

# Odisha State Open University

## Minutes of the 2nd Meeting of Centre for Internal quality Assurance Cell (CIQA)

The second meeting of the Centre for Internal Quality Assurance Cell (CIQA), Odisha State Open University (OSOU), Sambalpur was held 24<sup>th</sup> May 2019 at 11 AM at OSOU Headquarters, GM University campus, Sambalpur

The following Members were present:

1.	Professor Bal Govind Baboo	-	Director
2.	Dr. Dillip Kumar Nayak	-	Member
3.	Dr. Sambu Dayal Agrawal	-	Member
4.	Dr Ansuman Jena	-	Member
5.	Dr Ashish Dwivedy	-	Member
6.	Mr ST Rehman	-	Member
7.	Mr Aseem Patel	-	Member
8.	Ms Prashansa Das	-	Member
9.	Mr. Sambit Mishra	-	Member
10.	Mr. Bhabesh Mohanty	-	Member
11.	Ms Sheetal Poomima	-	Member
12.	Dr. Jayashree Parida	-	Member
13.	Mr. Samanta Biswabhusan Dhir	-	Member
14.	Dr. Bilash Chandra Montry	-	Member
15.	Dr. Subrat Kumar Prusty	-	Member
16.	Mr. Pratap Kumar Meher	-	Member
17.	Mr. Shrimay Parichha	-	Member
18.	Mr. Bigneswar Rout	-	Member
19.	Ms. Sushree Sangeeta Sarap	-	Member
20.	Ms. Nakhat Shaheen	-	Member
21.	Dr Jayant Kar Sharma	-	Converner

### Special Invitees

Prof. K.R. Srivathsan  
 Dr Sisir Swain  
 Dr Jugal Mishra  
 Dr Prasanna Kumar Nayak  
 Dr Patit Paban Mishra

## **CQ2.1 Welcome Remarks and Information Sharing by the Chairman**

The Chairman warmly welcomed the Members of the Centre for Internal Quality Assurance Cell (CIQA) and explained about the functioning of CIQA. He then apprised members about various roles and responsibilities that have to be undertaken by the CIQA.

The Chairman then presented the agenda for the consideration of the members and approval of the Committee.

## **CQ2.2 Confirmation of the minutes of the first CIQA Meeting.**

The minutes of the first CIQA meeting held on the 2<sup>nd</sup> of November 2018 was confirmed and approved by the Committee.

## **CQ 2.3 New Programmes to be launched from the academic session in July 2019.**

- The Master Degree Programme in Sanskrit was approved in principle by the committee to be launched from the admission session June 2019
- It was approved to offer Bachelor Degree Programmes in English, Odia, Political Science and History.
- It was approved in principle to launch Bachelor Degree Programme in Sociology, Hindi, Bachelors of Business Administration (BBA), Commerce.
- It was decided that the model syllabus of State Council of Higher Education is to be approved in total as the syllabus of Odisha State Open University, Sambalpur for the Bachelor's Degree Programme.
- OSOU has obtained approval from UGC to start Under Graduate (Honours) programme in 13 programmes out of which model syllabus prepared by Odisha state Higher Education Council covered 10 Programmes and in balance two programs – namely Bachelor of Arts (Honors) Journalism, Mass Communication (BJMC) & Bachelor of Business Administration (BBA) the syllabus was not framed. Hence OSOU has adopted the model UGC CBCS Syllabus for BJMC & BBA and in others such as BA (Honors) in Political science, Public Administration, History, Sociology, Economics, Commerce, Hindi, Odia, English, the model syllabus of OSHEC is adopted.

- It was decided that as per the new regulation of UGC 2017, the percentage of the Term End Examination shall not be less than 70%.
- All the Programme Coordinators were directed to present the need assessment and feasibility report for the launch of new programs as per the CIQA template by June 15<sup>th</sup>, 2019.
- The program coordinators were also directed to identify the study centers depending upon the feasibility study to activate various Bachelor's Degree Programme.
- The SLMs were reviewed by the members in terms of quality and design and were approved by the members.
- It was directed to constitute an Expert Committee to approve the syllabus of MBA in order to apply for the UGC approval of the program.
- The Chairman informed the Committee that in some SLMs the common pattern deviates. Hence, it was decided by the members that a standard template and pattern should be followed for all the SLMs in English, Hindi, and Odia and this shall be redesigned and presented before the Committee in its next meeting. The responsibility was assigned to Dr Ansuman Jena for preparation of a Standard template and design for Self Learning Materials.

#### **CQ2.4 Approval of the minutes of the meeting of Expert Committees meetings of Public Administration, Sanskrit, and Hindi.**

- Public Administration

The Expert Committee meeting of Public Administration was held on 2nd March 2019 at the Headquarters of Odisha State Open University, Sambalpur. Prof. Jugal Kishore Mishra, Senior Academic Consultant, OSOU, Prof. Anil Mohapatra, Department of Public Administration, F.M. University, Prof. Amiya Paricha, Department of Public Administration, Berhampur University, Dr. Bijan Kumar Mohapatra Senior Academic Consultant Convener Odisha State Open University were the members of the expert committee. The expert committee finalized and contextualized the syllabus of Masters and Bachelors of Public Administration.

- Sanskrit

A meeting of the course writers and reviewers in M.A.Sanskrit of Odisha State Open University was held at 10.30 AM on 19.05 19 in the O.S.O.U, Regional office at B.J.B College, Bhubaneswar campus. The members took stock of the development and resolved that all course writers shall submit the course materials by 31.5.19 to the course coordinator, Dr.Madhusudan Mishra for the purpose of preparation of the text in book form. Further, it was resolved that the O.S.O.U, authorities may make advertisement for the commencement of the course from the ensuing academic session 2019 -20 Hindi

- **Hindi**

A meeting of the Hindi Expert Committee for the formulation of UG & PG Syllabi constituted vide Notification No. OSOU/2019/554 Dtd.01.05.2019, which was held on 14th of May, 2019 in OSOU Headquarters for the consideration of model UG syllabus prepared by the Odisha State Higher Education Council and its adoption in the ODL system. The following members who attended the meeting are as follows:

1. Dr. Jayant Kar Sharma, Registrar OSOU : Chairman 2. Dr. Sambhu Dayal Agrawal, Academic Consultant, OSOU, Convenor 3. Prof. Murarilal Sharma, Sr. Academic Consultant in Hindi, OSOU: Member 4. Dr. Sanjay Kumar Singh, Asst. Prof. Rajendra (A) College, Bolangir :

Dr. GM Khan, Dr. Laxmidhar Das and Dr. Anjuman Ara could not attend the meeting due to their prior engagements.

Upon assembling, the Expert Committee proceeded to examine and discuss in detail the model UG syllabus in Hindi prepared by the Odisha State Higher Education Council as per the needs of the ODL system of education.

### **CQ 2.5 Lateral Entry Scheme for the learners of Diploma and Post Graduate Diploma to take admission into Master Degree Programme.**

The lateral entry scheme and the credit transfer scheme was circulated and viewed by the members of the CIQA. Each point of the scheme was thoroughly discussed by the member regarding admission of the Diploma and PG Diploma students to the Master Degree Programme of the University. The scheme for the Lateral Entry and credit transfer presented by the Lateral Entry Committee was approved by CIQA. It was therefore advised to upload both the schemes with proper notification in the official website of OSOU.

**CQ 2.6 Approval of proposals for the new modular programme to be introduced through e-Gyanjyoti: Following programs are proposed to introduced:**

It was proposed to offer online modular programmes through e-Gyanjyoti in Functional Sanskrit, e-Commerce, Art of Living, Legal Awareness, Geriatric Care, Android Programming and Web Designing. The syllabus and contents of the programmes were reviewed by the members in terms of quality and context. The committee approved to offer the programs through online mode. It was directed to the programme coordinators to present a report as per the CIQA template on need assessment and feasibility and get it approved by the Director CIQA.

**CQ 2.7. Review of Second year Self Learning Material of Master's Degree Programmes.**

Each program coordinator presented the status of the Self Learning Material of the second year of Master Degree Programme. The SLMs for English, Hindi, Public Administration, Political Science, Commerce, Sociology, Journalism, Rural Development, History and Cyber Security are ready. It was committed by the program coordinators to send it for printing before the 15<sup>th</sup> of June.

**CQ 2.8 Workshop on promoting Quality, Open Educational Resources to be conducted on 17th, 18th and 19th June 2019 and C-DELTA to be conducted on the 26th, 27th and 28th of June 2019 with contribution from Commonwealth of Learning, Canada.**

OSOU has signed an agreement with COL to conduct two workshops in the month of June as under:

Odisha State Open University (OSOU) in collaboration with the Commonwealth of Learning (COL) is organizing three days' workshop at Sambalpur from 17th to 19th June 2019 on promoting quality open educational resources in India for the faculty/professionals of Open Universities in India.

Workshop on Implementing Commonwealth Digital Education, Leadership Training in Action (C-DELTA) and Promoting Quality Open Educational Resources in India for the teachers and counselors across the state of Odisha is planned to be conducted on 26th, 27th and 28th June 2019 at Sambalpur. The

objective is to develop capacities of the teachers/ academic counselors in the jurisdiction of the OSOU to use the C-DELTA platform and serve as trainers on digital education leadership.

COL shall provide resources for the workshop and there shall be two experts to facilitate both the workshops. An amount of Rs14,49000 has been sanctioned by COL to conduct the workshop.

**CQ 2.9 Approval for C-DELTA as an add-on non-credit course to be launched from the academic session in July 2019 for Undergraduate and Post graduate students of Odisha State Open University, Sambalpur**

Commonwealth Digital Education Leadership Training in Action (C-DELTA), the online platform is designed to allow students and teachers to develop communities and demonstrate their effective use of digital education tools, influence others as leaders in digital education skills. It is designed to assess digital education competencies, develop learning materials around digital education skills, provide training opportunities for teachers, and monitor students' achievement. The Committee approved C-DELTA as an add-on non-credit course to be launched from the academic session in July 2019 for Undergraduate and Post graduate students of Odisha State Open University, Sambalpur.

**CQ 2.10 Alumni meet: Alumni meet the planning and creation of alumni portal.**

It was decided to develop a standard strategy and procedure to be discussed and decided on a monitoring mechanism for student feedback on counselling in coordination with the Grievance Redressal Cell.

It was decided to propose for a Registered Alumni Portal for feed back of the alumni regarding various activities of the University to the Hon'ble Vice-Chancellor.

## **CQ 2.11 Introduction of Village Immersion Programme**

Its been proposed to introduce the village immersion programs:

- To sensitize the learners about the socio-economic condition of the rural inhabitants.
- To enhance the knowledge about the cultural practices and living conditions of the people.
- To provide insights into various dimensions of village administration and to find out the execution gaps while dispelling several stereotypes associated with the rural population at large.
- To familiarize the learners with the roles and responsibilities of the Community Based Organizations (CBOs) and Civil Society Organizations towards the development of rural areas.
- To expose the learners about the roles of the GOs and NGOs in rural development.
- To furnish information about a particular subject and development projects being implemented by different NGOs and their impact on society
- To evaluate various rural development schemes and programs by using PLA/PRA methods.

The proposal was considered and approved by the committee

## **CQ 2. 12 Faculty Exchange Programme:**

OSOU has signed an MOU with the Higher Education Department, Government of Odisha for implementation of OHEPEE project for excellence and equity. As part of the project, University has received funds for faculty exchange with IGNOU and other state open universities so as to give them exposure for the functioning of the ODL system in areas like course design and development, need assessment study, SLM preparation, preparation of audio and video programmes, OER and MOOCs and other operational activities of ODL related to examination, admission , certification etc. The Vice-Chancellor has discussed about faculty exchange with his counterpart in YCMOU and the same has been cordially accepted by him to host visiting faculty from OSOU to Nasik.

It is proposed by the team that six to eight teachers shall visit Nasik for a period of 7 to 10 days to study the above activities conducted by one of the state open university so that they will be able to give the first-hand information in the

system and its functioning. The cost of such visit shall be born from the funds received from the Government of Odisha under the OHEPEE project for the current financial year.

The committee approved the proposal.

### **CQ 2.13 Proposal for Signing of MOU with CEMCA to incorporate the University in Higher Education Institutional Networking for Sharing of Educational Resources (HEINSER).**

A Proposal for Signing of MOU with CEMCA to incorporate the University in Higher Education Institutional Networking for Sharing of Educational Resources (HEINSER) has been put forth. The idea of the HEINSER is to bring all the ODL institutions on one platform so that the resources generated are shared for the mutual benefit of all the participating institutions. The HEINSER will be initially supported by CEMCA and handed over to the participating institution after 3/4 years.

Hence the Committee decided that the proposal would be immensely beneficial for the University and approved it.

### **CQ 2. 14 Grievance Redressal Portal.**

As per the UGC guidelines, Student Grievance Redressal Portal is to be established by all Universities. OSOU is developing the same in-house. The portal will be ready to use by the end of June 2019. The Committee requested the IT department to submit a detailed report of the Grievance Redressal Portal to CIQA.

### **CQ 2. 15 Closure of offering of the existing Programmes:.**

As per the last three admission cycle, the trend shows that in the following programs students enrollment is very low:

- Diploma in Android Programming
- Diploma in WEB Designing
- All Advance Diploma Programmes

The committee accepted the proposal to not offer the above program in the coming admission session.



## **CQ 2. 16 Geriatric Care**

Following terms were accepted by the committee for the program, Geriatric Care:

- It was suggested by the counselors of Geriatric Care to increase the number of classes in Geriatric Care as eight classes are being provided for the programme CGC01 and CGC02 which are not sufficient to complete the syllabus. So it's been proposed to increase the Geriatric classes to 16 i.e. eight more practical classes for CGC03 and CGC04.
- It was decided to offer a General course on Geriatric care as a modular non-credit course and as a preventive health care service for the old age people
- The proposal was accepted to explore the Field visit programme for the learners of Geriatric Care to Old age homes, Geriatric Care Units and Hospitals.

## **CQ 2. 17 Placement Portal for the Learners**

An online placement portal of the university is in the process of taking final shape for the greater convenience of our learners. Suggestions are invited for the prospects of Certification of Hard Skills for various types of artisans in general including Jail inmates of Western Odisha in particular. The Director, CIQA requested all the members to put forth the suggestions and recommendations to the placement officer, OSOU and to the IT department, OSOU for designing the placement portal.