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

VC/17/980

Minutes of the 17th Meeting of CIQA Committee held on 24th November at 1.30pm

Venue: Board Room of the University

Members present:

1. Professor Indrajit Lahiri, Authorised Vice-Chancellor- Chairperson
2. Professor Radharaman Chakrabarti, Founder Vice-Chancellor, NSOU –External expert
3. Professor Subha Sankar Sarkar, Former Vice-Chancellor, NSOU –External expert
4. Professor Chandan Basu, Director, School of Social Sciences
5. Professor Manan Kr. Mandal, Director, School of Humanities
6. Dr. Atindra Nath Dey, Director, School of Education
7. Dr. Bibhas Guha, Officer-in-Charge & Head, Dept. of Zoology (SoSci.)
8. Smt. Rokeya Ray, Controller of Examinations, NSOU
9. Dr. Premananda Jana, Director, Kalyani RC
10. Dr. Srideep Mukherjee, Associate Professor, Head-Dept. of English (SoH)
11. Dr. Sudeshna Chatterjee, Jt. Registrar, (Academic)
12. Smt. Ananya Mitra, Jt. Registrar (Administration)
13. Professor Anirban Ghosh, Director, CIQA -Member Secretary
14. Shri Gourab Barua, Asst. Registrar, Non-member Convener-CIQA

With the permission of the Chairperson, the Director, CIQA initiated the discussion agenda-wise.

1. **Confirmation of the minutes of the 16th meeting of CIQA committee held on 23/5/2023.**

   http://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20230526_MoM_16th_CIQA_meeting.pdf

   Submitted and confirmed by the House with the following note in respect of resolution No.5 of the minutes of the 16th CIQA meeting.

   The respective Department may take appropriate steps to revise the following documents in view of the UGC (ODL Programmes and OL Programmes) Regulations 2020 and NEP 2020.

   i)   Revision of Examination Regulations—Controller of Examinations
   ii)   Revision of Financial Rules/ Regulations – Finance Officer
   iii)   Revision of the Coordinator's Manual—Director, Study Centres
   iv)   Preparation of resource mobilization regulation—Finance Officer
   v)   Preparation of E-waste policy—Registrar
   vi)   Revision of IT Policy—Joint Registrar (Academic)

   All the above documents may be finalized by the end of March 2024.

2. **Submission of Action Taken Report (ATR) on the resolution of 16th CIQA meeting (*Annexure-A*)**
   Submitted and noted by the House.

3. **To report the admission of 16 UG programmes and 1PG programme (M.Ed. Spl. Education) for the academic session 2023-24 (July/Aug. 2023). (*Annexure-1*)**

   It was reported that all the registration data has been uploaded on the UGC portal within the last date i.e.15/10/2023.

   Notification for commencement of PCPs w.e.f. 04/11/2023 has already been issued by the Director, Study Centres vide Memo No. 02-01-4/2086A dated 1/11/2023.

   Submitted and Noted by the House.

4. **To report the progress of data collection and compilation for the Annual Quality Assessment Report (AQAR-NAAC) and NSOU Annual Report for 2022-23.** (*Annexure-2*)

Most of the data have been received by the CIQA from different departments/ Schools. All the members present were requested to submit the remaining data in the prescribed template of AQAR within 30/11/2023 (already resolved in the 3rd meeting of the Working Committee held on 7/11/2023). Dr. Papiya Upadhyay, Asst. Professor, Education has been given the addl. responsibilities to help CIQA for the submission of NAAC-AQAR and Annual CIQA report etc.
Dr. Premananda Jana, RD-Kalyani was requested to send the credit pages of all SLMs (UG and PG) from the printers. The office of the Director, Study Centres may request the printers to send the said pages to the Director, RC-Kalyani for onward transmission to CIQA within 8th December 2023.

5. **To review the progress of the University funded projects (2021-22) and to consider new project proposals of the faculty members.**

It was reported that to date the CIQA has received the intimation of submission of the UC and report to the appropriate authority by eleven faculties (Annexure-A). It was resolved that all the UC of the present projects (2021-22) may be audited centrally by the Finance Department for those who could not submit the audited UCs. Henceforth, the Finance Department may take the responsibility to get the UC audited by a qualified Chartered Accountant. The fund may be released to each PI after deducting the audit fees of Rs.2000/-. On completion of the audit and certification from the Finance Officer, the Registrar may issue the Completion Certificate to the PI with a copy to CIQA for the purpose of NAAC. The PIs may deposit the unspent money of the existing projects to the university by 15th December 2023 to make the project account zero balance.

The CIQA may invite proposals for research projects for the financial year 2024-25 from the faculties in the prescribed format as per NSOU Project guidelines. The faculties may submit their proposal duly forwarded by the Head of the Schools from 15th December 2023 to 15th January 2024. The submitted proposals by the respective PIs will be placed in the duly constituted Project Selection Committee (as prescribed below) for screening of the project proposals where the PIs may be invited to defend their proposal.
Project Selection Committee (PSC):
    i) Director/ Officer-in-Charge of the School/ - Chairperson
    ii)   One External Subject Expert- not below the rank of Professor
    iii)   Director, CIQA- Convener
Where the Head of the School is the PI, the Vice-Chancellor may nominate one professor as the chairperson of that particular Project Selection Committee (PSC).
The recommendation of the PSC may be placed in the Research Advisory Committee (RAC) of the University for ratification.

6. **To report the collaborative project with the National Institute of Educational Planning and Administration (NIEPA). Project title: Integrating Digital Technology with Teaching and Learning in Indian Higher Education (*Annexure--3*)**

    Submitted and Noted by the House.

7. **To report the revision and finalization of the NSOU Quality Assurance System (NSOU-QAS) for the purpose of Academic-Administrative Audit (*Annexure-4*)**

The duly constituted Academic-Administrative Committee (Annexure A) recommended the revised Quality Assurance System (QAS) for the university. The House unanimously accepted the document and approved it.

8. **To review the progress of the development of SLMs under CBCS (UG-3rd year) (*Annexure-5*)**

The status report was discussed in depth and the Director, Study centres may review the progress of the development with each School and Heads of the Schools expressed their deep

concern on the development and distribution of elf Learning Materials (SLMs). The concerned Department may take appropriate steps to resolve the issues pertaining to the development and delivery of SLMs.

9. **To consider the proposal for NAAC sponsored 2-day National Level Seminar (*Annexures-6*)**

   The House appreciated the efforts taken by the members of the Working Committee to prepare the proposal for the sponsored seminar titled "Contextualizing NEP 2020: Quality Initiatives in Restructuring Higher Education". Now the CIQA may send the proposal to NAAC for their consideration.

10. **To consider the restructuring of the NSOU web portal for faculty log-in to upload their publications and other information as per requirements of NAAC/ UGC. A separate TAB may be incorporated for the LSCs to upload the details of Academic Counsellors by them with user ID & PW for UGC and NAAC.**

    Submitted and approved by the House.
    Joint Registrar (Academic) may take necessary initiatives for the purpose.

11. **To report the creation of ABC ID for UG and PG students w.e.f. July 2022 session (*Annexure-7*)**

    The House opined that in view of UGC instructions, due importance may be given to creating the ABC ID for all students. The Controller of Examinations was requested to upload/ deposit the credit on the ABC portal through NAD. The prescribed format as per Annexure 7 is required to be sent to UGC immediately. The due date for submission is 28/11/2023 as per the UGC reminder mail dated 24/11/2023.

12. **To consider the Inspection Report of the LSCs conducted by the Study Centres Dept. during 2022-23**.

    During the 2022-23, the duly constituted Inspection Team visited 5-6 Learner Support Centres (LSCs) across the State. Director, Study Centres may send the Inspection Report and action taken report in a tabular form to the CIQA for the record.

13. **To consider the Feedback Analysis Report and ICT Support Service Audit Report for 2022-23**

    http://www.wbnsou.ac.in/about_us/CIQA/feedback_analysis/20231123_Feedback_Analysis_Report_2022-23.pdf

    http://www.wbnsou.ac.in/about_us/CIQA/ict_audit_report/20231123_ICT_Survey_Reort_2022-23.pdf

    Submitted and approved by the House.

14. **To report the present status of the Research Eligibility Test (RET)and Ph.D. admission against previous advertisement (2022-23 Session) Memo No. Reg/0080 dated 19-01-2023 and to consider Ph.D. admission notification for the 2023-24 Session.**

    The Controller of Examinations reported that the 1ˢᵗ RET for 2022-23 session is scheduled to be held on 11/12/23 at four venues. The date of admission and date of registration in the Ph.D. programme and coursework for the 2022-23 session may be finalized as per NSOU Ph.D. regulations. It was resolved that the Paper Setters, Moderators and Examiners for the RET may be paid remuneration as per the existing rate of PG Degree programme. Both the internal and external faculties are entitled to get this remuneration from the Examination Department for confidential jobs as per norms. The same may be ratified in the Finance Committee (FC).

    After completion of the admission process of 2022-23 session and depending on the vacancy position, the admission notification for Ph.D. may be published for the academic session 2023-24.

15. **To report the renewal of MoUs of approved LSCs under the School of Vocational Studies (SVS) and Centre for Lifelong Learning (CLL).**
    a) Nistarini College LSC
    b) Enterprise Development Institute (EDI)
    c) Al-Ameen Memorial Minority College LSC
    d) Sri Aurobinda Engineering Institute
    e) IMAGIC Learning Solutions Pvt. Ltd.
    f) Bengal Bratachary Society.
       Submitted and approved by the House.

16. **To report the research and academic activities of the School of Professional Studies**
    a) *Memorandum of Understanding signed between NSOU and the Institute of Chartered Accountants of India (ICAI) for academic collaboration.*
    b) *Fund mobilised for Seminar:* the Department of Library and Information Science received 8lakhs for a 2-week Capacity Building programme from the ICSSR (4-15 Dec.2023)
    c) *MOOCs conducted through SWAYAM (CC: Prof. Anirban Ghosh)*

Course Details	Session	Students enrolled
Introduction to GST (4 credit 12-Week), -5th cycle	Jan 2023	3551
Research and Publication Ethics (2 credit, 8-week)-2nd cycle	Jan 2023	1361
Introduction to GST (12-Week) -6th cycle	July 2023	2724
Research and Publication Ethics (8-week)-3rd cycle	July 2023	1650

   Submitted and Noted by the House.

17. **To report the research and academic activities of the School of Social Sciences**
    a) *8 weeks Online Short Term Training Course on "Introduction to Indian Knowledge Systems" (7th July 2023 to 27th August 2023), No. participants-27.*
    b) *6 weeks Online Short Term Training Course on "AI Foundations: Understanding its Impact on Society and Public Policy" (2nd September 2023 to 15th October 2023). No. of participants- 47.*
       Submitted and Noted by the House.

18. **To report the research and academic activities of the School of Vocational Studies**
    a) *Publication of a book titled 'MOOCs: Reflections and Experiences in Indian Context', authored by Dr. Anirban Ghosh and Dr. Papiya Upadhyay, ISBN: 978-93-82112-98-3 as an outcome of the AAOU-CRP funded project on MOOCs: Mobilising Higher Education in India (2021-2023).*
    b) *Extension activities at Bengal Bratachari Society*
    c) *Outreach programme at PIMT, Pashim Bardhaman, Shivananda Health Society, Annapurna Society, Bolpur*
    d) *3-Day Training of Trainers (ToTs) of Vocational Programmes & Celebrates the Award of Excellence in Higher Education, 2023.*
    e) *Sensitization on LMS for examination of Vocational Courses.*
    f) *MOOCs conducted through NSOU LMS i) Fundamental in Cyber Security, 4th cycle (No. of participants-331), ii) ICT for Educators, 1st cycle (No. of participants-198).*
       Submitted and Noted by the House.

19. **To report the research and academic activities of the School of Education**
    a) *The completion of the development of a 2-credit, 8-week MOOC on Reading & Reflecting on Text (CC: Dr. Papiya Upadhyay, NC: IGNOU-SWAYAM) and offering of the same from July 2023 session on SWAYAM.*
    b) *The successful offering of following MOOCs on SWAYAM (CC: Dr. Papiya Upadhyay, NC: IGNOU).*

Course Details	Session	Students enrolled
Foundations of Heutagogy, (4-week)-2nd cycle	Jan 2023	2827
Foundations of Heutagogy, (4-week)-3rd cycle	July 2023	1030
Reading & Reflecting on Text, (8-week, 02 credit)-1st cycle	July 2023	272

c) The publication of a Compendium on Special Lectures under Azadi ka Amrit Mahotsav celebration on 'Contributions of great Indian leaders on Independence of India'.

d) The publication of a Book titled, 'Blended Learning: Toolkit for Assessing Mindscape of Teachers' as an outcome of the NSOU-funded research project during 2021-2023 (PI-Dr. Papiya Upadhyay), ISBN-978-93-82112-94-5.

Submitted and Noted by the House

19) To consider the proposal of the School of Education

a) *RCI sponsored CRE accredited National Conference.*

b) *3rd Swami Vivekananda Memorial Lecture (offline) on 19th January 2024 (speaker: Swami Suparnananda Maharaj)*

c) *General Health Check-up & Medical camp for all NSOU employees on 29th -30th January 2024.*

Noted and approved in principle by the House subject to the approval of the financial budget as per rules.

20) To report the programmes conducted on quality initiatives by CIQA

a) *Three Awareness programmes on Academic Bank of Credit and Code of Conduct at Haldia Govt. College, AC College & Memari College)*

b) *Two-Day Workshop on "Implementation of Blended Learning Designs in Higher Education Institutions of West Bengal" at Jalpaiguri RC & Durgapur RC*

c) *5-Day National Level Faculty Development Programme on "Use and Development of Online Modules and Open Educational Resources for Teaching, Learning and Research".*

d) *Virtual Pre-admission counselling for UG-CBCS students*

e) *Virtual Induction Meeting for UG CBCS students (July 2023 batch)*

f) *One-day workshop on "Creating an Inclusive Learning Environment" at Al-ameen Memorial College LSC.*

Submitted and Noted by the House.

i) **Any other issues with the permission of the Chair**.

With the permission of the Chair,

a) *The director of the School of Humanities reported that the Centre for Language, Translation and Cultural Studies (CLTCS) published the following two edited books as the project outcome:*

   i) *চেনা অপরাধ অচেনা কাহিনি : গোয়েন্দাকাহিনি পাঠের চিন্তনসূত্র by Dr. Anamika Das*

   ii) *'ডিজিটাল সাংবাদিকতা' by Dr. Baidyanath Bhattacharya and Shri Arijit Ghosh*

b) *The Director of the School of Social Sciences reported that the university has applied for ISBN but has not yet received it. The Registrar may follow up with the Raja Rammohun Roy National Agency for ISBN, MoE-GoI for university publications.*

c) *The Director, CIQA reported that*

   i) *The Foundation Day Lecture 2023 will be delivered by Dr. D.P. Duari, DSc, former Director, BM Birla Planetarium on 19/12/2023.*

   ii) *As per the University Grants Commission (Redressal of Grievance of Students) Regulations, 2023, the University has constituted the Student's Grievance Redressal Committee to look after the grievances of the students. The SGRC meets every 15 days to prepare the periodic report as per requirements. All the members present in the meeting were requested to respond to the e-mails sent by the SGRC to resolve the issues/ grievances raised by the students.*

   iii) *The information about the university is now being communicated to the students through social media like Twitter, Facebook etc.*

Sd/-

(Professor Anirban Ghosh)

Member Secretary, CIQA Committee

The Minutes have been approved by Hon'ble Vice-Chancellor on 30/11/2023.