



A Report
Of
Programme on
Establishment and Development of
UPRTOU OER Repository

Date: 29-30 August 2022

Under the Project

Adoption of OER at U P Rajarshi Tandon Open University (UPRTOU), Prayagraj

Project Coordinator: Dr. R. J. Maurya

Supported by

Commonwealth Educational Media Centre for Asia (CEMCA),

New Delhi

U. P. Rajarshi Tandon Open University, Prayagraj

Published on: 30 August 2022

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Center for Internal Quality Assurance, *Establishment and Development of UPRTOU OER Repository, Uttar Pradesh-India: Publisher-U. P. Rajarshi Tandon Open University, Prayagraj, 2022,*
http://14.139.237.190/oer/12_09_2022_ReportIR.pdf

Reported by: Dr. R. J. Maurya and Prof. Ashutosh Gupta

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Abbreviations

A/V	: Audio Visual
CC	: Creative Commons
CEMCA	: Commonwealth Educational Media Centre for Asia
CIQA	: Center for Internal Quality Assurance
COE	: Center for Online Education
ETDs	: Electronic These and Dissertations
HOD	: Head of Departments
MOU	: Memorandum of Understanding
OER	: Open Educational Resource
UPRTOU	: Uttar Pradesh Rajarshi Tandon Open University
ICT	: Information Communication Technology

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1. Introduction

A two days' programme with the theme of "Establishment and Development of UPRTOU OER Repository" was jointly organized by Center for Internal Quality Assurance and Central Library U. P. Rajarshi Tandon Open University, Prayagraj with support of Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi during 29-30 August, 2022.

The objectives of programme were to make aware and enable the participants to involve in the development of Open Educational Resource (OER) Repository of the UPRTOU, frame the policies regarding OER, making of Guidelines for declaring any document as OER and describe the representation tree of document representation in the University repository *E-Gyansangam*. The following objectives were framed for the conduction of the activity:

- To make aware and involve in the process of development of OER repository of UPRTOU
- Describe the root chart for the Open Educational Resource Repository of UPRTOU
- Identify and giving licences to the OERs developed by the University teachers
- To make acquainted with OER policies and revise University's OER policy
- To frame the Process Guidelines for Open Educational Resources in UPRTOU Repository

The Directors of Schools and faculty members were the participants in this activity. To facilitate the participants, following Online Facilitation was provided by the joint initiative of UPRTOU and CEMCA.

- Synchronous- Face to Face (offline mode)
- Asynchronous: Support to the participants through Whats App Group (Flexible)
 - Discussion on participants queries
 - Assistance to install required open source software
 - Customize the installed software as per requirements of the university
 - Sharing of other relevant materials

2. Day 1 Activities

Activity-1 (29.08.2022- Time: 10:00AM-10:30AM)

The team members of CEMCA (Dr Manas Ranjan Panigrahi and Dr Barnali Rai Chaudhury) arrived U.P. Rajarshi Tandon Open University, Prayagraj at 10 AM and welcomed by the Dr. R J Maurya, Project Coordinator. As per scheduled programme¹, team met with Hon'ble Vice- Chancellor Prof. Seema Singh and CIQA Director Prof. Ashutosh Gupta along with other members of UPRTOU associated with the development of OER Repository. In the meeting, the status of OER repository development process, the activities for two days on preparation of different guidelines, policies and process for approving contents to upload in the

¹ Programme Schedule Annexure 3

repository and other related issues were discussed in details and work-chart for performing activities during 29-30 August, 2022 was prepared. Meeting ended at 10:30 AM and team moved to perform second Activity of the day.

Activity-2 (29.08.2022 Time: 10:30AM-11:00AM)

The second activity of the day was to discuss and finalize the outline of the repository which was going to be established. The team of CEMCA, ICT team of the university and Directors/HODs/senior faculty members along with CIQA Director did rigorous exercise to finalise the tree of OER Repository. The session was very interactive and participants raised various queries for understanding, dialogued and discoursed to come at a point of common consensus. The final product as Tree of OER repository is as under:

Tree of OER Repository

- **Educational Materials**

1. **Print Materials** (Every school of the University will have the similar OER Tree structure as it is of School of Education presented here. Other Schools of Studies are: School of Humanities, Social Sciences, Science, Engineering and Technology, Management Studies, Health Sciences, Computer and Information Science, and Music and Performing Arts)

- **School of Education**

- Learning Resources
 - Syllabus
 - Self-Learning Materials
 - Lab-based Practices
 - Assessment
 - Previous Years Question Papers
- Research Materials
 - ETDs
 - Faculty research papers/articles
 - Edited Books and Volume
- Institutional Resources
 - Proceedings of Conferences/seminars/workshops
 - Journal/Newsletters, Eminent lecture

2. **Non-Print Materials** (Every school of the University will have the similar OER Tree structure as it is of School of Education. Other Schools of Studies are: School of Humanities, Social Sciences, Science, Engineering and Technology, Management Studies, Health Sciences, Computer and Information Science, and Music and Performing Arts)

- **School of Education**

- Audio Visual Resources
 - A/V Course Content, Multimedia, Graphics, Animations, Simulations
- Webinars
- Recorded Seminar/conference/Endowment/ lectures

After the finalization of the above Tree of OER Repository, second activity ended; and entire group of participants and CEMCA team divided into two groups; first group headed by Dr. Barnali Roy Choudhury and members of University's ICT cell gone to work upon the technical (software related) issues on the establishment of repository, and second group was left to discuss and frame various policies. The members of second group were Dr Manas Ranjan Panigrahi, Directors of the Schools/HODs/senior faculty members and Director CIQA.

Activity-3 (29.08.2022 Time: 11:00AM-01:00PM)

After leaving first group, the agenda of further action plan was put before the group by Dr R J Maurya, Programme Coordinator. After this, members of second group of the workshop started working on various activities related to policy making for OER related concerns of the University. In the process of preparing a draft flow chart along with guidelines for OER quality approval process to upload the documents in the repository; a rigorous discussion took place to revise the OER policy of the UPRTOU Policy and finally exiting policy was revised². After the revision of OER policy, session was adjourned for lunch break with promise to meet in the next session of the day starting from 2:00 PM onwards. The vote of thanks was proposed by Prof. Ashutosh Gupta, Director CIQA.

Simultaneously, the second team was busy in the installation and customization of the D-Space software to develop OER repository named as *E-Gyansangam*.

Activity-4 (29.08.2022 Time: 2:00PM-04:30PM)

After the lunch hour, session started sharp at 2:00 PM with the discussion about the framing the Guidelines for OER quality approval process where it was left in the previous

² Revised OER Policy of UPRTOU Annexure-4

activity of the day during 11 AM to 01 PM. In the discussion and discourse with senior faculty members along with CIQA Director, it was decided that the approval processes responsibilities will be shared primarily by the School / Administration concerned and later Center for Online Education will lead it to the final upload of the OER material in the repository. The step-wise functions of the Schools/ Administration and Center for Online Education are given below by the name of Process Guidelines for Open Educational Resources (OER) in UPRTOU Repository:

Process Guidelines for Open Educational Resources (OER) in UPRTOU Repository

Functions of Schools and Administrations		Remark
1.	Enlist and identify the educational resources to be share as OER through Repository	
2.	Assure the contents format (Text and A/V) and quality as per the University norms	Adopt and Finalize the A/V format
3.	In coordination with COE for technical, technological support in relation to the format and assigning of CC License.	
4.	Add Credit Page to each Resources using CC License as per the OER Policy of the UPRTOU.	
5.	Assure the resources (startup/Innovations/Patents/ any other) which are to be share as Non OER by the University.	
6.	Advise COE to upload the educational resources to the Repository and provide access to the learners	
7.	Share the Repository among the learners for wider access.	
8.	Advise LSS to share about the repository appropriately to access the educational materials as OER	
9.	Motivate teachers to contribute the educational materials/lecture notes/lecture audio-videos etc. as OER	
Role of Centre for Online Education (COE)		
1.	Review the received educational resources (as OER) and assist respective schools with technical and technological advice.	
2.	Prepare a user guideline (manual) for OER repository. Provide access it through university website, Prospectus, repository, etc.	
3.	Provide Conceptual materials on OER to Understand OER and its use.	
4.	Organize various awareness programmes on OER to build capacity of stakeholder.	
5.	Update and trained the stakeholders with latest technology and legitimating by conducting the workshop.	
6.	Issue certificates of uploading the contents of the contributors.	
7.	Withdraw the uploaded content due to any discrepancy with the approval of respective school.	
8.	Use a mechanism to rank and highest contributor of	

	OER and recommend for motivational award for recognition.	
9.	It is the responsibility of COE to regularly update & maintain the OER repository.	

This was the last activity of the day ended with thanking all members participating in the framing process of the guidelines. The vote of thanks was proposed by Dr R J Maurya, Programme Coordinator. Meanwhile the second team was busy in the installation and customization of the D-Space software to develop OER repository named as *E-Gyansangam*. The second group completed the task of repository development at 6:00 PM evening and left the Campus for the day.

3. Day 2 Activities

Activity 5 (30.08.2022- Time: 10:00am-11:00am)

The entire team of participating in the activities was again divided into two groups like day 1. First team comprising IT personnel led by Dr Barnali Roy Chaudhury became engaged in the technical activities on Repository. The team worked on the establishment of the repository and applied the formulated root chart in the OER repository's configuration. The Second team was headed by Dr Manars Ranjan Panigarhi became engaged in Training for selected academic staffs for use of CC Licenses to convert the existing resources as OER. In this activity the guideline development team and other concerned faculty members participated. Dr Panigarhi in his presentation cum training shown that how participants may give CC licenses to their different types of materials before uploading in the repository. Faculty and other UPRTOU members were also trained to give CC licenses in YouTube to declare as OER to the video lectures developed by the UPRTOU. The session was very interactive and many doubts were cleared by proper examples and presentation.

Activity 6 (30.08.2022- Time: 11:00am-01:00pm)

This was the last working activity of two days programme *Establishment and Development of UPRTOU OER Repository* joined by all faculty members and other concerned. In this activity, both the groups joined together, where all team members (technical and academic) joined the training and learned about the repository. In this session/activity, Dr Barnali Roy Choudhury facilitated the training for use of OER repository interface for uploading of contents. The entire interface of the UPRTOU's OER Repository (**E-Gyansangam**) was shown before the house where honorable Vice Chancellor of UPRTOU Professor Seema Singh was present as observer. The questions regarding the uploading and other related issues were raised by participants, and were answered with adequate supported examples. The plan for further improvement was also discussed as the way forward.

Activity 7: Valedictory (30.08.2022- Time: 01:00PM-1:30PM)

At the end of two days programme *Establishment and Development of UPRTOU OER Repository* as the last activity valedictory session held. Honorable Vice Chancellor Professor Seema Singh presided the session. Dr Basheerhamad Shadrach Director CEMCA as Chief Guest joined the session through online mode. The session was started with the welcome speech of the Programme Coordinator, Dr. R.J. Maurya, Deputy Librarian, UPRTOU. Dr. Maurya summarized two-day program. After that, Dr. Manas Ranjan Panigrahi, Sr. Program Officer, CEMCA New Delhi, presented the report of the activities performed during these two days and told how it may be extended further. Other resource person Dr Barnali Roy Choudhury, Asst. Prof. (Library Sciences), NSOU, Kolkata also shared her experiences relating to the various activities performed during these two days at UPRTOU, Prayagraj. Dr Basheer Ahamad Shadrach, Director CEMCA in his address said that CEMCA is ready to provide every possible support to UPRTOU and opinioned that the OER repository of the UPRTOU i.e. E-GyanSangam will be boon to the learners and academic fraternity, specially, for those who are looking for contents in the Hindi language. He thanked entire UPRTOU's team for joining the hands together for spreading education with help of various ICTs and media for the betterment of society.

In her Presidential address Prof. Seema Singh, honorable Vice Chancellor of UPRTOU said that this type of programme provides opportunities to learn and contribute in the development of the institution. She further added that the Repository of the UPRTOU will work as treasure of knowledge for students, teachers and others concerned with teaching learning. She also thanked both the resource persons Dr. Barnali Roy Choudhury and Dr. Manas Ranjan Panigrahi for their expertise and technical support and hoped for further support when and where it would be needed. The formal vote of thanks was proposed by Prof. Ashutosh Gupta, Director CIQA.

The programme ended with Rashtagan “Jan Gan Man....”

4. Outcomes

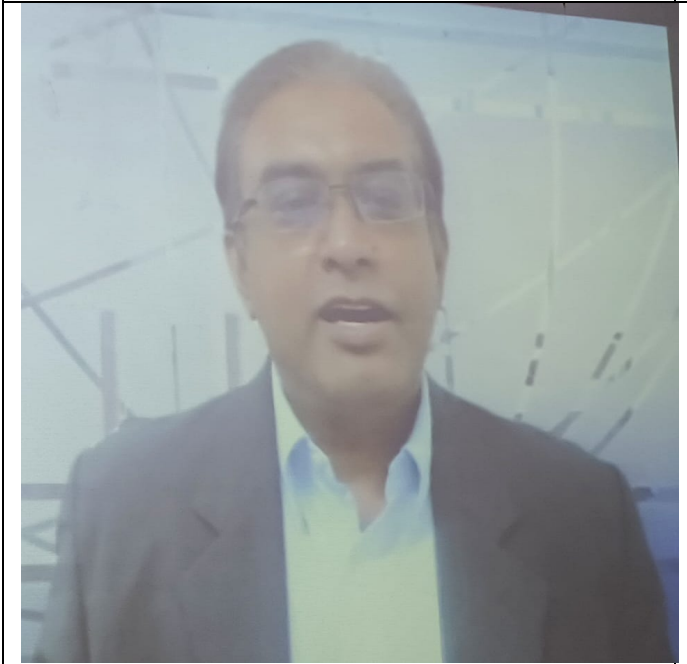
The entire programme *Establishment and Development of UPRTOU OER Repository* came with following fruitful results:

1. Establishment of UPRTOU's OER Repository i.e. *E-Gyansangam*
2. OER Policy of UPRTOU get revised
3. Process Guidelines for Open Educational Resources (OER) in UPRTOU Repository framed and finalised; and
4. Root chart (Tree of OER Repository) of the repository was decided.

SOME PHOTOGRAPHS OF THE PROGRAMME













उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज

संख्या : ओ यू / 914 / 2022

दिनांक 27-08-2022

सूचना

विश्वविद्यालय एवं सेमका, नई दिल्ली के मध्य हुए करार के अन्तर्गत Adoption of OER in UPRTOU, Prayagraj प्रोजेक्ट के तहत इन्स्टीट्यूशनल रिपॉजिटरी का विकास किये जाने हेतु संलग्न विवरण के अनुसार आयोजित कार्यक्रम में दिनांक 29-08-2022 को पूर्वाह्न 11:00 बजे से अपराह्न 1:00 बजे तक OER की गुणवत्तापूर्ण संस्तुति प्रक्रिया के विकास हेतु एतद्वारा मा. कुलपति जी के निर्देशानुसार निम्न फैंकल्टी मेम्बर्स से अपेक्षा की जाती है कि वे तदनुसार CIQA हॉल में उपस्थित होकर उक्त कार्यक्रम में प्रतिभाग करना सुनिश्चित करें :-

1. प्रो. ओमजी गुप्ता, निदेशक, प्रबन्धन अध्ययन विद्याशाखा
2. प्रो. पी.के. पाण्डेय, निदेशक, शोध एवं विकास
3. प्रो. संतोषा कुमार, प्रभारी, समाज विज्ञान विद्याशाखा
4. प्रो. अजेन्द्र कुमार मलिक, आचार्य, विज्ञान विद्याशाखा
5. प्रो. जे.पी. यादव, आचार्य, विज्ञान विद्याशाखा
6. डॉ. संजय कुमार सिंह, सह आचार्य, समाज विज्ञान विद्याशाखा
7. डॉ. ज्ञान प्रकाश यादव, सह आचार्य, प्रबन्धन अध्ययन विद्याशाखा
8. डॉ. देवेश रंजन त्रिपाठी, सह आचार्य, प्रबन्धन अध्ययन विद्याशाखा
9. डॉ. दिनेश सिंह, सह आचार्य, शिक्षा विद्याशाखा

उपरोक्त के अतिरिक्त दिनांक 30-08-2022 को पूर्वाह्न 10:00 बजे से 1:00 बजे तक संलग्न विवरण के अनुसार सेमका के सदस्यों द्वारा एक प्रशिक्षण कार्यक्रम का आयोजन भी सुनिश्चित है जिसमें निम्न फैंकल्टी मेम्बर्स से अपेक्षा की जाती है कि वे उक्त प्रशिक्षण कार्यक्रम में अपने लैपटॉप के साथ CIQA हॉल में उपस्थित होकर प्रतिभाग करना सुनिश्चित करें :-

1. प्रो. जे.पी. यादव, आचार्य, विज्ञान विद्याशाखा
2. डॉ. आनन्दानन्द त्रिपाठी, सह आचार्य, समाज विज्ञान विद्याशाखा
3. डॉ. मीरा पाल, सह आचार्य, स्वास्थ्य विज्ञान विद्याशाखा
4. डॉ. ज्ञान प्रकाश यादव, सह आचार्य, प्रबन्धन अध्ययन विद्याशाखा
5. डॉ. देवेश रंजन त्रिपाठी, सह आचार्य, प्रबन्धन अध्ययन विद्याशाखा
6. डॉ. दिनेश सिंह, सह आचार्य, शिक्षा विद्याशाखा
7. डॉ. साधना श्रीवास्तव, सहायक आचार्य, मानविकी विद्याशाखा
8. श्री सुनील कुमार, सहायक आचार्य, समाज विज्ञान विद्याशाखा
9. डॉ. दिनेश गुप्ता, सहायक आचार्य (संविदा), विज्ञान विद्याशाखा
10. डॉ. शिवेन्द्र प्रताप सिंह, सहायक आचार्य (संविदा), मानविकी विद्याशाखा
11. डॉ. संजय कुमार सिंह, सहायक आचार्य (संविदा), शिक्षा विद्याशाखा

संलग्नक : उम्तवत

पृ. संख्या : ओ यू / 914 / 2022

तददिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. उपरोक्तानुसार समस्त प्रतिभागी ।
2. डॉ. राम जनम मौर्या, उप पुस्तकालयाध्यक्ष/प्रोजेक्ट कोऑर्डिनेटर, उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज ।
3. विश्वविद्यालय के समस्त निदेशक ।
4. वित्त अधिकारी, उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज ।
5. कुलपति जी के निजी सचिव को माननीय कुलपति जी के सादर सूचनार्थ ।

प्रो. (पी.पी. दुबे)
कुलसचिव

प्रो. (पी.पी. दुबे)
कुलसचिव

उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज

संख्या : ओ.यू./ 919/2022

दिनांक 29-08-2022

सूचना

विश्वविद्यालय एच सेमका, नई दिल्ली के मध्य हुए करार के अन्तर्गत Adoption of OER in UPRTOU, Prayagraj प्रोजेक्ट के तहत इन्स्टीट्यूशनल रिपीजिटरी का विकास किये जाने हेतु दिनांक 30-08-2022 को पूर्वाह्न 10.00 बजे से 1.00 बजे तक सलग्न विवरण के अनुसार आयोजित प्रशिक्षण कार्यक्रम में विश्वविद्यालय के पत्रांक ओ.यू./914/2022 दिनांक 27-08-2022 द्वारा विभिन्न शैक्षणिक कर्मियों को प्रतिभाग किये जाने की अपेक्षा की गयी थी। उक्त क्रम में एतद्वारा मा. कुलपति जी के निर्देशानुसार उक्त प्रतिभागियों के अतिरिक्त विश्वविद्यालय के समस्त नियमित (Permanent) शैक्षणिक कर्मियों से अपेक्षा की जाती है कि वे भी तदनुसार उक्त प्रशिक्षण कार्यक्रम में अपने लैपटॉप के साथ CIQA हॉल में उपस्थित होकर प्रतिभाग करना सुनिश्चित करें।

सलग्नक : उक्तवत्

प्रो. (पी.पी. दुबे)
कुलसचिव

पृ संख्या : ओ.यू./ 919/2022 तददिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. विश्वविद्यालय की समस्त विद्याशाखाओं के निदेशको को इस आशय से प्रेषित कि कृपया अपनी विद्याशाखा के समस्त नियमित शैक्षणिक कर्मियों को अपने स्तर से उक्त सूचना के सम्बन्ध में अवगत कराने का कष्ट करें।
2. डॉ. राम जनम गौर्या, उप पुस्तकालयाध्यक्ष/प्रोजेक्ट कोऑर्डिनेटर, उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज।
3. वित्त अधिकारी, उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय, प्रयागराज।
4. कुलपति जी के निजी सचिव को माननीय कुलपति जी के सादर सूचनार्थ।

प्रो. (पी.पी. दुबे)
कुलसचिव



OER Repository at UPRTOU Activity

Date: 29-30 August, 2022



Organised by

**Commonwealth of Learning (COL), Canada
Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi**

and

U.P. Rajarshi Tandon Open University, Prayagraj

Programme Schedule

Date/Time	Activity	Remarks
Day 1: 29 August 2022		
10.00-10.30	Meeting with VC UPRTOU: Dr. Manas Ranjan Panigrahi Dr Barnali Roy Choudhury Prof. Ashutosh Gupta Mr. Dheeraj Rawat Mr. Shahbaz Ahmad Dr R J Maurya	<ul style="list-style-type: none"> • Status of the repository development process. • Activities for two days on preparation of guideline and process for approving contents for repository • Any other
10.30-1.00	Technical Activity on Repository: Dr. Barnali Roy Choudhury Prof. P K Pandey Prof. Ashutosh Gupta Prof. A K Malik Prof. Santosha Kumar Prof. J P Yadav Dr. R J Maurya Dr. Sanjay Kumar Dr. Devesh Ranjan Tripathi Dr. Dinesh Singh Mr. Dheeraj Rawat Mr. Shahbaz Ahmad	The team will work on the establishment of the repository and will formulate root chart for OER repository.
11.00-1.00	Development of Guidelines for OER quality approval process Dr. Manas Ranjan Panigrahi	The team will work and prepare a draft flow chart along with guidelines for OER

	Prof. Ashutosh Gupta Prof. P K Pandey Prof. Ashutosh Gupta Prof. A K Malik Prof. Santosha Kumar Prof. J P Yadav Dr. R J Maurya Dr. Sanjay Kumar Dr. Devesh Ranjan Tripathi Dr. Dinesh Singh	quality approval process to upload to the repository.
1.00-2.00	Lunch Break	
2.00-4.30 (First Group)	Technical Activity on Repository: Dr Barnali Roy Choudhury Mr. Dheeraj Rawat Mr. Shahbaz Ahmad	The team will work on the establishment of the repository.
2.00-4.30 (Second Group)	Development of Guidelines for OER quality approval process Dr. Manas Ranjan Panigrahi Prof. Ashutosh Gupta Prof. P K Pandey Prof. Ashutosh Gupta Prof. A K Malik Prof. Santosha Kumar Prof. J P Yadav Dr. R J Maurya Dr. Sanjay Kumar Dr. Devesh Ranjan Tripathi Dr. Dinesh Singh	The team will work and finalise the draft flow chart along with guidelines for OER quality approval process to upload to the repository.
Day 2: 30 August 2022		
10.00-11.00	Technical Activity on Repository: Dr Barnali Roy Choudhury Mr. Dheeraj Rawat Mr. Shahbaz Ahmad	The team will work on the establishment of the repository.
10.00-11.00	Training for selected academic staff for use of CC Licence to convert the existing resources as OER Facilitator: Dr. Manas Ranjan Panigrahi Participants: Prof. Ashutosh Gupta Prof. Ruchi Bajpai Prof. Vinod Kumar Gupta Dr. R J Maurya Dr. Shruti Dr. Sanjay Kumar Singh Dr. Meera Pal Dr. Devesh Ranjan Tripathi Dr. Dinesh Kumar Singh Dr. Satish Jaisal Dr. Trivikram Tiwari Dr. Surendra Kumar	The guideline development team and other relevant faculties may participate.

	Dr. Shivendra Pratap Singh	
11.00-1.00	<p>Training for use of OER repository interface for uploading of contents. Facilitator: Dr Barnali Roy Choudhury Prof. Ashutosh Gupta Prof. Prashant Stalin Prof. Ruchi Bajpai Prof. Vinod Kumar Gupta Dr. R J Maurya Dr. Shruti Dr. Sanjay Kumar Singh Dr. Meera Pal Dr. Devesh Ranjan Tripathi Dr. Dinesh Kumar Singh Dr. Satish Jaisal Dr. Trivikram Tiwari Dr. Surendra Kumar Dr. Shivendra Pratap Singh Mr. Nripendra Kumar Mr. Sarvesh Kumar Tripathi Mr. Vijay Kumar <i>Hon'ble VC UPRTOU will observe the activities and extend for further action.</i></p>	All team members (technical and academic) will join the training and learn about the repository. They also plan the further improvement as the way forward.
1.00-2.00	Lunch	

U.P. RAJARSHI TANDON OPEN UNIVERSITY, PRAYAGRAJ
OPEN EDUCATIONAL RESOURCES POLICY

1. Preamble:

The U.P. RajarshiTandon Open University, Prayagraj (UPRTOU) established under the Act No. 10/1999 of UP Government Legislature is dedicated to increasing access to quality higher education through appropriate use of open and distance learning methods, including through provisions of open distance and lifelong learning opportunities. Provision of quality learning materials forms an important strategy in providing access to quality education, and the affordances of information and communication technologies including the Internet and World Wide Web has enabled anyone to gain access educational resources at anytime, anywhere. The objective of the University is to reach the un-reached through its moto "शिक्षा शिक्षार्थी के द्वार तक" and "सबको शिक्षा, सबको ज्ञान".

Number of platforms and resources are now available online for the learners, and due to the read-write abilities of the Web 2.0, teachers are sharing their works online more often than before. While educational materials are being shared online for personal use of the online users, most of the learning resources are available under default copyright requiring permission from the authors/creators to re-use, revise, re-mix, and re-distribute. To facilitate adoption and adaptation of existing learning resources, they must be available under open licenses, which is a legitimate provision under copyright law. Considering importance of the sharing of educational materials in the developing countries, the 2002 UNESCO Forum on the Impact of Open Course Ware for Higher Education in developing countries coined the term Open Educational Resources (OER) and expected to create a network of resources available freely for the use of the humanity as knowledge commons.

While the movement of OER has grown over the years with several platforms and projects, UNESCO and the Commonwealth of Learning (COL) in 2012 organized the World OER Congress that urged governments and educational institutions to adopt OER policies to promote the use of OER. Adoption of OER policy in the UPRTOU will create the enabling environment for all the stakeholders of UPRTOU to create and use OER in production of educational resources and enable them to share these under appropriate open licenses.

Objectives of the University

- (1) The University shall promote dissemination of learning and knowledge through distance education system to a large segment of the population and shall, in organizing its activities, have due regard to the objects specified in the schedule.
- (2) The University shall endeavour through education, research, training and extension to play a positive role in the development of the state, and, based on the rich heritage of the state, to promote and advance culture of the people of India and its human resources.
- (3) The University provide access to higher education for large segment of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including

working people, house-wives and other adults who wish to upgrade or acquire knowledge through studies in various fields.

- (4) The University promote acquisition of knowledge in a rapidly developing and changing society and continually offer opportunity for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours.
- (5) The University provide an innovative system of university level education, flexible and open, in regard to methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examination and operation of programs with a view to promote learning and encourage excellence in new fields of knowledge.
- (6) The University contribute to the improvement of the educational system by providing a non formal channel complementary to the formal system, by encouraging transfer of credits and exchange of teaching staff and by making wide use of texts and other software developed by the University.
- (7) The University provide education and training in various arts, crafts and skills of the country in general and the state in particular and simultaneously insure raising their quality and improving their availability to the people.
- (8) The University provide or arrange training of teachers required for such activities or institutions.
- (9) The University provide suitable Post-Graduate courses of study and promote research.

Mission and Vision of the University

- (1) To reach the un-reached.
- (2) To universalize opportunities of education.
- (3) To provide opportunities of higher education to the weaker sections.
- (4) To equalize opportunities in higher education.
- (5) To provide quality education to one and all.
- (6) To become a virtual university.
- (7) To provide knowledge for all

The Objectives, Vision and Mission laid down in the preamble shall provide provision of quality learning materials that may play an important role in providing access to quality education.

2. Definitions:

- 2.1. Open Educational Resources (OER):** Teaching, learning and research materials including software-based tools and services in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.
- 2.2. OER Creation:** This refers to the development/production of quality assured digital open content and its publication online with an open license.
- 2.3. OER Adoption:** This is viewed as a logical and systematic process of using, re-mixing, re-purposing and sharing of Open Educational Resources and engaging in practices for course development and delivery based on the nature of licensing of each material and terms and conditions laid down by the University time to time.
- 2.4 OER Integration:** This is viewed as the process of using and contextualising appropriate OER materials for within a given instructional environment

2.5 Knowledge Society: This is viewed as a community or formal association of people who acknowledge the strength of knowledge creation and are committed to make effective use of networking of people with similar interests and in this process contribute to this knowledge

2.6 Content Developers: Any person engaged in the development of teaching and learning materials used by the University.

2.7 Copyright: It refers to laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains the moral rights to assign the rights to any other person or share the materials with others in any other conditions as he/she may desires.

2.8 Open License: A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions. Creative Commons has open licenses in six different types as described in section 6.0.

3 Policy of the University

3.1 Policy Declaration

The **U.P. Rajarshi Tandon Open University, Allahabad** shall promote and implement the creation, reuse, remix, repurpose and redistribution of Open Educational Resources (OER) within an Open Licensing framework and other terms and conditions as laid down by the University time to time.

3.2 Specific Policy Statements:

3.2.1 The print and digitized content developed by UPRTOU through its faculty members or from outsourced academicians shall available as *Open Educational Resources* with no or limited restrictions as decided by statutory bodies of the University time to time for creation, adoption, integration, sharing, re-arranging, re-using, re-purposing and translation of Open Educational Resources in course design, development and delivery in distance as well as an e-learning environment for achieving increased quality and cost-efficiency.

3.2.2 The following points shall be considered while OER creation:

- a) The guidelines as laid down by the University for preparing print SLMs and e-content shall be considered for creation of OER;
- b) Any changes occurred during development of SLMs and e-content shall be equally applicable to OER policy;
- c) The University shall publish the OER through its website with appropriate disclaimer (i.e. kind of OER license).

3.2.3 The adoption of OER shall be done through following means:

- a) The OER source shall be available without any additional charge to any bonafide individual learner enrolled in UPRTOU.
- b) When other Universities/Institutions wish to use the existing SLMs or e-content in OER form, it shall be governed by licensing terms of UPRTOU.

3.2.4 Integration of OER with other Universities shall be considered in broad perspective. The following points shall be considered while integrating the OER.

- a) Different Universities shall come to the same platform by adopting common curriculum as far as possible for OER integration.
- b) Course curriculum for compulsory and elective course may be same as far as possible, however, the skill-based courses may change according to the geographical conditions and local needs.

3.2.5 All members of academic and supporting staff will plan and implement suitable academic activities involving the creation and use of OER by learners and thereby helping them to acquire competencies required for a knowledge society.

3.3 Policy Objectives

- 3.3.1. To formulate the necessary strategic outputs, tasks and performance indicators to achieve OER creation and integration in the development and delivery of courses;
- 3.3.2. to develop awareness about the concept and practices related to OER among faculty and staff;
- 3.3.3. to build capacity among the academic and supporting staff for the creation, identification, storing and integration of OER in their professional engagements;
- 3.3.4. to prepare all required guidelines and manuals for OER creation and integration including open licensing procedures and other terms and conditions of the University.
- 3.3.5. to establish an OER repository in the public domain containing open licensed materials and an in-house repository of relevant OER for use of UPRTOU faculty and staff;
- 3.3.6. to procure/develop and install the required hardware and software infrastructure for OER creation and integration;
- 3.3.7. to monitor continuously and ensure that the policies are implemented effectively;
- 3.3.8. to develop and incorporate an effective feedback mechanism that will enable UPRTOU to take informed decisions for any mid-term corrections in the implementation of OER integration; and
- 3.3.9. to consider and incorporate approved changes in the process according to international developments in the field and the requirements of the University/Institution.

4.0 Strategic Outputs:

- 4.1 The design, development and production of course materials include the reusing and repurposing of available OER.
- 4.2 Commitment of the University in making available through a dedicated Website some selected content as OER for the greater use of the community.
- 4.3 Training and incentivizing faculty and staff and schools/departments who are actively demonstrating adoption of OER policies.
- 4.4 The University policy on copyright aligned to its commitment and practice for OER adoption and implementation.

5.0 Scope/ Applicability:

The OER policy of the University shall be applicable to the following:

- 5.1 This Policy applies to all academic and academic support schools/departments of the University/Institution as decided by the competent authorities of the University (indicate at item: **5.2 of this policy**).
- 5.2 All content developers within the university and those engaged by the University for writing materials on short-term basis as subject matter experts on payment basis as per the University policy.
- 5.3 All types of learning materials released in any physical or electronic format.
- 5.4 In cases where the material is developed in collaboration/partnership with other Universities/Institutions, the guidelines governing that collaboration as indicated in the MoU/MoC will prevail. However, any such agreement should duly consider the OER Policy before any deviation is agreed upon with justification approved by the competent authority of the University.

6.0 Licences:

- 6.1 While the University supports free and open access to all educational resources and will make them freely available on OER Repository through Creative Commons Attribution all contents it owns or co-owns subject to the decision taken by the competent authorities of the University on the recommendation of concerned schools of studies;
- 6.2 The University may make exceptions to the sharing of intellectual property it owns on a case-by-case basis with detailed reasons for limiting the free access to material. Such restrictions should be time dependent.
- 6.3 Intellectual property owned by the University that it considers is commercially sensitive may also be restricted.
- 6.4 The choice of license will be decided by the school/faculty concerned who has developed the material and shall be vetted by the OER Committee. Or All materials developed by it and having exclusive rights shall be released on the university OER Repository site under CC-BY <https://creativecommons.org/licenses/by/4.0/>



- 6.5 For derivatives and reproductions of other CC licensed materials, the University will follow respective CC provisions and the licenses therein.
- 6.6 While sharing the materials of the University in appropriate licenses, it does not permit derivatives to use University logo for differentiation from the original.

7.0 Quality Assurance and Review System:

- 7.1 The University OER Repository strives to provide resources of the highest quality. The reviewing process will be carried out at different levels. Centre for Online Education

(COE) shall monitor the quality of print and electronic material time to time with the help of technical support staff.

- 7.2 University curriculum-based learning resources developed through peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further reviewing for uploading on the repository.
- 7.3 The OER committee will adopt a set of quality assurance guidelines and indicators to help teachers focus on quality of OER.
- 7.4 At the university level, an OER committee will be established under COE to review policy as well as the production, delivery and access processes of OER.
- 7.5 OER committee will be constituted with the following members:

7.5.1 OER committee

- (a) Vice Chancellor of the University – Chairperson;
- (b) Director, Centre for Internal Quality Assurance – Member
- (c) 2 Directors of Schools - Members (nominated by the VC)
- (d) 2 External OER experts - Members (identified by VC)
- (e) Director/ nomination from Centre for Online Education – Member Secretary;

7.5.2 The members at clauses (c) to (e) shall be nominated by the Vice- Chancellor of the University.


7.5.3 The membership of such nominated members shall be for a period of two years.

The OER committee shall meet at least once in a semester.

The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports on OER are to be documented with official signatures and maintained electronically in a retrievable.

8.0 Liability:

- 8.1 All OER materials shared at the University OER Repository to the world at large will carry a disclaimer indicating that the material is for educational purposes only and that the university absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by faculty and staff of the university and others does not necessarily reflect the opinion of the university.
- 8.2 All learning materials published under CC-BY license shall include the following information in the credit page:

<p><i>@ Year, UPRTOU, Allahabad. This learning resource is available under</i></p>  <p><i>https://creativecommons.org/licenses/by/4.0/</i></p> <p><i>Derivatives of this work are not authorized to use University Logo.</i></p>
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9.0 Role of the Faculty/Teachers/Content Developers:

- 9.1 The faculty member responsible for development of a course shall be personally responsible for management and adoption of OER in the specific course. However, the

discipline concerned shall take appropriate decision, on why a course will not be put on CC license, in a meeting and put the same on record.

9.2 In general, the concerned faculty should search for appropriate OER to adopt/adapt in a course, thereby reducing the cost of the course production, as well as reduce the time to produce such material, and improve student learning.

9.3 When an external writer is engaged, the material should be reviewed, and appropriate copyright assigned to the University with indemnity to the University for Plagiarism, if any, so that the material can be released by the University under CC licence.

10.0 Institutional Arrangements:

10.1 The teaching-learning materials produced by the university (as described in section 6.1) shall be shared in a suitable online platform.

10.2 The Centre for Online Education (COE) shall be responsible for providing access to all the stakeholders, and maintenance of the platform.

10.3 Faculty and staff members engaged in OER development shall be regularly provided with capacity building opportunity by the Centre for Online Education (COE) to familiarize the stakeholders of the opportunities and technical feasible options of the platform.

10.4 Regular update/training programme on Copyrights, OER and Open License shall be organized by the Centre for Online Education (COE) to promote the use of OER.

Appendix

Open licensing allows IP owners to modify the copyright on the intellectual property to facilitate openness. The most popular and well-known open license is the Creative Commons license (CC). Creative Commons licensing does not change the copyright ownership; it rather allows for affordances and sets stipulations for end-users based on the following license conditions:

- Attribution (By): The standard condition for CC license in which usage requires citing, referencing of the creator/source.
- No Derivatives (ND): This condition mandates that no derivative works or adaptations may be made by users.
- Non-Commercial (NC): This condition mandates that users do not sell or make commercial usage of the licensed materials.
- Share-Alike (SA): Usage requires that any derivatives, remixes, or adaptations of the work be licensed under the same Creative Commons license.





Six specific types of CC licenses to be used in the execution of the OER policy are as given below:

- Attribution CC BY Attribution Share Alike CC BY-SA
- Attribution No Derivatives CC BY-ND
- Attribution Non-Commercial CC BY-NC
- Attribution Non-commercial Share Alike CC BY-NC-SA
- Attribution Non-commercial No Derivatives CC BY-NC-ND

Please refer following section for further clarification of the conditions. Details of them are also available at <http://creativecommons.org/licenses/>

Creative Commons (CC) Licences

Conditions that you want to apply to your work:

Condition	Symbol	Explanation
Attribution		All CC licences require that others who use your work in any way must attribute it – i.e. must reference the work, giving you credit for it – the way you request, but not in a way that suggests you endorse them or their use of the work. If they want to use your work without giving you credit or for endorsement purposes, they must get your permission first.
Non-Commercial		You let others copy, distribute, display, perform and (unless you have chosen No Derivatives) modify and use your work for any purpose other than commercially. If they want to use your work commercially, they must get your permission first.
No Derivative Works		You let others copy, distribute, display and perform only original copies of your work. If they want to modify your work, they must get your permission first.
Share Alike		You let others copy, distribute, display, perform and modify your work, as long as they distribute any modified work on the same terms. If they want to distribute modified works under other terms, they must get your permission first.

Based on your choices, you will get a licence that clearly indicates how other people may use your creative work.



Attribution CC BY



Attribution Share Alike CC BY-SA



Attribution No Derivatives CC BY-ND



Attribution Non-Commercial CC BY-NC



Attribution Non-commercial Share Alike CC BY-NC-SA



Attribution Non-commercial No Derivatives CC BY-NC-ND