



Netaji Subhas Open University

(Accredited by NAAC with grade A)

Centre for Internal Quality Assurance (CIQA)

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Memo No. CIQA/002

Date: 25/6/2024

Minutes of the 18th Meeting of CIQA Committee

Venue: Board Room of the University

Date: 14th June 2024 at 1.30pm

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. Smt. Ananya Mitra, Registrar (Add'l. Charge), & Jt. Registrar (Administration)
5. Dr. Atindra Nath Dey, Director, School of Education
6. Dr. Premananda Jana, Director, Kalyani RC
7. Dr. Bibhas Guha, Officer-in-Charge, SoSci.
8. Dr. Srideep Mukherjee, Associate Professor, O-i-C, SOH & Head-Dept. of English
9. Dr. Anirban Ghosh, Head, Dept. of Zoology
10. Dr. Sudeshna Chatterjee, Director, SC (Addl. Charge) & Jt. Registrar, (Academic) - online
11. Professor Anirban Ghosh, Director, CIQA -Member Secretary
12. 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 17th meeting of CIQA committee held on 24/11/2023.**

https://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20231201_MoM_17th_CIQA.pdf

Submitted and confirmed by the House.

2. **Submission of Action Taken Report (ATR) on the resolution of 17th CIQA meeting (Annexure-A)**

Submitted and noted by the House.

3. **To report the submission of Annual CIQA Report, 2023-24 to UGC-DEB**

Submitted and noted by the House.

4. **To report the Virtual Inspection for Section 12B of the UGC Act 1956 (Fitness of Open Universities for Grants)**

Submitted and Noted by the House

The University had applied for 12B status to the UGC on 22/7/2022. A five member Expert Committee conducted the virtual inspection on 23-24 February 2024. Further compliance in respect of faculty is required to be submitted vide mail received from UGC dated 10/6/2024.

5. **To report the submission of data on the NIRF portal for 2022-23 applicable for open universities.**

Submitted and Noted by the House.

The NIRF has been introduced by the MoE-GoI for the Open Universities from the year 2022-23. Accordingly, all the relevant data were submitted by the University through the dedicated portal on 7th March 2024. The result is yet to be published.

- 6. To report the status of the University funded projects for the financial year 2024-25 ([Annexure-1](#))**
As resolved in the 17th CIQA meeting, proposals were invited from faculty members holding the substantive posts of the university. The House noted that the duly constituted Project Selection Committee (PSC) recommended the proposals to 30 faculties for funding. The project sanction letters have already been issued by the Registrar.
- 7. To report the signing of MoU for academic collaboration with the following State Open Universities**
i) Uttarakhand State Open University, ii) Jharkhand State Open University
*Submitted and Noted by the House. The Departments may go through the MOUs (available on the website) to explore the possibilities of collaborative programme (s) as per provisions laid down in the respective MOUs. The School Heads may finalize the collaborative activities in consultation with the Registrar/Director, CIQA. It was also noted that the University has been included in the “list of Eligible Indian Institution for Collaboration between Indian and Foreign HEIs” published (on 14/5/2024) by the UGC (Sl. No.145).
https://www.ugc.gov.in/pdfnews/0054521_List-of-Eligible-Indian-Institution-for-Collaboration.pdf*
- 8. To prepare the Feedback Analysis Report (Learners, Subject Experts, Academic Counsellors and Alumni) for 2023-24**
Resolved that as per existing practice, the report may be prepared by the Centre for Online Education with the support of the Information and Technology Officer within 31st August 2024.
- 9. To prepare the ICT Audit Report for 2023-24**
Resolved that as per existing practice, the report may be prepared by the Centre for Online Education with the support of the Information and Technology Officer within 31st August 2024.
- 10. To consider the preparation of Annual Report of the University for 2023-24**
Annual Report of the University is an important compliance document for the UGC and NAAC. Every year the Annual Report is published on the Foundation Day. Resolved that all the Heads of the Schools/ Administrative Departments may provide the required information to the CIQA within 31st July 2024 in the prescribed format (about the school, activities of the School, faculty names, faculty achievement/ publications, SLM contribution etc.) for the preparation of Annual Report, 2023-24. The NAAC Coordinator and Asst. Coordinator may finalize the Annual Report 2023-24 in consultation with the Director, CIQA.
- 11. To prepare the Institutional Development and Strategic Plan (IDSP) as per UGC Guidelines.**
https://www.ugc.gov.in/pdfnews/0072653_UGC-Guidelines-on-IDP-Draft.pdf
Resolved that the NAAC Coordinator and Asst. Coordinator may finalize the document keeping in mind the UGC guidelines which may be placed in the next meeting for consideration.
- 12. To take initiatives for the next cycle of accreditation under binary system in 2025-26. ([Annexure-2a](#) & [Annexure-2b](#))**

Resolved that the NAAC Coordinator and Asst. NAAC Coordinator in consultation with the Director, CIQA may take appropriate steps for the purpose of accreditation. They may also prepare the AQAR 2023-24 and other related reports. The NAAC coordinator may be invited to the CIQA meeting to apprise and appraise the members about the progress of the NAAC preparation.

It was proposed that the Director, CIQA, may convene a meeting with all the Heads of the Schools in presence of the NAAC Coordinator and Asst. Coordinator for an orientation programme on the upcoming binary system of accreditation.

13. To consider the procurement of anti-plagiarism software for the purpose of SLMs etc.

Resolved that an antiplagiarism software may be procured/ subscribed for the purpose of SLMs and other publications. The Drillbit as provided by the INFLIBNET may be used by the faculties only for the thesis and PhD. related publications. Prof. Arun Kr. Chakraborty and Dr. Madhusri Ghosh Upadhyay may submit a detailed comparative report of different service providers indicating the cost, merits and demerits etc. of antiplagiarism software preferably by 15th July 2024.

14. To report on the awareness programme on Code of Conduct and ABC ID organized at the following four LSCs. (i) Chnadrakona Vidyasagar Mahavidyalaya (Kolkata Zone), (ii) Kalna College (Durgapur RC), (iii) Gobardanga Hindu College (Kalyani RC), (iv) Coochbehar College (Jalpaiguri RC)

Submitted and Noted by the House. It was proposed to organize Inter University/ intra university workshop/ awareness programme with the faculties on the credit transfer policy. Centre for Online Education may take the initiative.

15. To report the creation of ABC ID and customization of Mark Sheet for PG programmes as per requirements of NAD ([Annexure-3](#))

Submitted and noted by the House.

16. To report the opening of new Learner Support Centres for UG /PG programmes under the University including the LSCs where inspections have been completed ([Annexure-4](#))

Submitted and noted by the House.

17. To Report the Inspection-cum-Induction meeting conducted at different existing LSC's under different RC ([Annexure -5](#))

Submitted and noted by the House.

18. To report the renewal of MoUs for approved LSCs/ opening new LSC under the School of Vocational Studies (SVS) and Centre for Lifelong Learning (CLL)

- i) IMAGIC Learning Solutions Pvt. Ltd.
- ii) Enterprise Development Institute under BNCCI
- iii) Nabadweep Bakultala Vidyalaya Prakton Chhatra Sammilani
- iv) Bengal Bratchari Society
- v) George Kids, Bolpur, Kalyani and Haridevpur (new)
- vi) Seva Bharati Mahavidyalaya, Jhargram (new)
- vii) Institute of Psychological and Educational Research (new)

Submitted and noted by the House.

19. To report the invitation received from Dr. S. Mishra, Education Specialist, Commonwealth of Learning (CoL) to Contribute in the "Handbook of Open Universities Around the World" (Publisher-Routledge), Contributor: Anirban Ghosh & Papiya Upadhyay

20. To report the academic activities of the School of Professional Studies

- a) Finalization of syllabus under 4-year Under Graduate Degree programme as per NEP2020
(i) B.Com, (ii) BA in Economics
- b) Short-term Diploma courses launched under Innovation and Incubation Centre
 - i) Personal Income Tax –Planning & Filing (CC-Dr. Sudarshan Roy), Total-11
 - ii) Banking & Finance (CC-Smt. Priyanthi Bagchi), Total-5
 - iii) Child Adolescent Guidance and Counselling (CC-Dr. Monojit Garai), Total-1.
- c) Workshop on "Scopes and Opportunities of Social Work in Today's Scenario" by Dept. of Social Work, 5/1/2024.
- d) World Social Work Day on 'Inspiring Inclusion'- Role of Social Work in Women's Empowerment' Celebrated by the Department of Social Work, 19/3/2024

Submitted and Noted by the House

21. To report the academic activities of the School of Vocational Studies

- a) MOOCs conducted through NSOU LMS - Child Rights and Protection (No. of participants-198)
- b) Sensitization of Examination System (Examination REFORM) for Vocational Skill Development Programmes, 18/12/2023.
- c) Capacity Building Programme: "Empowering Women and Girls in Remote Area" -Three Weeks Master Trainer Training on Tailoring for Women's Self Dependent, 21/11/2023 to 14/12/2023
- d) Collaborative project titled "Implementation of Blended Learning (BL) in Education Institutions including HEIs in West Bengal" in collaboration with the Commonwealth Educational Media Centre for Asia (CEMCA) for the year 2023-24. Two workshops have been conducted at Kalayni RC on 9-11 March 2024 and Jalpaiguri RC on 23-25 May 2024. The next workshop will be held at Durgapur RC on 6-8 July 2024.

Submitted and Noted by the House.

22. To report the meeting with the NCVET, GoI for Skill Based programme ([Annexure-6](#)).

Submitted and Noted by the House. The duly constituted NCVET-NSOU committee may explore the possibilities of designing and developing the skill-based courses (NSOU as an Awarding Body) which may be offered as a standalone course or may be integrated in the FYUGP structure (NEP).

23. To report the academic activities of the School of Humanities

- a) To report about the reconstitution of CLTCS working committee ([Annexure-7](#)).
- b) To report about the completion of 'Communicative Bengali for Professionals' course which has been offered by the CLTCS in collaboration with RCBKI, Kolkata, for 12 audit officer appointed in West Bengal on the basis of request placed by the competent authority of RCBKI.
Course title: *Communicative Bengali for Professionals*
Duration :12 weeks, 90 contact hrs
Course content: 4 units comprising of 80 online & offline classes.
Mode: Offline at CGO complex, and Online through NSOU LMS.
Course fees: Admission fees: 3500/- & Examination fees: 1000/-
Course coordinators: Manan Kumar Mandal & Dr Anamika Das, Dept. of Bengali, NSOU.
Online support: Team Lease, NSOU unit on sharing basis.
- c) To report about the completion of 2nd (second) cycle of short term course titled গোয়েন্দা সাহিত্য পাঠের ভূমিকা
Course duration: 8 weeks, 8th February, 2024 to 31st March, 2024
Course fees: INR 750/-; Mode: Online delivery mechanism through NSOU LMS
Medium of instruction: Bengali
- d) Publication of following title at Kolkata Book Fair.
Title: *Banglar Partition Katha : Uttor Projanmer Khoj (Vol 2)*
Publisher: Centre for Language, Translation & Cultural Studies (CLTCS), NSOU, Kolkata.

Royal size, p. ix+ 482, Four colour cover, Hard bound

Distributor: Dey's Publishing, Kolkata.

Price: INR 750; Impression: 300 copies till May, 2024

e) Reprint of following titles.

Banglar Partition Katha: Uttor Projanmer Khoj (Vol 1)

Publisher: Centre for Language, Translation & Cultural Studies (CLTCS), NSOU, Kolkata.

Impression: 800 copies; Price revised to INR 650/-

Printer: Sarat Impression Pvt Ltd, Kolkata

f) *Digital Sangbadikata*

Publisher: Centre for Language, Translation & Cultural Studies (CLTCS), NSOU, Kolkata

Impression: 300 copies; Price: INR 350/-

Printer: Ficus, Kolkata

Submitted and Noted by the House.

24. To report MOOCs conducted through SWAYAM (NC-IGNOU)

i) CC: Prof. Anirban Ghosh

Course Details	Session	Students enrolled
Introduction to GST (4 credit 12-Week), -7 th cycle	Jan 2024	3379
Research and Publication Ethics (2 credit, 8-week)-4 th cycle	Jan 2024	2178
Introduction to GST (4 credit 12-Week), -8 th cycle Link: https://onlinecourses.swayam2.ac.in/nou24_cm12/preview	Jul 2024	362 (Adm. Open)
Research and Publication Ethics (2 credit, 8-week)-5 th cycle Link: https://onlinecourses.swayam2.ac.in/nou24_ge73/preview	Jul 2024	411 (Adm. Open)

ii) CC: Dr. Papiya Upadhyay

Course Details	Session	Students enrolled
Reading & Reflecting on Text (2 credit 8-week)-2 nd cycle	Jan 2024	404
Reading & Reflecting on Text (2 credit 8-week)-3 rd cycle [https://onlinecourses.swayam2.ac.in/nou24_ed36/preview]	Jul 2024	96 (Adm Open)

Submitted and Noted by the House.

25. To report the programmes conducted on quality initiatives by CIQA

- Awareness Program on Code of Conduct and Academic Bank of Credit (ABC), 16/12/23
- Workshop on 4-year Undergraduate Degree programme under National Curriculum and Credit Framework as per NEP 2020, 19/12/23
- State Level Seminar on "IPR in the age of Emerging Technology", 13/1/24.

Submitted and Noted by the House.

26. To report the minutes of the Institution's Innovation Council (IIC) ([Annexure-8](#)).

Submitted and Noted by the House.

27. Any other issues with the permission of the Chair.

- As per resolution of 5th CIQA meeting (held on 3/1/2020), the CIQA was entrusted to organize the University Foundation Day Lecture. The Director CIQA proposed and the House resolved that the Registrar may take initiatives to celebrate the Foundation Day Lecture from the year 2024.
- Director, School of Education reported the following academic activities:
 - Conducted a National Webinar on "Challenges and Prospects of the Teacher Education Program as envisioned in the New Education Policy (NEP)", 29.4.2024.
 - Conducted a One-Day National Webinar on "Autism Advocacy Network", 26.4.2024.
 - Conducted a National Webinar on "Use of Recent Techniques for Assessment and Teaching Strategies of Learners with Low Vision", 18.03.2024.
 - Conducted a National Webinar on "Education for Environment", 28.02.2024.

- e. Organized an Entrepreneurship Awareness Programme on Skill Development in collaboration with MSME-Development Facilitation Office, Ministry of MSME, Govt. of India, 30.01.2024.
- f. Conducted a National Webinar on "Viksit Bharat @ 2047: Voice of Youth", 9.02.2024
- g. Organized Special Lecture Programme of One-Year Diploma in Inclusive Education (2022-2023 session) under CDSER, 7.01.2024.
- h. Published 2nd Swami Vivekananda Memorial Lecture 2023 by Swami Jnanalokananda, entitled 'Life - Blessed in Ethics and Values', edited by Dr. Papiya Upadhyay & Prof. D.P. Nag Chowdhury [ISBN: 978-81-968283-5-6].
- i. Successful completion of the Semester-I of One Year Diploma in Inclusive Education under CDSER.

Submitted and noted by the house.

- Dy. Librarian expressed deep concern about the decision of UGC's 579th meeting held on 16/4/2024 that SOUs are not permitted to offer 4-year UG programme (Honours with Research) under ODL. All the members also opined that UGC may think twice on this decision for the benefit of the students of ODL system.

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

The minutes have been approved by the Hon'ble Vice-Chancellor vide VC/18/1306 dates 25/6/204.