

**Minutes of the Third Meeting of Centre for Internal Quality Assurance (CIQA) of Odisha State Open University, Sambalpur was held on 4<sup>th</sup> October 2019 at 12:00 Noon at OSOU Head Office, Sambalpur.**

The third meeting of Centre for Internal Quality Assurance Committee was held on 4<sup>th</sup> October 2019 at 12:00 Noon at OSOU Head Office, Sambalpur. The meeting was chaired by Dr. Srikant Mohapatra, Honorable Vice-Chancellor, Odisha State Open University. Following members were present in the meeting:

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| 1. Dr. Ashish Kumar Dwiwedy                      | Member |
| 2. Dr. Ashish Dash                               | Member |
| 3. Dr. Subrat Kumar Prusty                       | Member |
| 4. Dr. Ansuman Jena                              | Member |
| 5. Dr. ST Rehman                                 | Member |
| 6. Mr Prithviraj Mishra                          | Member |
| 7. Mr Aseem Kumar Patel                          | Member |
| 8. Ms Prashansa Das                              | Member |
| 9. Dr Manas Ranjan Pujari, Registrar<br>Convener | Member |

**Special Invitees:**

1. Dr. Dillip Kumar Nayak
2. Dr Sambu Dayal Agrawal
3. Mr. Sambit Mishra
4. Mr Bhabesh Mohanty
5. Ms Sheetal Purnima
6. Mr Samanta Biswabhusan Dhir
7. Dr Bilash Chandra Montry
8. Mr Pratap Kumar Meher
9. Mr Shrimoy Parichha
10. Mr Bigneswar Rout
11. Ms Sushree Sangeeta Sarap

12. Ms Nakhat Shaheen

13. Ms Sunita Mishra

14. Ms Ananya Sabath

In his opening remarks the Vice-Chancellor stated that :

1. University get ready for Naac Assessment next year. A Committee may be constituted with three members to deal with each criterion prescribed by NAAC. Meetings of the Committee should be conducted every month to monitor the progress made in the direction.
2. University should get ready for launching of online programmes through SWAYAM portal from next year. Every effort to be made to overcome the deficiencies pointed out by UGC on our previous proposal. Small modular online programmes shall be offered through Moodle on the University Portal.
3. There is a need to constitute a Committee for website management. Some old information need to be removed/revised.
4. Placement drive needs to be accelerated.
5. Micro- Credentials in each programme needs to be introduced as value addition to the degree/diploma awarded.
6. University should now focus on construction of permanent campus and recruitment of permanent faculty.

With the above remarks the Chairman requested the Convener to place the Agenda items before the members for meaningful discussion and decision.

### **CQ 3.1 Confirmation of the minutes of the second CIQA Meeting**

The second meeting of the Centre for Internal quality Assurance Cell (CIQA), Odisha State Open University (OSOU), Sambalpur was held on 24th May 2019 at 11 AM at OSOU Headquarters, GM University campus, Sambalpur .The minutes of the meeting were circulated among the members of the CIQA Committee with a request to give their comments. Since no comments were received the minutes got confirmed.

### **CQ 3.1 Action Taken Report of the minutes of the second CIQA Meeting held on 24th May 2019 at 11 AM at OSOU Headquarters, GM University campus, Sambalpur**

Sl.No.	Subject Matter	Action Taken
1	Welcome Remarks and Information Sharing by the Chairman	No Action Required
2	Confirmation of the minutes of the first CIQA Meeting.	No Action Required
3	New Programmes to be launched from the academic session in July 2019.	Action already taken
4	Approval of the minutes of the meeting of Expert Committees meetings of Public Administration, Sanskrit, and Hindi.	No Action Required
5	Lateral Entry Scheme for the learners of Diploma and PostGraduate Diploma to take admission into Master Degree Programme.	Action already initiated
6	Approval of proposals for the new modular programme to be introduced through e-Gyanjyoti: Following programs are proposed to introduced:	Action already initiated
7	Review of Second year Self Learning Material of Master's Degree Programmes.	No Action required
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.	Action already taken
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	Action already taken
10	Alumni meet: Alumni meet the planning and creation of alumni portal.	Action yet to be initiated
11	Introduction of Village Immersion Programme	Action already initiated
12	Faculty Exchange Programme:	Action yet to be initiated
13	Proposal for Signing of MOU with CEMCA to incorporate the University in Higher Education Institutional Networking for Sharing of Educational Resources (HEINSER).	The proposal was deffered from CEMCA
14	Grievance Redressal Portal	Action already initiated

15	Closure of offering of the existing Programmes	Action already taken
16	Any other matter with the permission of the Chair	

**CQ 3.2 New Programmes to be launched from the academic session in July 2020.**

It was proposed to apply to UGC for the approval of the following programmes from the session July 2020:

- Master of Arts in Education
- Master of Arts in Psychology
- Master of Arts in Anthropology
- Master of Arts in Social Work
- Master of Arts in Geography
- Masters of Business Administration
- Bachelor of Science in Botany
- Bachelor of Science in Zoology
- Bachelor of Science in Chemistry
- Bachelor of Science in Physics
- Bachelor of Science in Mathematics

*The Committee suggested to conduct need assessment for the proposed programmes and to prepare Programme Project Report in the proforma prescribed by UGC for submission to UGC for approval. It was further suggested that Expert Committee Meetings should be organized for design, development and delivery of the proposed programmes.*

*Further it also resolved that any academic staff seeking to introduce new programme must conduct a need assessment study and submit the report for the consideration of CIQA. Dr Ashish Das Faculty in Economics shall take the responsibility of preparing a format for this purpose. He shall also give the guidelines and for the collection, presentation and interpretation of data which shall be presented in the next CIQA meeting.*

### **CQ3.3 Approval of Syllabus/SLM of following programs:**

Following programs syllabus (revised) were placed before the committee for approval as:

- MA in Public Policy
- MA in Economics
- PG Certificate in Research Methodology
- Certificate in Functional Sanskrit
- Bachelors of Business Administration
- Bachelors of Journalism and Mass Communication

*The revised syllabus for MAPP, MAEC, BBA, BJMC, PGCRM, CFS was approved.*

### **CQ 3.4 Installation of CCTV and Biometric Device at Learner support centre for monitoring of Counselling and conduct of Examination**

OSOU has submitted a proposal to the Higher Education Department for World Bank support for the installation of CCTV and biometric devices at all Regional Centers and Study Centers for effective monitoring of counseling and other student support activity. The said proposal was approved and the money has been sanctioned for the said purpose. University has floated a tender for purchase of CCTV's. Firm quoting the L-1 price has been shortlisted. The entire tender process has been approved by the Purchase Committee which is a subcommittee of the Finance committee. As per the new UGC Regulations 2017, CCTV installation is mandatory for monitoring of smooth conduct of the University Examination at the examination centers. Orders have been placed to the firm for installation of two CCTVs at each learner support center, one at the chamber of the coordinator and the one in the identified halls in each center for the conduct of the University examination. The agenda is placed before the Committee for consideration and approval.

*It was reported that CCTV cameras were installed in 13 study centers and the firm has been instructed to install for the rest of the study centers. It was also resolved that all the examination centers of OSOU shall be equipped with CCTV as per the direction of the Department of Higher Education, Government of Odisha. It was decided that the Registrar, OSOU shall monitor the progress of the installation of CCTV and present the report to the Committee.*

### **CQ 3.5 Report on conduct of Induction Meeting at Study Centres for the session July 2019:**

All the Study Centers of Odisha State Open University conducted the Induction Meetings for the newly admitted learners. Some of the reports are placed before the committee for consideration. Some of the Study Centres have not yet submitted report.

*The Committee advised that the study centers may be advised to submit the induction meeting reports that shall be placed in the next CIQA meeting.*

### **CQ3.6 Offer of Modular Programme:**

Following modular programmes are proposed to be offered through the LMS portal:

- Artificial Intelligence/Machine Learning/AV Reality
- Retail Marketing
- Rural Marketing
- Supply Chain Mangement
- Village Immersion Program
- Autocad Basics
- Photoshop Basics
- Youth and Career Counselling
- Life Skills
- Programming in JAVA
- Programming in Python
- Functional Sanskrit
- Developmental Research Methods
- Banking and Insurance

*It was resolved that the syllabus for all the above programmes should be submitted along with need-assessment report for consideration of CIQA in its next meeting.*

### **CQ 3.7 Developing online feedback Mechanism for Improving the Quality of SLM.**

It was proposed that course wise feedback on the Quality of SLM should be collected from all counsellors after completion of each semester. This would be useful to understand the difficulties or problems (if any) in different courses. Accordingly, subsequent revision, replacement or editing may be planned. An online feedback form may be designed for this purpose to capture and document these information efficiently. The agenda was placed before the Committee for approval.

*It was resolved that since OSOU already has a Mobile App which has an inbuilt mechanism for providing online feedback. So the Academic Counsellors may be advised by the Programme Coordinators to provide online feedback using Mobile App.*

### **CQ 3.8 Developing a Feedback Mechanism for Monitoring the Progress in Counselling Sessions.**

It was proposed to collect online information with regard to the details of counselling sessions conducted and special activity organized (if any) on weekly basis. This would be useful in developing a mechanism to monitor the progress in counselling sessions across centers and to plan necessary interventions wherever needed. A committee may be formed to ensure that the data are updated. Further, this committee should bring to the notice of the Registrar and the Vice-Chancellor if any major deviation is noticed that requires urgent intervention.

*It was resolved to create a dedicated online portal for monitoring and conduct of counselling sessions at study centers on weekly basis. It was further resolved for the formation of a Committee for monitoring the counselling related activities of the University.*

### **CQ 3.9 Developing a Mechanism for Updating the FAQ.**

It was proposed for the updation of the FAQ in the official website of OSOU. Staff members handling the student queries should discuss and submit the list of FAQ so that standardized response for the same can be included in the list at regular interval.

*The Committee observed that since many new programmes have been introduced and the University has addressed huge number of queries of the students relating to the existing programmes during last four years there is need for FAQs to be revised. The Committee further resolved that all the Programme Coordinators should submit updated FAQs pertaining to their programme based on the queries received from the stakeholders of the University. The updated revised FAQ should be prepared and uploaded in the official website of the University before the next CIQA meeting. The Committee further suggested that a database of the phone calls should be prepared for record and future reference.*

### **CQ 3.10 Introduction of Village Immersion Program as an add-on non-credit modular program for all the learners of OSOU.**

It was proposed to introduce Village Immersion Program as an add-on non-credit modular program for all the learners of OSOU for their capacity building. It shall also built up the University – Community Linkage. The programme will be of three months duration.

*The Committee agreed to the proposal and decided that a fee shall be charged to the learners seeking to join the programme. The village immersion programme shall be opened to the learners of all the disciplines. The proposed fees and mode of operation of the programme shall be prepared by the concerned Programme Coordinators and placed before the Vice-Chancellor for approval.*

### **CQ 3.12 Credit Transfer Scheme for Journalism and Mass Communication Programme**

CIQA was informed that a Committee headed by Prof. Mrinal Chatterjee, Director, IIMC, Dhenkanal has been constituted to examine the application of learners who have enrolled in MJMC programme and applied for Credit transfer for the courses they have cleared in other institutions or Universities. The Committee was further informed that a meeting of the Committee is scheduled to be held on 11th November 2019 for examining the applications received for credit transfer.

### **CQ 3.13 Introduction of PG Diploma in Tribal Studies**

CIQA was informed that steps have been initiated for the preparation of the Self Learning Material of the programme in PG Diploma in Tribal Studies.

*It was further suggested to revise the fees of the programme with due approval from the Vice-Chancellor.*

### **CQ 3.14 Study Centre Report**

The report of 30 study centers were placed before CIQA for consideration.

*The members perused the reports and suggested that the staff members assigned with the study centers to shall submit revised report giving details of extra-curricular activities of the study centers, and statistical input and graphical representations of various quantitative data.*



### **CQ 3.15 Examination process Streamlining**

CIQA was informed that the Department of Higher Education has instructed all the state Universities to implement revised rules and remuneration structure to conduct of examinations.

*The Committee suggested that the matter to be placed before the Board of Management for consideration.*

### **CQ 3.16: e-Gyanjyoti platform to be opened for all**

The Committee resolved to launch the eGyanjyoti platform for the learners before the next CIQA meeting. *The detail plan of action and mode of operation shall be submitted to the Vice-Chancellor, OSOU by Prof. KR Srivathsan, Dr. Ansuman Jena, Mr. Aseem Kumar Patel.*

### **CQ 3.17 Eligibility Criteria for appointment of Academic Counsellors in different programmes:**

Since most of the programme offered at the University are at Undergraduate and Postgraduate level. Even the Diploma and Postgraduate Diploma level that are interdisciplinary in nature and these are offered in modular form. It was felt necessary that eligibility criteria for appointment of academic counsellor in each course may be defined clearly for effective and meaningful counselling and evaluation. The UGC norms prescribed for appointment of teachers for different disciplines needs to be followed. However teacher fulfilling UGC norms with adequate background in ODL methodology and exposure to educational technology may be considered for the appointment as counsellors. University may devise adequate mechanism for orientation of these counsellors in the teaching learning process followed in the ODL system. The entire exercise for appointment of counsellors and their training may be conducted online.

*The Committee approved the proposal.*

### **CQ 3.18: Resolution to hold CIQA meeting on the 1st working day of every month**

It was proposed to hold the CIQA meetings on first working day of every month in a routine basis.

*The Committee approved the proposal.*

### **CQ 3.19 OER repository redesign and restructuring**

It is proposed to redesign the OER repository of OSOU so that indexing and searching of SLMs become easier. Both word and PDF files to be made available. For many programmes/courses cover pages, acknowledgement pages are not available, so replacement is required for the same. *The Committee approved the proposal and suggested that the indexing and searching options of the repository should be strengthened.*

### **CQ 3.20: Constitution of Center for Online Education”**

Odisha State Open University has established a “**Cell for Offering Online Courses**” as per UGC (Online Courses Or Programmes) Regulations 2018, as a measure to grant Certificate or Diploma or Degree through online mode, delivered through interactive technology using internet. The cell was constituted to monitor, advice and review different aspects of the overall activities required for offering online courses.

Since a “ **Cell for Offering Online Courses**” has already been constituted vide Ref No. OSOU/2019/184 (1) dated 09/03/2019 under chairmanship of Prof. K R Srivathsan and Mr Aseem Kumar Patel as the convener. The same shall be upgraded to a Centre. However, the Committee suggested that the Centre should be more proactive and conduct regular meetings for monitoring the conduct of online education of the University.

### **CQ 3.21 Preparation of SOP and Guidelines**

It was proposed to prepare standard operating procedures and guidelines for following:

- **For conducting Expert Committee meetings**

Many Expert Committee Meetings are conducted in the University for the launch of a new programme or for a revision of the existing programme. For all expert committee meetings a procedure should be followed for a systematic conduct of the meeting. It was proposed to prepare a Standard Operating Procedure for the conduct of the Expert Committee Meetings.

- **For SLM writing and editing**

The Standard Operating Procedure along with the guidelines for the writing and editing of SLMs may be discussed and adopted.

- **For Audio/Video preparation**

The Standard Operating Procedure along with the guidelines for the preparation of audio/video lectures may be discussed and adopted.

*It was decided that OSOU Regional Center at Bhubaneswar shall take the responsibility and shall submit the required SOPs and guidelines in the next CIQA meeting for consideration.*

### **CQ 3.22 Simplification of New Programme / New Course launch proposal format**

It was proposed to the Committee for simplification of the existing Programme Launch format. The Committee resolved that the Vice-Chancellor shall be requested to look into the matter and initiate steps for preparation of a more simplified format.

### **CQ 3.23 Uniform assignment and term end question pattern/structure**

It was proposed that the Bachelor degree programmes under CBCS do not follow uniform pattern for Section-A. CIQA agreed to the proposal to follow a common structure except Literature subjects. The common pattern shall be circulated among the Question setters for assignment and Term End Examination.

### **CQ 3.24 Option to change Generic Elective in second semester for the learners of Bachelor degree programmes**

CIQA was informed that some learners did not get the opportunity to give their choice for generic electives as the option was not available in the initial period of admission. 56 students have not chosen Generic Elective so far. It was resolved that such students will be provided with a deadline to opt for GE courses failing which the University shall allot the GE courses to the learners.

### **CQ 3.25 Constitution of Sub-Groups to monitor the CIQA activities:**

It was proposed for the constitution of the sub-group to monitor, assure quality and ensure compliance of different activities of the university. This would ultimately contribute and comply with the mandatory quality parameters, academic audit and preparation for NAAC assessment. The

sub-group has to give a presentation / submit a report regarding the activities undertaken which will be discussed in the monthly meeting of CIQA. After discussion in CIQA; matters will be placed for final approval of higher authorities.

The sub-groups may be formulated to look after the following activities

- Adherence to academic calendar, counselling and course progress
- Continuous Evaluation (assignment and project)
- Term End examination and Result analysis
- Feedback (Learner, Subject Expert, Counsellor, Alumni, Study Center Coordinator)
- Grievance resolution and Alumni relation
- New Programme launch
- SLM preparation and standardization along with eGyanagaar
- Audio/Video material preparation, standardization and Pragyavani
- IT (Website, Mobile app, SMS, Admission, Web portal, eGyanjyoti)
- SLM Print and Dispatch

It was resolved by the Committee that each of the ten items should be monitored by one member of CIQA. The Director CIQA shall assign the responsibilities to the member.

### **CQ 3.26 Any Other Item with the permission of the Committee**

Members of CIQA wanted to know the status regarding availability of Placement portal, Alumni portal, Grievance Redressal Portal. It was informed to CIQA that the Grievance Redressal Portal is under construction and will be ready in a week. Since Placement portal and Alumni portal has not yet been created CIQA advised to outsource the job of cre

ation of these portals through tender process.