

Odisha State Open University

Minutes of the 1st Meeting of Centre for Internal quality Assurance Cell (CIQA)

The meeting of the Centre for Internal quality Assurance Cell (CIQA), Odisha State Open University (OSOU), Sambalpur was held 2nd November 2018 at 11 AM at OSOU Headquarters, GM University campus, Sambalpur

The following Members were present:

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| 1. | Professor Bal Govind Baboo | - | Director |
| 2. | Dr. Dillip Kumar Nayak | - | Member |
| 3. | Dr Sambu Dayal Agrawal | - | Member |
| 4. | Dr Ansuman Jena | - | Member |
| 5. | Mr Jyoti Prakash Mahapatra | - | 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 Jayant Kar Sharma | - | Convener |

Special Invitees

Dr Santosh Rath, Senior Academic Consultant

Dr Bijan Kumar Mohapatra, Senior Academic Consultant

Dr Sisir Kumar Swain, Senior Academic Consultant

Dr Jugal Kishore Mishra, Senior Academic Consultant

Dr Prasanna Kumar Nayak, Senior Academic Consultant



CQ1.1 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 has to be undertaken by the CIQA.

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

CQ1.2 Project Programme Report (PPR) of all the Master and Bachelor Degree programmes will be reviewed and finalized in terms of quality, adoption and contextualization of Syllabus.

- The PPR of all the 28 UG & PG programmes approved by UGC were reviewed by the members.
- It was decided to revise the syllabus of Under Graduate Programmes and follow the common syllabus pattern as decided in the Vice-Chancellors meet called by the Higher Education Department, Government of Odisha.
- The PPR format to be standardized and revised as per the UGC ODL Regulations and presented before the members in the next meeting of CIQA. Responsibility for the same was assigned to Dr Ansuman Jena and Ms Prashansa Das to execute the task.
- For some of the Master Degree Programmes , IGNOU syllabus are followed and IGNOU materials are provided to the learners. It was decided to update the syllabus as per the present education pattern and develop in house course materials as per the requirement.



CQ 1.3 Self-Learning Materials will be reviewed and standardized in terms of quality

- The SLMs were reviewed by the members in terms of quality and design and approved by the members.
- The Chairman informed the Committee that in some SLMs the common pattern is deviated. It was decided by the members that a standard template and pattern to be followed for all the SLMs in English, Hindi and Odia should be redesigned and presented before the Committee in its next meeting. The responsibility was assigned to Dr Jyoti Prakash Mohapatra for preparation of a Standard template and design for Self Learning Materials.

CQ1.3 Organization of Expert Committee Meetings for existing approved programmes and approved programmes to be launched in July 2019 for standardization and modification of syllabus.

For Postgraduate programmes in English, Hindi, Odia, Sanskrit, Commerce, Political Science, Public Administration, Economics and Sociology IGNOU syllabus and curriculum has been adopted, expert committee meeting is to be called for the required revision of the syllabus of the existing approved programmes and other approved programmes to be launched from the academic session July 2019.

The responsibility has been assigned to the Programme Coordinators to present an expert committee meeting proposal for the new and existing (if required) UG & PG programmes before the Chairman and get it approved by the Vice- Chancellor by first week of December.

CQ 1.4 Pattern for Term end Examination Question Papers and Assignment Questions in Master degree

In an ODL System of learning Assignments are the pre-preparation phase of the Term End Examination. Hence a similar pattern of questions will be followed for both Term End Examination and Assignments.



Dr Bijan Kumar Mohapatra prepared a sample question paper for Assignments and Term End Examination which was reviewed by the members of CIQA.

The pattern was approved by the members with a suggestion to change the word limits. Finally the committee decided the pattern for Assignment and Term End Examination as under:

- It was also decided that two assignments will be submitted for each course with more than 4 to 8 Credits and one assignment for each course with less than four credits
- It was decided that Questions will be divided in to four groups
Group A – Five questions of two marks each(word limit:50 words)
Group B – Four questions of five marks (word limit:100 words)
Group C – Four questions of ten marks each (word limit:200 words)
Group D – Two questions of fifteen marks each (word limit:300 words)

The question setter would have some liberty in terms of alternatives and design keeping the specific needs of the discipline.

CQ 1.5 Interdisciplinary credit selection in the Master Degree Programmes will be discussed.

It was approved by the Committee that Interdisciplinary credit selection in the Master Degree Programmes will be beneficial to the students to enhance their knowledge. So in this regard the Chairman requested to all the Programme Coordinators to select the interdiscipline subjects of 4 to 8 Credits (the credits not exceeding 25% of the total credits) and submit the proposal to the Committee and Honorable Vice-Chancellor before the end of January 2019.

CQ 1.6. Scope for Creation of Modular Programmes from the existing PG Diploma and Master Degree Programmes will be discussed and finalized.

The Committee approved the Creation of Modular Programmes from the existing PG Diploma and Master Degree Programmes and advised the Programme



Coordinators to identify the modules from the MDPs and PG Diploma Programmes and submit the proposal with syllabus to the Committee and Honorable Vice-Chancellor before the end of January 2019.

CQ 1.7 Preparation of MOOC's courses for Certificate and Diploma and as elective courses for Under Graduate Programmes.

The Committee approved preparation of MOOC's courses for Certificate and Diploma and as elective courses for Under Graduate Programmes and advised the Programme Coordinators to submit the detailed MOOCs proposal by the Second week of February 2019.

CQ 1.8 As per the guidelines of NAAC, incorporation of skill based modules carries weightage, decision is to be taken regarding incorporation of skill based modules in the Master and Bachelor Degree Programme

The Committee decided that after two years the University shall go for NAAC Accreditation. So its compulsory that we should incorporate skill based modules in the Master and Bachelor Degree Programme. For this the Committee proposed the formation of a Skill based Programme Committee to have a detailed provision for the formation of skill based modules to be incorporated.

So a proposal is to be sent to the Honorable Vice Chancellor OSOU for the formation of the skill based modular Programme Committee by the end of December 2018. One of the member will be assigned the responsibility for the preparation of the proposal by the Chairman.



CQ 1.9 Proposal for practical activities and Hands on training for Master Degree Programmes and other programmes will be discussed and finalized

The Committee invited the proposal for practical activities and Hands on training for Master Degree Programmes and other programmes. The Odia Department shall submit a proposal for provision of Hands on Training to the students of MAOD by the end of February. Similarly the other departments were also advised to identify the scope of practical activities and Hands on training for Master Degree Programmes and other programmes and submit the proposal at the earliest.

CQ 1.10 Proposal for seminars and workshops etc. for various programmes

The Committee invited the proposal for seminars and workshops etc. for various programmes. The head of Public Administration Dr Jugal Mishra suggested a workshop to be conducted GST or some other topic with assistance to ICSSR. He also suggested the formation of a Research Journal of the University. Ms Sheetal Purnima suggested a proposal for the construction of a Language Laboratory. Further the Chairman requested the members to submit a proposal of a workshop or a seminar at the earliest.

CQ 1.11 Preparation of learning material (content) in Multiple Media such as Self Learning Material, e- Content, Audio Video content etc. according to set standards and requirement

The Chairman directed all the members to submit a report and a blueprint on Preparation of learning material (content) in Multiple Media such as Self Learning Material, e- Content, Audio Video content etc to the Committee by the end of January 2019 in coordination with the AVPC Committee for the approval of the contents as per the set standards and guidelines.

Tender to be given to the Third party for Audio video production.



CQ 1.12 Time, date and venue to be discussed and finalized for conduction of Orientation programme for course writers, editors and counsellors

It was decided to hold the Orientation Training programme for course writers, editors, translators and counsellors on 18th November 2018 at BJB College Campus Bhubaneswar. Regional Centre shall take the responsibility of the organization of the Programme in coordination with the Headquarters.

CQ 1.13 standard strategy and procedure is to be discussed and decided for monitoring mechanism for Counselling and evaluation.

It was decided to develop a standard strategy and procedure for monitoring mechanism for Counselling and evaluation. Following measures are to be adopted for the said purpose:

- Surprise visit to Study Centres by the Headquarter and Regional Centre Staff during Counselling sessions and term end examination.
- A Counsellors Manual is to be developed, responsibility given to Ms Prashansa Dash to develop a Counsellors Manual and place it in the next meeting of CIQA after due approval of Honourable Vice-Chancellor.
- A monthly counselling session feedback has to be submitted by the Study Centre Coordinators.
- A standard counselling sessions schedule of various programmes has to be prepared by the Programme Coordinators and provided to the Study Centre Coordinators for reference and implementation.
- Assignments and programme guide to be provided to the students during the Induction Meeting.



CQ 1.14 Standard strategy and procedure to be discussed and decided on monitoring mechanism for student feedback on counselling.

It was decided to develop a standard strategy and procedure to be discussed and decided on monitoring mechanism for student feedback on counselling in coordination with the Greivance 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 Honorable Vice-Chancellor.

CQ 1.15 Counsellors Remuneration for Master Degree Programme will be discussed and finalized.

It was decided to increase Counsellors Remuneration for Master Degree Programme. The Counsellors rate will be INR 700 + INR100(Conveyance) for standalone Counselling Classes of Master Degree Programme.

CQ 1.16 Sensitization will be done regarding NAAC Accreditation and work distribution on various criteria and sub criteria of NAAC Assessment and Accreditation will be discussed and decided by the Chairperson

A separate meeting would be called in presence of the Honorable Vice- Chancellor to sensitize the members regarding NAAC Accreditation and work distribution on various criteria and sub criteria of NAAC Assessment and Accreditation.

CQ 1.17 Systemic Research activities

The approved Systemic Research Proposal approved by the Board of Management to be circulated by Dr Ansuman Jena to all the members. It was decided to constitute a Systemic Research Committee by the permission of the Honorable Vice Chancellor.



A detailed plan has to be formulated and prepared for various Systemic Research Activity Proposal by the Programme Coordinators and the proposal has to be submitted to the Chairman and the Vice-Chancellor by the mid of January 2019.

CQ 1. 18 Work integrated BBA Programme

The BBA programme was approved by the UGC. Work placed based BBA programme is to be offered to the students in collaboration with MKCL so the BBA curriculum is based on the syllabus provided by the MKCL and duly approved by UGC. So it was decided by the Committee to comply with the MKCL Syllabus Work integrated BBA Programme.

It was directed by the Chairman to make the contents and course curriculum of the BBA programme ready in coordination with MKCL, and for this the responsibility was assigned to Dr Ansuman Jena.

CQ 1. 19 MBA Programme Programme

A detailed PPR has to be developed for MBA along with the planning for strategy, study centres in which the programme is to be activated, admission (entrance) test and other related issues.



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