



# Netaji Subhas Open University

(Accredited by NAAC with grade A)

Centre for Internal Quality Assurance (CIQA)

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Ref. No.: VC/15/2061 (CIQA)

Date: 05/09/2022

Minutes of the 13<sup>th</sup> Meeting of CIQA Committee held on 29/8/2022 at 2.30pm

Venue: NSOU Headquarters/ ZOOM platform

## Members present:

1. Professor Subha Sankar Sarkar, Vice-Chancellor, NSOU- Chairperson
2. Professor Pratip Kr. Choudhuri, VC's nominee
3. CA Kishore Sengupta , Registrar
4. Professor Kajal De, Professor of Mathematics & Director, School of Sciences
5. Professor ChandanBasu, Professor of History & Director, School of Social Sciences
6. Professor Manan Kr. Mandal, Professor of Bengali & Director, School of Humanities
7. Dr. AtindraNathDey, Director, School of Education
8. Dr. A.B. Aich, Director, Study Centres
9. Smt. Rokeya Ray, Controller of Examinations
10. Dr. Srideep Mukherjee, Associate Professor, Head-Dept. of English (SoH)
11. Dr. BibhasGuha, Associate Professor, Head, Dept. of Zoology (SoSci.)
12. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
13. Professor Anirban Ghosh, Director, CIQA -Member Secretary
14. Shri GourabBarua, Asst. Registrar, Convener-CIQA

With the permission of the Chair, the Director, CIQA initiated the discussions and informed the House that the agenda points have been prepared on the basis of inputs received from the Heads/members of the CIQA committee. After detailed deliberations the following resolutions were taken:

1. **Confirmation of the minutes of the 12<sup>th</sup> meeting of CIQA committee held on 27/6/2022 under blended method.**

[http://www.wbnsou.ac.in/about\\_us/CIQA/minutes\\_of\\_the\\_meeting/20220712\\_MoM\\_12th\\_CIQA\\_a\\_nnexures.pdf](http://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20220712_MoM_12th_CIQA_a_nnexures.pdf)

The House confirmed the minutes with the following observations:

*a) Item No. 7 read with ATR: The issues related to delay of collection data/ information from faculties for preparation of Annual Report 2021-22 was discussed in breadth and it was also informed that it may not be possible to compile the individual faculty data centrally by the CIQA. In this scenario, the House felt that for mitigating the problems of submitting the required data in the prescribed format (as per NAAC specifications) from the year 2022 (calendar year), a provision may be made in the respective tabs of each school in the website to upload the faculty publications, presentations in seminars/conferences/ workshops/ RC/FDP etc.in a prescribed format with a copy of the proof (e.g. cover page and index page of the journal/ 1<sup>st</sup> page of the paper/ certificates or approval, as the case may be, of competent authority).The ITO (Sri Hillol Ghosh) will facilitate the process. The relevant information of the Schools may be taken from the website to prepare the Annual Report.*

*b)Item No. 9: The resolution may be read as "The House unanimously decided that the examination department may take appropriate steps to conduct the following Term-end Examinations in the Traditional Written Examination mode subject to the protocols for COVID situation which may prevail from time to time".*

- i) **BDP:** BDP Term-end examination December-2022 & June 2023 including LCES-2022 for Science Practical papers which is conducted by the School of Sciences.
- ii) **UG (CBCS):** Under Graduate Degree Programme (Under CBCS) Term- End Examination December-2022 (SEM-I and III) including LCES-2022 for Science Practical papers which is conducted by the School of Sciences.

c) Item No. 33: As suggested by the Director, School of Humanities, the reporting items of the Schools may be placed under serial no. Be it noted, the reporting items included in the minutes of the 12<sup>th</sup> CIQA meeting were received from the School of Humanities after the meeting was over.

**2. Submission of Action Taken Report (ATR) on the resolution of 12<sup>th</sup> CIQA meeting ([Annexure-1](#))**

*Submitted and noted by the House.*

**3. To review the progress of the development of SLMs (UG-CBCS), 2<sup>nd</sup> year ([Annexure-2](#))**

*As submitted by the Director, Study Centres, the progress of the Development of SLMs was reviewed in detail and all the Directors of Schools and Heads of the Academic Departments present in the meeting were requested to expedite the process of developing the remaining SLMs of the 2<sup>nd</sup> years UG-CBCS.*

*In reviewing the printing status (as submitted by Director, Study Centres), it was found that there was a mismatch of no. of copies printed and no. of copies demanded (enrolled students) for some SLMs. Director Study Centres is required to check the enrolment figure and other requirements (viz. LSC's copy, text writer/editors' copy/ academic counsellor's copy etc.) before issuing the print order for a particular course/ paper.*

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

*The Director, School of Social Sciences submitted a status report of translation work in respect of HHI, HPS and HSO ([Annexure-3](#))*

*With the recommendation of the respective Boards of Studies, the School of Sciences has already initiated the process of translation from English to Bengali for each of the UG SLMs of 1st and 2nd Semester, except Core Courses of Botany (HBT) which are already in Bengali.*

*All the SLMs of HCO (Commerce) and HEC (Economics) up to 2<sup>nd</sup> year have been prepared in Bengali version.*

*CC-ED-03 & CC-ED-04 of SoE have been published in Bengali version ([Annexure-3A](#)).*

**5. To finalize the calculation of API in category 1a (Direct Teaching) for NSOU Teachers and Librarians ([Annexure-4](#)).**

*After threadbare discussion, it was resolved that the scoring pattern of Category 1a for the calculation of API as per Annexure 4 may be accepted for the promotion of faculties and librarians under the Career Advancement Scheme (CAS) subject to the ratification of the competent authority of the University. A copy of the draft API scoring scheme may also be sent to UGC-DEB (as desired by them).*

*The Officer-in-Charge, Centre for Online Education (CoEdn) and/or the Nodal Officer, ICT enabled Programmes may authenticate the AVL lectures recorded at NSOU studio as per guidelines approved by Hon'ble Vice-Chancellor 23/11/2016 ([Annexure-4A](#)). However, the AVL developed prior to this date may be authenticated by the School concerned.*

*It was also resolved that category II of the existing CAS format may be quantified for NSOU in the same process and may be placed in the next CIQA meeting for consideration.*

**6. To introduce the system of plagiarism check for Self-learning Materials (SLMs) as per requirements of UGC-DEB. The submission of the report is a pre-requisite for submission of applications for all programmes to UGC-DEB for July 2023 session. Vide UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018)**

*It was resolved that the Text Writers and/or Editors (UG and PG) are required to submit the plagiarism report along with the manuscript at the School. The respective School may maintain the report for future reference. The Director, Study Centres may forward the PDF copies of UG and PG within 15-days (already published) to the Dy. Librarian to generate the report which may be sent to the respective Schools for follow-up actions.*

**7. To consider the formation of the Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP)**

*(vide clauses 10 & 11 of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 respectively)*

[http://www.wbnsou.ac.in/academics/ugc\\_regulations.shtml#active\\_ugc\\_regulations](http://www.wbnsou.ac.in/academics/ugc_regulations.shtml#active_ugc_regulations)

*Resolved that the Schools of Studies may constitute the Departmental Academic Integrity Panel (DAIP) as per provision of the above regulations with the approval of competent authority and send to CIQA for the record. The Competent authority may constitute the Institutional Academic Integrity Panel (IAIP) as per provision.*

**8. To consider and approve the proposal of School of Humanities**

- a) Amendments of Guidelines of CLTCS established under School of Humanities of NSOU vide memo no: Reg 632 dated 02/08/2016 ([Annexure-5A](#))
- b) Compendium for enrolled under graduate learner of Bengali to channelize literary text material with copyright issue as per newly developed syllabus ([Annexure-5B](#))

*Noted and approved by the House.*

**9. To consider the Feedback Analysis Report (Learners, Counsellors, subject experts, alumni) for the academic year 2021-22**

[http://www.wbnsou.ac.in/about\\_us/CIQA/feedback\\_analysis/20220825\\_Feedback\\_Analysis\\_2021-22.pdf](http://www.wbnsou.ac.in/about_us/CIQA/feedback_analysis/20220825_Feedback_Analysis_2021-22.pdf)

*Submitted and noted by the House with following observations:*

- a) *The Schools of Studies may take appropriate steps to upload their syllabus with Programme Objective, expected learning outcome for each programme. Course objective may also be included in the respective syllabus to fulfil the criteria of Objective based Education (OBE).*
- b) *As per the feedback of Subject Experts and Alumni, some parameters need to be addressed to improve the course delivery system.*

*All the Heads of the Schools and Academic Dept. may go through the Feedback Analysis report addressing the issues at their School/ Department level.*

**10. Reporting of submission of application (on 12.07.22) to UGC for 12B status.**

*Noted by the house. It was resolved that the University may follow up with the authority concerned to expedite the process.*

**11. Reporting of University publications with institutional ISBN(100-ISBN received on 7/3/2012 from National agency).**

*Submitted and noted by the House that till date 86 books have been published with the institutional ISBN.*

**12. Reporting of “No Objection Certificate” received from RCI to offer M.Ed. (Spl. Education-ID) for one year, 2022-23. (File No. 10-11/ NSOU/2007/RCI dated 19/7/2022)**

[http://www.wbnsou.ac.in/UGC\\_Disclosure/compliance\\_for\\_proposed\\_MEd\\_Spl\\_Education/2022/20220720\\_MED\\_Extension\\_NSOU.pdf](http://www.wbnsou.ac.in/UGC_Disclosure/compliance_for_proposed_MEd_Spl_Education/2022/20220720_MED_Extension_NSOU.pdf). Attended the Interface meeting with UGC-DEB on 3<sup>rd</sup>

August, 2022. On receipt of the UGC’s approval, the admission notification may be published.

*Noted by the House.*

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

*Minutes of the Meeting held on 17/8/2022 vide ([Annexure-6](#))*

*Noted by the House and resolved that appropriate steps may be taken to prepare the document with utmost care and urgency.*

**14. Reporting of virtual Pre-Admission Counselling for UG (CBCS), 2022-23**

School of Education & School of Professional Studies: 18/8/2022

School of Social Sciences: 25/8/2022, reports are available on the University Website.

*Submitted and noted by the House.*

**15. Reporting of School of Professional Studies**

- i) Introduction of 4-week “Library Internship” for NSOU-MLIS students jointly by Dept. of Library and Information Science and Library Dept. ([Annexure-7](#))
  - ii) SLMs developed for HCO (UG-CBCS), 2<sup>nd</sup> year, MSW-1<sup>st</sup> year and M.COM-1<sup>st</sup> and 2<sup>nd</sup> year.
  - iii) Webinar on "5-years of GST Regime: A Retrospection" on 1/7/2022
  - iv) International Webinar on “Synergy between teaching and practice: Learner’s perspective” organized in blended mode on 18/8/2022
- All reports of the events (iii-iv) are available on the website.

*Submitted and noted by the House.*

#### **16. Reporting of School of Vocational Studies**

- i) Opening new study centres under SVS/ CLL: a) Sponsored Teachers' Training College, Purulia, b) Dodhichi Trust, Kalna, Bardhaman(E) c) Radhagobinda Charitable Trust, Bardhaman (E).
- ii) State Level Seminar on "Technology Enabled Vocational Educational Training in Post-Pandemic" at Vidyasagar Foundation, Purulia on 20/7/22
- iii) Extension Programme on "Sensitization on ICT based Vocational Courses" at PIMT, Purulia on 30/7/2022
- iv) "Exhibition-cum-Outreach Programme" at PIMT, Khatra on 29/7/2022
- v) Outreach Programme on "Blended Learning & Computer Literacy" at JGVK, Basanti on 23/7/2022

All reports of the events (ii-v) are available on the website.

*Submitted and noted by the House.*

#### **17. Reporting of School of Social Sciences**

- i) Development of Online/NSOU MOOCs Course on 'Understanding Ancient History', by Department of History (Course Coordinator: Dr. Anuradha Ghose) ([Annexure-8](#))
- ii) One-Day National Level Interdisciplinary Student Webinar on "*Understanding Indian Society*" organized by the Department of Sociology, School of Social Sciences, in collaboration with the NSOU Centre for Social Studies on June 30, 2022, from 10:00 am to 3:00 pm.
- iii) Offline Special Lecture Programme (OSLP) as a part of the Extended Counselling Session (ECS) at the Jalpaiguri Regional Campus, NSOU, for the 1st & 2nd Semester of the Sociology Honours Under-Graduate CBCS Programme (HSO), and BDP ESO 2nd and 3rd Year, organized by the Department of Sociology, School of Social Sciences.
- iv) National Student Seminar on 'Role of Women in Indian Freedom Struggle' held on 16 August, 2022 from 12 to 3.30 pm in online mode.

All reports of the events (ii-iv) are available on the website.

*Submitted and noted by the House.*

#### **18. Reporting of the zone wise online Orientation Programme for Coordinators on UG-CBCS Admission, 2022-23**

Durgapur RC and Kalyani RC -3/8/2022

Jalpaiguri RC & Kolkata Zone—5/8/2022

Reports are available on the website.

*Submitted and noted by the House.*

#### **19. Reporting of School of Education**

- i) Coordinators' Meet (F2F) of B.Ed. Spl. Education Programme, held on 12th Aug 2022 at SoE.
- ii) Induction Programme of B.Ed.Spl. Ed., 2022-2024 (Online), 14th August 2022
- iii) Successfully completed Ph.D. NSOU-RET selection process for admission to Ph.D.in Education (PHDED) programme 2021-22
- iv) Two Workshops (One-day each) on Curricular Transaction and Practicum in the perspective of New Norms and Regulation of RCI held on 22<sup>nd</sup> July & on 5th August, 2022.
- v) 1st Review/ Progress Meeting (F2F) for the registered PhD students (F2F) on 26<sup>th</sup> Aug 2022 at SoE.
- vi) All reports of the events (i, ii & iv) are available on the website.

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*Submitted and noted by the House.*

#### **20. Reporting of School of Humanities**

- i) Development of SLM for M.A. in Journalism & mass Communication (PGJM) first year (8papers, 4Books) as per new syllabus.
- ii) Development of SLM for M.A in English Language Teaching (PGEL) as per newly developed syllabus for first year. (6 Books for 8 Core Course and 4 Elective courses)

- iii) Organized one day Interactive Workshop on “Understanding and Debunking fake News” organized by the Dept of Journalism & mass Communication (PGJM) at Durgapur Regional Campus on 24<sup>th</sup> August, 2022
- iv) Publication from CLTCS, NSOU. Title: “Relocating Bengal Partition Milieu: Survival, Resilience & Belongings” ISBN: 978-9382-1128-15

*Submitted and noted by the House.*

## **21. Reporting of School of Sciences**

- i) Opening of new study centres from current session, 2022-23:UG: Chemistry and Physics in S.R.Fatehpuria College, Beldanga;
- ii) Status of Publication of SLM in CBCS Pattern:
  - All the SLMs for second year students for Mathematics, Geography and Zoology have been published.
  - For second year students 49 SLMs out of 60 of the School of Sciences have already been sent to the publication department for printing. The rest 11 SLMs will be sent very shortly.
- iii) Research and related activities:
  - Ph.D. DRC meeting for Chemistry, Geography, Mathematics and Zoology were conducted and a total of 10 students have been selected for admission in Ph.D. programme in January 2022 session. The Course Work will begin once the enrolment certificates are distributed by the Registrar department.
  - Nine faculties of School of Sciences (3 Associate professors and 6 Assistant Professors) have successfully running the projects sanctioned by the University and all of them have submitted half yearly progress reports to CIQA through Director and Vice Chancellor as per decision in the last meeting of CIQA.
- iv) Board of Studies meeting:
 

After passing through the pandemic situation, BoS meetings for 6 UG and 4 PG programmes were convened for discussion on syllabus, SLM the preparation including translation, preparation of experts for examination related works etc. The new BOS for Post Graduate programme in Environmental Science has finalized the syllabus and the preparation of the SLMs are being done in full swing with the due approval of the Hon’ble Vice Chancellor.
- v) Conduction of Laboratory Counselling cum Evaluation Session (LCES)-2022 :
 

As per the decision in the last meeting of CIQA, the LCES-2022 is going to be held in face-to-face mode and for that the preparatory works are being done by the School. The LSCs admitting science students have mostly submitted their intake capacity of the laboratories. The most challenging part this year is to conduct it for the old BDP syllabus and new CBCS syllabus simultaneously. The data of examinees of old BDP have been received from the examination department, though the data of the same for the examinees of new CBCS are yet to be received.
- vi) Introduction of MOOC developed by Mr. Mrinal Nath:
 

This year the LCES-2022 in Mathematics practical papers viz. EMT-16 for old BDP syllabus and CC-MT-06 for new CBCS syllabus are going to be conducted through a 6-week online course fully developed in house by Mr. Mrinal Nath, Assistant Professor of computer science adhering to the four quadrant approach of UGC and NSOU syllabus. It is to be noted that due to the introduction of this MOOC, the expenditure of LCES for Mathematics will drastically reduce henceforth.

*Submitted and noted by the House.*

## **22. Reporting of the Study Centres Department**

Opening of new PG LSCs w.e.f January 2023

- i) Sarat Centenary College, Hooghly
- ii) Serampore Girl’s College, Hooghly
- iii) HiralalBhakat College, Birbhum
- iv) Jangipur College, Murshidabad
- v) BirbhumMahavidyalaya, Birbhum
- vi) Haldia Govt. College (PG Geography)
- vii) Dr.Kanailal Bhattacharya College( PG Geography), Howrah

*Submitted and noted by the House. It was reported that the MoU with the new LSCs will be signed on*

*2/9/2022.*

**23. Reporting of opening of SLM-reading room and E-Resource Centre at Durgapur RC and Jalpaiguri RC.**

*Submitted and noted by the House.*

*House appreciated the initiatives which may benefit the students of respective zones.*

**24. Any other issues with the permission of Chair.**

*With the permission of the Chair, the following were placed for consideration:*

**T1. Introduction of Question paper cum Answer Booklet (QPAB) for Term-end Examinations ([Annexure-9](#))**

*House resolved that the proposal may be discussed at School level at first step.*

**T2. Reporting of Ph.D. admission 2021-22 ([Annexure-10](#))**

*House resolved that the admission fees may be received through online (payment gateway) or demand draft payable in favour of NSOU. A list of students who have deposited their registration/admission fees would be sent to the respective Schools of Studies, so that the Schools may arrange for onward activities like course work.*

**T3. To organize Orientation Programme for Academic Counsellors at RCs and Induction Meeting at LSCs**

*House resolved that the School of Studies and Study Centres Dept. may organize Orientation Programme for Academic Counsellors at RCs and Induction Meeting at LSCs respectively with the approval of competent authority. The reports of the programmes may immediately be uploaded on the website by the respective organizers. A budget may be provided for these programmes for each academic year.*

Sd/-

(Professor Anirban Ghosh)

Member Secretary, CIQA Committee

The Minutes of the meeting have been approved by Hon'ble Vice-Chancellor on 5<sup>th</sup> Sept. 2022.