



Netaji Subhas Open University

(Established by WB Act (XIX) of 1997, Recognized by UGC)

Centre for Internal Quality Assurance (CIQA)

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

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

Ref. CIQA/

Date :

Minutes of 5th Meeting of CIQA held on 03/01/2020 at 1.30 p.m. in the Board Room of the University

Members present :

1. Professor Subha Sankar Sarkar, Honourable Vice Chancellor - Chair
2. Prof. Anirban Ghosh, Director (I/c) SPS & SVS - Director, CIQA
3. Prof. Chandan Basu, Director, School of Social Sciences - Member
4. Prof. Manan Kumar Mandal, Director, School of Humanities - Member
5. Dr. Atindra Nath Dey, Director, School of Education - Member
6. Dr. A.B. Aich, Director, Study Centres – Member
7. Smt. Rokeya Ray, Controller off Examinations (Acting)-Member
8. Dr. Premananda Jana, Director, Regional Centre, Kalyani - Member
9. Dr. Barnana Guha Thakurta(Banerjee), Associate Professor, Head , Dept. of Political Science (SoSS) - Member
10. Dr. Srideep Mukherjee, Head, Dept. English (SoH) - Member
11. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic) - Member
12. Dr. Madhusri Ghosh Upadhaya, Deputy Librarian – Member
13. Dr. Anirban Ghosh, Assoc. Prof., Zoology, SoSci - Nominee of Dir., SoSci (in her absence)
14. Dr. Ritu Mathur (Mitra), Convener, NAAC Steering Committee – Invitee
15. Shri Hillol Ghosh, Information Technology Officer & Convener, CIQA

Confirmation of the minutes of the 4th Meeting (held on 19/12/2019) : The minutes of the 4th Meeting was confirmed with some modifications in respect of the following agenda item(s).

Agenda 10: To consider the proposal for organizing Seminar/ workshop on NAAC A &A process for the Academic/ Non-academic staff of the University at the H.Qtrs and the three Regional Centres (RC) at Kalyani, Duragpur and Jalpaiguri.

After threadbare discussions, the following committees have been reconstituted for the said purposes.

Kalyani RC – Dr. Madhushree Ghosh Upadhyay (Dy. Librarian) – *Organizing Secretary*, Dr. Manosanta Biswas (Asstt. Prof. - History)- Member, Dr. Sintu Ganai (Asstt. Prof.- Chemistry) - Member, Dr. Parimal Sarkar (Asst. Prof. -Education), Dr. Anamika Das (Asst. Prof. -Bengali) -member, Smt. Kasturi Sinha Ghosh (Asst. Prof.-Social Work)-member, Shri Hillol Ghosh (I.T.O.)- Member, Dr. Premananda Jana (Director, Kalyani RC), Member – *Convener*.

Durgapur RC - Dr. Anirban Ghosh (Assoc. Prof. - Zoology) – *Organizing Secretary*, Dr. Ritu Mathur (Mitra) (Assoc. Prof.-History)-member, Shri Sudarshan Roy (Asstt. Prof., Commerce) - Member, Dr. Md. Intiaj Ali (Asstt. Prof., English) - Member, Shri Prosenjit Bhattacharya (Dy. Director, Durgapur RC) – Member-*Convener*.



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Headquarters- Dr. Srideep Mukherjee (Assoc. Prof., English)- *Organizing Secretary*, Dr. Bibhas Guha (Asst. Prof.-Zoology)- member, Ms. Anamika Das (Asst. Prof.-LIS)-Member , Dr. Papiya Upadhyay (Asst. Prof.,- Education) - Member, Dr. A.B Aich (Director, Study Centres) - Member – *Convener*.

Jalpaiguri RC- Shri Santanu Dam, Dy. Director- *Organizing Secretary and Member Convener*, Shri Monojit Garai (Asst. Prof.-SW)-member, Shri Debojit Goswami (Asst. Prof.-Public Admn.)- member, Shri Anupam Roy (Asst. Prof. -Sociology), member, Shri Ashif Ahmed (Asst. Prof.-Zoology), member.

Minutes of the 5th Meeting of CIQA held on 03/01/2020

Agenda 1. To finalize the "Opt-out Metrics" ~~Annexure I~~

After detailed deliberations, the list of "opt-out metrics" (nine QnMs) have been finalized with total weightage of 47.

Agenda 2. To report the SSR Preparedness for NAAC A & A Process

It was reported that the Institutional Information for Quality Assessment (IIQA) was submitted on 24/12/19. On receipt of approval from NAAC, the SSR may be submitted by the University. All the Heads were requested to extend all possible cooperation from their end for the NAAC A& A process.

Agenda 3: To finalize the Ph.D. Prospectus ~~Annexure II~~

The Ph.D. prospectus was finalized with minor modifications as suggested by the members present in the meeting. The application form for admission to be finalized by the Registrar Dept.

Resolved further that the admission notification for admission in to Ph.D. programme may be released in the leading newspapers by 21 January 2020. The Registrar may publish the detailed admission notification (for January 2020 session) and e-prospectus together with application form on the university website latest by 31 January 2020.

Agenda 4: To finalize the FORMAT of Inspection Report of Learner Support Centres (LSCs)

The modified format of Inspection Report for LSCs may be placed in the next meeting. However, the Inspection Teams shall submit the report including the following points to the Director (Study Centres) immediately after the forthcoming induction meeting to be held shortly.

- i) Availability of Self Learning Materials at LSC, ii) details of Counselling sessions held as per university norms, (to enclose the copy of the counselling schedule), iii) Attendance of learners in the counselling sessions, iv) to note whether the Notice Board is at prominent place of the LSC, v) whether maintenance grants have been received, vi) to note whether the link of NSOU is available on college website etc. vii) feedback from learners etc.

Agenda 5: To finalize the Application FORMAT for direct recruitment in the post of Associate Professor/ Professor. ~~Annexure III~~

The application format was finalized by the members. The Recruitment notice may now be published as per rules.



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Agenda 6: To report the organization of existing Memorial Lectures/ Foundation Day Lecture

- a) Acharya Jagadish Chandra Bose Memorial Lecture by School of Sciences.
- b) Ramanujan Memorial Lecture by School of Sciences.
- c) Rabindranath Tagore Memorial Lecture by School of Humanities.
- d) Netaji Subhas Chandra Bose Memorial Lecture by School of Social Sciences.
- e) Foundation Day Lecture (25th November).

Noted and resolved that "Foundation Day Lecture" may be organized by the CIQA. Director, CIQA may take necessary initiatives in consultation with Hon'ble Vice-chancellor.

Agenda 7. To report the observation of different important DAYS by different Schools of Studies/Departments.

- i) Republic Day (26th January) at HQ (by Registrar Dept.) and at Regional Centres by Heads concerned.
- ii) Netaji's Birthday (23rd January) at HQ (by Registrar Dept.) and at Regional Centres by Heads concerned.
- iii) Independence Day (15th August) at HQ (by Registrar Dept.) and at Regional Centres by Heads concerned.
- iv) World Book Day (23rd April) by School of Professional Studies & University Library.
- v) International Day of Yoga (21st June) by School of Vocational Studies & School of Education
- vi) Disability Day (3rd December) by School of Education

Noted and resolved that in addition to the above the following events may also be observed by the respective Department/ School as indicated

- i) International Mother Language Day (21st February) - School of Humanities
- ii) International Women's Day (8th March) – Internal Complaints Committee
- iii) World Environment Day (5th June) – All the Regional Centres
- iv) Human Rights Day (10th December) - School of Professional Studies

The students may be invited to attend all such programmes. The reports of all such activities (with geotagged photographs of the event) are required to be uploaded by the respective Schools/ Dept. on the University website.

Agenda 8:

a. The system of preparation of two sets of questions may be introduced under CBCS.

After detailed discussion, it was decided that two sets of question papers may be prepared under the CBCS after its implementation.

b. Introduction of the review system

The matter has been discussed in detail. The Controller of Examinations (Acting) on further review of her man-power resources shall submit her opinion regarding the re-introduction of review system to the Hon'ble Vice-Chancellor.



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Agenda 9. Miscellaneous (Table Agenda)

I. To consider the launching of UGC prescribed 2-credit course on "Research and Publication Ethics" (30 teaching hours) for M.Phil./ Ph.D. students.

The proposal was discussed and approved by the House that the School of Professional Studies may offer the 2-credit course as specified by UGC. There may be a provision of "credit transfer" to Course work for the Ph.D. students of NSOU and other Universities. The respective Departmental Research Committee (DRC) of NSOU may implement the credit transfer policy in respect of their disciplines.

II. To consider the eligibility for Academic Counsellors of Post Graduate Degree Programme:

- In-service university/ college teachers holding substantive appointment.
- Retired university / college teachers.
- Govt. Approved Contractual Whole-time Teachers (CWTT)/ Part Time Teacher (PTT).
- NET/SET qualified / Ph.D. degree holder in the relevant subject.
- Professionals in the field of social work/ accounting, Administration etc. with the approval of the competent authority of the University.
- University/ college librarian (for LIS)

Resolved & approved by the House.

III. To report on the proposal sent to NAAC for holding National Conference.

Noted.

IV. To consider introduction of course code under CBCS having the prefix 'H' (Honours) viz. HBG (Bengali), HHI (History), HCO (Commerce), HED (Education) etc.

Resolved & approved by the House.

V. To finalize the cover page of Self Learning Materials (SLMs) under CBCS

Resolved that Prof. Manan Kumar Mandal, Director, SoH shall take the initiatives to identify the cover page (colour combination) of SLMs under CBCS in consultation with the respective Directors of Schools of Studies. The same may be finalized in the meeting of the Publication Committee.

Action Taken Report submitted:

On the basis of the 4th meeting held on 19/12/19, the following actions have been taken:

- | | |
|------------|--|
| Agenda 1. | All minutes kept in the CIQA office. |
| Agenda 2. | IIQA submitted on 24/12.19. |
| Agenda 3. | List of "Opt-out metrics" resubmitted in 5 th CIQA meeting. |
| Agenda 4. | Policy document uploaded on NSOU website. |
| Agenda 5. | Relevant documents kept in the CIQA office. |
| Agenda 6. | Policy document uploaded on NSOU website. |
| Agenda 7. | The Schools are working on the Departmental Profile. |
| Agenda 8. | The document (QnM 6.4.2) kept in CIQA office. |
| Agenda 9. | Online feedback from stakeholders is being received. |
| Agenda 10. | Committee yet to start the activities. |



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- Agenda 11. PPR for new programmes viz. i) MA in Economics, ii) MA in Jour. & Mass Comm. and iii) M.Ed. in Spl. Education submitted to UGC-DEB portal on 28/12/19.
- Agenda 12. Yet to be organized.
- Agenda 13. On the basis of distance, location, enrolment and probability of visit by NAAC peer team, the Director (Study Centres) has prepared the list of 28 LSCs with the university team for Induction Meeting. The Director, School of Education also prepared a list of 4 special LSCs for the purpose.
- Agenda 14. Schools of Studies may organize such programmes as per their convenience.
- Agenda 15. To be placed in the next CIQA Meeting.
- Agenda 17a. The information (e-content development for BDP) has been communicated to all Schools through mail dated 22/12/19.

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

VC, NSOU

Director, CIQA, NSOU

A. Ghosh
6/1/2020

Stands approved for taking necessary follow-up action accordingly and notification amongst all the concerned.

*VC/12/262
06.01.2020*

Dir CIQA

*- for circulation
A. Ghosh
21/1/2020*

[Signature]
6/01/2020