

**Minutes of the Fifth Meeting of Centre for Internal Quality Assurance (CIQA) of Odisha State Open University, Sambalpur scheduled held on 16<sup>th</sup> December 2019 at 11:30 AM at OSOU Head Office, Sambalpur.**

The fifth meeting of Centre for Internal Quality Assurance Committee was held on 16<sup>th</sup> December 2019 at 11:30 AM 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:

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

**Special Invitees:**

1. Dr. Khirod Chandra Behera
2. Dr. Antaryami Beriha
3. Mr. Bijaya Behera
4. Dr Sambu Dayal Agrawal
5. Mr. Sambit Mishra
6. Mr Bhabesh Mohanty
7. Ms Sheetal Purnima
8. Mr Samanta Biswabhusan Dhir
9. Dr Bilash Chandra Montry
10. Mr Pratap Kumar Meher
11. Mr Shrimoy Parichha
12. Ms Heba Farheen
13. Dr. Suniti Debta
14. Mr Bigneswar Rout
15. Ms Sushree Sangeeta Sarap
16. Ms Nakhat Shaheen

17. Ms Sunita Mishra
18. Dr. Sakir Ussain
19. Dr. Suryakanti Pradhan
20. Dr. Sanghamitra Panda
21. Dr. Suryakanti Pradhan
22. Mr. Abhishek Singh
23. Ms Ananya Sabath
24. Mr. Kshirod Maharana

Honorable Vice Chancellor oriented the members of the Committee about following aspects:

- The January 2020 admission cycle: It was apprised that in January 2020 the target group for the fresh admission will be Undergraduate and post graduate students. The admission shall commence from 20<sup>th</sup> of December 2020. It was decided that the admissions will be confined to Certificate and Diploma Programmes. There will be reregistration for the Postgraduate Degree students. Portal will be opened to fresh admissions from December 2020 and reregistration for Undergraduate and post graduate programme
- It was suggested for review of all the programmes running in the University and to conduct an Academic Audit for all the programmes of the University..
- All the Programme Coordinators were directed to prepare a Need Assessment report for each programme to be placed in the CIQA meeting.
- As a part of University Social Responsibility it's the responsibility of the University to offer the Certificate and Diploma Programmes for the upliftment of the society and have a contribution to handle the contemporary issues of the society.
- A committee of three or four people Dr Ashish Dwivedy, Shrimoy Parichha, Dr Ashish Das, Dr Bilas Montry, Dr Jayashree Parida to make a format of the review of the Programme.
- SOPs to be finalized
- Multimedia Lab Inauguration.

#### **CQ 5.1 Confirmation of the minutes of the fourth CIQA Meeting.**

The fourth minutes of the CIQA is was ratified and confirmed by the members of CIQA.

#### **CQ 5.2 Action Taken Report of the fourth CIQA Meeting.**

The Action Taken Report of the third Meeting of Centre for Internal Quality Assurance (CIQA) of Odisha State Open University, Sambalpur held on 1<sup>st</sup> November 2019 at 11:30 AM at OSOU Head Office, Sambalpur is placed before the Committee for consideration and approval

## ACTION TAKEN REPORT

Item No	Description	Action Taken
1	Confirmation of the minutes of the fourth CIQA Meeting	The minutes were confirmed by the Committee
2	Action taken report of the third CIQA meeting	
3	Revision of syllabus for Masters of Arts in English	The syllabus was revised and same was communicated to the stake holders of the Programme
4	Finalization of syllabus of Masters of Commerce	The syllabus was revised and same was communicated to the stake holders of the Programme
5	Finalization of syllabus of M A. Economics:	The syllabus was revised and same was communicated to the stake holders of the Programme
6	Offer of Online Training Programme in National Disaster Management in collaboration with National Disaster Management Authority (NDMA), New Delhi.:	MoU was signed with NDMA on 6 <sup>th</sup> January 2020
7	Report on visit of adopted villages under UBA-02.	A detailed report of visit to UBA adopted villages was approved by the Committee.
8	Report on use of Online Grievance Redressal Portal by the learners and University Staff	Report Submitted
9	Proposal on Online Counselling Management System	Proposal has been submitted to IDCOL.
10	Status of Multimedia studio established at SUIIT Sambalpur and proposal for set up of Acoustic studio at OSOU RC, Bhubaneswar	Multimedia Lab was inaugurated and planning is under process for Acoustic Studio at RC Bhubaneswar.
11	Launch of Winter Programmes for one month at Sambalpur	The Winter programme commenced in the month of November

12	Any other item with the permission of the Chair	
a	Programmes on Banking Correspondent and Banking Facilitators.	The proposal is prepared and the same shall be submitted in the consecutive CIQA meeting
b	To introduce a common course of Research Methodology for each and every Master Degree Programme consisting of Dissertation. The proposal shall be submitted in the next CIQA meeting.	The faculty shall prepare and submit the proposal in the Next CIQA meeting
c	The first batch of Postgraduate Programmes no electives are provided but from the next batch electives will be offered for all the Master Degree Programmes (July 2019 batch). So all the Programme Coordinators are advised to prepare the list of proposed electives along with the syllabus duly approved by the Expert Committee and Honorable Vice-Chancellor to be placed in the next CIQA meeting.	Each Programme Coordinator shall submit a detailed proposal for their respective Master Degree Programme

**CQ 5.3 Approval of Programme Project Report of the New Programmes to be placed to UGC-DEB:**

The Programme Project Report of all the programmes was approved by CIQA.

**CQ5.4 Change of Dissertation Paper from Master of Arts (Political Science) 4<sup>th</sup> Semester**

The Committee approved the proposal to change the MPS-12 Course of Master of Arts (Political Science) from Dissertation to “Peace and Conflict Studies” for the fourth semester of 2018-2020 batch. As there is no course on Research Methodology in the first three semesters, the learners do not have any idea how to write a dissertation and hence it may not be possible on their part to give justice to the course. The course on dissertation and research methodology shall be introduced for the next batch of learners i.e. 2020-2022 in the fourth semester.

### **CQ 5.5 Revision of syllabus of MA Sociology:**

The Committee approved the proposal to replace the course “Decentralization and Local Governance” with “Rural Sociology” with the same course code MSO-08. It was also approved to introduce “Project work/Dissertation” for the fourth semester as the students shall complete the course on Research Methodology in the first semester with conceptual understandings of different research methods and techniques and through the project work. They will learn the practical skills to put those methods into practice. It was suggested to communicate the revised syllabus to the stakeholders of the Programme.

### **CQ 5.6 Statistical Information of December Term End Examination 2019:**

The December Term End Examination 2019 commenced from 12<sup>th</sup> December 2019. The Examination shall continue for 13 days till 28<sup>th</sup> December 2019. 10054 students have completed the exam registration form for appearing in the Term End Examination. The TEE is conducted in 48 Examination Centres situated across the state of Odisha in Government/Government aided Colleges. Sufficient Observers are appointed for the Surveillance of the examination. University has made all preparation for pre and post examination activities for the smooth conduct of examination.

As per the report the first two days of December TEE 2019 was conducted smoothly.

The Committee appreciated the efforts of the Examination team for the smooth conduct of the Examination.

### **CQ 5.7 Revision of syllabus of Master of Arts in Journalism:**

The Committee approved the syllabus of Master of Arts in Journalism in 4<sup>th</sup> Semester. The Committee also approved , the following proposed changes in the syllabus :

Following changes are incorporated in the syllabus of MJMC 4<sup>th</sup> semester:

Course 13: Media and Margins with Corporate Communication

Course 14: Film Studies with Advanced Photo-Journalism

Course 15: International and Intercultural Communication

Course 16: Special Paper (Students need to opt any one)

- a. Multimedia
- b. Advanced Photo-journalism
- c. Corporate Communication
- d. Media Management

The Committee further advised that Expert Committee should be consulted for the future modifications in the Programme

### **CQ 5.8 Guidelines and Criteria for appointment of External Observers:**

In order to ensure the smooth conduct of Term End examinations and to comply with the UGC

Regulation, it was proposed to appoint and depute observers to different examination centres. In this context, the following criteria are formulated for appointment of the observers:

- i) Retired principal of the same college or nearby colleges located in the same city.
- ii) Retired coordinator.
- iii) Retired Professors/ Associate Professors.
- iv) Principal of the college where study centre is located.
- v) Senior government Official (Doctors, Engineers)
- vi) Senior most teachers from nearby colleges.

The Committee approved the guidelines and criteria for appointment of External Observers

### **CQ 5.9 Report on Grievance Redressal Portal.**

The detailed report of Grievance Redressal Portal was analysed by the Committee. The members appreciated the quick redressal of the Grievances in some of the categories. It further suggested to form sub categories of the grievances for more efficient working of the portal.

### **CQ 5.10 Any other item with the permission of the Chair**

1. The News Letter of OSOU: It was approved by the Committee to launch the first issue of the Newsletter of OSOU from January 2020.
2. Research Journal: It was also decided to publish a research journal for the University
3. Faculty Exchange Programme from the University, to YCMOU and BAOU: It was approved by the Committee to initiate the procedure for Faculty Exchange Programme in BAOU and YCMOU.
4. Extensive use of Turnitin, Urkund, Proquest: It was emphasized by the Chairman for the extensive use of Turnitin, Urkund and Proquest for maintaining the quality parameters of the SLMs.