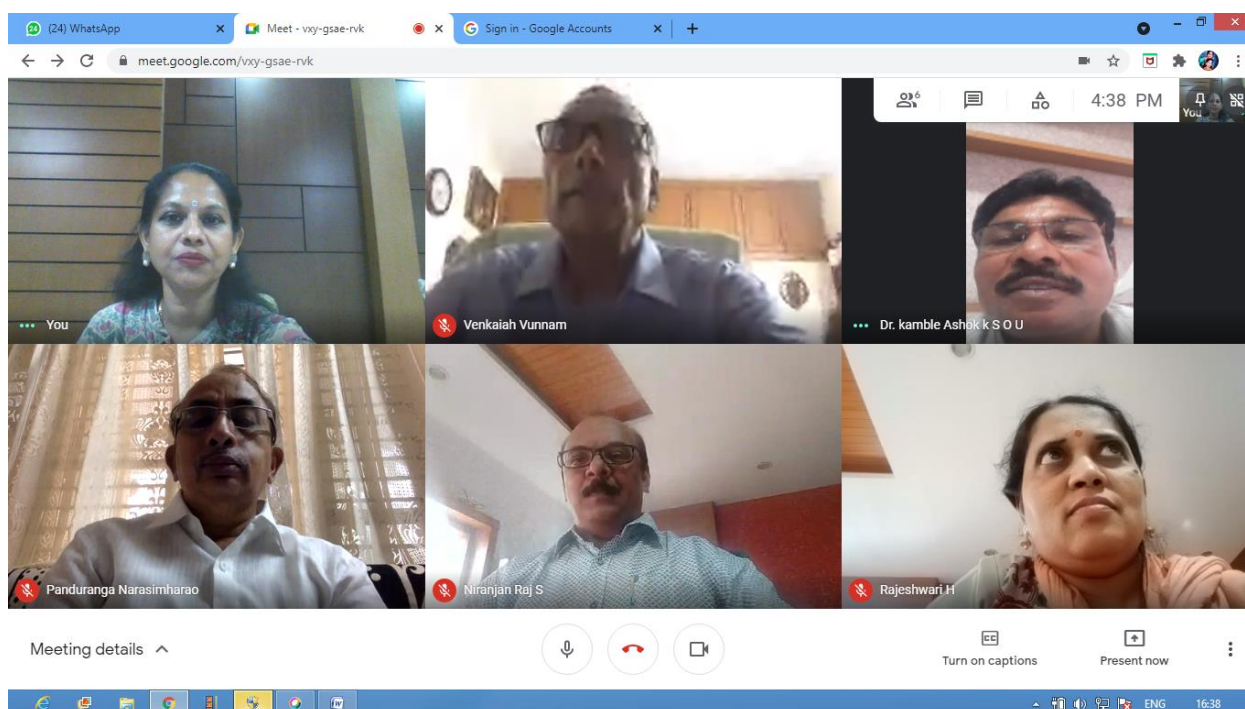
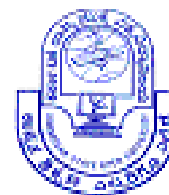




## MENTORING KARNATAKA STATE OPEN UNIVERSITY (KSOU) FOR NAAC ASSESSMENT AND ACCREDITATION



Two online workshops on Mentoring of KSOU for NAAC Assessment and Accreditation were organized by the Karnataka State Open University, Mukthagangotri, Mysuru-570006. The first workshop was conducted during from 10 March 2021 to 15 March 2021. The second workshop was conducted during 19 April 2021 to 22 April 2021. These workshops were hosted in collaboration and of Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi. These workshops were part of the hand holding process for NAAC, led by CEMCA in partnership with and the Karnataka State Open University.

The purpose of the workshop was to bring together KSOU teachers and other stakeholders to learn about the NAAC assessment process and identify the key areas which have to be addressed immediately. The participants of the workshop represented over teachers, non-teaching staff and administrators, including the Vice-Chancellor Prof. S. Vidysahankar.

The first workshop was conducted for three days i.e., 10<sup>th</sup>, 12<sup>th</sup> and 15<sup>th</sup> March 2021. The topic of the workshop was “Mentoring of KSOU for NAAC Assessment and Accreditation”. The details of the schedule and topics covered in the workshop is given in the annexure1. The agenda for the first workshop began with an overview by Prof. V. Venkaiah, Former Vice

Chancellor, Krishna University, Hyderabad, of the background and context of why NAAC assessment and accreditation matters. The resource person Prof. Venkaiah presented the case for greater emphasis on documentation and teamwork as a critical component of addressing the NAAC preparedness of KSOU. At the end of the session, participants then shared their preparedness and past, current and upcoming initiatives in NAAC assessment.

The second workshop was conducted for three days i.e., 19<sup>th</sup>, 20<sup>th</sup> and 22<sup>nd</sup> April 2021. The topic of the workshop was “Mentoring of KSOU for NAAC Assessment and Accreditation”. The details of the schedule and topics covered in the workshop is given in the annexure 2.

After each presentation by Prof. Venkaiah, the panel discussion followed which touched upon various issues related to NAAC and the resource person was successful in instilling confidence in the KSOU staff, giving suggestions to overcome the difficulties and preparing for NAAC assessment.

At the end of each day’s presentation, there was an interaction/discussion with Prof. Venkaiah, which helped KSOU staff in identifying the major ‘itches’ related to NAAC preparation, important contextual considerations; and key actors in championing the KSOU NAAC assessment and also the important initiatives to be taken up on priority.

### **Key Takeaways**

- Workshop helped participants to familiarize with the NAAC criteria and the process of documentation required to get NAAC assessment.
- Workshop participants identified several key contextual factors to be taken into account for NAAC assessment of KSOU, including administrative, academic, financial, infrastructure and other supporting factors.
- The current preparedness for NAAC was identified in terms of the need for an administrative and academic audit, development of institutional plan and preparing major policy documents.
- Participants were advised to brainstorm on identifying the key strengths, weakness, opportunities and challenges of KSOU.
- In terms of the current context, participants emphasized that any barriers which exist must be addressed in order to support and facilitate desired NAAC score. Specifically, teaching-learning, research and extension, learner support services etc., were noted as tools which could be used to our advantage for getting good score.
- Prof. Venkaiah highlighted the need of teamwork of various stakeholders like teachers, non-teaching staff, administrators were a critical factor for acquiring good NAAC score.

**Report Prepared By:**

**Dr. Niranjan Raj S, Director-CIQA, KSOU**



Organised by Karnataka State Open University (KSOU),  
Mukthagangothri Mysuru-570006



Supported By

**Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi**  
First Workshop (Online)- Mentoring of KSOU for NAAC Assessment and  
Accreditation

Programme Schedule and topics during the First Workshop of KSOU, Mysore.

Link for the online workshop: <http://onlineclass.ksoumysuru.ac.in/b/dr--ek7-394>

Resource Person: **Prof. V.Venkaiah**, Former Vice Chancellor, Krishna University,  
Hydrabad

Date	Session 1 11 AM to 12 PM	Session 2 12 PM to 1.30 PM	Break	Session 3 3.00 to 4.00 PM	Session 4 4.00 to 5.00 PM
10/03/2021	Discussion with the VC and Directors/Deans On Methodology, Approach, Process of Mentoring, etc.	Presentation on Quality Issues, Perspectives, and Strategies <b>(All the teachers and staff)</b>	LUNCH BREAK	Assessment Framework for Open Universities (Core Team and CIQA Members)	Assessment Framework for Open Universities (Core Team and CIQA Members)
12/03/2021	Presentation/Discussion on Quantitative Metrics (Core Team and CIQA Members)	Presentation/Discussion on Qualitative Metrics (Core Team and CIQA Members)		Discussion with Core Team and CIQA Members on data and SSR preparation	Discussion with Core Team and CIQA Members on data and SSR preparation
15/03/2021	Presentation/Discussion on Curricular Aspects (Core Team and CIQA Members)	Presentation/Discussion on Curricular Aspects (Core Team and CIQA Members)		Presentation/Discussion on Teaching, Learning and Evaluation (Core Team and CIQA Members)	Presentation/Discussion on Teaching, Learning and Evaluation (Core Team and CIQA Members)

## Annexure-2

**MENTORING KARNATAKA STATE OPEN UNIVERSITY, MYSORE, FOR NAAC  
ASSESSMENT AND ACCREDITATION**

**Second Workshop Schedule**

<b>Date</b>	<b>Time</b>	<b>Theme/Points discussed</b>
19-03-2021	11:30 a.m. to 11:45 a.m.	Inaugural Session <ul style="list-style-type: none"> <li>▪ Welcome by Dr. Sumati, KSOU-CEMCA Nodal Officer and Dr. Niranjan Raj, Director, CIQA</li> <li>▪ Introductory Remarks from Prof. V. Venkaiah, Former Vice Chancellor, Krishna University, Hyderabad and Consultant, CEMCA-COL</li> </ul>
	11:45 p.m. to 02:00 p.m.	Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-6: Governance, Leadership and Management and CIQA related documents
	02:00 p.m. to 02:30 p.m.	Lunch Break
	02:30 p.m. to 04:00 p.m.	Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-6: Governance, Leadership and Management and CIQA related documents
20-03-2021	11:30 a.m. to 02:00 p.m.	Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-3: Research, Innovations and Extension
	02:00 p.m. to 02:30 p.m.	Lunch Break
	02:30 p.m. to 04:00 p.m.	Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-4: Infrastructure and Learning Resources
22-03-2021	11:45 p.m. to 02:00 p.m.	Review of Policy Documents Presentation/Discussion on Policy Documents
	02:00 p.m. to 02:30 p.m.	Lunch Break
	02:30 p.m. to 04:00 p.m.	Review and Discussion on Institutional Perspective Plan of the University

**MENTORING KARNATAKA STATE OPEN UNIVERSITY (KSOU) FOR NAAC  
ASSESSMENT AND ACCREDITATION**

**Report on the First Online Workshop conducted for KSOU, Mysore**

*Contract Ref No: 06-01-045/HE/KSOU: Dated 25<sup>th</sup> January 2021*

As per the terms of the contract, the first online workshop is completed from 10<sup>th</sup> March to 15<sup>th</sup> March, 2021. The schedule is finalised in consultation with the Vice Chancellor, Nodal Officer, CEMCA, Director (CIQA), and Coordinator for NAAC assessment. The three-day session-wise topics and the presentations/activities undertaken during the workshop are given in the Annexure 1.

The first session was devoted for inauguration and discussions/interactions with VC, Registrar, CIQA Director, Nodal Officer (CEMCA), Directors of other Schools, Heads of Divisions/Centres and other important statutory officers/functionaries of the University. The Vice Chancellor chaired the session and addressed the participants. The consultant explained the need, scope, methodology, process and other aspects essential for mentoring and the involvement of various stakeholders in the preparation of SSR and other requirements including the Peer Team Visit. The consultant has also briefly presented an outline of the need for quality assurance, quality enhancement, quality enrichment and quality sustenance with particular reference to the Open Universities.

The second session is attended by all the teachers/officers and other staff of the university in which the concept and importance of quality; quality perspectives and quality culture; and quality issues and quality strategies are presented and discussed in detail. In all over 50 people attended this session. This session was meant for making everybody to realise that every individual has a role and responsibility to contribute to quality assurance process in the University.

The next 10 sessions given in Annexure 1 were attended by the Directors of Schools, CIQA members, NAAC Core Committee members and other senior teachers and functionaries responsible for preparation of Self Study Report for NAAC assessment and accreditation.

The third and fourth sessions on the first day were devoted to discuss the assessment framework of NAAC and the various aspects on which focussed activities need to be undertaken. Seven Criteria, 32 Key Indicators, 30 qualitative metrics and 90 quantitative metrics were explained elaborately which are essential as per NAAC Assessment Manual.

On the second day, presentations were made on each of the quantitative and qualitative metrics of the first two criteria of NAAC assessment relevant to the Open Universities along with the scores allotted to each metric. The Consultant discussed with the participants regarding the various types of data required for each metric and the various formulas to be worked out which need to be uploaded to the NAAC Portal. Further, the Consultant discussed

regarding various aspects related to the preparation of SSR related to the seven criteria in general.

On the third day, the first two criteria - Curricular Aspects and Teaching, Learning and Evaluation, were discussed in detail and guided the Core team with a presentation of 43 metrics. The criterion-wise Key Indicators discussed under these two criteria are as given below:

### **Criterion I: Curricular Aspects**

- 1.1 Curriculum Planning, Design and Development
- 1.2 Academic Flexibility
- 1.3 Curriculum Enrichment
- 1.4 Feedback System

### **Criterion II: Teaching, Learning and Evaluation**

- 2.1 Learner Enrolment
- 2.2 Catering to Learner Diversity
- 2.3 Teaching-Learning Process
- 2.4 Teachers and other Academics- Profile and Quality
- 2.5 Evaluation Process and Reforms
- 2.6 Learner Performance and Learning Outcomes
- 2.7 Learner Satisfaction Survey

In addition to the above, the consultant made a presentation on the Best Practices of Open Distance Learning, which are important for quality assurance and quality enhancement.

The Core Team is also advised and guided regarding the preparation of various policies for the University which include the following:

- Strategic Plan
- Resource Mobilization and utilization Policy
- Maintenance Policy
- Gender Equality Policy
- Research and Ethics Policy
- IT and TEL Policy
- Quality Policy
- Green University Policy
- Staff Welfare Policy
- SLM Development Policy
- Learner Support Policy

The visit ended with a debrief meeting with the Core Team and CIQA members.

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**MENTORING KARNATAKA STATE OPEN UNIVERSITY FOR NAAC  
ASSESSMENT AND ACCREDITATION**

**Report on the Second Workshop conducted to mentor KSOU, Mysore**

**Contract Ref: 06-01-045/HE/KSOU: Dt. January 25, 2021**

The second workshop for Mentoring of Karnataka State Open University for NAAC's Assessment and Accreditation was conducted on 19<sup>th</sup>, 20<sup>th</sup> and 22<sup>nd</sup> April, 2021. The workshop covers the following activities with KSOU team:

- Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-6: Governance, Leadership and Management; and CIQA related documents
- Review of Policy Documents and Presentation/Discussion on Policy Documents
- Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-3: Research, Innovations and Extension
- Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-4: Infrastructure and Learning Resources.

While the first two criteria of the following seven criteria were covered in the first workshop, the presentations and discussions covered in the second workshop covered three more criteria: criterion 3: Research, Innovations and Extension; criterion 4: Infrastructure and Learning Resources; and criterion 6: Governance, Leadership and Management.

1. Curricular Aspects
2. Teaching, Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Learner Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

The Key Indicators covered under the criterion 3, 4 and 6 are given below:

**Criterion 3**

- 3.1 Promotion of Research and Facilities
- 3.2 Resource Mobilization for Research
- 3.3 Innovation Ecosystem
- 3.4 Research Publications and Awards
- 3.6 Consultancy
- 3.6 Extension Activities
- 3.7 Collaboration

#### **Criterion 4**

- 4.1 Physical Facilities
- 4.2 IT Infrastructure
- 4.3 Learning Resources

#### **Criterion 6**

- 6.1 Institutional Vision and Leadership
- 6.2 Strategy Development and Deployment
- 6.3 Faculty Development / Empowerment Strategies
- 6.4 Financial Management and Resource Mobilization
- 6.5 Internal Quality Assurance System

A total number of 56 metrics (37 quantitative metrics and 19 qualitative metrics) were presented and discussed in detail under these three criteria during the workshop.

In addition to the discussions held covering the above key indicators and metrics, the following policies and documents required for NAAC assessment were discussed.

#### **Policies**

1. Quality Policy
2. IT Policy/TEL Policy
3. OER Policy
4. Research and Ethics Policy
5. Gender Equality Policy
6. Consultancy Services Policy
7. Values and Professional Ethics Policy
8. Staff Welfare Policy
9. Policy on Resource Mobilization and Optimum Utilization of Resources
10. Green University Policy
11. Maintenance Policy

#### **Documents**

1. Perspective Strategic Plan
2. Best Practices and Institutional Distinctiveness
3. Extension Activities and Community Development
4. Catering to individual Differences (Special Need Groups)
5. Grievance Redress Mechanism
6. Performance Appraisal System
7. Feedback Mechanism
8. Evaluation System
9. SLM Development



## Criterion-wise Documents

1. Curriculum Design and Development
2. Teaching, Learning and Evaluation
3. Research, Consultancy and Innovation
4. Infrastructure and Learning Resources
5. Learner Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices
8. KSOU Handbook

The consultant has been coordinating and guiding the team members online regarding the SSR preparation process from time to time.

It is proposed to conduct the third workshop in the second/third/week of May 2021 depending on the convenience of KSOU, to cover the remaining two criteria (Criterion 5: Learner Support and Progression and Criterion 7: Institutional Values and Best Practices); and the remaining aspects including the preparations for the Peer Team visit.

