Netaji Subhas Open University

(*Accredited by NAAC with grade A*)

Centre for Internal Quality Assurance (CIQA)

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Ref. CIQA/001/2025-26   **Date: 02/05/2025**

Minutes of the 19th Meeting of CIQA Committee held on 25th April 2025 at 1.30pm in the 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. Smt. Ananya Mitra, Registrar (Add'l. Charge), & Jt. Registrar (Administration)
4. Smt. Rokeya Ray, Controller of Examinations
5. Dr. Atindra Nath Dey, Director, School of Education
6. Professor Barnana Guha Thakurta, Director of SoSS & Head, Dept. of Political Science
7. Professor Chandan Basu, Professor of History
8. Dr. Srideep Mukherjee, Associate Professor, O-i-C, SOH & Head-Dept. of English
9. Dr. Sudeshna Chatterjee, Director, SC (Addl. Charge) & Jt. Registrar, (Academic)
10. Dr. Madhusri Ghosh Upadhyay, Dy. Librarian
11. Professor Bibhas Guha, Director, SoSci. (invitee)
12. Professor Ritu Mathur Mitra, NAAC Coordinator (Invitee)
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 discussions as per agenda.

1. **Confirmation of the minutes of the 18th meeting of CIQA committee held on 14/6/2024.**
   https://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20240625_MoM_18th_CIQA.pdf
   Submitted and confirmed by the House.

2. **To report the submission of Annual Quality Assessment Report (AQAR), 2023-24 to NAAC.**
   Submitted and approved by the House.

3. **To report the approval for Section 12B of the UGC Act 1956 (Fitness of Open Universities for Grants)**
   Noted by the House. The House congratulated all members of the staff of the University for their efforts.

4. **To report the result of NIRF 2024**
   The University proudly secured the 2nd rank in the "open university category" in the NIRF 2024 rankings, a feat for which the House extended its heartfelt congratulations to all stakeholders for their invaluable support and cooperation.

5. **To report the submission of data on the NIRF portal for 2023-24 applicable for NIRF 2025 of Open Universities**
   It was reported that online application has been submitted in NIRF portal under i) open university category and ii) overall category.
   Noted by the House.

6. **To report the approval received from UGC-DEB & RCI for B.Ed. Spl. Ed. and M.Ed. Spl. Ed. in ODL mode for academic session 2025- 2029.**

The MoU has been renewed by the Rehabilitation Council of India (RCI) up to 7th December 2029 accordingly, the UGC-DEB approved both the programmes.
Submitted and noted by the house.

7. **To report the submission of PPRs and SLMs to the UGC-DEB for 4-year UG programmes as per NHEQF and NCrF under NEP 2020 for Academic year 2025-2026, Academic Session beginning July-August, 2025 onwards (14 UG Programmes), (*Annexure-1*)**
   Submitted and noted by the House that as per the approval of 43rd and 44th Academic Council meeting, the online application for 14 undergraduate degree programme (NEP) has been submitted for approval. The Four Year Undergraduate Degree Programme (FYUGP) may be introduced w.e.f July/August 2025 session subject to the approval of the UGC-DEB.
   https://www.ugc.gov.in/pdfnews/0920543_Public-Notice-UG-and-PG-Regulations-2025.pdf

8. **To report the opening of new Learner Support Centres for UG /PG programmes and approval of existing LSC to offer UG programmes (*Annexure-2*)**
   Submitted and noted by the house.

9. **To report the creation of ABC ID for UG degree programme and credit mapping with APAAR ID in the NAD (*Annexure-3*)**
   Submitted and noted by the house. As resolved in the meeting held on 23/4/2025, with the representatives of HED, GoWB and UGC-NAD, the results of PG (2021, 2022, 2023, 2024) in the present format may be uploaded in the NAD as suggested by them (NAD).

10. **To report the admission of Undergraduate (UG) and Postgraduate (PG) Degree Programme for session 2024-25 (*Annexure-4*)**
    Submitted and noted by the house.

11. **To report academic year planner for Academic Year 2024-25. (*Annexure-5*)**
    Submitted and noted by the house.

12. **To Report the Inspection for monitoring of administrative functioning of LSCs under different RC.**

Sl. No.	Name of the Study Centre	Date	Under RCs
1.	Shibpur Dinabandhu (Institution) College	06.03.2025	Headquarters
2	Desh Bandhu Mahavidyalaya	22.03.2024	Durgapur
3	Kharagpur College	27.10.2024	Headquarters
4	Malda Womens College	07.09.2024	Jalpaiguri
5	Gour Mahavidyalaya	07.09.2024	Jalpaiguri

Submitted and noted by the house.

13. **To report minutes of the meeting related to development of pre-press materials under NEP 2020 held on 17.02.2025 (02.30 PM) vide memo no.: NSOU/SC Dept/536/2025 dated 25.02.2025 (*Annexure-6*).**
    Submitted and noted by the house.

14. **To report the following induction meetings conducted at LSCs:**
    i) Sri Krishna College, Bagula on 17.01.2025; ii) Dr. Kanailal Bhattacharya College on 07.12.2024, iii) Burdwan Raj College on 08.12.2024, iv)Raja N.L. Khan Women's college on 22.12.2024, v) B.B. College on 23.03.2025.
    Submitted and noted by the house.

15. **To report implementation of opt out option for getting printed SLMs by the intending UG, PG learners from academic year 2024-25 onwards.**
Submitted and noted by the house. The sentence "Not for sale" in the fourth cover page (back cover) of the SLM may be replaced **"Right to sale is reserved by the University".**

16. **To report implementation of mandatory DEB-ID following the directives of UGC-DEB, Registrar Department has incorporated the reverse API mechanism with the help of API kit as provided by the UGC-DEB for all UG and PG programmes. University has also taken following measures to create awareness among all stakeholder prior to implementation of mandatory DEB ID collection and verification process successfully.**
   a) Orientation programme in four phases at four zone,
   b) Pre admission counselling for intending applicants,
   c) Notification along with guidelines circulated to all concerned,
   d) Technical Help desk: 1 Central and 4 Regional

Submitted and noted by the house.

17. **To report the constitution/ reconstitution of different committees/ cells as per UGC directives.**
   i) Students' Grievance Redressal Committee, ii) Research and Development Cell, iii) Internal Complaints Committee, iv) Women's Cell, v) Equal Opportunity Cell, vi) Anti Ragging Committee, vii) SAARTHI Committee, viii) NEP Cell, ix) ABC Committee
   Submitted and noted by the House.

18. **To report the faculty participation in NEP 2020-Orientation Programme and Sensitization conducted by the UGC- Malaviya Mission Teacher Training Centre (UGC-MM TTC). As per requirements of NAAC, at least 75% of total faculties should complete this programme conducted by the UGC-MMTTC.**
   It was reported that as on date 16 faculties have completed the teacher training and orientation & sensitization programme on NEP conducted by the UGC-MMTTCs under various Indian HEIs. The Heads of the Schools were requested to inform the faculties to attend and complete the said programmes through proper channel at the earliest. The faculties may claim benefit of such programmes in their CAS as per UGC norms (Annexure-7).

19. **To consider framing of modalities for promotion of academic integrity and prevention of plagiarism in SLM writing among the concerned.**
   The House constituted the following Committee to propose the norms for promotion of academic integrity and prevention of plagiarism relating to the SLMs.
   i) *Professor Radharaman Chakraborti*
   ii) *All the Heads of the Schools (SoSci, SoE, SoSS, SoH, SPS)*
   iii) *Director, CIQA-Convener*

20. **To consider the revision/ preparation of the following regulations/ policies for the upcoming accreditation cycle.**
   i. Examination Regulations—Controller of Examinations
   ii. Financial Rules/ Regulations – Finance Officer
   iii. Coordinator's Manual—Director, Study Centres
   iv. Resource mobilization regulation (new)—Finance Officer

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v.   E-waste policy (new)—Registrar

vi.   IT Policy—Joint Registrar (Academic)

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(Resolved in the 16th CIQA Committee 23/5/2023)

To facilitate the revision or preparation of the aforementioned documents, the House has approved the formation of a committee comprising three to four members. These committees will be convened by the officers mentioned above. Each convener is authorized to propose potential committee members for the Hon'ble Vice-Chancellor's approval. The constituted committee is expected to submit the finalized documents within a two-month timeframe.

21. To report Suspension of admission at Sir Gurudas Mahavidyalaya
Submitted and noted by the House.

22. To report formal Closure of Malda College on 06.09.24
Submitted and noted by the House.

23. To consider the formation of Alumni Association and its registration
It was resolved that Shri Prosenjit Bhattacharya and Shri Gourab Barua may expedite the process to register the Alumni Association of the University at the earliest.

24. To prepare the Institutional Development and Strategic Plan (IDSP) as per UGC Guidelines.
The House noted that the preparation of IDSP is under process. Resolved that the NAAC Coordinator and Asst. Coordinator may submit the draft document in the next meeting for consideration.

25. To consider the application for paper publication grant under NSOU funded project 2021-22 (*Annexure-8*)
The prayer of Dr. Sintu Ganai was not accepted for the paper publication incentive/ grant. It was resolved that such incentive may only be given to the faculty (PI) for his/her individual project and sole authorship of the paper (based on the project) published in the reputed journal on the recommendation of the duly constituted expert committee.

26. To approve the CIQA Report 2024-25 for submission to UGC-DEB
Submitted and approved by the House.

27. To take initiatives for the second cycle of accreditation in 2026-27
The NAAC Coordinator discussed in detail the various aspects of the proposed binary system (input, process and outcome) of accreditation.
Resolved that CIQA may organize a sensitization programme in the month of June/ July 2025 for all the stakeholders. A roadmap may be prepared by the CIQA/ NAAC team for the next cycle of accreditation. All concerned were requested to go through the document with the below link.
https://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20240625_2b_NAAC_New_Metrics.pdf

28. To conduct the Academic Administrative Audit (AAA) for the academic year 2023-24 and 2024-25
The Academic and Administrative Audit (AAA) is supposed to be conducted every year for the purpose of AQAR. Due to various reasons, the AAA could not be carried out. It was resolved that the AAA for 2023-24 and 2024-25 may be conducted in the month of November/ December in presence of two External Experts nominated by the Hon'ble Vice-Chancellor.

All the Heads of Schools and Departments were requested to extend their support for this self-assessment exercise. The CIQA may take all possible steps to facilitate/carry out this AAA.

29. **To consider/ identify the integration of Indian Knowledge System (IKS) in the Higher Education curricula (NEP) as per NAAC requirement vide UGC letter D.O.F.No.159854/UGC/IKS/2025 dated 26/3/2025.**

    *Resolved that the Heads of the Schools may identify the IKS related courses integrated in the programme structure of the FYUGP (NEP- NHEQF/ NCrF) and send within 30 days in the prescribed template (**Annexure-9**).*

    https://www.ugc.gov.in/pdfnews/8727083_Indian-Knowledge-System-English.pdf

30. **To organize Discipline specific workshop for the preparation of assessment tool for the proposed UG Degree programme (FYUGP) under NHEQF and NCrF under NEP 2020.**

    Resolved that the School of Studies may organize such workshop with suitable budget. The budget may be approved separately by the competent authority.

31. **To prepare a common assignment letter for course writing and editing/ reviewing the SLMs (Draft Enclosed) (**Annexure-10**)**

    The house approved the letter with some modifications.

32. **To consider the customization of Mark Sheet for PG programmes as per requirements of NAD (**Annexure-11a** & **Annexure-b**)**

    The Controller of Examinations informed that the Marksheet for PG progrmmes is being customized as per requirements of NAD. The template of NAD may also be adopted for the University.

33. **To initiate the revision of PG Degree programme as per UGC Curriculum and Credit Framework for Postgraduate Programmes under NEP 2020**

    https://www.ugc.gov.in/pdfnews/4682468_Curriculum-and-Credit-Framework-for-Postgraduate-Programmes.pdf

    Resolved that the Schools of Studies may initiate the process of introduction of PG programmes as per NHEQF and NCrF (Reference- 37th AC held on 17/9/2019).

34. **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) with the name of the courses (**Annexure-12**)**

    Submitted and noted by the House.

35. **To consider the proposal of SVS-CLL for adoption of Villages through study centres under SVS-CLL (awareness on health & hygiene, computer literacy, financial literacy, child rights, 7-days skill development- apparel, soft toy making, apiculture etc. for promoting livelihood of the community)**

    The House appreciated the proposal and approved the proposal in principle.

36. **To report the project received from COL-CEMCA [Title: "Strengthening Institutional Effectiveness for Graduate Employability: Pilot Case of ODL Higher Education Institutions in India". Participating ODLIs- 16 OUs, Duration-3 years (2024-2026); Project Coordinators: Dr. Anirban Ghosh & Dr. Papiya Upadhyay].**

    *Submitted and noted by the HOUSE. The Employment Committee has been constituted to facilitate the project and execute the project activities (**Annexure-13**).*

37. **To report the holding of East and NE Zone Capacity building programme for Developing Graduate Employability Framework for the University funded by COL-CEMCA (20-22 March 2025)**

https://svs.wbnsou.ac.in/seminar_conference_workshop_report/20250402_Report_CEMCA_Workshop_20-22_March_2025.pdf

Submitted and noted by the House.

The duly constituted Graduate Employability Committee (GEC) has prepared the draft Graduate Employability Framework for the University as per template provided by the COL-CEMCA (Annexure-14). As per recommendation of the workshop, the GEC has already started the process of skill gap analysis. The report may be published by the COL.

38. To report and consider the academic activities of the School of Education

i) *To report: Approval of two new LSCs to conduct B.Ed. Spl. Ed. in Visual Impairment viz. Kalyani SC, SoE, NSOU & Training Institute for the Teachers of the Visually Handicapped RK Mission Blind Boys Academy, Narendrapur.*

ii) *To report: Syllabus modification in Practicum of B.Ed. Spl. Ed. & M.Ed. Spl. Ed. with approval of BOS*

iii) *To report: Conducted face to face, mandatory 10-day workshop on School-based activities and Practicum for the 1st and 3rd semester learners of B.Ed. Spl. Ed. and M.Ed. Spl. Ed.*

iv) *To report: Project Grant received from Centre of Research, Indian Institute of Teacher Education (IITE), Gujarat by Dr. Papiya Upadhyay as P.I, Amount mobilised: Rs.3,00,000/-. Duration-12 months; Title: Innovative Pedagogical Approaches to Cultivate Critical and Creative Thinking Skills for 21st Century Learners.*

v) *To report: 4th Swami Vivekananda Memorial Lecture (SVML) successfully organized on 30.1.2025 and publication of 3rd SVML at the KIBF on 4.2.2025.*

vi) *To report: Renewal of MOU with different Special Schools, Inclusive Schools and training institutions for conducting practical. (Annexure-15)*

vii) *To organise workshops on fundamentals of UDL for the learners of B.Ed. Spl. Ed. and M.Ed. Spl. Ed. in ODL mode program under NSOU.*

Submitted and noted by the House.

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

i) *Awareness Building Programme on the Provisions of the Transgender Persons (Prevention of Rights) Act, 2019 on 2/12/2024*

ii) *Workshop on "Implementation of NEP Curriculum (FYUGP) on 15-16 July 2024*

Submitted and noted by the House.

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

i. *One-Day Training-cum-Workshop on "Teaching and Learning in Blended Mode" in collaboration with Deshabandhu Mahavidyalaya, Chittaranjan, 29/10/2024*

ii. *Training of Trainers (ToTs) programme for Vocational courses, 18-20 Sept. 2024*

iii. *One-Day Workshop on "Digital Learning Revolution in Indian Higher Education", in collaboration with National Institute of Educational Planning and Administration (NIEPA) at Haldia Government College on 4/8/2024*

Submitted and noted by the House.

41. To report development of e-content under SWAYAMPRABHA

The Centre for Online Education (CoEdn) reported that the National Coordinator (IGNOU) approved the proposal of 13 faculties (course coordinator) to develop e-content (AVL)of 18 courses of UG/ PG level for the D2H channel of SWAYAMPRABHA (Annexure-16).

It was also reported that the NSOU OER Repository (https://nsouoer.in/#gsc.tab=0)has been revamped with new features and launched by the Hon'ble Vice-Chancellor on 22/4/2025.

42. To report MOOCs conducted through SWAYAM (NC-IGNOU)
  i) *CC: Dr. Papiya Upadhyay*

Course Details	Session	Students enrolled
Reading & Reflecting on Text (2 credit 8-week)- 4th cycle	Jan 2025	604

Submitted and noted by the House

43. To report the programmes conducted on quality initiatives by CIQA
  i. *Webinar on "Debunking Myths: Are online degrees as credible as traditional ones?" in association with Jharkhand State Open University on 21/12/2024*
  Submitted and noted by the House.

44. To report the activities of the Institution's Innovation Council (IIC).
  i) *One-Week National-Level Online Faculty Development Programme (FDP) on "Strategies for Developing Outcome-Based Curriculum & Utilizing Digital Tools in Education" in association with Uttarakhand Open University (11/11/2024 to 19/11/2024)*
  ii) *UGC-DEB funded "Innovation Ecosystem: Nurturing Talent from Campus to Corporation" [Blended Mode] 13/8/2024*
  iii) *Two-Day National Seminar on "IPR: Demystifying Intellectual Property for Educators" (25-26 July 2024).*
  Submitted and noted by the House.

45. To report following activities conducted by various RCs
  i) *Induction programme at B.B. College, Asansol*
  ii) *Birthday Celebration of Netaji Subhas Chandra Bose, 2025 at RC, Durgapur Netaji Subhas Open University*
  iii) *Inspection Cum Induction programme and awareness programme on Code of Conduct at Mankar College by Durgapur RC*
  iv) *Report World Environment Day 2024 at Durgapur RC*
  v) *Orientation Program for Administrative personnel LSC & RCs held on 06-09-2024 at Jalpaiguri RC*
  vi) *"Orientation program for Administrative Personnel of LSCs and RCs (Related to Administrative and Academic Issues)" held on 13/07/2024 at Kalyani RC*
  vii) *Seminar on NEP at Deshbandhu Mahavidyalaya on 18.07.24*
  Submitted and noted by the House.

46. Any other issues with the permission of the Chair.
With the permission of the Chair, the following items were reported and noted by the House.
A. The Registrar reported that
  i) MoU for academic collaboration has been signed with MP Bhoj Open University. 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.
  ii) The UGC letter No.F.1-1/2003(JKT-JS) relating to the adoption of UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2022 was placed before the members. Resolved that the university may comply with all the parameters as mentioned in the letter. Accordingly, the Institutional Academic Integrity Panel (IAIP) and Departmental Academic Integrity Panel (DAIP) may be constituted as per the provisions of University Grants Commission

(Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. It was also resolved in the 13th CIQA meeting held on 29/8/2022.

https://www.wbnsou.ac.in/academics/ugc_regulations.shtml#active_ugc_regulations

B. The Director, School of Social Science and Chairperson, Equal Opportunity Cell (EOC) reported that one Learner's Awareness Programme was organized by the EOC on 4/7/2024.

C. The Officer-in-Charge, School of Humanities reported that

i) International Mother Language Day was celebrated on 21st February, 2025 in Subhas Chandra Sabhaghar. Among the speakers were Professor Dipendu Das from Assam University, Professor Barendu Mandal from Jadavpur University, and veteran Bangladeshi journalist Syed Badrul Ahsan. The event was also graced by a group of folk performers.

ii) The Public Relations Society of India, Kolkata chapter has conferred upon the faculty of Journalism and Mass Communication a Certificate of Distinction "for imparting knowledge and skills to students of Mass Communication & Journalism, enabling them to become future-ready professionals." The certificate was presented at an occasion held on 22nd April, 2025 at Balmer Lawrie.

D. The Convener, SGRC reported the following status of learner's grievance for 2024-25

Portal	No. of Grievance/ Complaint Received	No. of Grievance/ complaints Resolved
SGRC, NSOU	120	120
UGC-DEB (e-Samadhaan)	117	117

E. The Director, CIQA reported that

The Chatbot facility may be introduced at the earliest for the benefit of all the stakeholders. The Information and Technology Officer (ITO) may finalize and report to CIQA as early as possible for its implementation.

The HOUSE noted and approved (A to E).

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

The resolution has been approved by the Hon'ble Vice-Chancellor vide VC/20/176 dated 2/5/2025.