

Standard Operating Procedure (SOP) for OSDMA Project

Title: Management and Execution of OSDMA Project by Odisha State Open University (OSOU)

SOP Number: OSOU-OSDMA-SOP-01/2024

Effective Date: 2nd September, 2024

1. Purpose

This SOP outlines the procedures for managing and executing the OSDMA Project at Odisha State Open University (OSOU). It focuses on handling Expressions of Interest (EOIs) from government agencies or associated entities for supporting Learning Management Systems (LMS), conducting examinations, developing e-content, e-publishing, SLM, e-SLM, curriculum development and conducting of training i.e. from curriculum development to certificate.

2. Scope

This SOP applies to all OSOU personnel working in OSOU (but not limited to the people hired by OSOU) and people involved in the OSDMA Project for below listed activities, including the handling of EOIs:

Curriculum development for:

- a) Group C and D employees leading to Certificate programs.
- b) Group A and B employees leading to Diploma programs.
- c) E-content development.
- d) Development of learning materials in the 4-quadrant format as per SWAYAM guidelines
- e) LMS support.
- f) E-Publishing
- g) Conducting examinations.
- h) Certification
- i) Any other as per need

3. Responsibilities- Project Committees and Responsibilities

A. Committee for OSDMA Project

1. **Chairman**_____ **Dr. Uttam Kumar Pradhan**
2. **Co-Chairman**_____ **Rajendra Kumar Padhi**
3. **Member Convenor**_____ **Rajesh Kumar Mohanty**
4. **Member**_____ **Dr. Subhadra Maharana**
5. **Member**_____ **Priyashmin Sahu**

Responsibilities:

The committee will oversee the overall execution of the OSDMA Project at OSOU, a systematic approach will be adopted to ensure alignment with the project objectives and compliance with OSDMA guidelines. This includes conducting weekly meetings to monitor progress, creating and maintaining detailed records, and regularly evaluating the project's advancement. Additionally, the responsible team will be tasked with preparing Expressions of Interest (EOIs) and any necessary tender documents. They will also evaluate and select appropriate agencies for project tasks based on the submitted EOIs, ensuring that all selections are made in accordance with the project's requirements and objectives.

B. IT Team for IT Support and other support as needed by the committee.

1. **Technical Manager (LMS and Data Management):**
2. **Technical Manager (Production):**
3. **Member: ULektz member 1**
4. **Member: ULektz member 2**
5. **OKCL member 1**
6. **OKCL member 2**

Major Responsibilities:

Manages LMS integration, e-content development support and e-publishing, advertisement, E-SLM development support Plagiarism checks, support to online training etc.

C. Finance Officer:

Oversees budgeting and financial management for the project.

Quality Assurance Team: Review and Check

Chairman CIQA- Dr. Ashish Kumar Dash

Dr. Ashwinee Kumar Supakar

Dr. Sangita Naik

Dr. Subhadra Maharana

Bighneswar Rout

Rajendra Kumar Padhi

Mr. Kshirod Bihari Behera

Ensures all deliverables meet the required standards of the University and SWAYAM guidelines, prepare the guidelines as per UGC ODL Regulation 2020, Suggest Improvement and Monitor the progress of the suggestions.

4. Procedure

Step 1: EOI Announcement and Submission

1.1 EOI Announcement:

Publish EOIs on the OSOU website, newspaper (at least one regional and one national) & other government portals (if possible)

1.2 Submission Process:

Provide a clear deadline and submission guidelines for EOIs. Ensure that all EOIs include necessary documentation and adhere to the specified criteria.

Step 2: EOI Review and Selection

2.1 Project Committee and COF, COE and Registrar to chair.

2.2- Two steps scrutiny;

a) Organisations status

b) Price Quote

.2.3 Final Selection:

Conduct meetings with shortlisted agencies to clarify the proposals and finalize selections.

Document the evaluation process and decisions and upload on the website of the university.

Step 3: Project Planning

3.1 Project Plan Development for the project shall consist of a comprehensive Project Plan, including timelines, resources, and task assignments, aligned with OSOU's strategic goals and OSDMA guidelines.

Identify key milestones and deliverables, especially for curriculum development and 4-quadrant SWAYAM format learning materials and obtain approvals from the competent authority. The committee along with the COF, COE and Registrar shall prepare a detailed budget, allocating resources effectively to meet project needs.

Obtain necessary approvals for the Project Plan and budget.

Step 4: Task assignment and Execution by the committee

4.1 Task Assignment and Implementation:

Assign tasks to the project team based on the Project Plan. Ensure all team members have the necessary resources and information.

Monitor the progress of LMS integration, examination setup, e-content development, and curriculum development.

4.2 Quality Assurance and Compliance:

The Quality Assurance Team reviews all deliverables to ensure they meet OSOU's standards, SWAYAM guidelines, and OSDMA's disaster management objectives.

Implement corrective actions by the project committee if discrepancies are identified.

4.3 Communication and Reporting:

The project committee will maintain regular communication with stakeholders and provide periodic progress reports.

Ensure that all stakeholders are informed of project milestones and any significant changes.

Step 5: Monitoring and Control

5.1 Performance Monitoring:

Project Team-

5.2 Impact study

Team -A team will conduct an impact study and submit the recommendations. The study will be carried out after one year of the completion of the training.

5.3 Financial Monitoring:

Monitor project expenditures against the budget by the committee and COF

Prepare financial reports and ensure compliance with OSOU and OSDMA financial regulations.

Step 6: Project Closure

6.1 Final Review and Completion:

Ensure all project deliverables, especially those related to curriculum and learning material development, are completed, reviewed, and accepted by relevant stakeholders.

Conduct a final quality review to confirm all objectives have been met.

6.2 Reporting and Documentation:

Prepare a comprehensive project closure report, including lessons learned, project outcomes, and financial summary.

Archive all project documents for future reference.

6.3 Handover and Training:

Ensure a smooth handover of project outcomes to relevant departments or stakeholders.

Provide necessary training for ongoing maintenance or use of project deliverables.

Step 7: Evaluation and Feedback:

Conduct a post-implementation review to assess the project's success and identify areas for improvement.

Document the findings and share them with relevant stakeholders for continuous improvement.

Procedure for EOI Submission

Release of advertisement in regional and national daily news paper (one each) and in the website of the university.

Office of the Registrar

Part A: Online Submission

EOI Submission to Registrar's Office:

Interested parties must submit their EOI online to the email ID of the Registrar. The submission must include a duly filled EOI form along with the following documents:

Required Documentation:

For Government Organizations:

A letter from the competent authority stating the status of the organization as a central government/ state government, autonomous body of central/state government, PSU, etc., as applicable to government organizations.

For Non-Government Agencies:

A copy of the Memorandum of Understanding (MOU) or Agreement as proof of association with a government (state/central) agency or organization. This document should support involvement in one or more of the following activities:

Curriculum development

LMS support

E-content development

E-content publishing

Experience Documentation:

Proof of experience in any of the above-stated activities, including relevant project documentation and references.

Human Resource and Financial Documentation:

It must state the price inclusive of taxes etc for each task separately, terms and condition if any to be stated.

Documentation showing the human resource strength of the organization.

IT returns for the last two financial years.

Part B: Submission of Financial Bid (Through speed post)

1. Financial Bid Submission to Registrar's Office

No advance will be paid. hence, advance will not be a part of EOIs.

70% of the cost shall be re-imbursed on receiving of the material and rest 30% after satisfactory acceptance by the committee of the university.

1.1 Submission Address:

The financial bid must be submitted in a double-sealed envelope to the following address:

Registrar

Odisha State Open University

At- Badasinghari,

P.O.- Goshala Chowk,

PS- Burla,

Dist- Sambalpur, 768024

1.2 Envelope Labelling and Content:

Outer Envelope:

The outer envelope must be clearly marked as **Confidential** and must specify that it contains the **Financial Bid**.

This marking ensures that the contents are handled with the appropriate level of confidentiality and are not mistakenly opened or reviewed prematurely.

Inner Sealed Envelope:

The inner sealed envelope should include the following:

Price Quote: Clearly itemized and detailed pricing for all services or products proposed. This should include any applicable taxes, fees, and discounts.

Terms and Conditions: Detailed terms and conditions of the bid, including payment terms, warranties, and any other relevant contractual conditions.

Timeline Chart: A comprehensive timeline chart outlining the proposed schedule for all activities associated with the project. This should include milestones, deadlines, and any key dates relevant to the execution of the bid.

Expression of Interest (EOI)

For

Services of Organizations for

CURRICULUM DESIGN, e-CONTENT DEVELOPMENT, e-SLM PREPARATION AS
PER SWAYAM PLATFORM AND LMS SUPPORT FOR OSDMA PROJECT OF OSOU

Odisha State Open University

At- Badasinghari,,P.O.- Goshala Chowk,

PS- Burla, Dist- Sambalpur, 768024

September, 2024

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BRIEF ON EXPRESSION OF INTEREST

The Odisha State Open University invites EOIs from the reputed Government agencies/ Agencies associated with Government to develop the curriculum, e-SLM, LMS and E-Publishing of SLMs for the course on Disaster and Pandemic Management offered by OSOU for Group A/B employees of Odisha Government. The project information and the broad scope of work are detailed in this document, interested agencies fulfilling the minimum criteria as stated in the EOI may send their complete details as per the details given in the EOI documents on or before 20-9-2024 till 5PM to the address given below by post / hand in a sealed envelope superscribing (Expression of Interest, EOI for E-Content, OSDMA Project for short listing the interested parties.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective, scope of work and evaluation criteria etc. can be downloaded from the

Website- <https://www.osou.ac.in>

Further details, if any, may be obtained from Chairman Odisha State Open University, At- Badasinghari,,P.O.- Goshala Chowk,PS- Burla, Dist- Sambalpur, 768024 during working hours.

For any further queries and clarifications, the agencies may contact on telephone

Chairman- Dr. Uttam Pradhan, Mob. No. – 9438086264, uk.pradhan@osou.ac.in

Co- Chairman - Rajendra Kumar Padhi- Mob.no. 7978320110, rk.padhi@osou.ac.in

2. LETTER OF INVITATION

Dear Sir/Madam,

Odisha State Open University, OSDMA Project invites sealed Expression of Interest (EOI) from agencies for undertaking. You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 20-9-2024 till 5PM. The details of which can be downloaded from the OSOU website, www.ossou.ac.in.

Registrar

Dr. Chittaranjan Sahu

FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,
The Registrar
Odisha State Open University (OSOU)
Sambalpur, Odisha

Sub: Submission of Expression of Interest to Undertake the Study on Review/Appraisal of OSDMA Scheme of OSOU.

Dear Sir/Madam,

In response to the Invitation for Expressions of Interest (EOI) published on -----, we hereby submit our interest to undertake the proposed task of reviewing/appraising the OSDMA Scheme of OSOU. As per the instructions provided, we are submitting two sets of the required documents in separately sealed envelopes, along with one soft copy for your consideration.

The following documents are enclosed:

1. **Organizational Details**
2. **Experience in Related Fields**
3. **List of Experts/Consultants on Payroll (Minimum of 3)**
4. **Financial Strength of the Organization**
5. **Additional Information**
6. **Declaration**

We look forward to your positive consideration of our application.

Enclosures: As mentioned above.

Yours sincerely,

Full Name of the Applicant
Designation
Organization's Name
Stamp
Date

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm. (Enclose Registration Certificate)	
4	Address of registered office with telephone no. & fax	
5	Address of offices in Odisha (if any)	
6	Contact Person with telephone no. & e-mail ID	
7	Types of Organization	

Enclose: -

1. Copy of Registration Certificate of the Company/ Organisation

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 3

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 4

Financial Strength of the Organization				
SL.NO	Financial Year	Income	Expenditure	Overall annual turnover (In Crores of Rs.)
1	2021-22			
2	2022-23			
3	2023-24			

Note: Please enclose auditor's certificate in support of your claim for last 3 years.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 5

Additional Information		
1. List all enclosures related to the previous sections		
S.NO	Description	No. of pages
2. Additional information to support the eligibility (Not more than 2 pages).		
Signature of the applicant Full name of applicant Stamp & Date		

FORMAT -6

Declaration

We hereby confirm that the information provided here with is correct and nothing is fabricated or manipulated.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter-head of the organization.

Evaluation Criteria and Method of Evaluation:

a. Screening of EOIs

The screening process will be conducted based on the eligibility criteria outlined in the EOI document. The evaluation will also involve verification of the testimonials and supporting documents submitted by the applicants.

b. Evaluation for Shortlisting

The EOIs will be evaluated for shortlisting based on the following factors:

- **Past Experience:** Proven experience in handling projects of a similar nature.
- **Manpower Strength:** The expertise and capacity of the organization's personnel.
- **Financial Strength:** The financial stability and capability of the firm.
- **Presentation/Proposal:** If required, a presentation or proposal will be made to the selection committee, whose decision will be final.

c. Briefing and Presentation

Agencies that meet the eligibility criteria will be provided with a brief overview of the OSDMA Scheme.

d. Reference Checks

OSOU reserves the right to conduct reference checks to assess the bidder's performance in similar projects elsewhere. Additionally, OSOU will consider any previous experiences with the bidder, if applicable.

e. Financial Bid

To be submitted in sealed envelope and with details terms & conditions.

Response:

1. Sealed Application

The application must be submitted in a sealed cover, clearly marked with the title: **"EOI for Engagement of Consultant for Review/Appraisal of OSDMA Scheme of OSOU."**

2. Conflict of Interest

- If a conflict of interest exists or may arise, it is the Bidder's responsibility to inform OSOU in writing by attaching a detailed explanation of the conflict with the Bid submission.
- OSOU will serve as the final arbiter in cases where a potential conflict of interest is identified.
- Failure to notify OSOU of any actual or potential conflict of interest will result in the invalidation of any verbal or written agreement.
- A conflict of interest arises when someone involved in the procurement process has, or may appear to have, a personal interest in ensuring that a particular Bidder is successful. Any actual or potential conflicts must be declared by individuals involved in the bidding process.

3. **Conditions for Issuance of EOI**

The EOI is not an offer, and OSOU makes no commitments regarding its outcome. OSOU reserves the right to withdraw the EOI or modify any part of it at any stage without prior notice. Furthermore, OSOU reserves the right to disqualify any bidder, if necessary, at any point during the process.

4. **Last Date of Submission**

- The last date for the submission of the EOI is **20th September 2024 by 5:00 PM**.
- The **Bid Opening Date and Time** will be communicated subsequently.

GUIDELINES FOR THE WORK

1. Curriculum Design-

E-SLM – (In SWYAM format)- When preparing content for e-publishing, particularly for educational platforms like SWAYAM, it's essential to follow specific criteria to ensure the material is of high quality, accessible, and effective.

Course Structure

- **Course Layout:** Clear organization with modules and units. Each module should cover a specific theme or topic and be divided into manageable units.
- **Module Length:** Modules should be designed for a week's study, including videos, readings, assessments, and discussions.
- **Credits:** Clearly define the credits associated with the course/module as per the guidelines (e.g., 4 credits per course).

Content Delivery

- **Video Lectures:**
 - **Duration:** Each video should ideally be 8-12 minutes long, focusing on a single concept or topic.
 - **Quality:** High-definition video with clear audio. Ensure the use of subtitles and transcripts for accessibility.
 - **Format:** Use MP4 format with 720p resolution or higher.
- **Textual Content:**
 - **Readings:** Provide essential reading materials in PDF format.
 - **Interactive Text:** Integrate text with hyperlinks, images, and embedded videos to enhance engagement.
- **Quizzes/Assignments:** Include self-assessment quizzes after each unit and graded assignments at the end of each module.
 - **Formats:** Use MCQs, short answers, and case studies.
 - **Integration:** Ensure quizzes and assignments are integrated with the LMS for automated grading where possible.

LMS support- **Learning Management System (LMS):** Ensure compatibility with SWAYAM's LMS for smooth integration. **Mobile-Friendly:** Design content that is responsive and mobile-friendly to reach a broader audience. Content Structure, Content Creation,

E-content development- Content Planning and Design

E-content publishing- Website of OSOU.

2. Review and Evaluation Process-

Team-

2.1 Committee Evaluation:

Formation of Evaluation Committee:

Chairman- Registrar

Members- COF, COE, Project Team and any other member as decided by the Vice-Chancellor.

The approved committee, appointed by OSOU, will be responsible for examining and evaluating the EOIs and financial bids.

Evaluation of EOIs and Financial Bids:

The committee will first review the EOIs to ensure that all required documents and information are complete and valid.

Financial bids will be assessed separately. The evaluation will focus on:

Compliance: Ensuring that the financial bid meets the requirements specified in the EOI and aligns with the project's financial guidelines.

Pricing: Comparing the price quotes provided by different bidders to ensure they are competitive and within budget.

Terms and Conditions: Reviewing the terms and conditions to ensure they are reasonable and acceptable.

Timeline: Assessing the proposed timeline for feasibility and alignment with the project's schedule requirements.

2.2 Recommendation and Documentation:

Preparation of Recommendation Minutes:

Following the evaluation, the committee will prepare detailed recommendation minutes. These minutes will document:

The evaluation process and criteria used.

The assessment of each bid against the established criteria.

The rationale for selecting or rejecting bids based on their compliance, pricing, terms, and proposed timeline.

2.3 Comparative Statement:

A comparative statement will be prepared to summarize and contrast the key aspects of each bid. This document will include:

Detailed remarks on each bid's strengths and weaknesses.

Comparative analysis of pricing, terms, conditions, and timelines.

Recommendations for the most suitable bid based on the evaluation.

2.4 Submission of Evaluation Report:

The recommendation minutes and comparative statement will be submitted to the appropriate authority for final approval.

Guidelines for Curriculum Design and Assessment/ evaluation

CURRICULM FOR BOTH C&D GROUP EMPLOYEES- OSDMA PROJECT

Curriculum for C & D Group Employees – OSDMA Project

PART-A

Focus Level: Bloom's Taxonomy

1-Understanding (Level-2 and Level-3, of Bloom's Taxonomy):

Objective: The curriculum is designed to enhance learners' ability.

At this level, employees will:

Comprehend fundamental concepts, principles, and theories related to their roles.

Translate complex ideas into more understandable terms, allowing them to grasp underlying principles.

Distinguish between different methods or approaches, understanding when and how to apply each one.

2-Application (Level-3 of Bloom's Taxonomy -Partly):

Objective: Learners will begin to apply knowledge and concepts in practical scenarios. This level includes:

Using learned information to solve problems at preliminary level by implementing standard procedures and protocols in real-world situations as explained to them earlier.

Also demonstrate the ability to choose and apply appropriate methods or tools to accomplish tasks.

CURRICULUM DESIGN

Course Structure:

Total Credits: 20 credits, distributed across five subjects/courses. (Learning hours- 600 hrs)

Credit Allocation: Each course is worth 4 credits. (Learning hours 120)

Modular Framework:

Modules per Course: Each course consists of 4 modules, with each module representing 1 credit.

Units per Module: Each module is further divided into 4 units, resulting in 16 units per course.

Module Objectives:

Aligning module content with Level-2 (Understanding) and partial Level-3 (Application) objectives, ensuring a progressive development of cognitive skills and psychomotor skill low to middle cognitive skill.

Unit Design:

Units within each module are designed to progressively build upon the previous unit's learning outcomes, ensuring a logical and effective knowledge and skill (informed progression) progression.

Learning Strategy and Assessment Methods

Learning Strategy:

Active Learning Approaches: Emphasis on methods that require learners to engage with content, such as problem-solving exercises, and scenario-based learning. This aligns with the goals of Bloom's Level-2 and Level-3.

Incremental Skill Development: Structured learning that builds on foundational knowledge (Level-2) and transitions towards practical application (Level-3).

Assessment Methods:

As the learning is online, hence, there will be continuous assessment and evaluation.

Formative Assessments: Regular quizzes, and real time scenario-based problem-solving assignment.

Summative Assessments- A 3 hours examination on physical mode as defined examination centre.

Teaching and Learning Methodology- ODL + Online

Learning Approach:

Incorporation of E-Learning: Use of online platforms to facilitate continuous learning. This includes interactive content designed to enhance understanding and application.

Demo-Videos Practical sessions where learners apply concepts in controlled environments, bridging the gap between theory and practice.

Continuous Feedback Mechanism: Analysis and Corrective measures.

Feedback Loops: Regular feedback on performance, helping learners understand their progress and areas that need improvement. This supports the iterative learning process inherent in Bloom's Taxonomy.

Curriculum Objectives, Learning Outcomes, Course Outcomes, and Expected Competency

Curriculum Objectives:

Develop a deep understanding of job-related concepts and practices and able to apply in the preliminary level in the real-life scenario

Learning Outcomes:

Learners will be able to discuss and explain core concepts (Level-2).

Learners will demonstrate the ability to apply learned principles in real-world scenarios (Level-3).

Course Outcomes:

Upon completion, learners will have both the knowledge and skills hence, shall be able to perform their duties by demonstrating clear understanding of when and how to apply different concepts and techniques.

Expected Competency:

The curriculum aims to produce employees who are competent in both understanding and applying job-related knowledge, leading to improved job performance both theoretically and practically in a needed real-world situation.

PART – B**Curriculum for A & B Group Employees – OSDMA Project****1- Focus Level: Bloom's Taxonomy**

Application (Level-3 and 4 of Bloom's Taxonomy):

Objective: The curriculum is designed to enable learners to effectively apply theoretical knowledge in real-world situations. At this level, employees will:

Implement learned concepts and techniques in relevant to their roles.

Develop strategies to solve problems using established methods and tools.

Apply critical thinking to suggest solutions to new challenges and environments. Analysis (Level-4 of Bloom's Taxonomy):

Objective: Learners will develop the ability to analyse and break down complex information and systems. This includes:

Examining and interpreting data to identify patterns and relationships, and underlying principles.

Critically evaluating processes, identifying areas of improvement, and proposing effective solutions.

Deconstructing complex scenarios into manageable components for better understanding and problem-solving.

2- Course Design

Semester Structure:

Total Credits per Semester: 20 credits per semester, distributed across five courses/subjects.
(Learning hours, 600 hours)

Credit Allocation: Each course carries 4 credits. (Learning hours 120 hours)

Curriculum Framework:

Semester 1: 20 credits (600 learning hours)

The first five courses will align with the standard of the 1st and 2nd semesters of an MBA program.

Focus on foundational management concepts, application of theories, and basic analysis pertaining to disaster management

Semester 2: 20 credits (600 Learning hours)

The five courses will be of equivalent standard to the 3rd semester of an MBA program on Disaster Management.

Emphasis on advanced analysis, strategic application of knowledge, and comprehensive problem- solving by acquiring knowledge through case studies.

Technical Content Alignment with Bloom's Taxonomy: Level 3&4

3- Module Objectives:

Align each module with the application and analysis levels of Bloom's Taxonomy, ensuring that the curriculum progressively develops critical thinking and practical skills and enable decision making.

Unit Design:

Units within each module will be structured to build upon previously acquired knowledge, leading to more complex applications and analyses.

4- Learning Strategy and Assessment Methods

Learning Strategy:

Case-Based Learning: Incorporating real-world case studies that require learners to apply and analyse knowledge in various scenarios. This aligns with the Level-3 application and Level-4 analysis goals.

Project-Based Assessments: Learners will undertake projects that require them to analyse situations, develop strategies, and apply theoretical knowledge to achieve practical outcomes.

Assessment Methods:

Formative Assessments: Continuous assessment through quizzes and case study analyses to reinforce understanding and application.

Summative Assessments: Final exams in off line mode of duration of 3hours for each course in predefined examination centre. Proctor Examination if possible, ensuring the quality of shall be preferred.

Teaching and Learning Methodology

Interactive Learning Approaches: online through e- SLM.

Workshops and Seminars: Conduct interactive sessions where learners can engage with complex scenarios, participate in discussions, and apply analytical thinking.

5- Continuous Feedback Mechanism:

Performance Reviews: Regular feedback sessions where learners can understand their progress and receive guidance on improving their analytical and application skills.

Curriculum Objectives, Learning Outcomes, Course Outcomes, and Expected Competency

Curriculum Objectives:

Develop application skills necessary and analytical skill for strategic decision-making.

Equip learners with the ability to critically evaluate and improve processes within their roles.

Learning Outcomes:

Learners will demonstrate the ability to apply concepts to practical situations (Level-3).

Learners will effectively analyse information and make informed decisions based on their evaluations (Level-4).

6- Course Outcomes:

Upon completion, learners will be able to handle complex tasks requiring both application and analytical skills, preparing them for leadership and managerial roles.

Expected Competency:

The curriculum aims to produce employees proficient in applying and analysing information, making them valuable assets in strategic roles within the organization.

7- Online Training Delivery via LMS

Learning Management System (LMS) Integration:

Training Modality: The training program will be delivered entirely online via a robust Learning Management System (LMS).

Dashboard Interaction: The LMS will include a flexible dashboard interaction feature, allowing learners to monitor their progress, interact with course materials, and receive updates in real-time.

8- LMS Features and Feedback Mechanism

Learning Hours and Progression Tracking:

Automated Recording: The LMS must automatically record the learning hours for each candidate.

Progress Monitoring: The system will track the progression of students based on their responses to self-test questions integrated within the modules.

Monthly Statistics: The LMS will generate monthly statistical reports that provide insights into student engagement, progress, and areas requiring improvement.

Feedback Mechanism:

Robust Online Feedback System: The LMS must include a comprehensive online feedback mechanism, enabling learners to provide feedback on the course content, delivery, and overall experience.

Continuous Improvement: Feedback data will be analysed regularly to suggest improvements to the course content and delivery methods etc.

9- Grading Methods

Formative Assessment:

Quizzes and Assignments: Registered candidates will undergo online formative assessments, including quizzes and assignments, contributing 30 marks toward their final grade.

Objective: These assessments will focus on continuous learning and will allow students to assess their understanding and interpretation for application/ decision making.

Summative Assessment:

Physical Mode Examination: A summative test will be conducted in predefined examination centres, lasting 3 hours and contributing 70 marks toward the final grade. If robust proctors system can be developed then examination can be online proctored.

Grading and Passing Criteria:

A & B Employees: To successfully complete a course, A & B group employees must secure at least 50 marks out of 100.

C & D Employees: C & D group employees must secure a minimum of 35 marks out of 100 to pass.

10- Duration of the Programs

Certificate Program:

Normal Duration: 6 months. (600 Learning Hours)

Maximum Allowable Duration: 1 year.

Objective: The program is designed to be completed in 6 months, but learners may take up to 1 year to finish if necessary due to some unforeseen situation.

Diploma Program:

Normal Duration: 12 months. (1200 Learning Hours)

Maximum Allowable Duration: 2 years.

Objective: The program is designed for completion in 01year, with an extended period of up to 2 years allowed for those requiring additional time due to some unforeseen situation.

11- Certification and Diploma Awarding

Course Completion Requirements:

Certificate Program: Successful completion of 5 courses (each worth 4 credits) is required for the award of a certificate.

Diploma Program: Successful completion of 10 courses (each worth 4 credits) is required for the award of a diploma.

Awarding of Credentials:

Certification: Upon successful completion of all required courses, the University will award a certificate to eligible candidates from group C&D.

Diploma: Similarly, a diploma will be awarded to those from group B and A who complete the diploma program, meeting all academic and assessment criteria, however, in future eligible credit exemption is possible.

12- Online Training and e-SLMS Development

e-SLMS Development:

SWAYAM Format: The e-Study Learning Materials (**e-SLMS**) for online training will be developed using the 4 Quadrants format as per the **SWAYAM** guidelines, ensuring a comprehensive and interactive learning experience.

Quadrants Overview:

Quadrant 1: e-Tutorials (video lectures, animations, etc.)

Quadrant 2: e-Content (PDFs, e-books, illustrations, etc.)

Quadrant 3: Discussion Forums (for peer and mentor interaction)

Quadrant 4: Self-Assessment (quizzes, assignments, etc.)

The curriculum and e-SLM of C & D employees are already developed owing to past decision and presently those are to be optimised. Suggestions for improved are given below.

e-SLMs for C & D Group

e- SLMs: For the C & D group employees enrolled in the certificate course will be provided in addition to the online materials.

13- e-SLM Development Standards

UGC 2020 Guidelines Compliance:

SWAYAM Standards: All e-SLMs must be developed following the UGC, ODL 2020 guidelines and SWAYAM standards to ensure quality, accessibility, and consistency across all materials.

Content Specifications:

Unit Structure: Each e- SLM will consist of 16 units.

Page Requirements: Each unit must contain a minimum of 10 pages and a maximum of 15 pages of e-content for Q-2 formatted in 12-point Times New Roman font, ensuring clarity and readability.

14- e- SLM Content Requirements

Unit Length:

Minimum Pages: 10 pages per unit.

Maximum Pages: 15 pages per unit.

Content Quality:

Technical Accuracy: Content must be technically accurate, engaging, and aligned with the curriculum objectives and must have challenging tasks inbuilt.

Instructional Design: Materials should follow best practices in instructional design, ensuring that learners can easily understand and apply the concepts.

15- Appointment of Nodal Officer

Nodal Officer Position for liaising, training, coordination and placement.

Qualification: MBA with minimum 5 years' experience in similar activities in reputed organisations.

Immediate Appointment: The University will appoint a nodal officer with immediate effect to oversee the project and act as the liaison between the Regional Centre (RC) and SLCs, the Nodal officer shall meet this OSDMA officials and university officials for effective coordination and implementation.

Role: The nodal officer will also serve as the training and placement officer for the project.

16- Qualifications and Experience of Nodal Officer

Required Qualifications:

MBA Qualification: The nodal officer must possess an MBA degree.

Experience: A minimum of 5 years of experience preferably in a managerial position or equivalent role in a publishing company, Learning Management System (LMS), or content generation company is required.

Role and Responsibilities:

Project Coordination: Oversee the timely development and implementation of the curriculum, monitor the development of SLMs, and ensure adherence to guidelines.

Training coordination: Facilitate training and placement activities for program participants, ensuring successful career outcomes, placement, contact various companies for future initiative of the university for placement of OSOU students.

17- Nodal Officer Compensation**Hiring Process:**

Service Provider Engagement: The nodal officer will be hired through the service provider of the university.

Salary:

Compensation: The nodal officer will receive a consolidated salary of Rs. 40,000 per month. However, for the approved tour to Regional Centres, university and other locations as decided by the competent authority. T.A. / D.A. shall be provided as per university and government of Odisha norms.

Duration- the position shall be for the project duration i.e. for three years subject to satisfactory performance as per the quarterly review by the competent authority.

Roles and Responsibilities in the OSDMA Project at Odisha State Open University (OSOU)**Project Governance:**

The Chairman of the OSDMA Project Committee is responsible for the success of key project plans, including the curriculum design, the Registrar will execute the Expression of Interest

(EOI) process, and the appointment of the nodal officer. The committee will monitor the progress of the project, provide periodic inputs to the authority and plan the activities.

Stakeholder Engagement:

The officers as the primary representatives of the university will communicate with external stakeholders, including the Odisha State Disaster Management Authority (OSDMA) and other government bodies and ensures that the project outcomes are communicated effectively to the wider community, highlighting the university's role in promoting professional development.

Role of the Registrar- collecting feedback and analysing the feedback are also to be done by the committee.

Administrative Coordination:

The Registrar will play a central role in the administrative management of the OSDMA Project, overseeing the submission and processing of EOIs, financial bids, and other critical documentation.

The Registrar will ensure that all processes related to the project, including communication with external parties and internal departments, are conducted efficiently and in accordance with university policies.

Regulatory Compliance:

The Registrar will be assisted by the committee constituted for the said purpose. The Committee is responsible for maintaining accurate records and documentation for all purposes and for future reference, then handing over to the Registrar.

Committee Management:

The Registrar will facilitate the formation and functioning of various committees tasked with evaluating EOIs and financial bids, ensuring transparency and fairness in the selection process.

The Registrar will prepare and circulate minutes of meetings, tracks action items, and ensures that decisions are implemented in a timely manner.

Role of the Comptroller of Finance

Financial Management:

The Comptroller of Finance (CoF) is responsible for the financial oversight of the OSDMA Project, ensuring that all expenditures are within the approved budget and that financial resources are allocated effectively.

The CoF will monitor the financial health of the project, providing regular reports to the Vice Chancellor and other stakeholders on budget utilization, forecasts, and financial risks.

Budgeting and Cost Control:

The committee will prepare detailed budgets for the project, considering all aspects including the development of e-SLMS, the production of printed SLMs, and the appointment of the nodal officer.

Vendor Payment and Financial Reporting:

The CoF will oversee the payment process for vendors and service providers involved in the project, ensuring timely disbursement of funds as per the agreed terms.

The CoF is responsible for generating financial statements and reports that provide insights into the project's financial performance, enabling informed decision-making by the university's leadership.

The project will be treated as a consultancy activity. The committee of the said project will prepare a consultancy rate for remunerating the people involved from the university to support this as additional responsibility.

The implementation of this Standard Operating Procedure (SOP) by Odisha State Open University (OSOU) for the OSDMA Project represents a significant step toward enhancing the professional development of government employees through structured and accessible learning programs. By leveraging innovative e-learning platforms, adhering to rigorous academic standards, and ensuring robust assessment and feedback mechanisms, OSOU is committed to delivering high-quality education that meets the evolving needs of C & D and A & B group employees.

The university's approach, which integrates the SWAYAM format, Bloom's Taxonomy, and a well-defined curriculum structure, aims to foster a deep understanding of critical concepts and practical skills. The appointment of an experienced nodal officer underscores OSOU's dedication to effective project management and successful outcomes for all participants.

As this project progresses, OSOU will continue to review and refine its processes to align with best practices in education and training, ensuring that the programs offered not only meet but exceed the expectations of learners and stakeholders.

Background of the Project

The Odisha state open University is engaged in implementing the OSDMA Project. It focuses on handling Expressions of Interest (EOIs) from government agencies or associated entities for supporting Learning Management Systems (LMS), conducting examinations, developing e-content, e-publishing, and curriculum development. It ensures that all activities align with the standards of the Odisha State Disaster Management Authority (OSDMA) and OSOU's educational objectives.

Under the Scheme group A&B employees of the state Government will be given Diploma and certificate courses for the employees of the government. Based on the recommendation of the OSDMA and the state Government the courses will be designed.

About OSOU

The Odisha State Open University has the jurisdiction over the entire State of Odisha. The Odisha State Open University, established by an act of the Government of Odisha in 2015, is dedicated to increasing access to quality higher education through the appropriate use of open and distance learning methods. The adoption of an OER policy at the Odisha State Open University has created an enabling environment for all stakeholders to create and use OER in the production of educational resources. This policy has also enabled the sharing of these resources under appropriate open licenses, fostering a culture of collaboration and knowledge sharing. There are 5 Regional Centres and 97 Study Centres under the university covering almost more than 400000 students across the state. The University has signed a memorandum of Understanding with OSDMA, Higher Education Department of Government of Odisha. The objective of this joined endeavour of developing the capacity building of the government employees in the different capacities of the government officials through the implementation appropriate level of course on Disaster and Pandemic Management.