredited by NAAC with grade A)

Centre for Internal Quality Assurance (CIQA)

E-mail : [ciga@wbnsou.ac.in](mailto:ciga@wbnsou.ac.in), [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

Ref. No. CIQA/431

Date: 03/02/2022

## Minutes of the 11<sup>th</sup> Meeting of CIQA Committee

Venue: NSOU Headquarters/ ZOOM platform (blended mode)

Date: 25<sup>th</sup> January, 2022 at 12.30pm

With the permission of the Chair, Director, CIQA initiated the discussions. After threadbare discussions it was unanimously decided that before holding the subsequent CIQA meetings, agenda may be invited from all the Schools/Departments for deliberations and proper noting/ reporting. After detailed deliberations the following resolutions were taken:

1. **Confirmation of the minutes of the 10<sup>th</sup> meeting of CIQA committee held on 30/10/2021 under blended method.**

[http://www.wbnsou.ac.in/about\\_us/CIQA/minutes\\_of\\_the\\_meeting/20211108\\_10th\\_CIQA\\_meeting.pdf](http://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20211108_10th_CIQA_meeting.pdf)

The house confirmed the minutes with following notes:

As suggested by Director, SoH, all the minutes of the SLM audit including the subsequent approval of Hon'ble Vice-Chancellor may be included in the minutes of the CIQA meeting. Accordingly, all the relevant documents are hereby included as part of the minutes of the present meeting (**Annex 1**).

2. **Submission of Action Taken Report (ATR) on resolution of 10<sup>th</sup> CIQA meeting**

The ATR (**Annex-2**) may be read with the following notes (Sl.No.12 of the Resolution of 10<sup>th</sup> CIQA meeting):

After detailed discussions, it was decided that a **web portal** may be developed to handle the students' grievance under an Advisory Committee as follows:

- i) Registrar-Convener
- ii) All Directors
- iii) Controller of Examinations and/ or her nominee
- iv) All Heads of Academic Dept.
- v) Information Technology Officer
- vi) Asstt. Dir., S.C. & Convener, SGRC

Till the said **web portal** is developed, the Students' Grievance Redressal Cell (SGRC) may follow the existing mechanism to redress the grievances. The SGRC may meet once in a month (as resolved in 10<sup>th</sup> CIQA meeting) to prepare the monthly report. The Director of each School may nominate one faculty member to reconstitute the present SGRC.

3. **To report the initiatives taken by Examination Dept. for conducting PG online examination.**

Reported that the Examination Dept. successfully conducted the following examinations.

- i) Online Assignment submission for PG June 2021/ December 2021 (18/11/2021 to 25/11/2021 and 15/12/2021 to 18/12/2021)
- ii) Online PG TEE (Theory & Practical) June 2021/December 2021 (23/12/2021 to 30/12/2021)
- iii) Online TEE of PGGR & PGZO Practical papers were conducted by the School of Sciences during October-November 2021
- iv) Online Assignment submission for B.Ed. (Spl. Education) & BLIS TEE June 2021/ December 2021 (21/1/2022 to 28/01/2022)

The result for PG Online examination is under process.

The House expressed that the result may be published soon.

**4. To report Quality Assurance events/ seminar organized by CIQA**

i) Celebration of "National Education Day" (11/11/2021), ii) Development of Online Course for Swayam (Third Cycle) (16/11/2021 to 1/12/2021), iii) Webinar on RTI Act (20/11/2021), iv) Implementation of Blended Learning in Higher Education Institutions in West Bengal(Enhancing Capacity of Higher Education Teachers) (17/12/2021 to 19/12/2021), v) Awareness Programme on ICT Services & LMS for Learners (3/1/2022), vi) Awareness Programme on Online Courses (MOOCs) (5/1/2022), vii) State Level Webinar on Digital Education (6/1/2022), viii) 3-Day workshop for 'Capacity Building & Professional Development of Teachers engaged in HEIs on Blended Learning (7-9 Jan. 2022). All the reports are available on the website.

Reported and noted by the House.

**5. To report the successful observation of Students' Week as per Government Order No.-400-EH/RUSA-59/21 dated 14<sup>th</sup> December, 2021 and Memo No.-144-SSE/2021, 145-SSE/ 2021, dated 29th December, 2021.**

During the students' Week, (1-7<sup>th</sup> January 2022) 10 - programmes were conducted in F2F/online/ blended mode following the COVID protocol. (**Annex-3**)

Reported and noted by the House.

**6. To report the preparation of Region wise list of Academic Counsellors.**

It was reported that the 3 Regional Centres (Kalyani, Durgapur and Jalpaiguri) has already sent the lists of academic counsellors from their respective regions. Director, Study Centres reported that out 67 Learner Support Centres (LSCs) under Kolkata jurisdiction only 30 LSCs have sent the list of Academic Counsellors till date.

The Director, Study Centres was urged by the House to take special drive to complete the list ASAP.

**7. To report the admission status in PG Degree / 2<sup>nd</sup> Degree (UG Degree) and other programmes for January 2022 session.**

Dy. Registrar (Academic) reported that till date 43,546 students have taken admission in PG (excluding Zoology and Geography) Degree/ 2<sup>nd</sup> Degree programme in January 2022 session. She also mentioned that in the three new programmes, enrolment is as follows:

MA in Journalism & Mass Communication- 226; MA in Economics- 122 and M.Ed. (Spl Education, ID) - 20.

As reported by the Dy. Registrar (Acad.), the enrolment data was expected to be handed over to the Service Provider by 20<sup>th</sup> February 2022.

**8. To report the status of SLM Audit for development of SLMs for UG-CBCS (**Annex-4**)**

The House noted the status report of SLM audit for development of SLMs for UG-CBCS. It was reported that 85 SLMs out 87 SLMs of 1<sup>st</sup> year have been forwarded to the Director, Study Centre for further process.

It was unanimously decided that henceforth no SLMs (UG /PG), as such, are required to be routed through CIQA.

The School of Studies may conduct the SLM Audit /Academic Audit as per requirements and send the report to CIQA for record purpose. The Schools of Studies may follow the uniform structure for SLMs of UG and PG as has been prescribed by the CIQA for preparation and development of 1<sup>st</sup> year UG – SLMs (Structure, **Annex -5**)

The Director, Study Centres may issue the work order for printing the SLMs (UG/Pg) as received from the School concerned and also forward the PDF copy of the said SLMs to the Nodal Officer, ICT Enabled Courses for onward transmission to the Service Provider for

uploading on the LMS. The same printer (who composes) may be given the print order for final print except in case of combination of SLMs.

**9. To report the printing and distribution of UG – CBCS - SLMs for all programmes**

Director, Study Centre reported that print order in respect of 76 SLMs (UG-CBCS) have been issued. He was requested to take necessary steps to despatch the SLMs to the study centres at the earliest.

**10. To consider commencement of online classes for PG new admission (January 2022 batch).**

The online classes for PG -1<sup>st</sup> year may be started from the 1<sup>st</sup> week of March 2022 as has been followed now. However, the number of off-line classes per paper/ course may be decided later on.

Director, Study Centres expressed his concern that the printed SLMs for 40 thousand (approx.) learners of PG (new admission) will be ready by February end.

**11. To prepare MCQ/ Quiz by the faculty members for all programmes (UG/PG) to be uploaded on the LMS**

It was decided that the Controller of Examinations (Acting) may provide/ supply 10- quizzes (with options & answer keys) for each paper of all programmes (UG/BDP/PG/ 2<sup>nd</sup> Degree) from the existing question banks to the Officer-in-Charge, Centre for Online Education (CoEdn) to upload on the LMS.

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

The House noted the status of translation work as reported by the Directors of School concerned.

**13. To consider the note submitted by Controller of Examinations (Acting) regarding reduction of syllabus of BDP/UG under ECS/CBCS respectively for December 2021 & June 2022 (Annex-6)**

Considering the present increasing trend of COVID cases the House unanimously decided that the Term-End Examinations (TEEs) of BDP/UG under ECS/CBCS respectively for December 2021 & June 2022 may be conducted on digital platform like previous session. The examination may be conducted on full syllabus and the distribution of marks will be as follows:

Old system (BDP)	CBCS (UG)
<p><b>For 100marks paper:</b>  <u>Assignment:</u> 20-MCQs x 1 mark which is equivalent to Full marks 100 (20-MCQs to be set by moderation board)  <u>Term-end:</u> 20-MCQs x 1 mark which is equivalent to Full marks 100 (30-MCQs to be set by moderation board)</p> <p><b>For 50 marks paper:</b>  <u>Assignment:</u> 10-MCQs x 1 mark which is equivalent to Full marks 50 (10-MCQs to be set by moderation board)  <u>Term-end:</u> 10-MCQs x 1 mark which is equivalent to Full marks 50 (15-MCQs to be set by moderation board)</p> <p><u>Practical:</u> 20-MCQs x 1 mark which is equivalent to Full marks 100 (30-MCQs to be set by paper setter). For Practical part of EMT-16, the paper is consisting of 10-MCQs (each of 2 marks) for Full marks 20 (15-MCQs to be set by moderation board).</p>	<p><b>70 marks paper:</b>  <u>Assignment</u> (Full marks-20): 10- MCQs x 2- marks (10-MCQs to be set by paper setter)  <u>Term-end</u> (Full marks-50): 10- MCQs x 5 - marks (15-MCQs to be set by paper setters)</p> <p>There will be no assignment for practical/project papers.</p> <p>For Core Course /DSE Practical paper of 70 marks, the question pattern:            Term-end (Full Marks-70): 14 MCQs x 5 marks (22 –MCQs to set)</p>

Moderation Board may finalize the Question Papers for Assignments and TEEs from the existing set of questions for old system (BDP). For preparation of Assignment and TEEs question papers under CBCS-UG, appointment letter/s may be issued by the Controller of

Examinations (Acting) to the approved panel of Paper Setters. The Schools will send the duly approved panel of paper setters and moderators to the Examination Dept. The same system/pattern of examination (as was followed in the last TEE for Non-CBCS) may be followed for Non-CBCS and CBCS in the said TEE Dec. 2021 and June 2022.

**14. To consider the allotment of Library Card and Institutional Mail ID to registered Ph.D. students.**

The House approved that the Library Cards may be issued to the registered Ph.D. students with lending facilities for a maximum of two books for specific period of time as may be decided by the Library Committee. The Dy. Librarian may take necessary steps to issue the Library Cards to the said students and may also give them access to online journal/ e-Books with specified IP address as per norms of the university. On the basis of the applications, ITO may issue the Institutional Mail ID following all pre-cautionary measures.

It was also noted that the registered Ph.D. students may apply for Swami Vivekananda Merit-cum-Means Scholarship through Govt. portal since the Ph.D. programme is conducted in Regular Mode. The Dy. Registrar (Acad.) may take necessary initiative in this regard.

It was discussed that the Ph.D. registration process for the candidates who competed the course work would be expedited and next admission notification to Ph.D. programme (July 2022) may also be initiated.

**15. To consider the initiation of programme approval process [Preparation of Programme Project Report (PPR)]. The present recognition of 30 (UG and PG) programmes is valid up to the academic session 2022-23. As per UGC (ODL and OL Programmes) Regulations 2020, prior approval is required to obtain to offer the DEGREE programmes w.e.f. July 2023.**

As per requirements of UGC Regulations, we have to comply with the following conditions to get the recognition from UGC:

- i) Preparation of Programme Project Report (PPR)
- ii) Faculty requirement [3 faculties for one (UG/PG) programme/ 5 faculties for two (UG and PG) programme]
- iii) Availability of Self Learning Materials.

All the Schools of Studies shall take necessary initiatives to comply with the conditions before submission of application for course approval.

A workshop for preparation of PPR may be organized by the CIQA where all the faculty members may be invited to attend for an orientation. The External Expert(s) nominated by Hon'ble Vice-Chancellor may act as the Resource Person(s).

**16. To consider preparation of a document on Institutional Development and Strategic Plan for the University.**

The following committee has been constituted to prepare the document:

- Vice- Chancellor - Chairperson
- All Directors of Schools of Studies, NSOU
- Director, CIQA, NSOU
- Professor Dhrubajyoti Chattopadhyay, VC, SNU
- Professor Manjulika Srivastava, Director, CIQA, IGNOU
- Registrar, NSOU
- Finance Office, NSOU
- Director, Study Centres, NSOU
- Controller of Examination (Acting) or her Nominee, NSOU
- Officer-in-Charge, Centre for Online Education (CoEdn), NSOU
- Dy. Librarian
- Dy. Registrar (Acad.) – Convener

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

With the permission of Chair--

- It was decided that any proposal for celebration of Silver Jubilee year of the University may be discussed at the CIQA meeting first.
- Director, SoSS reported that
  - i) the Dept. of History organized National level Student Seminar titled 'Netaji Subhas Chandra Bose: His Message and Legacy' on 24/1/2022 (Virtual mode).
  - ii) the Centre for Social Studies is going to organize International Webinar on “Caste, Social Formation and Political Mobilization” on 14/3/2022 (Virtual mode).
- Director, SoE reported that
  - i) SoE has successfully completed the Ph. D Course Work in Education of four enrolled PhD Students, viz., Santanu Patra, Priya Topno, Subhasree Pal and Subrata Naskar.
  - ii) the School successfully organized the 1<sup>st</sup> annual Swami Vivekananda Memorial Lecture on 14/1/2022 (Speaker: Swami Dr. Sashtrajnananda, Principal, Ramakrishna Mission Residential College, Narendrapur) (Virtual mode)
  - iii) the Dept. of Education organized the 4th International Day of Education: Students Speak' on 24/1/2022 (Virtual mode)
  - iv) One-Day Orientation Meet with the "Course Writers and Editors for development of SLM of One-Year Diploma in Inclusive Education" organized by CDSER, School of Education (SoE), on 23.11.2021 (virtual mode)
  - v) Two-day International Conference (CRE status) on "Vision 2021: A New Look towards Diversity & Inclusion". Organized by CDSER, School of Education (SoE), NSOU, Kolkata & IAPES, accredited by Rehabilitation Council of India, New Delhi on 04.12.2021 & 05.12.2021 (virtual mode)
  - vi) CDSER is going to launch a 5-week MOOC on '*Understanding Neurodiversity*' (A collaborative initiative of NSOU & CEMCA) on 7/02/2022.
  - vii) CDSER is developing a 3-week MOOC on '*Foundations of Heutagogy*' (Course Coordinator-Dr. Papiya Upadhyay).
  - viii) SLM for M.Ed. (ID) for 1<sup>st</sup> and 2<sup>nd</sup> Semester has been audited by the school as per requirements. The same SLMs were audited by CIQA prior to UGC/DEB approval. Now the SLMs may be uploaded on the LMS.
  - ix) A “**M.O.U.**” has been signed for 3years between Netaji Subhas Open University (NSOU) and National Institute for the Empowerment of Persons with Visual Disabilities NIEPVD (DIVYANGJAN)[Department of Empowerment of Persons with Disabilities (Divyangjan) Ministry of Social Justice & Empowerment, New Delhi, Govt. of India on 30.12.2021 at NSOU HQs.
  - x) the School organized One Day Workshop at NSOU HQs in association with with National Institute for the Empowerment of Persons with Visual Disabilities (DIVYANGJAN) [Department of Empowerment of Persons with Disabilities (Divyangjan) Ministry of Social Justice & Empowerment, Govt. of India on “**Inclusive Education and Accessibility**”. Dr.Himangsu Das,Director, NIEPVD, Dehradun, Dr.Pankaj Sha, Assistant Professor, In-charge, Low Vision Unit, NIEPVD, Dehradun, Prof. Subha Sankar Sarkar,Hon’ble Vice Chancellor, NOSU, C.A. Kishore Sengupta, Registrar, Netaji Subhas Open University, Prof. Anirban Ghosh, Director,- CIQA,NSOU and other faculties from School of Education were present.
- Director, SoH reported that,
  - i) The School has following activities on the online course.
    - A. Online Film Appreciation Course: Cinemar Pathsala: 1<sup>st</sup> Cycle**  
Centre has successfully completed the 1<sup>st</sup> cycle of Film Appreciation Course titled “Cinemar Pathsala” of which details are as follows.

Duration: 2Weeks ( 18.09.2021 to 03.10.2021)

Host: CLTCS, NSOU

Nature: Con credit course, appreciation type; Eligibility: 10 + 2 passed

Course fees: INR 500, No of participants:

REGISTRATION/Google Form LINK: <https://forms.gle/86tsax9HrDr9UTU3A>

Online platform: Google meet

Course coordinator: Sanjay Mukhopadhyay, former Professor of Film Studies, JU Course

Assistant: Arijit Ghosh, Assistant Professor of JMC

Course advisor: Manan Kumar Mandal, Director, SoH

Course fees received in the designated bank account of CLTCS-NSOU. Honorarium paid to the external resource person accordingly.

*The course has been successfully completed with surplus.*

### **B. Online Film Appreciation Course: Cinemar Pathsala: 2<sup>nd</sup> Cycle**

Duration: two weeks (22.11.2021 to 07.12.2021)

Nature; Non credit, Appreciation type; Eligibility: 10+2 passed

Host: Jointly by CLTCS, NSOU & Team lease Edu tech Pvt. Ltd on 60-40 sharing basis.

Course coordinator: Arijit Ghosh, Assistant Professor of JMC, NSOU

Course advisor(s): Sanjay Mukhopadhyay, Professor of JMC, NSOU &

Manan Kumar Mandal, Director, School of Humanities, NSOU

Course fees: INR 600 + GST

Registration link: <https://ums.nsouict.ac.in/admission/forms>

No of participants: 114

Course fee share transferred to designated bank account of CLTCS. Honorarium paid to the resource person accordingly.

Deliverables of course content (PDF, write up, MCQ's, edited A/D lectures) submitted by the course coordinator.

*The course has been successfully completed with surplus.*

### **C. Online Short Term Course on News Writing:**

Course Title: *Sangbad Rachanar Pathsala* (1<sup>st</sup> Cycle)

Nature: Non credit, professional ;

Eligibility: Passed HS or 10+2 Level with Bengali & English

Host: CLTCS, NSOU & Team Lease Edu tech Pvt. Ltd on 60-40 sharing basis

Course coordinator: Baidyanath Bhattacharya, Associate Professor of JMC, NSOU

Course Assistant: Arijit Ghosh, Assistant Professor of JMC, NSOU

Course Advisor: Sanjay Mukhopadhyay, Professor of JMC, NSOU &

Manan Kumar Mandal, Director, SoH

Course fees: INR 1500 + GST

Registration link: <https://ums.nsouict.ac.in/admission/forms>

No of Participants: 46

Course fee share received by bank transfer from Team lease.

Deliverables of course content (PDF, write up, MCQ's, edited A/D lectures) to be submitted by the course coordinator.

*The course has been successfully completed with surplus.*

### **D. Certificate in English Language Teaching (CICE)**

Nature: Online Certificate course

Host: CLTCS, NSOU & Serampore Girls College, Hoogly

Course Coordinator(s): Dr Sumana Bandopadhyay, Assistant Professor of ELT &

Dr Suranjana Bhadra, assistant Professor of English. Serampore Girls College,

Course Advisor(s): Principal, Serampore Girls College & Director, SoH, NSOU

Course fees: INR 500 + 200(Exam fees) Eligibility: 10 + 2 or its equivalent

No of batch: 02 (Batch 1: exclusively for Serampore Girl's college student,

Batch 2: Students enrolled directly by transferring fees to designated bank account of CLTCS).

Course duration: 3months; No of enrolled learner: 52 (Serampore Girls College) & 47 (Other than Serampore Girl's)

Commencement of Class through online Google meet: 11.12.2021

*This course is ongoing and hopefully completed successfully.*

#### **E. Short Term Course on Detective Fiction**

Course title: গোয়েন্দাকাহিনি পাঠের ভূমিকা *Introduction to Detective Fiction*

Duration: 15th January, 2022 to 15th March, 2022

Course fees: INR 750

Host: CLTCS, NSOU & Team Lease Edu Tech Pvt. Ltd on 60-40% Sharing basis

Platform: NSOU Learning Management system (NSOU LMS)

Course Coordinator; Dr Anamika Das, Assistant Professor of Bengali, SoH

Course Advisor; Manan Kumar Mandal, Director, SoH

No of enrolled student: 50 (approx.)

Deliverables of course content (PDF, write up, MCQ's, edited A/D lectures) to be submitted by the course coordinator.

*This course is ongoing and hopefully completed with surplus.*

#### **F. Online Short Term course on Folklore Studies**

Title: "Folklore Studies in the Digital Age"

Nature: Non-credit course. Seat: 60 (on first come first basis)

Duration: 08Weeks (2months)

Course Fees: INR 750

Host: CLTCS, NSOU

Course Coordinator: Dr Md. Intaj Ali, Assistant Professor of English, NSOU

Course Advisor(s): Dr Srideep Mukherjee, Associate Professor & HoD of Dept. of English, NSOU; Prof. Manan Kumar Mandal, Director, SoH

Admission notification will be published in the end of January 2022.

*Admission notification published .*

#### **Proposed new Short Term Course to be offered under CLTCS, NSOU**

##### **G. Online Short Term Course on Literary Criticism**

Course title: "Aesthetics and Literary Criticism"

Nature: Non credit course, Eligibility: UG & PG level, Seat: 60. (on first come first served basis)

Duration: 08Weeks (02 months) Tentatively in March' 2022

Course Coordinator: Professor Ashok Sengupta, Professor of English, NSOU

Course Advisor(s): Dr Srideep Mukherjee, Associate Professor & HoD of Dept.

English; Prof Manan Kumar Mandal, Director, SoH

*(Details of the course proposal received from Prof. Ashok Sengupta)*

#### **ii) CLTCS under SoH has published the following publications:**

- A. '*Design of ELT: A Collection of Papers*', Ed. Sathuvelli Mohanraj & Sumana Bandopadhyay, 2021, Demy p.179 (Four colour cover),  
Published by: CLTCS, School of Humanities, NSOU, Kolkata  
ISBN: 978-93-82112-81-5; Price: INR 350

Title published and marketed by CLTCS, NSOU. 150 copies printed till date. Sale proceed maintained by the CLTCS office.

'*Banglar partition Katha : Uttor Prajanmer Khonj*', (Vol.1) Compiled & Edited with introduction by Manan Kumar Mandal,

- B. **Second reprint with revised price of INR650 published** in January, 2022 after the completion of sale proceed of 500 copies of first print. Title printed by Sarat Book



House, Kolkata and distributed by Deys Publishing House, Kolkata. Publication in press:

- a) Edited volume in English which incorporate some papers presented in the 3rd. International Partition Seminar held on 29th Feb & 1st March, 2020 organised by CLTCS, NSOU
  - b) Edited volume titled 'Agonies of Nationhood: Reflections from Indian Sub continent'. This volume will incorporate some papers presented in the Online International Webinar held on 31 July to 2nd August, 2020 organised by Dept of English & CLTCS.
  - c) Revised reprint of Partition Literature: Open Praxis  
Edited by : Srideep Mukherjee & Manan Kumar Mandal
- Director (i/c), SPS reported that
    - i) the School has published an edited Volume titled "*Resilient Strategies for Good Governance in the Post Covid Era*" (ISBN 978-93-82112-80-8, Price-INR750/-
    - ii) the Department of Social Work celebrated the Human Rights Day on 10/12/2021 (virtual mode)
  - Director, CIQA reported that on the basis of initiatives taken by CIQA, the ITO has submitted a detailed report to introduce the e-office system at NSOU. The proposal may be explored to introduce the system at the earliest **(Annex-7)**.

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

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

Minutes approved by the Hon'ble Vice-Chancellor on 03/02/2022





# Netaji Subhas Open University

Centre for Internal Quality Assurance (CIQA)

DD-26, Sector-I, Salt Lake, Kolkata-700064

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

## Minutes of the 1<sup>st</sup> Meeting of SLM audit Committee held on 28/7/2021 at 2pm

### Members present:

- Professor Pratip K. Chaudhuri, nominee of Hon'ble Vice-chancellor
- Professor Chandan Basu, Director, School of Social Sciences
- Professor Anirban Ghosh, Director, CIQA & SPS
- Dr. Ritu Mathur Mitra, Associate Professor, History
- Shri Sudarshan Roy, Assistant Professor, Commerce
- Smt. Priyanthi Bagchi, Assistant Professor, Economics

It was already decided and approved that the cover of the CBCS SLM will be in four colour with new design. As resolved in the 8th CIQA meeting held on 23.4.2021 the first meeting of the SLM Audit Committee was convened to standardize the SLM of under graduate programme of CBCS. The following SLMs were placed before the committee for the audit purpose.

### School of Social Science

History (HHI)- CC-HI-01, CC-HI-03, CC-HI-04, GE-HI-11, GE-HI-21

### School of Professional Studies

Economics (HEC)- CC-EC-01, CC-EC-02, CC-EC-03, CC-EC-04, GE-EC-11, GE-EC-21  
 Commerce (HCO)- CC-CO-01, CC-CO-02, CC-CO-03, CC-CO-04, GE-CO-11, GE-CO-21

After detailed discussions, some modifications have been suggested to incorporate in the SLMs to make all the SLMs uniform in terms of presentation, structure etc.

The following decisions were taken:

- The printers may submit the corrected ~~copy~~ Hard copy and one CD (pagemaker and PDF) to the Director of Study Centres.
- The following SLMs may be combined in one volume for printing.
  - HHI: (GE-HI-1 and GE-HI-2)
  - HCO: (CC-CO-01 and CC-CO-02), (CC-CO-03 and CC-CO-04), (GE-CO-11 and GE-CO-21)
  - HEC: (CC-EC-01 and CC-EC-02), (CC-EC-03 and CC-EC-04), (GE-EC-11 and GE-EC-21)
- The Director, Study Centres may take necessary steps to print sufficient no. of SLMs so that the newly admitted student can get their SLMs on time.

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

VC/14/1814  
 dt. 05/08/2021

*[Signature]*

Dir., CIQA

Approved as proposed above.

copy to: Director (S.C)  
 Director (SoSS)  
 - for no pla.  
 Achosh 6/8/2021

*[Signature]*

Director, CIQA

Achosh 4/8/2021

05/8/2021





# Netaji Subhas Open University

Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

Minutes of the 2<sup>nd</sup> Meeting of SLM audit Committee held on 23/8/2021 at 11.30am

## Members present:

Professor Pratip K. Chaudhuri, nominee of Hon'ble Vice-chancellor  
Professor Kajal De, Director, School of Sciences  
Professor Anirban Ghosh, Director, CIQA  
Dr. Swapan Bhattacharya, Associate Professor, Botany  
Dr. Ritu Mathur Mitra, Associate Professor, History  
Dr. Kumkum Sarkar, Associate Professor, Sociology  
Dr. Ushnish Sarkar, Assistant Professor, Mathematics  
Dr. Biraj Kanti Mandal, Assistant Professor, Geography  
Dr. Srabanti Choudhury, Assistant Professor, Sociology  
Shri Sandip Das, Assistant Professor, Botany  
Shri Niladri Sekhar Mondal Assistant Professor, ENVS

As resolved in the 8<sup>th</sup> CIQA meeting held on 23.4.2021 the 2<sup>nd</sup> meeting of the SLM Audit Committee was convened to standardize the SLM of under graduate Degree programme of CBCS. The following SLMs were placed before the committee for the audit purpose.

## School of Sciences

- Environmental Studies (ENVS)- AE-ES-21
- Botany (HBT)- CC-BT-01, CC-BT-02, CC-BT-03, CC-BT-04, GE-BT-01, GE-BT-02
- Geography (HGR)- CC-GR-02, CC-GR-4 and GE-GR-11
- Mathematics (HMT)- CC-MT-01, GE-MT-01

## School of Social Sciences

- History (HHI)- CC-HI-02
- Sociology (HSO)- CC-SO-02

After detailed discussions, some modifications have been suggested to incorporate in the SLMs to make all the SLM uniform in terms of presentation, structure etc.

The following decisions have been made:

- Director of each School may nominate one faculty member as "Format Editor" for a particular course to standardize the structure of the SLMs. The "Objectives", "Introduction" and "Summary" are mandatory for each unit of all courses and concerned faculty member may ensure that the above items are properly written in each unit.
- The printers may submit the corrected copy in a CD (pagemaker and PDF) to the Director of Study Centres.
- The Director, Study Centres may take necessary steps to print sufficient no. of SLMs so that the newly admitted student can get their SLMs on time.

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

*Satosh*  
26/8/2021

Director, CIQA

*Approved as proposed as above, in  
principle; may please be taken up with the  
Dir. and all other concerned persons as stated above.*

*VC/14/1940  
27.08.2021*

*think*

*[Signature]*





# Netaji Subhas Open University

Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

1/3

Minutes of the 3<sup>rd</sup> Meeting of SLM Audit Committee held on 10/9/2021 at 11.30am

## Members present:

Professor Pratip K. Chaudhuri, nominee of Hon'ble Vice-chancellor  
Professor Manan K. Mandal, Director, School of Humanities  
Dr. Atin De, Director, School of Education  
Dr. Sanat Ghosh, Professor of Education  
Dr. Sumanta Chattaraj, Professor of Education  
Mr. Swapan Kr. Sarkar, Head Core Faculty, Education  
Dr. Srideep Mukherjee, Associate Professor, English  
Dr. Anamika Das, Assistant Professor, Bengali  
Dr., Papiya Upadhyay, Assistant Professor, Education  
Dr. Parimal Srakar, Asst. Professor, Education  
Professor Anirban Ghosh, Director, CIQA -Convener

As resolved in the 8th CIQA meeting held on 23.4.2021, the 3<sup>rd</sup> meeting of the duly constituted SLM Audit Committee was convened to standardize the SLM of Under Graduate Degree programme of CBCS. The following SLMs were placed before the committee for the audit purpose.

## School of Humanities

Bengali (HBG) - CC-BG-01, CC-BG-02, CC-BG-04, GE-BG-21 and AE-BG-11 (AECC-1)  
English (HEG) - CC-EG-01, CC-EG-04

## School of Education (HED)

Education (HED)- CC-ED-01, CC-ED-02, CC-ED-03, CC-ED-04, GE-ED-11, GE-ED-21

After detailed review and scrutiny, the following observations/ decisions were made:

SLMs of HBG & HEG: i) The arrangements of Recognition Page (BoS, Writers/ Editors) has been changed by the School. As per existing practice, the name of the BoS should come first and then the names of Writers and Editors come. but as requested by the Director, SoH, the presentation of this page has been retained as proposed by SoH. ii) "parjay" and "module" may be retained in the SLMs, iii) Each unit may start from no. of each unit not with the serial no. of module/ parjay to which the said unit belongs to, iv) the size/ length of each unit (in terms of page/ no. of words) may be standardized for subsequent SLMs following the guidelines, v) No extra pages may be included in the SLMs for "notes", vi) at the beginning of each module a "fly leaf"/blank page may be inserted to segregate two parjay/modules. vii) Since SLMs of three Schools have already been sent for printing, no decoration / shading of numbers may be allowed in the SLMs of different schools. Page numbers should be just numbers as per existing practice used in all SLMs of the university.

SLMs of HED: i) The overall presentation of the SLM are according to format and structure of ODL system, ii) The Recognition Page (BoS, Writers/ Editors etc.) has been corrected as per requirements.

Some modifications have been suggested to incorporate in the SLMs to make all the SLMs uniform in terms of presentation, structure etc. across the disciplines.

In addition, the following decisions were taken in the meeting:

- Director of each School may nominate one faculty member as "Format Editor" for a particular course to standardize the structure and presentation of the SLMs who may



ensure that the proper structure has been followed in preparing the SLMs before sending to CIQA.

- Grammatical mistakes or spelling mistakes should be carefully eliminated. The Schools may take appropriate steps for final checking of PROOF copy before sending to CIQA.
- The printers may submit one corrected hard copy and one CD (pagemaker and PDF) to the Director of Study Centres.
- The following SLMs may be combined in one volume for printing.  
HBG: GE-BG-11 & GE-BG-21  
HEG: GE-EG-11 & GE-EG-21  
HED: (CC-ED-01 & CC-ED-02); (CC-ED-03 & CC-ED-04)
- Since the courses of GE-ED-11 & GE-ED-21 have not been opted by any other discipline/ School, printing of these SLMs may be kept on hold for the time being. However, the payment for DTP of these SLMs may be released on production bill.
- As already decided, the cover design (CC/ GE) for HBG & HEG may be forwarded by Director, SoH to CIQA (Hard & soft copy) for onward transmission.
- The Director, Study Centres may take necessary steps to print sufficient no. of SLMs so that the newly admitted student can get their SLMs on time.
- The members present in the meeting proposed that an Orientation Programme for Course Writers/ Editors may be organized at the earliest.

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

*Aditya*  
11/9/2021  
Director, CIQA

Encl.: Suggestions/ observations on HBG-SLM by Professor P.K. Choudhury

*vc/11/9/2021*  
*13.09.2021*  
*VC*

*As such, the aforesaid points have been noted. However, in the first step the matter may please be taken up with the Dir SoH*

*Prof A. Ghosh*  
*Dir CIQA*

*Sharma*  
11/9/2021

*The minutes of the meeting of 3rd SCM Audit Committee is being forwarded for na at your end.*

*Director (SoH).*

*Aditya*  
13/9/2021

## Observations on SLMs- 10-9-2021 : SLMs on Bengali Language and Literature.

The 'Unit's are of unequal length. A Unit should normally take 6 hours for the learner to read. Here some Units are 4-5 pages in length. Most Units can be written in the form of articles ( 1.1, 1.2,1.3 etc.) of a proper Unit. A Block ( here called Module or Parjay) may consist of 4-5 units, requiring about 25-30 study hours and being equivalent to one credit. The text material should be recast accordingly.

The order of presentation should be uniform :

✓ Prastabana -- Uddeshya -- Text -- Self Assessment Q./ Swamulyana Prasna -- Text -- --  
Summary/Sankshiptasr -- Terminal Questions/ Sarbashes Prasnabali --  
Answers/Uttarmala

Uniform naming should be adopted -- 'Parjay' or 'Module'.

Page numbers should be just numbers. No decoration/shading of numbers needed, as all SLMs should have uniform look.

Extra blank pages need not be added for notes.

Grammatical mistakes or spelling mistakes should be carefully eliminated. Wrong words like 'Bahulyata', utkarshata, etc. must be corrected. Arguments in favour of wrong usage, like 'sakhyata' should be totally removed. Bengali spelling should uniformly follow *Sahitya Sansad* or *Bangla Academy* rules.

Self-Assessment Questions should be inserted after a few articles. They may be short answer type, MCQ, Fill in the blank, correct/incorrect type. Their answers should be found within the text they follow. Terminal questions should be guides to the type of questions a learner can expect in the term-end examination.

Disputable comments should not be made. Comments that are not substantiated by documents should not be made. Subjective observations should be guarded against.

In future, sll course writers should receive intensive orientation befor they are assigned any task.

**It should be remembered that the contents of study materials are considered as the viewpoint of the University, not the writer or the concerned school.**

*A. Chandra*  
10.9.21.





# Netaji Subhas Open University School of Humanities

Established By Act (W.B. Act (XIX) of 1997 and Recognized by U.G.C.)  
DD-26, Sector-I, Salt Lake City, Kolkata-700064; Phone: 03340663214  
Kalyani Campus: Ghoshpara, Kalyani 741235; Phone: 03325820103  
Durgapur Campus: Jawahar Lal Nehru Road, Burdwan, Phone: 03432500418  
Website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

Date: 16/09/2021

Memo no: SoH 21/ 303

## Note

### [Sub: SLM Audit of School of Humanities]

In reference to the minutes of meeting of the SLM Audit Committee, perused by the Hon'ble Vice Chancellor and subsequently circulated by thy Director, CIQA dated 13/09/21, the u/s has forwarded the same to the esteemed faculty members of the School of Humanities for opinion and comments. The comments received in this regard are annexed (Annexure 1 & 2).

In the light of comments annexed and discussion held with the esteemed faculty members regarding the issue, the u/s is to make following observation and proposal to ensure the quality of SLM (under SoH) in appropriate manner as laid down in the UGC 2020 Regulation and stipulations or directives worked out by the finance department of NSOU regarding printing of SLM.

### Observations:

The minutes are not reflecting the discussion took place at the meeting held on 10/09/21 at 11.30am at Board Room of NSOU. As decided and approved subsequently, Director, CIQA is the convener of SLM audit committee and the u/a along with the esteemed members of the school are the member. However, each SLM audit committee meeting has separate composition as well. Therefore, undermining or misrepresentation of issues raised by any Director, School of Studies is unfortunate and to be avoided in near future.

The note attached with the minutes is erroneous and out of precinct of the signatory. It may also be noted that his scarcity of in-depth knowledge on literary domain and acumen as well is lacking a bit, however he may be more erudite and able of doing so in his own discipline of which the u/s is uaware.

Straitjacketing of all disciplinary approach while developing learner-friendly SLM may be avoided, especially in graduation and post-graduation level. It may be seen that approaches adopted by IGNOU and other SOU's are also varied a much.

Regarding development of SLM in ODL, the word 'structure' as put forth by the UGC has never meant the design of SLM. Components of any course under any ODL programme may be devised in modular pattern, but that does not mean those blocks/parts will be written in the same manner in science and humanities. Variation in design and layout of content pages under exiting financial guidelines of NSOU will generate attraction in teaching-learning process. School of Studies is entrusted upon to oversee the content development process in priciple.

Therefore, On behalf of the School of Humanities, I would like to propose that -

1. Overall 'structure' (i.e objective introduction, questions, bibliography in each Module / Units) as decided in the CIQA meeting may be checked as per general practice. However, it is to be noted that all SLM's of Bengali & English has been developed in the light of guidelines laid down by UGC.





# Netaji Subhas Open University School of Humanities

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Website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)  
Date: 16/09/2021

Memo no: SoH 21/ 303

2. Size & length of units of each SLM may remain same as decided by the Department and subsequently endorsed by the BoS concerned.
3. Names & designation of the course writer(s) and esteemed BOS member(s) may be remained same as inserted by the concerned faculty endorsed by the HoD and the Director of the School as well.
4. Pagination & rule notes (as inserted accordingly) may also be retained as developed by the School for Bengali & English CBCS SLM.
5. Fly leaf/page may be inserted to segregate two modules.
6. New Module may be printed from the right page of any SLM. Running content of any unit ends in left page may be filled in with 'rule notes'.
7. SLM cover design (.jpg & pdf file/PageMaker file) of all CBCS books (HBG & HEG including GE) may submitted accordingly.
8. Considering the urgency of situation in this penultimate stage the final correction of proof copy may be done by the departmental faculty at their best ability.
9. SLM audit committee may be reconstituted suitably for SoH with an external member nominated by the competent authority.

Placed before Honourable Vice Chancellor for necessary advice and instruction.

*Manan Kumar Mandal*  
Manan Kumar Mandal 17-09-21  
Director, School of Humanities

Copy to: Director, CIQA, NSOU

The observations followed by the moot points as serialised above, have been perused. Accordingly, a discussion was arranged amongst the V/S, Director & Dir. CIQA on 20/9/2021 at 11:30 AM. It transpired from the meeting that the points <sup>raised</sup> against Sl. Nos 1, 2, 3, 5, 6, 7 & 8 are agreed upon, regarding Sl. No. 4. The proposed pagination may please be replaced by 'Page Rule' - comprising (a) Univ. Name i.e. NSOU; (b) 'Course Code' & (c) Page No. on top of the page in one line. Regarding Sl. No. 9. The external member may be selected from the concerned discipline - preferably as & when necessary.

VC 11/9/2021  
20/09/2021

*(Signature)*





*SLM*

Anirban Ghosh <anirban1972@gmail.com>

## Regarding SLM Audit minutes

2 messages

Mon, Sep 13, 2021 at 4:25 PM

Manan Kumar Mandal <mkmnsou@gmail.com>

To: Subha Sankar Sarkar <sarkarsubha55@gmail.com>

Cc: Kajal De <kdedirectorsc@gmail.com>, CHANDAN BASU <cbacademics@gmail.com>, Anirban Ghosh <anirban1972@gmail.com>, atindranath dey <andey1954@gmail.com>

Respected Sir,

I have just received an image copy of 3rd SLM audit committee meeting minutes. The minutes is not reflecting the discussion held in the meeting. It is also unfortunate that the same has been approved by the Honourable Vice Chancellor sir with a note that forwarded to the undersigned. It appeared as 'sermon' to me in a matter which needs to be addressed more sensitively and attentively.

As per previous resolution and approval, Director, CIQA is the convener of SLM audit committee and the u/a along with the esteemed members of the school are the member. Regarding an academic issue how the discussion points are being erroneously represented is very unfortunate. Each SLM audit committee meeting has separate composition, therefore undermining the practice and issues raised by the u/a as one of the major stakeholder is extremely unfortunate.

I would request Honourable Vice Chancellor to kindly look into the matter and a meeting may be convened with all my fellow colleagues of SoH in this regard. Otherwise, directives may be addressed to faculty members of SoH directly.

I am copying my response to all the Director of School of Studies for information.

Regards to all.

Thanking you  
Sincerely,

Manan Kumar Mandal  
Professor in Bengali & Director  
School of Humanities  
Coordinator, Centre for Language, Translation & Cultural Studies  
Netaji Subhas Open University  
DD26, Sector 1, Salt lake City, Kolkata 64

Mon, Sep 13, 2021 at 6:29 PM

Anirban Ghosh <anirban1972@gmail.com>

To: Subha Sankar Sarkar <sarkarsubha55@gmail.com>

Cc: Kajal De <kdedirectorsc@gmail.com>, CHANDAN BASU <cbacademics@gmail.com>, atindranath dey <andey1954@gmail.com>, Manan Kumar Mandal <mkmnsou@gmail.com>

Respected sir,

In reference to the mail sent by Director, SoH, I would like to inform you that the minutes (not approved) was sent to him for further deliberations. I have tried to jot down the discussions/ deliberations of the meeting in black and white for further course of action. The minutes is attached herewith for ready reference of all concerned. I may submit all the SLMs which were sent for audit purpose.

SLM Audit Committee was formed (vide 8th CIQA meeting and subsequently ratified by the spl EC) with an objective to standardize the structure/ presentation of SLM of the University as per UGC (ODL & OL programmes Regulations) 2020 across the discipline.

We have to comply with the provisions of the said regulations regarding PPR, LSC, SLM, admin process etc. If all concerned agree, we may think to remove the SLM audit process through a meeting of CIQA committee.

This is my humble submission.

With regards,  
Anirban





# Netaji Subhas Open University

Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

Minutes of the 4<sup>th</sup> Meeting of SLM audit Committee held on 29/9/2021 at 11.30am

## Members present:

Professor Kajal De, Director, School of Sciences  
Professor Anirban Ghosh, Director, CIQA  
Dr. Bibhas Guha, Associate Professor, Zoology  
Dr. Sanjay Roy, Associate Professor, Chemistry  
Dr. Sintu Ganai, Assistant Professor, Chemistry  
Dr. Puspall Mukherjee, Assistant Professor, Chemistry  
Smt. Tinki Bhattacharya, Assistant Professor, Geography  
Sri Chandan Kr, Mandal, Assistant Professor, Mathematics  
Sri Mrinal Nath, Assistant Professor, Computer Science  
Dr. Anirban Ghosh, Associate Professor, Zoology (Absent)

## Proceedings:

As resolved in the 8<sup>th</sup> CIQA meeting held on 23.4.2021, the 4<sup>th</sup> meeting of the SLM Audit Committee was convened to standardize the SLM of under graduate Degree programme of CBCS. The following SLMs were placed before the committee for the audit purpose.

## School of Sciences:

Mathematics (HMT)-CC-MT-03, CC-MT-04, GE-MT-21  
Geography (HGR)- CC-GR-01 & CC-GR-03  
Zoology (HZO)-CC-ZO-02 & CC-ZO-04  
Chemistry (HCH)-CC-CH-01, CC-CH-02, CC-CH-03, CC-CH-04, GE-CH-11, GE-CH-21

After detailed discussions, some modifications have been suggested to incorporate in the SLMs to make all the SLM uniform in terms of presentation, structure etc. All the faculty members actively participated in the process to improve the quality of the SLMs in terms of structure and presentation. The following decisions have been made:

- Director, School of Sciences nominated one faculty member as "Format Editor" for a particular course to standardize the structure of the SLMs.
- The printers may submit the corrected copy in a CD (pagemaker and PDF) to the Director of Study Centres.
- The Director, Study Centres may take necessary steps to print sufficient no. of SLMs so that the newly admitted student can get their SLMs on time.

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

Approved the minutes of the aforesaid meeting for necessary follow-up action.

*Aakash*  
4/10/2021  
Director, CIQA

*Shubh*  
21/10/2021

*ve*  
ve/14/2158  
04-10-2021  
✓  
1. Dir CIQA  
2. Dir S.C.  
3. Dir S.C.





# Netaji Subhas Open University

Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

Minutes of the 5<sup>th</sup> Meeting of SLM audit Committee held on 16/11/2021 at 11.30am

## Members present:

Professor Pratip K. Chaudhuri, nominee of Hon'ble Vice-chancellor  
Professor Kajal De, Director, School of Sciences  
Professor Anirban Ghosh, Director, CIQA  
Dr. Bibhas Guha, Associate Professor, Zoology  
Dr. Anirban Ghosh, Associate Professor, Zoology  
Dr. Barnana GuhaThakurta, Associate Professor & HoD, Pol. Science  
Shri Pranab Nath Mallik, Associate Professor, Physics  
Dr. Gautam Kumar Mallik, Associate Professor, Physics  
Dr. Ghaul Amin, Assistant Professor, Physics  
Dr. Ushnish Sarkar, Assistant Professor, Mathematics  
Dr. Srabanti Choudhury, Assistant Professor, Sociology

As resolved in the 8<sup>th</sup> CIQA meeting held on 23.4.2021, the 5<sup>th</sup> meeting of the SLM Audit Committee was convened to standardize the SLM of under graduate Degree programme of CBCS. The following SLMs were placed before the committee for the audit purpose.

## School of Sciences

HMT-CC-02  
HZO-CC-03, CC-04  
HPH-CC-01, CC-02, CC-04, GE-01, GE-02

## School of Social Sciences

HPS-GE-02, CC-02, CC-04  
HSO-CC-01, CC-03, CC-04, GE-01

After detailed discussions, some modifications have been suggested to incorporate in the SLMs to make all the SLM uniform in terms of presentation, structure etc.

The following decisions have been made:

- Director of each School may nominate one faculty member as "Format Editor" for a particular course to standardize the structure of the SLMs.
- The printers may submit the corrected copy in a CD (pagemaker and PDF) to the Director of Study Centres.
- The Director, Study Centres may take necessary steps to print sufficient no. of SLMs so that the newly admitted student can get their SLMs on time.

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

Director, CIQA

vc/15/PA2  
22.11.2021

vc

Prof. A. Ghosh  
Dir. CIQA

Approved as proposed at 'A' - above

School  
20/11/2021

Director, CIQA





**Anirban Ghosh** <anirban1972@gmail.com>

1:25 PM (9 hours ago) ☆ ↶ ⋮

to kasturi, Monojit, KALYAN, Priyanthi, Seikh, uttam, Chittaranjan, TAPAN, Sudarshan, lopamudra ▾

As resolved in the 10th CIQA meeting, we are going to introduce the **"e-Mentoring"** for the benefit of the students. Each faculty may be allotted a fixed number of students for mentoring through **TELEGRAM**. Proper records are to be maintained for NAAC purposes. Under e-Mentoring, faculty should guide and help the student not only in academic activities but also they would be involved in career / psychological counselling. Mentor's role would be "supporting and encouraging".

M/S Teamlease will facilitate the entire pgm to make it success.

==

Priyanthi Bagchi (PB) - HEC(1st year),  
Dr. Salim & PB- EEC (2nd & 3rd year)

==

Kasturi Sinha Ghosh (KSG)- MSW-II Group1  
Kalyan Sanyal (KS)- MSW-II Group 2  
Monojit Garai (MG)- MSW-II Group 3  
MSW-II-1572 students( 550 students in each group).

==

Sudarshan Roy--Group-I (321Studnets)  
Dr. Chitta Ranjan sarkar-Group-II (100 students)  
Dr. Uttam Dutta- Group-III (100students)  
Mr. Tapan Choudhury-Group-IV (100 students)  
[M.COM](#) -II-621students (200 in each group)

----

**Dr. Anirban Ghosh**, M.Com, MBA, Ph.D.  
SWAYAM Coordinator of NSOU



# Netaji Subhas Open University

Accredited by NAAC with 'Grade A'

Observation of Students' Week from 1<sup>st</sup> January to 7<sup>th</sup> January 2022

Date	Event	Organized by	Report
1 <sup>st</sup> January 2022 (Sat)	Annual Exposition of Art & Drawing	SVS (F2F/ Blended)	<a href="http://www.wbnsou.ac.in/student_zone/courses/school_of_vocational_studies/seminar_conference_workshop_report/20220103_Exposition_Report.pdf">http://www.wbnsou.ac.in/student_zone/courses/school_of_vocational_studies/seminar_conference_workshop_report/20220103_Exposition_Report.pdf</a>
2 <sup>nd</sup> January 2022 (Sunday)	Induction-cum-SCC Camp at Tarakeswar Degree College Study Centre	CIQA (F2F)	<a href="http://www.wbnsou.ac.in/student_zone/pre-admission_counselling/20220104_Induction_Meet_cum_SSC_Camp_TDC_Report.pdf">http://www.wbnsou.ac.in/student_zone/pre-admission_counselling/20220104_Induction_Meet_cum_SSC_Camp_TDC_Report.pdf</a>
	Career Counselling at Kalyani RC	SOE (F2F)	<a href="http://www.wbnsou.ac.in/student_zone/courses/education/extension_activities/20220103_Report_on_Students_Week_Career_Counselling_Camp.pdf">http://www.wbnsou.ac.in/student_zone/courses/education/extension_activities/20220103_Report_on_Students_Week_Career_Counselling_Camp.pdf</a>
3 <sup>rd</sup> January 2022 (Monday)	Awareness Programme on ICT Services & LMS for Learners	CIQA (online)	<a href="http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220104_Awareness_Prog_ICT_Report_03012022.pdf">http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220104_Awareness_Prog_ICT_Report_03012022.pdf</a>
4 <sup>th</sup> January 2022 (Tues)	Virtual Career Counselling	SVS (online)	<a href="http://www.wbnsou.ac.in/student_zone/courses/school_of_vocational_studies/seminar_conference_workshop_report/20220106_Report_Career_Counselling.pdf">http://www.wbnsou.ac.in/student_zone/courses/school_of_vocational_studies/seminar_conference_workshop_report/20220106_Report_Career_Counselling.pdf</a>
	Induction-cum-SCC Camp at Kalyani RC	Kalyani RC (F2F/ blended)	<a href="http://www.wbnsou.ac.in/about_us/regional_centers_kalyani/Activities/20220111_SCC_Awareness_Program_Report.pdf">http://www.wbnsou.ac.in/about_us/regional_centers_kalyani/Activities/20220111_SCC_Awareness_Program_Report.pdf</a>
5 <sup>th</sup> January 2022 (Wed)	Awareness on Online Course (MOOCs)	CIQA (online)	<a href="http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220110_Report_Orientation_programme_MOOCs.pdf">http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220110_Report_Orientation_programme_MOOCs.pdf</a>
6 <sup>th</sup> January 2022 (Thurs)	Induction-cum-SCC camp for learners (M.Ed.)	SoE (blended)	<a href="http://www.wbnsou.ac.in/student_zone/pre-admission_counselling/20220112_Report_Induction_Programme_MEdSplEd.pdf">http://www.wbnsou.ac.in/student_zone/pre-admission_counselling/20220112_Report_Induction_Programme_MEdSplEd.pdf</a>
7 <sup>th</sup> January 2022 (Fri)	State Level Webinar on Digital Education	CIQA & CoEdn (online)	<a href="http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220110_Report_on_NSOU_Webinar_on_Digital_Education.pdf">http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220110_Report_on_NSOU_Webinar_on_Digital_Education.pdf</a>
	Workshop on Implementation of Blended Learning	CIQA & CEMCA (Online)	<a href="http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220110_Report_CEMCA_Workshop_JalpaiguriRC.pdf">http://www.wbnsou.ac.in/about_us/CIQA/workshop_seminar_events/2022/20220110_Report_CEMCA_Workshop_JalpaiguriRC.pdf</a>





# Netaji Subhas Open University

Accredited by NAAC with grade A

Centre for Internal Quality Assurance (CIQA)

## Status Report of development of SLM under CBCS and PG Programmes

1<sup>st</sup> year Under Graduate Degree Programme consists of the following courses: CC-4 Courses and GE-2 Course, AECC-1 (Bengali/ English) and AECC-2 (ENVS). Therefore, SLMs for 87 courses of 14 programmes are required to provide in the 1<sup>st</sup> year.

The SLMs of <sup>85</sup>86 courses have been forwarded to Director, Study Centres after due <sup>auditing</sup> auditing for further process. One course on CC-BG-03 is yet to receive from the concerned School. GE-ED -11 and GE-ED-21 are not required to print at the moment.

Out of 86 SLMs, 72 courses have been uploaded in LMS. Only the registered learners may access the content with their User ID and PW.

### School of Sciences (six programmes)

HMT, HZO, HPH, HBT, HGR, HCH  
AECC-2 (AE-ES-21, ENVS)

### School of Social Sciences (three programmes)

HHL, HSO, HPS

### School of Professional Studies (two programmes)

HCO, HEC

### School of Humanities (two programmes)

HBG (Due CC-BG-03), HEG  
AE-BG-11 (Bengali)  
AE-EG-12 (English)

### School of Education (one Programme)

HED

N.B. in the second year of the CBCS, each programme needs SLMs of 10 courses (CC-06 courses, GE-02 course, SEC-02 course).

Status of PG programmes: The SLMs of following courses have also been forwarded for printing.

M.Com (Revised Syllabus): SLMs of six courses (1<sup>st</sup> year)

M.A-Economics (New programme): SLMs of 8 courses (1<sup>st</sup> year)

MSW (Revised syllabus): SLMs of 3 courses (1<sup>st</sup> year)

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

VC

Thanks, the matter has been found.

May please be looked into the <sup>matter so</sup> fact that all the remaining SLM are uploaded on NSOU-website at the earliest.

A. Chakrabarti  
11/1/2022

Pragati Ghosh  
Dir CIQA

[Signature]  
11/01/2022



**Structure for development of SLM**

Paper > Module> Unit

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**Unit n:**

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**Structure**

n.1 Objectives

n.2 Introduction

n.3 Topic name

n.3.1 Sub topic

n.3.2 sub topic

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n.4 Topic name

n.4.1 Sub topic

n.4.2 Sub topic

n.4.3 Sub topic

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n.x-3 Topic name

n.x-2 Summary

n.x-1 Questions/ Self Assessment questions

n. x Select Readings/ Suggested Readings

Contents of a Unit (may vary from course to course): 25pages (A4 size, Single space) ±5pages

n stands for serial number of the particular unit



## NSOU E-office project

**Annex-7**

- **Electronic Inter office Memo System-**

This module may be developed on the backbone of existing mail server used for official email exchange. This module will enable electronic transfer ( through web) of official memo/note sheet through mail server.

**Possible Steps for exchange of note sheet:**

1. An user will login into the web based inter office exchange system.
2. An web interface will be provided to the user to write memo and select the recipient.
3. Once, the memo is sent, a database transaction ( in the back end server) will be recorded in the system.
4. The recipient will get an email/SMS notification once there is a pending note sheet to be addressed.
5. The recipient then can redirect the memo as per requirement and same procedure will be followed as above.

**Outcome/ Benefits**

Using the inter office memo, status of every note sheet can be tracked easily and efficiently by querying database transaction records in the backend. Every pending note sheet can be addressed by each user and office admin and proper measure may be taken to complete the job.

**Technology to be used:**

Front End Development: HTML/CSS, JSP

Middle Tier – PHP/ JAVA

Backend – MySQL/ PostgreSQL

- **NSOU chatbot-**

To enhance the accessibility to the learners, an AI ( supervised learning) based chatbot may be designed and developed to enable user to put their questions regarding university, programmes , School of Studies etc. The chatbot will answer the questions searching the particular text/ pattern in the question. All unanswered questions by the chatbot will be addressed by the chatbot monitoring system and new answers to the unanswered questions will be continuously fed into the system to improve the capability of the chatbot. As the chatbot will be integrated with the website it will be available to the users 24x7 and will run in low bandwidth through text exchange.

**Technology Platform to be used:**

1. Google Dialog Flow
2. Engati
3. Verloop
4. Any popular chatbot design platform.

**Benefits/ Outcome:**

1. Greater web accessibility in low bandwidth situation
2. Use of Artificial Intelligence/ Machine Learning to address the queries of the learners more efficiently in 24x7 web environment.
3. Obtaining consolidated reports of all answered and unanswered questions