



REPORT

Capacity Building workshop
on

Development, Adoption and Implementation of Institutional Open Educational Resources (OER) Policy at YCMOU



February 24-26, 2020
Nashik, India

Submitted by:
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May 27, 2020

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1. Background

1.1. Overview on the workshop

The Yashwantrao Chavan Maharashtra Open University (YCMOU) was established in July 1989 by Act XX (1989) of the Maharashtra State Legislature, named after Yashwantrao Chavan, Maharashtra's great political leader and builder of modern Maharashtra. It is leading state open university with the highest enrollment and holds the 'Award of Excellence for Institutional Achievement in Distance Learning' twice from the Commonwealth of Learning, Canada (2002 & 2019). The university abides by the motto of "Reaching to Unreached". It is dedicated in providing *increasing access to quality higher education in* skill development, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance education methodology. YCMOU strive towards developing an Innovative, Flexible and Open system of education *through appropriate use of open and distance learning methods using ICT.*

YCMOU believes that quality of learning materials depends on the meaningful access to the quality educational resources. Interestingly, the affordances of information and communication technologies including the Internet and World Wide Web has enabled providing free access to educational resources anytime from anywhere. A significant number of platforms are now available for resource sharing among learners and teachers through interactive communications. YCMOU also understands that adoption of OER policy will create the environment and resources enabling lifelong learning, contributing in the development of knowledge society.

As a commitment to support the national priority for achieving the SDGs by 2030, YCMOU intends to create and share its educational resources openly and also using the OER for reducing the cost of producing quality materials and thereby serve the common citizens of the country at free or minimum cost. Since YCMOU already undertook a visionary plan for integrating ICTs into the teaching learning system at its educational units, YCMOU understands that understanding, creating, sharing and using OER in its teaching learning process is critical.

The CEMCA-YCMOU OER Policy Development Workshop have been organized at YCMOU in February 24-26, 2020 in Nashik, India. The focus of the workshop was the understanding of OER and the development of OER Policy for YCMOU. [For workshop schedule, please see the Annex-1].

1.2. Purposes of the workshop

The purposes of the workshop were to:

- Make the academics aware of copyright issues concerned with educational resources
- Unlearn the myths relating to the use of online/printed educational resources
- Make the academics and top management aware of the benefits of using OER
- Make the academics and top managers feel the merits of sharing the resources openly
- Engage the senior academics and top management of YCMOU in drafting the OER Policy for YCMOU.

1.3. Partners

- Commonwealth Educational Media Center for Asia (CEMCA)
- Yashwantrao Chavan Maharashtra Open University (YCMOU)

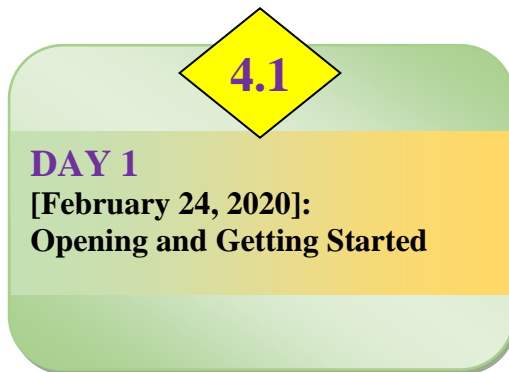
2. Participants:

The workshop was administered among 57 teachers from YCMOU. Almost one third of them were females. [For List of participants, please see Annex-2]

3. Technologies/applications used in the workshop:

- Powerpoint slides
- WhatsApp
- Google forms, Google Docs
- Pedlet

4. Activities in the Workshop [February 24-26, 2020]



Session 4.1.1 [9.00am – 10.00am]: Inauguration

The workshop started sharp at 9am with a very short welcoming and ice-breaking session.



Dr. Ram Thakar of YCMOU welcomed the gathering. Dr. Manas Ranjan Panigrahi, Senior Programme Officer from CEMCA and Prof. Mostafa Azad Kamal spoke about the need of OER policy along with the workshop objectives. The workshop was



inaugurated by Prof. Vayunandan, Vice Chancellor, YCMOU. He appreciated the CEMCA's support in policy development and capacity building on OER.

Session 4.1.2 [10:00am-11:45am]: Copyrights – purpose, exclusive rights and exemptions.

Session 4.1.2 started with a overview on Commonwealth of Learning's initiatives on Open Educational Resources in Commonwealth countries. He also highlighted the role of CEMBA in mainstreaming OER in Commonwealth Asia. Following Dr. Manas's presentation, Professor Mostafa had a deeper analysis on the copyright provisions.

Professor Mostafa categorically discussed the copyright related issues. He started with a brief history of copyright, then he explained the fundamentals of copyrights, purpose of copyright, exclusive rights for a creator of a work, rights of public on a copyrighted works, public domain, exemptions and limitations of copyright, etc.

Session 4.1.3 [12:00pm-1:00pm]: OER and Its Benefits

Following the discussion on copyright and its limitations, the participants were engaged a Copyright Self-Quiz to assess their understanding about copyrights. Then Professor Mostafa initiated the concept of openness. He explained how being open can benefit YCMOU. He also explained the essentiality of OER in the case of TEL and eLearning missions of YCMOU. The open licenses, their scope and enforceability have been covered in this session.

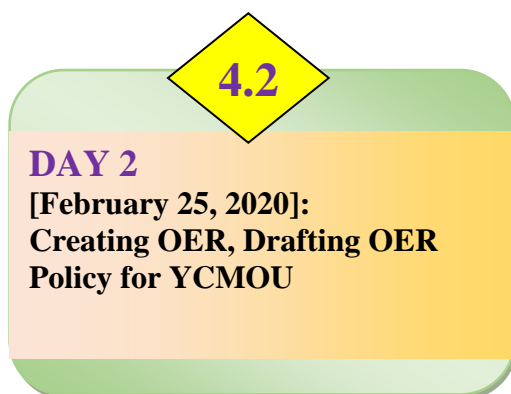
Session 4.1.4 [2:00pm-3:30pm]: Principles reusing, remixing, revising and redistributing the Openly Licensed works

Following the discussions in Session 4.1.4, Professor Mostafa explained the ways of reusing, remixing and redistributing the CC licensed works. The session was ended with an online Remix game. Participants attended the game and identified their gaps in remixing the CC licensed works to create a new resource and identifying the appropriate license for the derivative work.

Session 4.1.5 [3.45pm-5:00pm]: Searching OER, Key Features of OER Policy

Professor Mostafa described the ways to find OER. He also introduced with a number of OER Repositories including OASIS. Then the participants practiced individually on searching OER. Prof. Mostafa and Dr. Manas helped the participants find the relevant OER from various OER repositories. Finally, Professor Mostafa shared a list of the links of few widely used OER repositories with the participants through WhatsApp.

At the end, the participants were given an assignment to complete the COL MOOC on Understanding Open Educational Resources [Link: <https://learnoer.col.org/>]

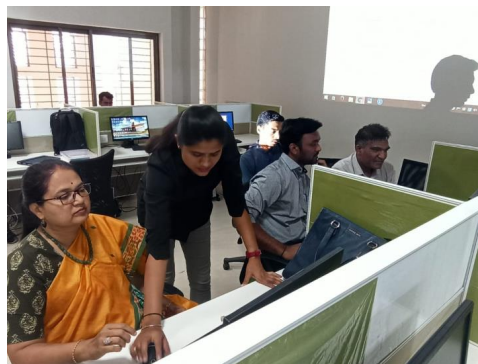


Session 4.2.1 [9.30am – 11.00am]: Recapping on Day 1 and OER-based Study resource creation

Professor Mostafa categorically asked the participants to share their understanding on the concepts covered on DAY 1. Following the recapping, Professor Mostafa and Dr. Manas discussed the process of creating study resources specially SLMs by using OER. The participants were then assigned to plan an OER-based lesson or content in groups. COL's QA checklist was shared to follow while designing the lesson.

Session 4.2.2 [11.20am-1:00pm]: Creating study resources by using OER – Group Works

Following their understanding on finding and using OER, the participants were asked to work on the development of study resources by using OER. There were 6 groups to work on 6 specific topics chosen by them. They used existing OER to enrich their own study resources and also to create fresh new study resources for their learners. Dr. Manas and Professor Mostafa was around them to respond to their queries. Through this exercise, they got hands-on experience how to create an OER, how to use OER to enhance their own resources, how to license their created works appropriately.



Session 4.2.3 [2.00pm-3.30pm]: Presentation of Created Study Resources and Discussions

It was a very engaging session and the groups came up with fantastic outputs. The outputs of the group works were presented by the group representatives. Prof. Mostafa, Dr. Manas and the participants gave their reflections on the created works. They specially focused on licensing issues and proper attribution to the authors of the resources used.

Session 4.2.4 [3.45pm-5.00pm]: Overview on the OER Policy Template

Prof. Mostafa shared the OER Policy template in a google doc with the participants. Dr Manas explained the format of the policy and then asked the participants to form groups. Six groups were formed and each group was assigned to work on a specific section on the policy template. The compositions of the groups were as follows:

Names	Position	Schools/ Division/Departments
GROUP 1		
Dr. Pramod Khandare	Director	School of Computer Science, YCMOU Nashik, Maharashtra
Dr. Rucha Gujar	Assistant Professor	School of Continuing Education, YCMOU Nashik, Maharashtra
Dr. Praveen Ghodeswar	Associate Professor	School of Humanities and Social Sciences YCMOU Nashik, Maharashtra
Ms. Monali R Borade	Academic Coordinator	School of Computer Science, YCMOU Nashik, Maharashtra
Mr. Shubham Bhongle	Academic Coordinator	School of Health Sciences YCMOU Nashik, Maharashtra
Mrs. Namita Joshi	Academic Coordinator	School of Health Sciences

		YCMOU Nashik, Maharashtra
Ms. Vishakha More	Academic Coordinator	School of Health Sciences YCMOU Nashik, Maharashtra
Ms. Monali Gujarathi	Academic Coordinator	Library and Resource Centre YCMOU Nashik, Maharashtra
Mr. Uttam Deshmukh	PHD Scholar	School of Computer Science, YCMOU Nashik, Maharashtra
Ms. Sadhana Patil	Academic Coordinator	School of Science and Technology YCMOU Nashik, Maharashtra
Ms. Sweta Kapade	Academic Coordinator	School of Science and Technology YCMOU Nashik, Maharashtra
Mr. Amol Pund	Academic Coordinator	School of Science and Technology YCMOU Nashik, Maharashtra
Mr. Avinash Chormale	PHD Scholar	School of Computer Science, YCMOU Nashik, Maharashtra
GROUP 2		
Dr. Jaydeep Nikam	Director	School of Health Science
Dr. D.V Mane no	Regional Director	Nashik Region
Dr. Manoj Killedar	Assistant Professor	School of Science and Technology
Dr. Madhukar Shewale	Librarian	Library and Resource Centre
Mr. Pradeep Pawar	Software Engineer	Computer Centre
Mr. Rajendra Talele	Network Engineer	Computer Centre
Smt.Sujata More	Academic Coordinator	School of Continuing Education
Mr. Chandrakant Taru	Academic Coordinator	School of Humanities and Social Sciences
Mr. Sunil Gawande	Academic Coordinator	School of Humanities and Social Sciences
GROUP 3		
Madhav Palshikar	Associate Professor	School of Computer Science
Dr. Vijaya Patil	Associate Professor	School of Education
Dr. Sajjan Thool	Associate Professor	Evaluation
Nagarjun Wadekar	Associate Professor	School of Humanities and Social Science
Vijaykumar Paikrao	Associate Professor	School of Education
Dr. Dayaram Pawar	Assistant Professor	School of Education
Dr. Subhash Sonune	Assistant Professor	School of Education
Sachin Jangam	Academic Coordinator	School of Science and Technology
Yuvraj Bhoir	Assistant	Library
GROUP 4		
Dr. Kavita Saluke	Director and Associate Professor	School of Education
Dr. Hemant Rajguru	Associate Professor	Academic Services Division

Dr. Chetana Kamlaskar	Assistant Professor	School of Architecture, Science and Technology
Dr. Madhuri Sonawane	Assistant Professor	School of Agricultural Sciences
Mr. Ram Thakar	Assistant Professor	School of Continuing Education
Mrs. Shubhangi Patil	Assistant Professor	Student Services Division
Dr. Latika Ajbani Gaikwad	Assistant Professor	School of Commerce and Management
Mrs. Madhuri Kharjul	Academic Coordinator	School of Commerce and Management
Ms. Prachi Wagh	Academic Coordinator	Academic Services Division
GROUP 5		
Dr. Suresh Patil	Associate professor	Evaluation Division
Dr. Surendra Patole	Associate professor	School of Commerce and Management
Dr. Abhay Patil	Assistant Professor	School of Health Science
Mrs. Sharmishtha Oak	Academic Associate	School of Education
Dr. Sadhana Lamture	Associate Consultant	School of Education
Mrs. Sonali Kharbade	Academic Coordinator	School of Continue education
Dr. Nusarat Choudhary	Academic Coordinator	School of commerce and management
Dr. Sushil Kamble	Academic Coordinator	Humanities and social science
Mr. Anil Gaikwad	Research Scholar	School of Computer Science
Mr. Pradeep Ohol	Research Scholar	School of commerce and management
GROUP 6		
Dr. Sunanda More	Director	School of Science and Technology
Dr. Sanjivani Mahale	Associate Professor	School of Education
Mr. Dayanand Hattiambire	Coordinator (Academic)	School of Commerce and Management
Mr. Akshay Vibhandik	Coordinator (Academic)	School of Continuing Education
Mr. Keshav Patil	Coordinator (Academic)	School of Continuing Education
Mr. Maniram Hajare	Coordinator (Academic)	School of Education
Mr. Balu Mokal	Coordinator (Academic)	School of Health Science

4.3

DAY 3
[February 26, 2020]:
Drafting the YCMOU OER
Policy, Implementation Strategy
and Valediction



Session 4.3.1 [9.30am-11.30am]: Groupworks – Drafting OER Policy for YCMOU

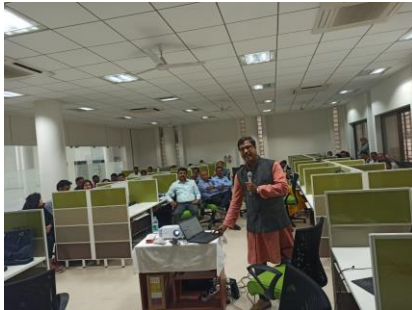
Drafting of the OER Policy for YCMOU was continued. Dr. Manas and Prof. Mostafa was facilitating the group works. It was a very engaging session and the groups came up with fantastic outputs.

Session 4.3.2 [11:20am-1:00pm]: Presentation of the Groupworks on YCMOU OER Policy and Consensus on the key policy components

This session was led by Professor Mostafa and Dr. Manas. The groups presented their assigned portions of the policy one by one. Afterwards, there was an inter-group discussion on policy items and contents. The draft policy was then presented by Professor Mostafa to have an overall feedback.



Session 4.3.3 [2:00pm-3:30pm]: Drafting the OER Implementation Strategy



This session was led by Dr. Manas. He presented a template and then the participants were engaged to complete the strategy document together.

Session 4.3.4 [3:40pm-4:30pm]: YCMOU OER Commitment and The Way Forward

This session was led by Dr. Manas. He appreciated YCMOU's vision for creating and using OER. He initiated a discussion to identify the commitments of the participants to promote OER at YCMOU and all over the country. He then specified the way forward for YCMOU with OER Policy implementation.

Way forward:

- Finalizing the OER Policy for YCMOU
- Developing an OER Repository for YCMOU
- Creating and using OER at all levels of YCMOU activities
- Promoting OER within YCMOU and beyond
- Developing Policy implementation guideline

Session 4.3.5 [4.20-5.10pm]: Valediction and Closing of the Workshop

Following the 3-day intensive sessions on OER, there was a valedictory function. The senior faculties and selected participants extended their closing remarks on the effectiveness of the workshop. YCMOU workshop coordinator, Registrar and resource persons spoke in the closing session. Finally, everyone conveyed their gratitude to the Resource persons and CEMCA and YCMOU for this great arrangement.

Acknowledgement

Thanks to CEMCA and COL for choosing me as a resource person for the workshop. I must convey gratitude to Professor Madhu Parhar, Director, CEMCA for the invitation. I am grateful to Dr. Manas Ranjan Panigrahi, Senior Program Officer, CEMCA for his kind guidance and support throughout the workshop. I am thankful to Prof. Prof. Vayunandan, Honorable Vice Chancellor of YCMOU, Dr. Ram Thakar and other YCMOU senior academics and officials for their kind hospitality and supports throughout the workshop time and beyond.

Annex-1: Workshop Schedule

Workshop on OER Policy for at Yashwantrao Chavan
Maharashtra Open University (YCMOU), Nashik
Venue: YCMOU Campus, Nasik
24 -26 February, 2020
Workshop Programme

DAY 1 : 24 February 2020	
Time	Activity
09:00 -9:30am	<ul style="list-style-type: none"> Registration
09:00 -10:00am	<ul style="list-style-type: none"> Inauguration Welcome from the Commonwealth of Learning – Video clip/Video conferencing/face-to-face speech from COL/CEMCA Introductions of the participants and facilitators Workshop objectives and expectation from the participants
10:00 -11: 45am	<ul style="list-style-type: none"> Workshop Overview Presentation on YCMOU – Academic Practices and Policies Pre-workshop diagnostic form (online) What are common challenges we face while developing SLMs or any academic resource? Use of online resources for better learning [Discussion 1: What do we do while developing the academic materials for the learners? Do we use resources from internet? How do we attribute?] What is copyright? Its History Fundamentals of copyrights - What’s copyrightable? Purpose of copyright How copyright works? Exclusive rights for a creator of a work Rights of public on a copyrighted works Public domain, ways a resource enters public domain Exemptions and limitations of Copyright [[Discussion 2: What do we know about our copyright law? What about the legal provisions of DAM resources? Why restricted, why not? What are the merits behind restricting the access to resources?] <u>Exercise 1: Attend the Copyright Quiz</u>
11.45 -12.00am	Tea Break
12: 00 -01:00pm	<ul style="list-style-type: none"> Defining the concept <i>openness</i>

	<ul style="list-style-type: none"> • How openness can benefit YCMOU? • Defining OER: Openness, Educational Resources • OER, open education and Technology-enabled learning • Overview on open licenses - design and terminology • License scope, License types, License enforceability
01:00 – 02:00pm	Lunch
02:00 -3:30pm	<ul style="list-style-type: none"> • Principles of using, reusing, remixing, redistributing the resources licensed under creative commons and else. <p>Exercise 2: Remix game</p> <p>Discussion 3: Bridging the gaps</p>
3:30 -3:45pm	Tea Break
3:45 – 5:00pm	<ul style="list-style-type: none"> • Choosing and applying a CC License • Things to consider after CC Licenses • Finding and reusing CC licensed works- Searching OER repositories <p>Exercise 3: How to find OER? Where they reside?</p> <p>Attending COL MOOC on Understanding Open Educational Resources; Link: https://learnoer.col.org/</p>
DAY : 25 February 2020	
Time	Activity
09:30- 11:00am	<ul style="list-style-type: none"> • Recap of Day 1 • Using OERs in creating study resources • Converting a resource to OER and redistributing • Planning a OER Based course [Group works] presentations [Participants] – Use Google Doc • Mapping the OERs • Using OERs for content development for the planned course <p>Using QA Checklist</p>
11: 00 -11:20am	Tea Break
11:20 -01:00pm	<p>Individual Works</p> <ul style="list-style-type: none"> • Creating a lesson by using OERs • Creating OER on OER Commons
01.00 – 02.00pm	Lunch
02:00 -3.30pm	Presentations: OER-based Contents
3:30 – 3:45pm	Tea Break
3: 45-5:00pm	<p>OER Policy</p> <ul style="list-style-type: none"> • OER Policy - Why? What?

	<ul style="list-style-type: none"> • Presenting the Policy Template • Presenting Core components of OER Policy • Drafting the OER Policy for YCMOU: Group works [Google doc]
DAY 3: 26 February 2020	
Time	Activity
09:30- 11:00am	<ul style="list-style-type: none"> • Trends of OER in South Asian Region • COL's initiatives for mainstreaming OER • OER Policy drafting – continues...
11: 00 -11:20am	Tea Break
11:20 -01:00pm	<ul style="list-style-type: none"> • Group presentations on Policy Sections [Participants] • General Feedback on the draft policy
01.00 – 02.00pm	Lunch
02:00 -3:30pm	Drafting the OER implementation strategy
3:30 – 3:45pm	Tea Break
3:45 – 5:00 pm	<p>Presentation of OER strategy and action plan:</p> <ul style="list-style-type: none"> • Development of YCMOU OER repository [consultant] • OER mainstreaming <p>Post workshop feedback (Online)</p> <p>Closing</p>

Annex 2: List of Participants

SI	Names	Position	Schools/ Division/Departments
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Annex 3: Draft OER Policy for YCMOU

Institutional OER Policy for Yashwantrao Chavan Maharashtra Open University (YCMOU) 2020

1. Preamble

The Yashwantrao Chavan Maharashtra Open University (YCMOU) was established in July 1989 by Act XX (1989) of the Maharashtra State Legislature, named after Yashwantrao Chavan, Maharashtra's great political leader and builder of modern Maharashtra. It is leading state open university with the highest enrollment and holds the 'Award of Excellence for Institutional Achievement in Distance Learning' twice from the Commonwealth of Learning, Canada (2002 & 2019). The university abides by the motto of "Reaching to Unreached". It is dedicated in providing *increasing access to quality higher education in* skill development, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance education methodology. YCMOU strive towards developing an Innovative, Flexible and Open system of education *through appropriate use of open and distance learning methods using ICT.*

YCMOU believes that quality of learning materials depends on the meaningful access to the quality educational resources. Interestingly, the affordances of information and communication technologies including the Internet and World Wide Web has enabled providing free access to educational resources anytime from anywhere. A significant number of platforms are now available for resource sharing among learners and teachers through interactive communications.

YCMOU also understands that adoption of OER policy i will create the environment and resources enabling lifelong learning, contributing in the development of knowledge society.

The policy is consistent with and gives effect to Yashwantrao Chavan Maharashtra Open University's position on intellectual property rights. The ownership of copyright as assigned to Chavan Maharashtra Open University, the creator. Chavan Maharashtra Open University's principle of open sharing as a default position recommends that the created materials will be open to public for the benefit of the society, as per the terms and conditions of this policy. This policy is also aligned with the requirements of the copyrights law of the country and the periodic amendments.

Chavan Maharashtra Open University understands that there will be times when it would be inappropriate to make research or other content openly accessible to the public or there may be ethical, commercial or cultural reasons for Tamil Nadu Open University to protect the materials it creates.

2. Definitions

- 2.1. *Open Educational Resources (OER)*: Based on the UNESCO OER recommendations (UNESCO, 2019, 40C/32, annex p.2-3) [1] Yashwantrao Chavan Maharashtra Open University, Nashik interprets Open Educational Resources (OER) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others.
- 2.2. Open license refers to a license that respects the intellectual property rights of the copyright owner and provides permissions granting the public the rights to access, re-use, re-purpose, adapt and redistribute educational materials. (UNESCO, 2019, 40C/32, annex p.3).
- 2.2. *OER Creation*: The development/production and online sharing of quality assured OER.
- 2.3. *OER Adoption*: A practice of adopting existing OER for use in a course without any change.
- 2.4. *OER Integration*: This is viewed as a logical and systematic approach to the “five Rs” (Hilton, Wiley, Stein & Johnson, 2010) [2]of reusing, revising, remixing, redistributing and retaining of OER.
- 2.5. *OER Sharing*: Making OER freely accessible, especially online.
- 2.6. *Content Developer*: Any expert(s) engaged in the development of teaching and learning materials used by the university.
- 2.7. *Copyrights*: 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 as per copyright law of India. 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 legal entity, and share the materials with others in any other conditions he/she may desire.
- 2.8. *Open License*: “A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia etc.) 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”. [3]
- 2.9. *University Repository*: a set of services offered by a University “to the members of its community for the management and dissemination of digital materials created by the *university* and its community members. It is most

essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution”[4].

- 2.10. **Creative common License:** It is a public copyright license that enables free distribution of copyrighted work. This license helps share, use, reuse, 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 copyrights infringement, as long users abide by the conditions as specified under the license.

3. Policy

3.1. Policy Declaration

The Yashwantrao Chavan Maharashtra Open University will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an Open Licensing framework.

3.2. Policy Statements

- 3.2.1. 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 as per the need of the learners.
- 3.2.2. Yashwantrao Chavan Maharashtra Open University, as publisher and copyrights owner, will decide on the content to be published as OER in consultation with the relevant Schools/Centres
- 3.2.3. Academic and academic support staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.
- 3.2.4. Academic and academic support staff will plan and implement suitable academic activities involving the creation, adoption, adaptation and integration of OER to offer courses and programmes for the learners to enable them acquire appropriate skills and competencies for desired qualifications.

3.3. Policy Objectives

The objectives of the policy are to:

- 3.3.1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation (including translations) and integration in the development/delivery of courses;
- 3.3.2. Develop awareness about the concept and practices related to OER among all staff, learners and other stakeholders;
- 3.3.3. Build capacity among academic and academic support staff (Administrative and Technical Staff, Writers, Editors, Counsellors, learners, Study Centre) to use OER appropriately in their professional engagements;
- 3.3.4. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration;
- 3.3.5. Establish an institutional repository to distribute OER;
- 3.3.6. Continuously monitor and ensure that the policy is implemented effectively;
- 3.3.7. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation;
- 3.3.8. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution;
- 3.3.9. Promote the culture of using open resources in the development of the SLMs as well as the creation of eContents.

3.4. Scope and Applicability

Unless notified by YCMOU or the government as special exclusion, this OER policy is applicable to:

- 3.4.1. All academic and academic support departments of the Yashwantrao Chavan Maharashtra Open University;

- 3.4.2. All content developers within the institution University and those engaged by the institution University on temporary/contract basis;
- 3.4.3. All types of learning materials released in physical or electronic format, except the ones that are not mandated for free sharing;
- 3.4.4. In cases where the material is developed in collaboration/partnership with other institutions, the guidelines governing the collaboration/partnership as indicated in the MOU/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 Yashwantrao Chavan Maharashtra Open University;

3.5. **Copyrights and Licences**

- 3.5.1. Yashwantrao Chavan Maharashtra Open University, Nashik 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 a Creative Commons (CC) license [5]. By default, the university will use Creative Commons Attribution-ShareAlike (CC-BY-SA) 4.0 International License. However, the university preserve the right to use any other creative commons license when and where required.
- 3.5.3. The institution may make exceptions to the sharing of intellectual property it owns on a case by case basis.
- 3.5.4. Access to intellectual property of the institution that it considers to be commercially sensitive may also be restricted on case by case basis.
- 3.5.5. The choice of license will be decided by the Faculty/Department/Division who has developed the material and will be vetted by the internal OER Quality Review Board, comprising of Subject Experts and Technical Experts approved by the University Authorities.
- 3.5.6. All materials developed by the institution will comply with and be released under any of the Creative Commons licenses, if not otherwise noted.
- 3.5.7. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.
- 3.5.8. The license declaration on the OER will be in the following format:

3.5.8.1. For an individual content:



Except where otherwise noted, this work is licensed under [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/)

3.5.8.2. For a platform/website/repository:



Except where otherwise noted, content on this site/repository/platform is licensed under [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/)

- 3.5.8. Yashwantrao Chavan Maharashtra Open University, Nashik reserves the copyright of the institutional logo used in all of its materials, and does not permit use of its logo without written permission from YCMOU authority.

3.6. Quality Assurance and Review System

- 3.6.1. YCMOU shall form the OER repository on the University website to release the contents developed for the learners and other stakeholders.
- 3.6.2 YCMOU OER Repository shall provide the highest quality resources.
- 3.6.3 At the respective Schools, Divisions/ Centers, etc. shall form an OER Review Committee to certify the quality of the OER to be made available in the OER Repository. The OER Review Committee shall comprise of the Director/Head as Chairperson of the committee and two - three internal/external subject experts from the respective areas.
- 3.6.4 At the University level OER Quality Assurance Committee (OER-QAC) shall be formed to frame and review OER quality assurance and review policy of the University.
- 3.6.5 The Quality Framework TIPS provided by Commonwealth of Learning or any other meaningful Quality Framework shall be customized and adopted as per needs of the University during review of the quality policy by OER-QAC. The OER-QAC will constitute the following members: Vice Chancellor, Head, Internal Quality Assurance Cell, Registrar, Director of the Schools, and selected 2/3 OER experts from the staff on rotation basis. The tenure of the

Committee shall be **three** years from the date of formation. The OER-QAC will report annually to the Academic Council.

3.6.6 The OER QAC will adopt a set of quality assurance guidelines and indicators to help teachers/officers/policy makers to focus on the quality of OERs.

3.6.7 OER policy shall be subject to review at the interval of three years time cycle. But if the situation demands so, the Vice Chancellor may instruct to review it in between as well.

3.7. Liability

3.7.1. All OER materials shared under the Yashwantrao Chavan Maharashtra Open University YCMOU-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 in record that the OER materials authored and published by faculty members and other staff shall not reflect the opinion of the university.

3.7.2. An additional caveat will indicate that derivatives of this work are not authorized to use the institution's logo without prior written authorisation from the institution.

3.7.3 All the learning materials published under CC license should include the following information in the credit page:



Year, Name of the University.. Except where otherwise noted, this work is licensed under [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/)

3.8. Institutional Arrangements

3.8.1. The OER produced by the Yashwantrao Chavan Maharashtra Open University will be hosted in an online institutional repository.

3.8.2. Under the guidance of the YCMOU OER-QAC, the IT department and library will be responsible for providing access, maintaining the repository and providing technical support.

3.8.3. Capacity building will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.

- 3.8.4. Regular updates/training on new developments in the field of OER will be provided by the staff training unit.
- 3.8.5. The teaching-learning Self Learning Materials (SLM) produced by the university shall be shared in a suitable online platform. The SLM developed using OERs will be offered as OER in the online platform of the University.
- 3.8.6. The OER-QAC shall be responsible for providing access to all the stakeholders, and maintenance of the platform.
- 3.8.7. Regular update on Copyrights, OER and Open License shall be organized by the OER-QAC for the university staff to promote the use of OERs.

3.9. Review of OER Policy: The TNOU authority will have the authority to review this Policy and its implementation and if appropriate, make revisions to the Policy.

[1] UNESCO. (2019). Recommendation concerning Open Educational Resources. Retrieved from <https://unesdoc.unesco.org/ark:/48223/pf0000370936>







[2] Hilton, J., Wiley, D., Stein, J., & Johnson, A. (2010). The four R's of openness and ALMS Analysis: Frameworks for open educational resources. *Open Learning: The Journal of Open and Distance Learning*, 25(1), 37-44.

[3] <http://opendefinition.org/guide/>

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

[5] <https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/>

APPENDIX-1:. Creative Commons Licenses

Licence Name	Acronym	Icon	Description
Attribution	BY		This licence lets others distribute, remix, tweak and build upon your work, even commercially, <u>as long as</u> they credit you for the original creation. This is the most accommodating of licences offered, in terms of what others can do with your work.
Attribution-ShareAlike	BY-SA		This licence lets others remix, tweak and build upon your work even for commercial purposes, <u>as long as</u> they credit you and license their new <u>creations under</u> identical terms. This licence is often compared to <u>open-source</u> software licences. All new work based on yours will carry the same licence, so any derivatives will also allow commercial use.
Attribution-Non-Commercial	BY-NC		This licence lets others remix, tweak and build upon your work non-commercially, and although their new work must also acknowledge you and be <u>non-commercial</u> , they don't have to license their derivative work on the same terms.
Attribution-Non-Commercial-Share Alike	BY-NC-SA		This licence lets others remix, tweak and build upon your work non-commercially, <u>as long as</u> they credit you and <u>license their</u> new creations under <u>identical terms</u> . Others can download and redistribute your work, just as under the <u>BY-NC-ND</u> licence, but they can also <u>translate</u> , make remixes and produce new stories based on your work. All new work based on yours will carry the same licence, so any derivatives will also be non-commercial in nature.
Attribution-No-Derivatives	BY-ND		This licence allows for redistribution, commercial and non-commercial, with credit to the author. The work may not be altered, transformed or built upon.
Attribution-Non-Commercial-No-Derivatives	BY-NC-ND		This licence is the most restrictive of the six main CC <u>licences</u> , allowing redistribution only. This licence is often <u>called the</u> “free advertising” licence <u>because it</u> allows others to download

Annex 5: Workshop Photographs

