



## REPORT

Capacity Building workshop  
on  
Adoption and Implementation of Institutional OER policy for TNOU



November 18-21, 2019  
Chennai, India

Submitted by:  
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**December 31, 2019**

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## **1. Background**

### **1.1. Overview on the workshop**

Tamil Nadu Open University (TNOU), Chennai was established in 2002 by an Act (No.27 of 2002) of Tamil Nadu Legislature, with the objective of introducing and promoting Open and Distance Education in Tamil Nadu. The University started functioning with effect from 6th, February 2003. Since its inception, the University has been providing cost-effective, socially-relevant Open and Distance Learning (ODL) to the hitherto unreached as well as the disadvantaged groups such as those living in remote and rural areas including the working people, housewives, persons with disabilities and SC/ST students.

The TNOU brings out self-instructional materials for its academic programmes with the help of internal and external content experts which are the intellectual property of the University

As a commitment to support the national priority for achieving the SDGs by 2030, TNOU 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 TNOU already undertook a visionary plan for integrating ICTs into the teaching learning system at its educational units, TNOU understands that understanding, creating, sharing and using OER in its teaching learning process is critical.

The CEMCA-TNOU OER Policy Development Workshop have been organized at TNOU in November 18-21, 2019 in Chennai, India. The focus of the workshop was the development of OER Policy for TNOU; however, the sessions on the understanding of the OER and their meaningful and informed use in teaching-learning practices were followed by policy development session. [For workshop schedule, please see the Annex-1].

### **1.2. Purposes of the workshop**

The purposes of the workshop were to:

Short-term:

- 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 TNOU in drafting the OER Policy for TNOU.

Long-term:

- Help TNOU be one of the few universities in India own an OER Policy;
- Provide an OER policy with contextualized guidelines to improve the reputation of TNOU; and
- Help TNOU reach the unreached people of the country at low cost and quality educational materials.

### 1.3. Partners

- Commonwealth Educational Media Center for Asia (CEMCA)
- Tamil Nadu Open University (TNOU)
- School of Journalism and New Media Studies, TNOU

### 2. Participants:

The workshop was administered among 50 teachers from TNOU. Among the participants, 15 were female and rest were males. [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 [November 18-21, 2019]

#### 4.1. DAY 1 [November 18, 2019]: Opening and Getting Started

##### Session 1.1 [9.30am – 10.15am]: Inauguration

The workshop started sharp at 10am with a very short welcoming and ice-breaking session. Dr. P. Chitra, Assistant Professor from School of Journalism and New Media Studies welcomed the gathering. Dr. Manas Ranjan, Senior Programme Officer, CEMCA delivered special address followed by felicitation address of Prof. Mostafa, Bangladesh Open University. The workshop was inaugurated by Hon'ble Vice-Chancellor Prof. K. Parthasarathy with his inaugural address. Vice-Chancellor insisted the staff members to equip themselves in the technology enabled learning.





**Session 1.2 [10:30am-11:00am]: Reviewing the Context of TNOU and Pre-workshop Diagnostic Survey**



After a short tea-break, Prof. P. Thiyagarajan, Registrar, gave a detailed presentation on TNOU. The presentation covered the overall activities of TNOU - its genesis, present structure, academic activities, programme of study, projects undertaken and various details in-depth about the University.

**Session 1.3 [11:00am-11:40pm]: Identification of Challenges in creating SLMs.**

After the presentation of Prof. Thiagarajan, Session 1.3 was initiated by Dr. Manas with a brief introduction on the objectives of the workshop, Dr. Manas requested all the participants to write down three challenges faced by them in creating Self Learning Materials (SLMs) and asked them to stick all the comments on wall. All the participants wrote down the three challenges and Prof. M. Murugan, Head, School of



Sciences, consolidated comments of participants and presented to the group. The majority comments received from the participants were as below:

- identification of respective course writers;
- maintenance of quality; and
- time consumption in developing the SLMs

#### **Session 1.4 [11:40am-1:00pm]: Copyrights – purpose, exclusive rights and exemptions.**

After the group works on identification of the key challenges in developing the SLMs, Session 1.4 started with 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 1.5 [2:00pm-3:30pm]: 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 TNOU. He also explained the essentiality of OER in the case of TEL and eLearning missions of TNOU. The open licenses, their scope and enforceability have been covered in this session.



#### **Session 1.5 [3:45pm-5:00pm]: Engagement for better control over the use of Openly Licensed works**

Based on the knowledge from Session 1.4, the participants were asked to attend a quiz to identify the appropriate licenses for a work. Then Professor Mostafa explained the ways of reusing, remixing and redistributing the CC licensed works. The session was ended with an online Remix game. Participants attend 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.



## 4.2. DAY 2 [November 19, 2019]: Creating OER, Drafting OER Policy for TNOU and the Way Forward

### Session 2.1 [9.30am – 11.20am]: Recapping and Reflections on DAY 1 Discussions

Professor Mostafa categorically asked the participants to share their understanding on the concepts covered in DAY 1. The participants were giving their reflections on the issues covered in DAY 1. The session was designed to warmup all the participants for better entry into Session 2.2. Dr. Manas also complemented in the discussions in the session.



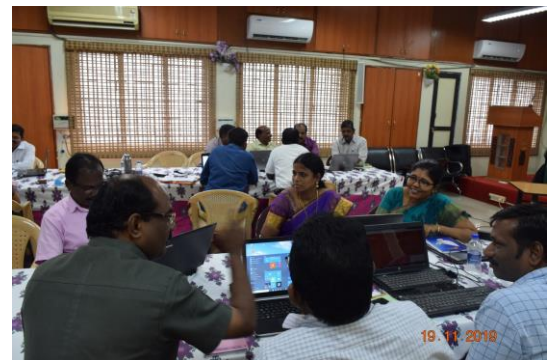
### Session 2.2 [11.14am-1:00pm]: Searching OER, Key Features of OER Policy

Professor Mostafa described the ways to find OER. He also introduced with several 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.



### Session 2.3 [2:00pm-5:00pm]: Groupworks – Creating Study Resources by using OER

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 5 groups to work on 5 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 there 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 2.4 [5:00pm-5:30pm]: Homework – Attending MOOC titled Understanding OER**

Dr. Manas assigned a homework for all the participants to complete the MOOC on Understanding Open Educational Resources. The participants were shown the process of registering into the MOOC. The link for the getting into the MOOC [<https://learnoer.col.org/>] shared with all the participants. They were requested to spare 2 hours to complete the online OER course and get the certificates.



## **4.3. DAY 3 [November 20, 2019]: Presentation of Created OER, Post-workshop Feedback, Reflections on TNOU OER Policy and Valediction**

### **Session 3.1 [9.30-1pm]: Presentation of created Study Resources and Discussions**

Following their understanding on finding and using OER, the participants were asked to work on the development of study resources by using OER. 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. They were as follows:

- Mr. Tamilselvan presented on Inclusive Education
- Dr. Ramakrishnan presented on Blooms taxonomy in Education
- Dr. Kumar presented on Gauss Law and its Applications
- Er. Meenambigai presented on Human Resource Management
- Dr. Sudhakaran presented on Nature and Characteristics of Old Age

### **Session 3.2 [2.00-4pm]: Post-workshop feedback and reflections on TNOU OER Policy**

Following the presentations and discussions on created OER-based study resources by the participants, a feedback form has been distributed among the participants for their individual feedback on the workshop. Later, the OER Policy template were distributed among the senior participants and briefed the key sections of the policy for their better understanding.



### **Session 3.2 [4.20-5pm]: Valediction and closing of the first part of the workshop**

Following the 3-day intensive sessions on OER, there was a valedictory function. The workshop report was presented by Dr. A.S. Arul Lawrence. Other senior faculties and selected participants extended their closing remarks on the effectiveness of the workshop. They endorsed that the workshop was very successful, and the objectives were fulfilled as per the





expectation. Finally, everyone conveyed their gratitude to the Resource persons and CEMCA and TNOU for this great arrangement.

#### **4.4. DAY 4 [November 21, 2019]: Creating OER, Drafting OER Policy for TNOU and the Way Forward**

##### **Session 4.1 [9.30am-11.30am]: Groupworks – Drafting OER Policy for TNOU**

Day-4 of the workshop focused on OER Policy for TNOU. The participants were the policy makers of TNOU. Dr. Manas gave an introduction on the trends and implications of open educational practices all over the world. He focused on the need and experiences of OER practices in India. The role of Commonwealth of Learning (COL) and Commonwealth Educational Media Center for Asia (CEMCA) in promoting OER practices in this region and



the commonwealth nations as a whole. The discussion in this session enhanced the attitude and motivation toward the need for OER Policy at TNOU. Following the presentation of Dr. Manas, Prof. Mostafa shared the feedback of the participants in the first part of the workshop on the need for OER Policy for TNOU and the preferred license for TNOU.

##### **Session 4.2 [11.45am-1.00pm]: Groupworks – Drafting OER Policy for TNOU**

Following the presentations and discussions on OER basics, trends and experiences, Dr. Manas formed the groups of the participants to work on different components of the OER Policy template to draft the OER Policy for TNOU. There were 4 groups to work on various parts of the OER Policy. It was a very engaging session and the groups came up with fantastic outputs. The compositions of the groups were as follows:



**Group 1:**

Dr. M. Murugan, Professor of Mathematics, School of Science  
Mr. J. Gunasekaran, Programmer, School of Computer Science

**Group 2:**

Dr. M.V. Sudhakaran, Professor, SOSS  
Dr. K. M. Subramanian, COE, Examinations  
Dr. K. Katturajan, Asst.Professor, SOPPA  
Dr. V. Ananthamoorthy, Member Syndicate, State Resource Centre  
Mr. K. Vijayshankar, System Analyst, SOCS

**Group 3:**

Prof. M. Manivannan, Professor & Head, Education  
Prof. S. Balasubramanian, Professor & Head, Tamil & Cultural Studies  
Mr. R. M. Tamil Selvan, Assistant Professor, Special Education & Rehabilitation  
Mr. R. Vasudevan, Deputy Registrar, Materials Production & Distribution Division

**Group 4:**

Dr. P. Thiagarajan, Professor & Registrar (FAC), School of Continuing Education, TNOU  
R. Subramani, Assistant Librarian (SG), The Tamil Nadu Dr. M.G.R. Medical University, Chennai  
Dr. S. Subramanian, Professor, School of Management Studies, Tamil Nadu Open University  
Er. R. Meenambigai, Assistant Professor & Director (i/c), CIQA, School of Continuing Education, Tamil Nadu Open University  
Dr. P. Chitra, Assistant Professor, School of Journalism & New Media Studies, TNOU

**Session 4.2 [2:00pm-3:30pm]: Presentation of the Groupworks on TNOU 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 [3:40pm-5:00pm]: TNOU OER Commitment and The Way Forward**

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

#### **Way forward:**

- Finalizing the OER Policy for TNOU
- Developing an OER Repository for TNOU
- Creating and using OER at all levels of TNOU activities
- Promoting OER within TNOU and beyond
- Encouraging the culture of openness among TNOU academic staff and beyond.
- Developing Policy implementation guideline
- OER mainstreaming strategy throughout TNOU and beyond

*At the end, Dr. Chitra conveyed thanks to all the participants. She expressed her gratitude to TNOU authority for all the supports extended to her for coordinating the workshop successfully. She conveyed her gratitude to the resources persons, CEMCA and COL for this very important workshop.*



#### **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. K. Parthasarathy, Honorable Vice Chancellor of TNOU, Dr. P. Chitra, Assistant Professor from School of Journalism and New Media Studies, TNOU and Dr. Lawrence, Assistant Professor, TNOU for their kind hospitality and supports throughout the workshop time and beyond.

## Annex-1: Workshop Schedule

### Capacity Building workshop on Adoption and Implementation of Institutional OER policy

Venue: Tamil Nadu Open University, Chennai, India  
18 -21 November, 2019

DAY 1 : 18 November 2019	
Time	Activity
09:00 -9:30am	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
09:30 -10:15am	<ul style="list-style-type: none"> <li>• Inauguration</li> <li>• Welcome from the Commonwealth of Learning – Video clip/Video conferencing/face-to-face speech from COL/CEMCA</li> <li>• Introductions of the participants and facilitators</li> <li>• Workshop objectives and expectation from the participants</li> </ul>
10:15 -11: 30am	<ul style="list-style-type: none"> <li>• Workshop Overview</li> <li>• Presentation on TNOU – Academic Practices and Policies</li> <li>• Pre-workshop diagnostic form (online)</li> <li>• What are common challenges we face while developing SLMs or academic resource?</li> <li>• Use of online resources for better learning</li> </ul> <p><b>Discussion 1: What do we do while developing the academic materials for the learners? Do we use resources from internet? How do we attribute?</b></p>
11.30 -12.00am	Tea Break
12: 00 -01:00pm	<ul style="list-style-type: none"> <li>• What is copyright? Its History</li> <li>• Fundamentals of copyrights - What's copyrightable?</li> <li>• Purpose of copyright</li> <li>• How copyright works?</li> <li>• Exclusive rights for a creator of a work</li> <li>• Rights of public on a copyrighted works</li> <li>• Public domain, ways a resource enters public domain</li> <li>• Exemptions and limitations of Copyright</li> </ul> <p><b>Discussion 2: What do we know about our copyright law? What about legal provisions of TNOU resources? Why restricted, why not? What merits behind restricting the access to resources?</b></p>
01:00 – 02:00pm	Lunch
02:00 -3:30pm	<p><b>Exercise 1: Attend the Copyright Quiz</b></p> <ul style="list-style-type: none"> <li>• Defining the concept <i>openness</i></li> <li>• How openness can benefit TNOU?</li> <li>• Defining OER: Openness, Educational Resources</li> <li>• OER, open education and Technology-enabled learning</li> <li>• Overview on open licenses - design and terminology</li> </ul>

	<ul style="list-style-type: none"> <li>License scope, License types, License enforceability</li> </ul>
3:30 -3:45pm	Tea Break
3:45 – 5:00pm	<ul style="list-style-type: none"> <li>Principles of using, reusing, remixing, redistributing the resource licensed under creative commons and else.</li> </ul> <p><b>Exercise 2: Remix game</b></p> <p><b>Discussion 3: Bridging the gaps</b></p>
<b>DAY 2 : 19 November 2019</b>	
<b>Time</b>	<b>Activity</b>
09:30- 11:00am	<ul style="list-style-type: none"> <li>Recap of Day 1</li> <li>Choosing and applying a CC License</li> <li>Things to consider after CC Licenses</li> <li>Finding and reusing CC licensed works- Searching OER repository</li> </ul> <p><b>Exercise 3: How to find OER? Where they reside in?</b></p>
11: 00 -11:20am	Tea Break
11:20 -01:00pm	<ul style="list-style-type: none"> <li>Using OERs in creating study resources</li> <li>Converting a resource to OER and redistributing</li> </ul>
01.00 – 02.00pm	Lunch
02:00 -4:00pm	<p><b>Attending COL MOOC on Understanding Open Educational Resources; Link: <a href="https://learnoer.col.org/">https://learnoer.col.org/</a></b></p>
4:00 – 4:15pm	Tea Break
04:15 -5:00pm	<ul style="list-style-type: none"> <li>Planning a OER Based course [Group works] presentations [Participants] – Use Google Doc</li> <li>Presentation on the plan</li> </ul>
3:30 – 3:45pm	Tea Break
<b>DAY 3: 20 November 2019</b>	
<b>Time</b>	<b>Activity</b>
09:30- 11:00am	<ul style="list-style-type: none"> <li>Recap of Day 1</li> </ul> <p><b>Exercise 3:</b></p> <ul style="list-style-type: none"> <li>Mapping the OERs</li> <li>Using OERs for content development for the planned course</li> <li>Using QA Checklist</li> </ul>
11: 00 -11:20am	Tea Break
11:20 -01:00pm	<p><b>Individual Works</b></p> <ul style="list-style-type: none"> <li>Creating a lesson by using OERs</li> <li>Creating OER on OER Commons</li> </ul>
01.00 – 02.00pm	Lunch
02:00 -3:30pm	<b>Presentations: OER-based Contents</b>
3:30 – 3:45pm	Tea Break
3:45 – 5:00 pm	<ul style="list-style-type: none"> <li>Open discussions</li> </ul>

	<ul style="list-style-type: none"> <li>• Way forward and action plan</li> </ul> <p><b>Post workshop feedback (Online)</b></p> <p>Closing</p>
<b>DAY 4: 21 November 2019</b>	
Time	Activity
09:30- 11:00am	<ul style="list-style-type: none"> <li>• What is openness?</li> <li>• What is 5R principles?</li> <li>• Why OER Policy?</li> <li>• OER and quality</li> </ul>
11: 00 -11:20am	Tea Break
11:20 -01:00pm	<p><b>OER Policy</b></p> <ul style="list-style-type: none"> <li>• Presenting the Policy Template</li> <li>• Presenting Core components of OER Policy</li> <li>• Drafting the OER Policy for TNOU: Group works [Google doc]</li> </ul>
01.00 – 02.00pm	Lunch
02:00 -3:30pm	<p><b>Presentation of Groupworks [Google doc]</b></p> <ul style="list-style-type: none"> <li>• Group presentations [Participants]</li> <li>• General Feedback on the draft policy</li> </ul>
3:30 – 3:45pm	Tea Break
3:45 – 5:00 pm	<ul style="list-style-type: none"> <li>• TNOU OER repository [consultant]</li> <li>• Way forward and action plan</li> </ul> <p><b>Post workshop feedback (Online)</b></p> <p>Closing</p>

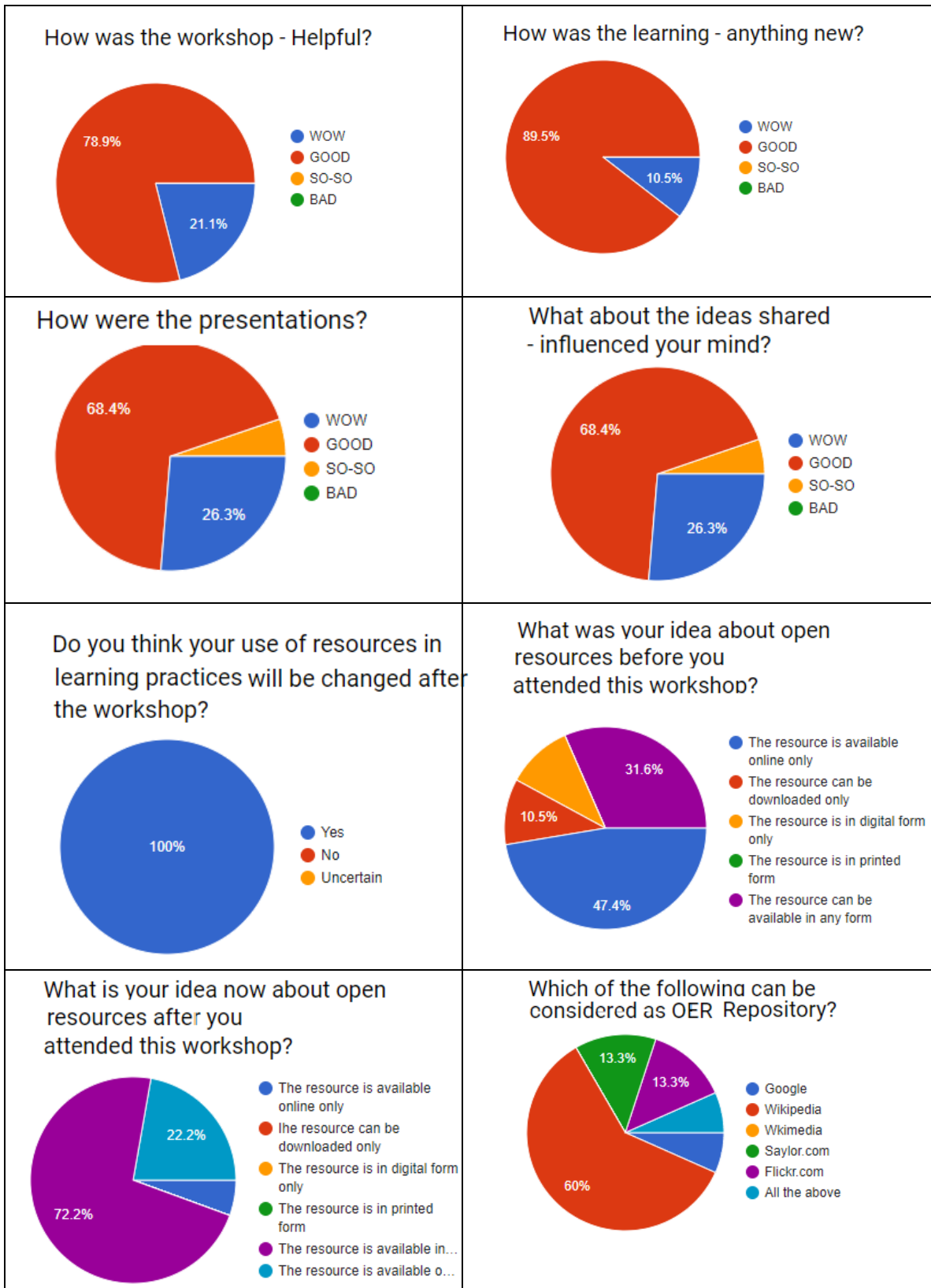
## Annex 2: List of Participants

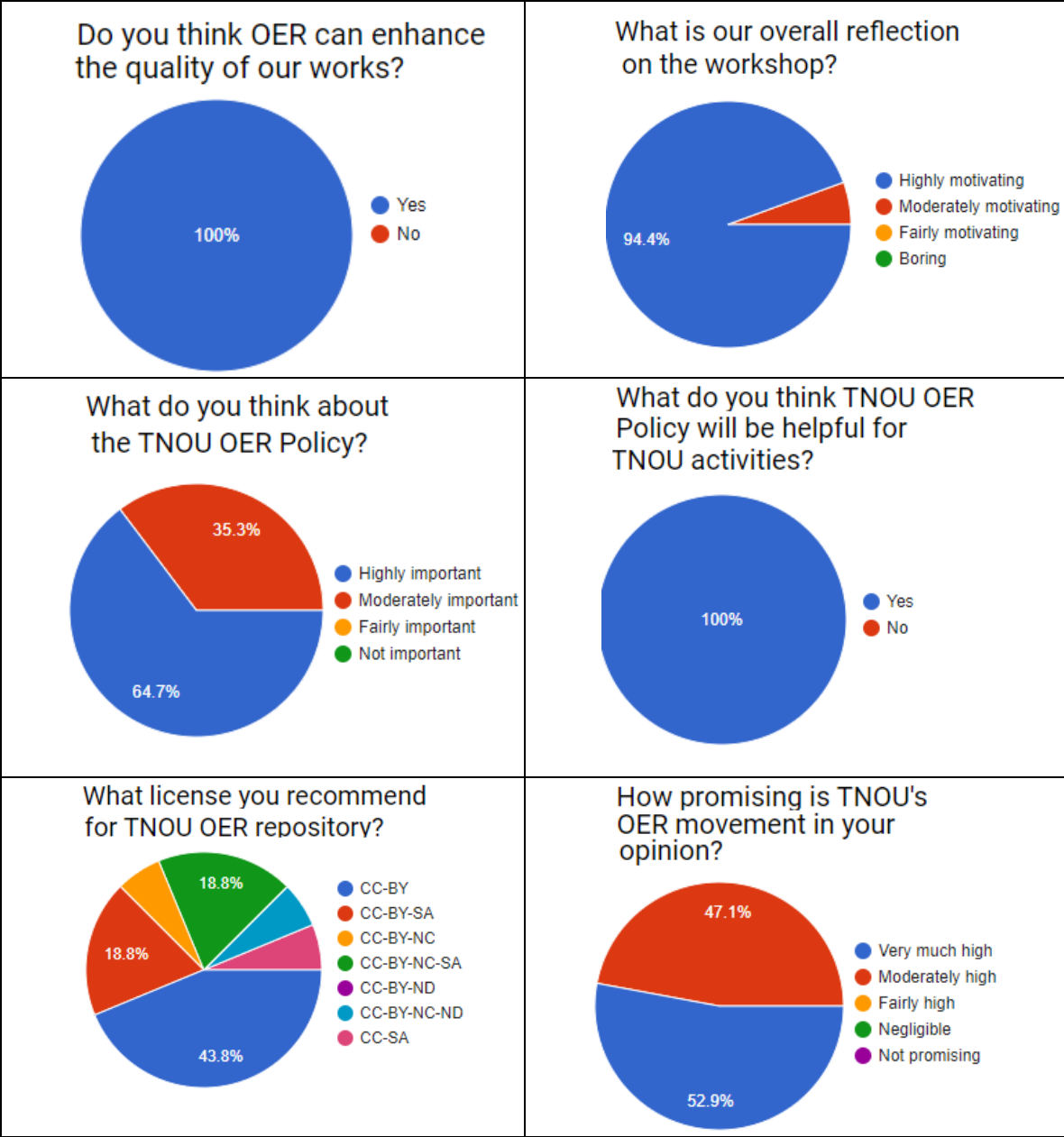
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### Annex 3: Post-Workshop Feedbacks





## **Annex 3: Draft OER Policy for TNOU**

### **Institutional OER Policy for Tamil Nadu Open University (TNOU) 2019**

#### **1. Preamble**

Tamil Nadu Open University was established in 2002 by an Act (No.27 of 2002) of Tamil Nadu Legislature, with the objective of introducing and promoting Open and Distance Education in Tamil Nadu. The University started functioning with effect from 6th, February 2003.

Since its inception, the University has been providing cost-effective, socially-relevant Open and Distance Learning (ODL) to the hitherto unreached as well as the disadvantaged groups such as those living in remote and rural areas including the working people, housewives, persons with disabilities and SC/ST students.

Tamil Nadu Open University has been recognised and included by the University Grants Commission (UGC) under Section 2(f) of the UGC Act, 1956 [vide UGC Notification No.F.9-11/2004 (CPP-1) dated August 20,2004]. Also, it is accorded with the recognition of 12-B Status by UGC [F.No. 1-6/2018(DEB-1) Dated 03.10.2018]

Tamil Nadu Open University is the member of the Association of Asian Open Universities, Association of Indian Universities and International Council for Open & Distance Education.

Open Educational Resources (OER) provide new ways of tackling challenges in higher education system and enable the learners to achieve their educational goals. OER will help reduce cost, save time, improve quality, increase access to education, add innovations and many more.

The TNOU brings out self-instructional materials for its academic programmes with the help of internal and external content experts which are the intellectual property of the University

The policy is consistent with and gives effect to Tamil Nadu Open University's position on intellectual property rights. The ownership of copyright as assigned to Tamil Nadu Open University, the creator. Tamil Nadu 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.

Tamil Nadu 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 2012 Paris OER Declaration (UNESCO, 2012, p.1)<sup>1</sup>, Tamil Nadu Open University (TNOU) interprets OER as 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, use, adaptation and redistribution by others with no or limited restrictions. 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.
- 2.2. *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” (Wiley 2014)<sup>2</sup> of reusing, revising, remixing, redistributing and retaining of OER.
- 2.5. *OER Sharing: Making OER freely accessible, especially online.*
- 2.6. *Content Developer*: Any person (typically author) engaged in the development of teaching and learning materials used by the institution.
- 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). 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”.<sup>[3]</sup>
- 2.9. ***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. It is most

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<sup>1</sup>UNESCO. (2012). *2012 Paris OER Declaration*. Retrieved from [http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English\\_Declaration.html](http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html)

<sup>2</sup>David Wiley (2014) Ref: [The Access Compromise and the 5th R](#)

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”<sup>3</sup>.

### **3. Policy**

#### **3.1. Policy Declaration**

The Tamil Nadu 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.
- 3.2.2. Tamil Nadu Open University, as publisher and copyright owner, will decide on the content to be published as OER in consultation with the relevant Faculty/Department/School/Centers.
- 3.2.3. Academic staff and technical professionals 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 staff and technical professionals 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 competencies for desired qualifications.
- 3.2.5 TNOU will maintain an OER repository extensively to share its own created resources/OER as well as the resources created by using existing OER and it will also ensure access to other available open repositories worldwide. Any such activity will be approved/monitored by the authorities of TNOU.

#### **3.3. Policy Objectives**

The objectives of the policy are to:

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<sup>3</sup>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>

- 3.3.1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation and integration in the development/delivery of *Academic and Research materials*;
- 3.3.2. Develop awareness about the concept and practices related to OER among all staff;
- 3.3.3. Build capacity among academic staff and technical professionals *of TNOU* to use OER appropriately in their professional engagements *and development of academic and research materials*;
- 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. Create an inside-out and bottom-up process to mainstream OER at TNOU
- 3.3.8. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections/changes during OER implementation; and
- 3.3.9. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.

#### 3.4. **Scope and Applicability**

Unless notified by Tamil Nadu Open University (TNOU) as special exclusion, this OER policy is applicable to:

- 3.4.1. All academic and academic support departments/divisions/wings of the TNOU
- 3.4.2. All the Content Developers/Material Developers/Trainers and other Development Partners/Experts within the institution and those engaged by the institution on temporary/contract/outsource basis;
- 3.4.3 The Documents through which TNOU generates Revenue or Income may be outside the scope of this policy subject to consideration and the approval of the appropriate authorities of TNOU

- 3.4.4. All types of learning materials released in physical or electronic format;
- 3.4.5. In cases where the material is developed in collaboration/partnership with other institutions/organisations, funding agencies and philanthropists/donors, the guidelines governing the collaboration/partnership as indicated in the MOU/MOA will prevail. However, any such agreement/instruments should duly consider this OER Policy before any deviation is agreed upon and approved by the competent authorities of the institution.

### **3.5. Copyrights and Licences**

- 3.5.1. Tamil Nadu Open University (TNOU) is the absolute owner of the copyright of any content created by it, unless otherwise specified.
- 3.5.2. The TNOU supports free and open access to all educational contents/materials it owns or co-owns (as mentioned in 3.5.1) and will make them available through the TNOU OER repository. The contents/materials created by TNOU will be released under a suitable open license. The open licenses to be considered at TNOU are the Creative Commons 4.0 international licenses. However, the license for TNOU OER is CC-BY-SA for the contents/materials like Research Reports, Conference/Meeting Proceedings/Minutes, Curriculum and Syllabus Framework, Lecture Presentations, Annual Reports, Edited Books, Examination Question Bank etc., further any other may be similar to this. In addition, TNOU chooses CC-BY-NC-SA license for the Self-Learning Materials (SLMs) of the programmes offered by TNOU through its Faculty/Schools/Centres of Study. The materials may be in different formats such as PDF, PPT, Image, Audio, Video etc.
- 3.5.3. The TNOU 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 TNOU that it considers to be commercially sensitive may also be restricted in the case of Self-Learning Materials.
- 3.5.5. The choice of license will be decided by the Faculties/Schools/Departments/Centres/sponsored Projects who have developed the contents/materials and will be vetted by the internal OER Quality Review Board of TNOU.
- 3.5.6. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.

3.5.7. The license declaration on the OER or on the OER platform will be in the following format:

© 20XX Tamil Nadu Open University. Except where otherwise noted, this work is licensed under the terms of the Creative Commons CC-BY-SA. To view a copy of this license, visit <https://creativecommons.org/licenses/by-sa/4.0/>

© 20XX Tamil Nadu Open University. Except where otherwise noted, this work is licensed under the terms of the Creative Commons CC-BY-NC-SA. To view a copy of this license, visit <https://creativecommons.org/licenses/by-nc-sa/4.0/>

3.5.8. Tamil Nadu Open University reserves the copyright of the institutional logo used in all of its materials, and does not permit to use its logo without written permission for derivatives of its works.

### 3.6. Quality Assurance and Review System

3.6.1. Tamil Nadu Open University will maintain Open Educational Resources (OER) Repository as an in-house mechanism that strives to provide quality resources.

3.6.2. Based on the prevailing scenario and vital needs, Tamil Nadu Open University's Faculties/ Schools/ Departments/ Centres will develop and review the required OER based on prior approval of Tamil Nadu Open University OER Quality Review Board (OER-QRB) and will follow the adequate QA mechanism within the Faculty/ Schools/ Department/ Centres of TNOU before uploading on the OER Repository

3.6.3. OER Quality Review Board (OER-QRB) will ensure to assess and review the resource materials strictly adhering to the policy of the TNOU and to check the ethical issues

3.6.4. The OER Quality Review Board (OER-QRB) will be constituted with the following composition of members:

1. Chairperson [director of the CIQA]
2. Coordinator [Director of online learning]
3. Four (4) Subject experts including 2 internal members
4. Three (3) Technical experts
5. Special invitees (need based)



- 3.6.5. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators which are aligned with the Institutional Policy of TNOU to help the faculties focus on the quality of OER.
- 3.6.6. The OER-QRB will have two years term and will submit annual reports to the Academic Council and the Syndicate

### 3.7. **Liability**

- 3.7.1. All OER materials in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the Tamil Nadu Open University absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by faculty of Tamil Nadu Open University or the external experts appointed by Tamil Nadu Open University do not necessarily reflect the opinion of the Tamil Nadu Open University.
- 3.7.2. An additional caveat will indicate that derivatives of this work are not authorized to use the Tamil Nadu Open University logo without prior written authorisation from the Tamil Nadu Open University.
- 3.7.3. The disclaimer will have the following format: Unless otherwise decided by the OER- QRB the disclaimer will have the following format:

The publication is released for educational purposes, and all information provided are in '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 Tamil Nadu Open University. All products and services mentioned are owned by TNOU's copyrights holders, and mere presentation in the publication does not mean endorsement by Tamil Nadu Open University. Derivatives of this work are not authorised to use logo of Tamil Nadu Open University.

### 3.8. **Institutional Arrangements**

- 3.8.1. The OER produced by the Tamil Nadu Open University will be hosted in an online institutional repository developed by TNOU.

- 3.8.2. Under the guidance of the TNOU OER-QRB, the IT department and library will be responsible for providing access, maintaining the repository and providing technical support.
- 3.8.3. Capacity building training/courses will be arranged by TNOU for stakeholders so they can be engaged comfortably 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. Strategies for OER mainstreaming will be designed and implemented by TNOU.
- 3.8.6. TNOU will make arrangement to collect and preserve OER related data carefully.







**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.

**3.10. Exceptions**

This OER policy would not apply to any work if releasing the work under an open license would:

- 3.10.1. be contrary to legislation, court order or specific government policy;
- 3.10.2. constitute a breach of contract or lead to disclosure of a trade secret; and/or
- 3.10.3. prevent the patenting of an invention.

## 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 they credit you for the original creation</u> . 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 they credit you and license their new creations under identical terms</u> . This licence is often compared to <u>open-source software licences</u> . 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 they credit you and license their new creations under identical terms</u> . <u>Others can download and redistribute your work, just as under the BY-NC-ND licence</u> , but they can also <u>translate, make remixes and produce new stories based on your work</u> . 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		<u>This licence allows for redistribution, commercial and non-commercial, with credit to the author</u> . 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 "free advertising" licence because it allows others to download</u>

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## Annex 5: Workshop Photographs



