INSTITUTIONAL OER POLICY 2022

Indira Gandhi National Open University (IGNOU)

Centre for Online Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068, India
www.ignou.ac.in

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

is pleased to declare the

Indira Gandhi National Open University

Maidan Garhi, New Delhi, Delhi as

Accredited

with CGPA of 3.56 on four point scale

at A⁺⁺ grade

valid up to January 07, 2026

Date : January 08, 2021

Director

EC(SC)/54/1ˢᵗ Cycle/DLUNGN105565

ACCREDITED WITH GRADE

A++

NAAC

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CONTENTS

1. PREAMBLE

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985 (Act No.50 of 1985), as an Open University at the national level with jurisdiction over the whole of India as well as study centres outside India.

The vision of the University is to serve as a National Resource Centre for Open and Distance Learning (ODL), to provide seamless access to sustainable and learner-centric quality education, skill up-gradation and training to all by using innovative technologies and methodologies.

The mission of the University is to build an inclusive knowledge society by advancing the frontiers of knowledge and promoting its dissemination through sustainable Open and Distance Learning systems; seamlessly make education accessible to all, including those hitherto unreached; and address the aspirations of the learners from among whom the leaders and innovators of tomorrow are to emerge.

For more than three decades, the University has striven to realise its mandate of inclusion, democratization, and quality in higher education. The services to the learners are built around the principles of accessibility, equity, affordability, and flexibility.

IGNOU was accredited by National Assessment and Accreditation Council (NAAC) with A++ Grade on January 8, 2021, for 5 years. The final 3.56 Institutional CGPA and A++ grade are the certifications by the NAAC of IGNOU's quality level along with its performance and leadership.

IGNOU as a leader of the ODL system in the country has moulded itself well over the years with the changing scenario by delivering its programmes by extensive use of technology. The University has digitized all the learning resources which are available on the University's eGyanKosh repository and the eContent App under the open access policy. The University is now offering 43 online programmes (as on May 2023) to both national and international students. The University is also the National Coordinator for the SWAYAM (India MOOCs) and SWAYAM Prabha (Educational DTH Channels) initiative of the Ministry of Education and is contributing substantially by offering more than 190 online open courses on the SWAYAM Portal and running four SWAYAM Prabha Channels dedicated for IGNOU with recorded and live sessions in 13 Regional Languages including English which are made available 24×7.

The provision of quality learning materials forms an important strategy in providing access to quality education. The affordances of information and communication technologies including the Internet and the World Wide Web have enabled anytime, anywhere access to educational resources online. While educational materials are being shared online for the personal use of the online users, most of the learning resources are available under the default copyright regime, requiring permission from the authors/creators to re-use, revise, re-mix, and re-distribute. To facilitate the adoption and adaptation of existing learning resources, they must be available under open licenses, which is a legitimate provision under copyright law.

Open Educational Resources (OER) offer a solution for extending the reach of education and expanding learning opportunities. Open sharing and collaboration of educational resources enhance both teaching and learning whereas, adaptation and translation of resources facilitate meaningful and relevant education as per an individual's environment and need.

A major emphasis has been given to the transfer of credits earned through the SWAYAM portal. University Grants Commission (UGC) in March 2021 issued Gazette Notification[1] on Credit Framework for Online

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[1] https://www.ugc.gov.in/pdfnews/2682897_SWAYAM-Regulations-20-40percent.pdf

learners courses through SWAYAM specifying the transfer of 40% of the credits earned in the credit plan of the program of the enrolled learners. The Ministry of Education is giving a major thrust to the credit transfer policy. This is further being linked to the Academic Bank of Credits (ABC) account of the learners. It is expected to leverage online education in the country and avoid duplication of efforts as all the courses are available as open courses. Further, the UGC ODL and Online Regulations 2020[2] also allows that 40% of the content can be adopted and adapted from OERs for developing ODL and Online Programmes/ Courses.

Adoption of the OER policy in the Indira Gandhi National Open University will create an enabling environment for all the stakeholders of the University to create and use OERs in the production of educational resources and to enable them to share these under appropriate open licenses. This will in the long run mainstream the utilization and sharing of OER in the University.

2. DEFINITIONS

2.1 **Content Developer:** Any person (course writer, editor, translator, faculty/course coordinator etc.) who is engaged in developing teaching-learning materials.

2.2 **Copyright:** Laws that regulate the use of the work of a developer, such as an artist or author. This includes copying, distributing, altering, and displaying creative, literary, and other types of work as per copyright law of India. Unless otherwise stated in a contract, the author or developer of a work retains the copyright. Only the copyright holder can assign the rights to any other person or legal entity and share the materials with others under any other conditions he/she may desire.

2.3 **Creative Commons:** A global non-profit organization that helps sharing of knowledge and creativity by creating legal provisions.[3]

2.4 **Creative Commons License:** A public copyright license that enables free distribution of copyrighted work. This license helps to share, use, reuse, and build upon a work (derived work) that has been created by the author. CC provides flexibility to the creator as well as the user as it is free from the concerns of copyright infringement, as long the user abides by conditions as specified under the license.

2.5 **Institutional Repository:** A set of services offered by an institution "to the members of its community for the management and dissemination of digital materials created by the institution and its community members".[4]

2.6 **Learning Resources:** Resources used for educational purposes in any format, real or virtual, that supports one or more elements of a course or course of study; and may enrich the learning experience of the student or teacher viz. textbooks, digital learning resources including video, audio, text, animations and images, television and radio programmes, lectures, speeches, workbooks, guidebooks, training manuals, reports etc.

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[2] https://deb.ugc.ac.in/Uploads/20200906.pdf

[3] https://creativecommons.org/about/

[4] Lynch, C.A. (2003). Institutional Repositories: Infrastructure for Scholarship in the Digital Age, ARL 226. http://www.arl.org/storage/documents/publications/arl-br-226.pdf

2.7 **OER Adoption:** A practice of adopting existing OER for use in a course without any change.

2.8 **OER Creation:** The development, production, and online sharing of quality assured OER.

2.9 **OER Integration:** This is viewed as a logical and systematic approach to the "five Rs" of reusing, revising, remixing, redistributing, and retaining OER.[5]

2.10 **OER Sharing:** Making OER freely accessible, especially online.

2.11 **Open Educational Resources (OER):** Teaching, learning and research materials 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, retention, use, adaptation, and redistribution by others with no or limited restrictions[6]. Open licensing is built within the existing framework of intellectual property rights as defined by relevant international conventions and respects the authorship of the work.

2.12 **Open License:** A license "which grants permission to access, re-use and redistribute a work with few or no restrictions".[7]

2.13 **Resource Person:** A person with expertise in a certain thematic area who may be hired to develop teaching and learning material.

3. POLICY

3.1 POLICY DECLARATION

The Indira Gandhi National Open University will promote and implement the creation, reuse, revision, remixing, redistribution, and retention of Open Educational Resources (OER) within the framework of this policy document. This policy will be implemented in coordination with other relevant policies of the Indira Gandhi National Open University, Ministry of Education, UGC, AICTE and other Regulatory Authorities.

3.2 POLICY OBJECTIVES

The objectives of the policy are to:

- Formulate necessary strategic framework in terms of inputs, outputs, tasks, and performance indicators for creation, retention, adoption, adaptation, and integration of OER in the development and delivery of courses.

- Develop awareness about the concept and practices related to OER among all staff.

- Prepare institutional guidelines and/or manuals for creation, retention, adoption, adaptation, integration, and quality assurance of OER.

- Build capacity among teachers and academic staff of the University for appropriate use of OER in their professional engagements and development of academic and research materials.

- Support voluntary participation of Faculty and others in developing OER content.

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[5] https://opencontent.org/definition/

[6] https://en.wikipedia.org/wiki/Public_domain

[7] http://opendefinition.org/guide/

- Provide guidance in the development and review of OER materials prior to sharing them on a worldwide scale. Clarify publication rights and licensing issues.

- Establish an institutional repository to distribute OER.

- Continuously monitor and ensure that the policy is implemented effectively. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation.

- Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.

- Ensure full utilization of available new technologies, infrastructure, hardware, software and Internet connectivity for effective OER creation and integration.

- Define intra-institutional and inter-institutional collaborations with the intent to allow access to the open content. The mandate of the University will be kept in view while undertaking any such collaboration.

3.3 POLICY STATEMENTS

3.3.1 The Management will promote, foster, and reward all efforts towards the adoption, integration and sharing of OER in course design, development, quality assurance and delivery.

3.3.2 IGNOU, as publisher and copyright owner, will decide on the content to be published as OER in consultation with the relevant Schools of Studies, Divisions, Centres, Cells, Units and Chairs.

3.3.3 Teaching and academic staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption, adaptation, and integration of OER in the development and delivery of courses as well as other professional engagements.

3.3.4 Teaching and academic staff will be committed to the development of guidelines and compliance with them in recognition and acknowledgement of sources in writing and production of academic and professional materials that adopt and integrate OER in the development and delivery of courses/modules/programmes/e-content.

3.3.5 Teaching and academic staff will plan and implement suitable academic activities involving the creation, adoption, adaptation, and integration of OER to offer courses/modules/programmes for the learners to enable them to acquire appropriate competencies for desired qualifications.

3.3.6 IGNOU will maintain an OER repository to share its own created OER resources and the resources created by adapting existing OERs. The University will also ensure access to other OER repositories available worldwide. Any such activity will be approved/monitored by the authorities of the University.

3.4 SCOPE AND APPLICABILITY

Unless notified by the Indira Gandhi National Open University as a special exclusion, this OER policy applies to:

3.4.1 Teaching, Academic, and other Administrative/Support Staff of the University.

3.4.2   All the Content Developers, Multimedia Courseware Developers, Editors, Translators, and all other Partners/ Experts within the institution or engaged by the institution on a temporary/contractual/ outsourced basis for writing and creating content on payment of certain remuneration/ honorarium or for free.

3.4.3   The documents through which the University earns revenue or income will be outside the scope of the policy if otherwise specified.

3.4.4   All learning content developed both in print and digital form, that is specified by the University with inputs from School of Studies/Divisions/Centres etc., as OER will fall under the scope of this policy.

3.4.5   In cases where the material is developed in collaboration or partnership with other institutions, the guidelines governing the collaboration or partnership as indicated in the MOU or MOA will prevail. However, any such agreement should duly consider this OER Policy before any deviation is agreed upon and approved by the competent authority of the University.

3.5   COPYRIGHTS AND LICENSES

3.5.1   The Indira Gandhi National Open University is the absolute owner of the copyright of any content created by it.

3.5.2   Unless otherwise specified, the institution supports free and open access to all educational content it owns or co-owns and will make them available through the OER repository under an open Creative Commons (CC) license.[8]

3.5.3   The University may make exceptions to the sharing of intellectual property it owns on a case-by-case basis.

3.5.4   Access to the intellectual property of the University that it considers being commercially sensitive may also be restricted.

3.5.5   All the learning materials developed by the University will comply with and be released under a Creative Commons License (Creative Commons Attribution 4.0 Unported License). For derivatives and reproductions of other CC-licensed works, the institution will respect the CC provisions and the licenses therein.

3.5.6   The choice of the license will be decided at the Institutional level in consultation with the inputs from the concerned Faculty/Schools/Disciplines/Divisions/Centres etc., of the University. All the learning resources to be offered under Open License shall be vetted by the internal OER Quality Review Board/Committee.

3.5.7   For derivatives and reproduction of other CC-licensed materials, the University will follow the provisions in the CC licenses.

3.5.8   It is the responsibility of the author(s) of the work and all derivative developers to comply with license conditions when revising or remixing existing OER to ensure that the University policy on OER is not violated.

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[8] https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/

3.5.9   The license declaration on the OER will be in the following formats based on the level of license chosen:

> © 20XX Indira Gandhi National Open University. Except where otherwise noted, this work is licensed under the terms of the Creative Commons:
>
> i.   *[CC-BY- SA]*
>
> This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. If you remix, adapt or build upon the material, you must license the modified material under identical terms. To view a copy of this license, visit [https://creativecommons.org/licenses/by-sa/4.0/]
>
> OR
>
> ii.   *[CC-BY-NC- SA]*
>
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3.5.10 The University reserves the copyright of the institutional logo used in all its materials and does not permit the use of its logo without written permission for derivatives of its works. Derivative works are not allowed to carry the institution's logo.

4.   QUALITY ASSURANCE AND REVIEW SYSTEM

4.1   The University's OER repository will strive to provide quality assured resources.

4.2   The University's curriculum-based learning resources developed through peer reviewing and guided by a strict quality assurance mechanism built in the course/programme development process will not require further review prior to uploading onto the OER repository. All other contributions will be peer-reviewed before uploading onto the OER repository.

4.3   At the University level, an OER Quality Review Board (OER-QRB) will be constituted to develop quality guidelines, processes and review the quality of OER (both the ones adopted/adapted and the newly developed) as per the approved quality parameters.

4.4   The OER-QRB/Committee will adopt a set of quality assurance (QA) guidelines and indicators to help teachers focus on the quality of OER.

4.5   The OER-QRB will be constituted with members comprising:

-   *Chairperson (Vice Chancellor or his/her nominee)*

-   *3 Directors of Schools - Members (by rotation)*

-   *3 OER Experts (1 Internal and 2 External) - Members*

- *2 Technical Experts (1 Internal and 1 External) - Members*

- *Director (CIQA) - Member (Ex-Officio)*

- *Registrar (MPDD) - Member (Ex-Officio)*

- *Director (COE) - Member Secretary*

4.6 The OER-QRB Board will have a two-year term and will report annually to the Board of Management/Academic Council/ Planning Board through the Vice Chancellor.

5. LIABILITY

5.1 All OER materials shared under the University's OER repository 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. It shall also be placed on record that the OER materials or their content authored and published by faculty members and other staff shall not reflect the opinion of the University.

5.2 The University will have the copyright of the OER course material developed and this material will bear the seal/logo of the University. The University will have the right to upload, update and withdraw any course content anytime without assigning any reason.

5.3 The uploaded content will be available for fair use for teaching, learning and research purposes only. The University will impose a heavy fine and legal action as per its regulations if any individual or business downloads the content for commercial use of the learning resources available under the CC-BY-NC-SA license.

5.4 The University course content will have standard metadata for content retrieval.

5.5 All learning materials published under a CC license should include the following information on the credit page: © Year, Name of the University. This learning resource is available under http://creativecommons.org/licenses/by-nc-sa/4.0/. However, derivatives of the work will not be permitted to use University Logo. The disclaimer will have the following format:

The publication is released for educational purposes, and all information provided is on an 'as-is basis'. Although the author and publisher have made every effort to ensure that the information in this publication was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. Any views expressed in the publication are that of the author and do not necessarily reflect the views of the Indira Gandhi National Open University. All products and services mentioned are owned by their respective copyright holders, and mere presence in the publication does not mean endorsement by the Indira Gandhi National Open University. Derivatives of this work must be attributed to Indira Gandhi National Open University but are not authorized to use the logo of the Indira Gandhi National Open University, which must be removed before sharing the adapted works.

6. INSTITUTIONAL ARRANGEMENTS

6.1   The digitised OER produced by the University shall be hosted in an online institutional repository.

6.2   The Centre for Online Education (COE), IGNOU will be responsible for providing access to the repository, maintaining the repository, and providing technical support.

6.3   Capacity building programmes will be conducted for stakeholders (Faculty and staff members) engaged in OER development.

6.4   Regular updates and training on Copyrights, OER and Open License and new developments in the field of OER will be provided by the Centre for Online Education (COE)/Staff Training and Research Institute of Distance Education (STRIDE) from time to time.

7. REVIEW OF OER POLICY

OER policy shall be subject to review annually, but if the situation demands so, the Vice Chancellor may instruct to review it in between as well. All the concerns and issues raised will have to be documented and reported periodically to the OER Quality Review Board (OER-QRB).

8. THE ROLE OF THE FACULTY/TEACHERS/CONTENT DEVELOPERS

The faculty members/academics responsible for the development of learning resources/courses shall be personally responsible for the adoption and adaptation of OER in specific courses (as per the permissible limit of 40% as provisioned in the ODL and Online Regulations or as revised versions of the Regulations issued from time to time) in consultation with the Discipline Group Members or concerned Divisions/ Centres etc., in a meeting and put up the same on record.

9. EXCEPTIONS

The OER Policy would not apply to any work if releasing the work under an Open License would:

-    be contrary to legislation, court order or specific government policy,

-    constitute a breach of contract or lead to the disclosure of a trade secret, and/or

-    prevent the patenting of an invention.

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Enquiries outside the terms of the Creative Commons license should be sent to Director COE, IGNOU.

Every effort has been made to protect the interest of copyright holders. Any infringement may be reported to director.coe@ignou.ac.in. The Indira Gandhi National Open University will make appropriate changes within a reasonable time.
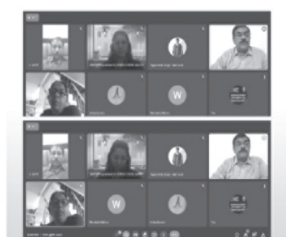
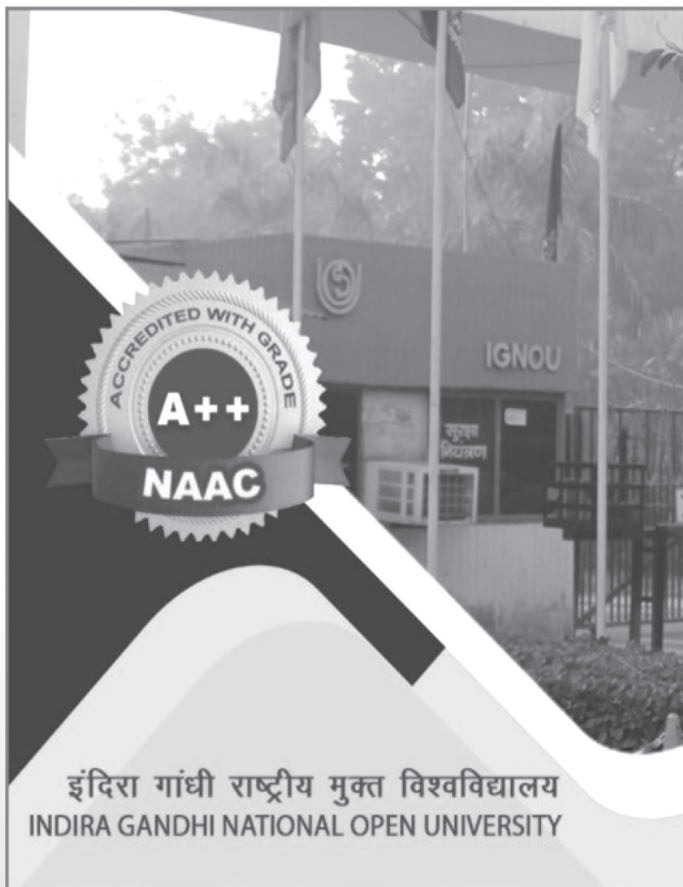Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068, India
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विश्वविद्यालय का कुलगीत	Vishvavidyaalay Ka Kulageet

I
ये है जन जन का विश्वविद्यालय
ये है जन जन का विश्वविद्यालय
सरल सुगम शिक्षा का आलय
जन जन का विश्वविद्यालय
जन जन का विश्वविद्यालय

II
जोत जलाए ज्ञान की, स्वाध्याय की, अनुसंधान की
राह दिखाए वंचितों को शिक्षा के अधिकार की
ना उम्र का कोई बंधन, ना बंदिश परिधि की
घर घर है बना शिक्षा का देवालय
ये है जन जन का विश्वविद्यालय
जन जन का विश्वविद्यालय

III
जन जन का मान है, सम्मान है, पहचान है
जन जन का मान, सम्मान, पहचान है
राष्ट्र का आह्वान है, वरदान है, अभिमान है
राष्ट्र का आह्वान, वरदान, अभिमान है
सर्वसुलभ, सर्वोत्तम शिक्षा का है वादा
मुक्त और दूरस्थ शिक्षा का महालय
ये है जन जन का विश्वविद्यालय
जन जन का विश्वविद्यालय

IV
देश – विदेश पटल पर भूषित
नवाचार से सज्जित, गुणवत्ता से परिपूरित
ज्ञान वाणी, ज्ञान दर्शन, ज्ञान कोष से संचित
ज्ञान कोष से संचित
सर्वगुण सम्पन्न शिक्षा का हिमालय
शिक्षा का हिमालय
ये है जन जन का विश्वविद्यालय
जन जन का विश्वविद्यालय

I
Ye hai jan jan ka vishwavidyalay
Ye hai jan jan ka vishwavidyalay
Saral Sugam Shiksha Ka Aalay
Jan Jan Ka Vishvavidyaalay
Jan Jan Ka Vishvavidyaalay

II
Jot Jalaye Gyaan Kee, Svaadhyaay kee, Anusandhaan kee
Raah dikhaye Vanchiton ko Shiksha ke Adhikaar kee
naa umra ka koee bandhan, na bandish paridhi kee
ghar ghar hai bana shiksha ka devaalay
Ye hai jan jan ka vishwavidyalay
Jan Jan Ka vishwavidyaalay

III
Jan Jan Ka Maan Hai, Sammaan Hai, Pehachaan Hai
Jan Jan Ka Maan, Sammaan, Pahachaan Hai
Raashtra Ka Aahvaan Hai, Varadaan Hai, Abhimaan Hai
Raashtra Ka Aahvaan, Varadaan, Abhimaan Hai
Sarvasulabh, Sarvottam Shiksha Ka Hai Vaada
Mukt Aur Doorasth Shiksha Ka Mahaalay
Ye hai jan jan ka vishwavidyalay
Jan Jan Ka vishwavidyaalay

IV
Desh - Videsh Patal Par Bhooshit
Navaachaar Se Sajjit, Gunavatta Se Paripoorit
Gyaan Vani, Gyaan Darshan, Gyaan Kosh Se Sanchit
Gyaan Kosh Se Sanchit
Sarvagun Sampann Shiksha Ka Himaalay
Shiksha Ka Himaalay
Ye hai jan jan ka vishwavidyalay
Jan Jan Ka vishwavidyaalay

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