



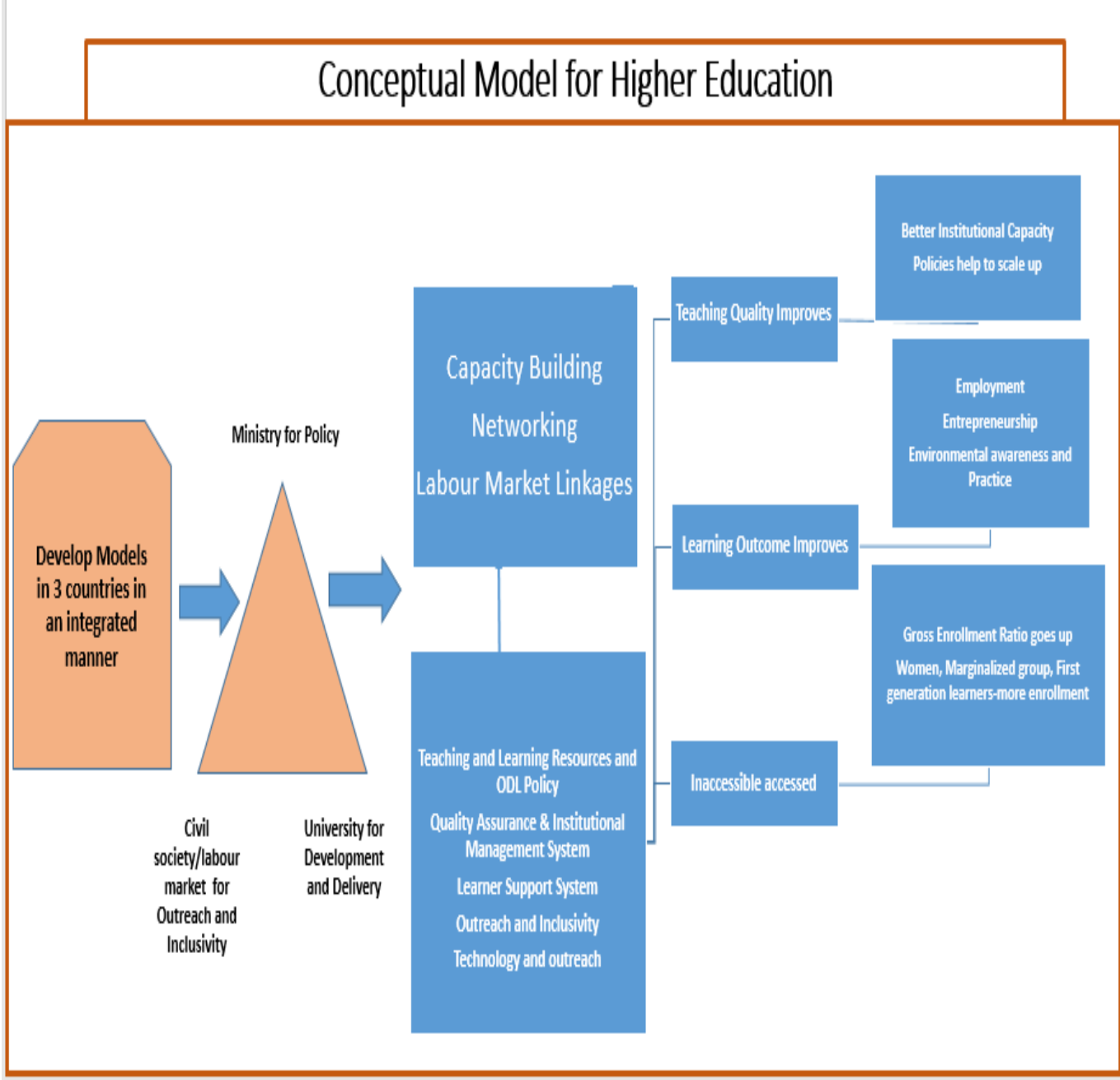
NSOU-CEMCA Joint Project

*Increase Access and Improve Institutional Capacity for Sustainable Development
through Vocational Education and Training*

**FINAL REPORT
2017-18**

Submitted by
School of Vocational Studies
NETAJI SUBHAS OPEN UNIVERSITY

The Conceptual Model for Higher Education has been developed by the Commonwealth Educational Media Centre for Asia (CEMCA) with the objective i) to develop institutional capacity, ii) to make awareness among the entrepreneurs, iii) to increase GER specially among the woman, marginalized people, first generation learners, etc. If the model is looked into, three major areas are there which may be considered as very important criteria to achieve these objectives. These are a) Improvement in teaching quality, b) Improvement in learning outcome and c) Reaching the Unreached.



COL-CEMCA Higher Education Integrated Model: A conceptual framework

To address all the above issues, the following activities were identified for the first year of the three-year project.

1. Development and delivery of online training programmes through MOOCs.
2. Increasing the women and first generation participation in training programmes through outreach programme.

3. Enhance Capacity of faculty members and trainers for development of quality learning materials (as OER) and online learning facilitation to learners.
4. Improvement of learner support system (online support through a dedicated web portal etc.)
5. Development of a network of prospective employers and linking the learners to the prospective employers through web portal for sustainable development.

Broad activities for the first year (2017-18)

1. Development, adoption and use of OERs (only A/V and question bank for tailor made training programmes), in curriculum for development of 5 existing courses.
2. Strengthening and upgrading of NSOU-OER repository for easy access to all learning materials.
3. Capacity Building of teaching and non-teaching staff on e-content development and delivery including online facilitation.
4. Development of Student Support Service system for better learning.

Project Members

Dr Anirban Ghosh Professor of Commerce School of Professional Studies & School of Vocational Studies Netaji Subhas Open University	(Project Director)	Dr. Manas Ranjan Panigrahi Programme Officer, Education Commonwealth Educational Media Centre for Asia, New Delhi	(Project Adviser)
Barnali Roy Choudhury Assistant Professor, LIS School of Professional Studies Netaji Subhas Open University.	(Co-Project Manager)	Prabir Biswas Assistant Professor, Spl. Education School of Education Netaji Subhas Open University.	(Co-Project Manager)

The detailed report for all activities is being submitted below

Three-day Workshop on e-Content Development and Online Facilitation of Teachers [October 30 to November 01, 2017]

The three-day *Workshop on e-Content Development and Online Facilitation of Teachers* in association with Commonwealth of Learning & Commonwealth Educational Media Centre for Asia was organized as a prelude to the project titled "**Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training**". The project is being carried out with the financial support from COL-CEMCA. It was reported that the University has successfully completed three projects since 2014-15. For this particular project the School has to develop e-content like A/V lectures, scripts etc. and also to organise some outreach programmes and job fairs at different locations.

The subject experts of different disciplines were invited to attend the three day workshop who will be involved in the development of e-content. Twenty eight participants (13female participants) attended the programme.

The program started with the welcome address by Dr. Anirban Ghosh who stated the fact that it is the 4th project with CEMCA and the 1st started in 2014-15. He pointed out that lots of initiatives are being taken under the present three-year project viz. outreach programs, job fairs to be conducted, a baseline survey has been prepared, developing interactive web portal for student support, toll free number for student support cell to be initiated. Audio visual recording initiative was first undertaken by School of Vocational Studies in 2013 when there was no studio in the University and subsequently, all other schools started the same with passage of time. There are substantial numbers of AV lectures which are uploaded on the student portal managed by Schoolguru.

Dr. Manas R. Panigrahi, Programme Officer-Education, CEMCA introduced the theme and highlighted the objectives of the present project. He also elaborated COL-CEMCA Higher Education Integrated Model: A conceptual framework in the context of the present project. He highlighted the basic features of this three year project which will be carried out year to year basis. He was delighted as CEMCA joined hands with NSOU again. As his experience of previous association with NSOU, he appreciated the dedication and enthusiasm of NSOU to provide quality learning to deserving learners and provided support to marginalized learners. He emphasized that CEMCA can work together to show significant outcome to learning society not as a standalone project but in a continuous effort. He also told that this is a major project of CEMCA's integrated learning for higher education. He talked about Knowledge Commission which was set up to motivate learners of higher education with certain level of vocational opportunity. He told that it is not enough that GER will increase, it has to be seen how learning will become sustainable, how to enhance proper student support, institutional capacity to increase employability and entrepreneurship and provide opportunities for higher education.

In this project, he wishes to address all these questions:

- Enhance capacity of teachers to produce quality contents
- Strategy for SSS
- Institutional needs to promote and develop path to motivate learners for employment and entrepreneurship
- Develop good relation with industry and service providers
- Develop projects for learners with help of industry partners and financial institutions to improve social inclusion
- Increase employment and entrepreneurship

Dr. C. K. Ghosh, Former Director, National Centre for Innovations in Distance Education, IGNOU delivered his lecture as the Chief Guest in the inaugural session. Dr. Ghosh addressed the audience starting with Sakshat portal launched earlier when he was the Director of National Centre for Innovation, Swayamprabha, MOOC etc. which provide lots of opportunities for e-content. He shared some of his views regarding the use of ICT in education and training and highlighted the importance of experience learning. Dr. Ghosh also stressed upon to use the ICT extensively for the benefit of the students specially in vocational training.

He told that teaching learning process is now internet based- e learning and e-content. E Learning can be defined as internet and computer technology to deliver multiple array of solutions to learning. He elaborated the 4 pillars of learning:

- Learning to know,
- Learning to do,
- Learning to be,
- Learning to live together

He said retail space is being gradually occupied by digital space, learning to know through OER. He told that domain based knowledge to be tailored to join with vocational areas. The 1st step of e- content should follow ADDIE model

- A-Analysis
- D- Design
- D- Development
- I-Implementation
- E- Evaluation

There should be a judicious combination of audio and video. While scripting a dialogue- dramatization can be audio. For showing human expression- video is best. Judicious combination of print-audio-video to be made and help can be taken from OER avoiding copyright issues.

He also told about the 4 quadrant approach for developing the e-content:

- Quadrant 1- NCERT material/ written material
- Quadrant 2: e- resources
- Quadrant 3: audio visual material
- Quadrant 4: Questions

He reminded that,

- All data may not be information
- All information may not be knowledge
- All knowledge may not be wisdom
- All wisdom may not be truth

Dr. Nisha Singh, Dy. Director, Inter University Consortium for Technology Enabled Flexible Education and Development (IUC-TEFED), IGNOU acted as the Resource Person nominated by COL-CEMCA highlighted in the inaugural session the expected outcome of the three day workshop. She discussed the 4 quadrants of e content and Swayam and Swayamprabha which are based on this approach. She told about script that is a rough framework, storyboard which will contain details, tools , software and equipment .

The three day workshop was divided into various sessions which deals different topics and software for development of e-content. The Resource Person took care of the respective session.

	Session	Resource Person
1	Understanding of e-Learning	Dr. Manas R. Panigrahi
2	E-Content: What it is; Definition: Types: Textual; audio; video; audiovisual	Dr. Nisha Singh
3	Instructional Design: AIDDE	Dr. Nisha Singh
4	e-content scripting	Dr. Nisha Singh
5	Concept Mapping using Free mind	Dr. Nisha Singh
6	Multimedia components: Multimedia components: Formats of Audio and Video Programmes; Quality of multimedia content Development of Audio/Video using Mobile/camera and Studio Video production	Dr. Nisha Singh
7	Planning and recording Audio-Video programmess	Dr. Manas R. Panigrahi Dr. Nisha Singh, Team of Schoolguru
8	eXe- E-content Developing Tool	Dr. Nisha Singh
9	Online Assessment: Hot Potatoes	Dr. Nisha Singh
10	Presentations: Individual/Group	Dr. Nisha Singh & Dr. Manas R. Panigrahi

Business session:

Dr Manas R. Panigrahi started the workshop with his presentation. It started with filling up of a survey form where 12 participants submitted the same instantly. Dr. Panigrahi welcomed the effort and said that we should understand why all the participants were there. They were invited to know about e content- development, use and guide learners for effectively use e content, what is e-learning, how it brings betterment in teaching- learning process without disturbing learners at their place etc.

Some of the important highlighted areas are: E- Learning: Internet enabled learning. Use of internet technologies to deliver a broad array of solution that enhance knowledge and performance, browsing through e mail, clicking on the link, filling up the google form etc. are actually increasing our expertise- this is the beauty of experience of learning through internet.

Dr. Panigrahi discussed “Truth of e-learning” as :Initiatives of Swayam, Swayamprabha and Sakshat were being discussed for better teaching-learning process. Inlibnet, NME-ICT, eppathshala- lots of e content, video content available for our use.

He shared that we as teachers will not survive if we do not adopt these. Banking, railway ticketing all have adopted technology- our seniors really struggle to adopt the process. Things are comfortable, easy, less time consuming and cost effective, education needs to adopt this process and we can achieve our target. Otherwise there is threat of extinction.

How education technology started? – He discussed. What strategy can be adopted to deliver to the absent students- opinions were sought from the participants. The difference between traditional class room teaching and e- learning was presented. The concept from physical library to digital library was discussed. The changing delivery modes in teaching- learning process and how that will help to listen to renowned speakers sitting thousand miles away was cited as an example. It was also told that now, there is no need of carrying along with the teaching aids as laptop, wifi, LCD will all help. Learning can be done by browsing through PPT or a you tube video.

So there are many more chances of interactivity with online multimedia learning- it has become more learner centered. He also emphasized to build up a lifelong learning culture with help of LMS, MOODLES etc.

Dr. Nisha Singh started her presentation. She told that as a teacher everybody was free to use material in their own way. She presented about e-content development, the e-content tools, the smallest unit of e-content and how they can be assembled to reach the students. She explained learning analytics, principles of e-content and e-content standards such as US Defence Standard, SCORM (Sharable Content Object Reference Model). Then she presented about 4 quadrant model- 1. Video, audio content, 2. SLM, Books, 3. Discussion forum, 4. Assessment There are various sites for receiving standard education for example **npTEL.ac.in** was developed to serve engineering students with quality material. She also told how SWAYAM was developed and then SWAYAMPARBHA was developed to avail the lectures of SWAYAM for marginalized learners through DTH.

2nd Day:

The 2nd day started with Dr Nisha Singh instructing the students through different presentations how to operate on different e-content software. She dealt with how to edit long notes, folding and unfolding, how to insert hyperlink in an image etc. exe 1.1/1.2 was demonstrated by her. Devices like interactive activities, cloze activities, drop down activities were discussed. Then freemind software was discussed, concept mapping and hot potato was demonstrated.

The session saw live recordings of lecturers who readily agreed to try their skills in audio visual lecture. The lectures were recorded and played to discuss body posture, modulation, pronunciation, subject knowledge etc.

Next pre production, production and post production activities for developing e-content were discussed. Script-technical script- action- editing- preview- final production were also discussed for finalization.

It was discussed that acknowledgement and reference material list are important parts of AV lecture. Then 3 domains of learners that is cognitive, effective and psychomotor were discussed in depth. It was also discussed that an ideal PowerPoint should either be only read or carry highlights which the speaker describe in details.

The quality assurance framework of CEMCA was discussed in the session. The CEMCA framework was based on 1. Need, 2. Context, 3. Target Audience Profile, 4. Task, 5. Content.

Importance of feedback was also discussed.

In the last session of the second day, five groups were formed for group activities. Each participant was given to develop an e-content using the software like Free-mind, audacity, eXe, hot potatoes etc. in the third day

3rd Day:

The Groups presented their assignments. Dr. Mrinal Nath's presentation was appreciated as an ideal sample. After all presentations it was discussed and presented that scripting planning is very important. Feedback form was also collected from the participants.

Dr. Panigrahi in his concluding speech told that the output of this project will be eye openers for all. With so many good inputs and lessons learnt, the workshop was surely a success. He urged the NSOU internal faculties to develop their own e-content. He requested to build up a repository of e-contents to help the students.

All the sessions involved activity/ hands-on training in which the participants did their work on their own with the help of the resource persons.

Valedictory session:

Dr. Anirban Ghosh started the valedictory session with a request that the participants should practice all the activities. He also pointed out that only three days may not be sufficient to cover all the required software but if they practice they can do well in the domain, because the practice only make a person perfect.

Professor Subha Sankar Sarkar, Vice-Chancellor, Netaji Subhas Open University in his valedictory address discussed about the University's activities for ICT enabled courses. He highlighted the importance of such workshop for the capacity building of University teachers. Professor Sarkar also conveyed his sincere thanks to CEMCA for their whole hearted support for various projects

Professor Sarkar pointed out that today's students are having huge information in their mind but the point is how to deliver this type of information to them in a systematic manner so that they are not confused in the variety and extent of information which we have developed these days. The MHRD on the basis of recommendations, are coming up with the National OER policy. There is a sea change in the concept of OER - before 15 years we didn't know about these things. This is mainly because of ICT initiative. So actually the classroom teaching gradually changes in the hybrid mode of education that is quite obvious. Previously the chalk and talk type of education was the last word in our school, college and universities days. For right now there are so many other tools which are very effective, very accessible to the learners in our country. We can find everything we are talking about , everything is available. But our learners are having some problem. Some of the problems, Professor Sarkar highlighted that i) linguistic problem, ii) terminology problems etc.

Dr. Nisha Sing in her concluding remarks appreciated the enthusiasm of the participants during the workshop and requested them to continue the activities for development of e-content.

Dr. Manas Panigrahi thanked everyone for their wholehearted participation. He said that this workshop is not a standalone workshop but a sequence of activities are lined up throughout the project duration and the target outcome is a big challenge. He hoped that two to three outreach programs will be conducted by May 2018 through which there will be visit to study centres and meeting with wide community of the state. It is expected that if we understand the need and context of the learners across these areas, the enrollment percentage may increase by 10% to 20%.

Workshop Schedule

Duration	Content/Topic	Learning outcome	Resource Person
Day 1 (30/10/17)			
12:30-1:30	Understanding of e-Learning	Participants will be able to define e-learning explain the components of e-learning appreciate the importance of e-learning	Dr. Manas Ranjan Panigrahi
1:30-2:15	E-Content: What it is; Definition: Types: Textual; audio; video; audiovisual	Participants will be able to describe the various types of e-content identify the type of e-content suitable to their context	Dr. Nisha Singh
2:15-2:45	Lunch Break		
2:45-3:45	Instructional Design: Concept; Basics and ID Model : AIDDE	Participants will be able to realize the importance of ID Use AIDDE model of ID	Dr. Nisha Singh
3:45-4:30	E-content: Scripting Basic; importance; Points to consider while developing script for e- content and Group work (<i>Development of non-print materials</i>)	Participants will be able to design e- content identify the multimedia components of the e-content identify which component will be available as OER and which they have to develop	Dr. Nisha Singh
4:30-4:45	Tea Break		
4:45-5:15	Concept Mapping: Basic; importance; Software for developing concept map: Free- mind and Group work	Participants will be able to build concept map on the identified concept using Free mind	Dr. Nisha Singh
Day 2 (31/10/17)			
10:00-11:30	Multimedia components: Formats of Audio and Video Programmes; Quality of multimedia content Development of Audio/Video using Mobile/camera and Studio Video production And Group Work	Participants will be able to design and develop audio for their e- content design and develop video using camera/mobile for their e-content identify components of video production in studio participate in video production in studio	Dr. Nisha Singh, Dr. Manas R. Panigrahi And Expert, School Guru

11:30-11:45	Tea Break		
11:45-1:15	Planning and recording Audio-Video programmess	Participants will be able to design and Audio-Video programme record an Audio-Video programme	Dr. Nisha Singh, Dr. Manas R. Panigrahi And Expert, School Guru
1:15-2:00	Lunch Break		
2:00-3:30	eXe- E-content Developing Tool And Group work	Participants will be able to install eXe create pages on eXe insert multimedia components in eXe	Dr. Nisha Singh
3:30-3:45	Tea Break		
3:45-5:15	Hands-on	Participants will be able to develop package on eXe	Dr. Nisha Singh
Day 3 (01/11/17)			
10:00-11:30	Online Assessment: Hot Potatoes and Group work	Participants will be able to install Hot Potatoes develop quiz using Hot Potatoes containing multiple choice; Fill in blanks: Match the following; crossword, mix and match	Dr. Nisha Singh
11:30-11:45	Tea Break		
11:45-1:15	Hands On	Participants will be able to develop e-content using the tools taught , eXe; Hot Potatoes	
1:15-2:00	Lunch Break		
2:00-3:15	Presentations: Individual/Group	Participants will showcase the e-content developed individually/ group	Dr. Nisha Singh Dr. Manas R. Panigrahi Dr. Anirban Ghosh
3:15-4.00	Valedictory session	Professor Subha Sankar Sarkar, DR. Manas R. Panigrahi, Dr. Nisha Singh, Dr. Anirban Ghosh	
4.00 -4.15	Certificate distribution		

List of Participants:

Sl.N o.	Name	Subject	E-mail
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Baseline Survey

[Report published in the form of a book titled “Vocational Education and Training: A study of Netaji Subhas Open University” with ISBN: 978-93-82112-65-5]

Summary of the Baseline Survey

Skills and knowledge are the driving force of economic growth and social development for any country. Potentially the target group for skill development comprises all those in the work force, including those entering the job market for the first time, those employed in the organized sector and those working in the unorganized sector. India has set a target of skilling 500 million people by 2022. One of the greatest advantages for the Indian

economy is the sustained growth of the work force population. We have to convert the huge young population into demographic dividend. Harnessing the demographic dividend through appropriate skill development efforts would provide an opportunity to achieve inclusion and productivity within the country. The skill development initiatives help in employment generation, economic growth and social development. Skills mean employability and mobility. So a skilled person will have greater opportunity in the job market as well as his/her vertical or horizontal mobility will be easier.

At present skills base of the Indian economy is quite low as compared to other developed economies of the world. Many of the developed economies have 60 to 80% as skilled workers of the total work force. In case of India only 2% persons in the age group of 15-29 years have received formal vocational training and around 8% are reported to have received non-formal vocational training. So we have to enhance the skill development infrastructure in such a way that all the persons who enter the work force acquire relevant skills before entering the job market. But in the short run it will not be possible to develop the adequate infrastructure to impart skill development programme. Another major problem is that the outgoing university graduates, entering the job market lack employability. The present scarcity of skilled labour can be addressed by open and distance learning system. The ODL system because of its inbuilt learner friendly feature and flexibility has the potential to enable the learners to deal with the challenging and difficult task of acquiring skills. Through ODL methodology and with the help of Information and Communication Technology (ICT), Virtual Laboratory, Virtual workshop greater number of persons can be trained with a specific skills. Apart from the electronic medium, different channels like a network of study centres, vocational centres and NGOs can be used for the vocational capacity building which in turn can help in social development. Public Private Partnership (PPP) may also be explored to impart vocational training. By open and distance learning system through inclusive education larger number of people can be trained. With proper planning the employability of the rural youth can be enhanced with region specific demand and modular based vocational training. This will expand self-employment opportunity. The migration from rural area to urban area can also be minimized by providing proper vocational training through ICT mediated ODL system.

The present study intends to evaluate the present situation of vocational and education and training of Netaji Subhas Open University in the State of West Bengal. The University conducts various types of skill development programmes through its study centres located at different districts specially in the rural areas. The students' feedback (306 in nos.) has been analyzed in respect of various aspects including the teaching-learning method of the vocational courses.

➤ **General information about the Respondents**

1. Through offline and google form the respondents submitted the questionnaire. The survey was conducted for two months. Out 306 respondents 51% was from PG courses and 41% was from vocational courses. 8% was from BDP courses.
2. Among the 306 of surveyed students, 52% was female students and 58% was unemployed.
3. It is interesting to state that 89% of the students belong to the age group of 18-35 years and 10% belongs to the age group of 36-55 years. It may be inferred that ODL programmes are becoming popular among the young people.
4. As per central database of the university, the enrolment of disadvantaged group is more or less same with the surveyed students. In the present survey SC is 18.30% and ST is 2.9% which are 20-22% and 3% respectively of central database.
5. There is a mixed response received from the surveyed students who have selected the ODL programme for various reasons viz. skill and competency enhancement, distance constraints, time constraints, financial constraints etc.

6. In terms of getting enrolment number on time, most of the students positively agreed that they receive their enrolment number on time.

➤ **ICT skills**

1. Among, 306 of surveyed students, Majority of them get the relevant information and updates from the university website.
2. The students can download the notice and other related information from the university website.
3. Majority of the students (82%) can access the SLMs through the LMS and NSOU OER repository.
4. Majority of the students (71%) agree that SD card containing A/V lectures can contribute effective learning
5. The students can access and download their assignments through the website.

➤ **Course-Contents**

1. The students responded positively that the language used in the course materials are easy to understand and comprehensible.
2. The students are satisfied with the print quality also which is up to the standards.
3. Besides the print quality and language, the SLM is self-explanatory, rigorous properly organized with sufficient illustrations and hands on examples.
4. The students also reported that the study materials are voluminous in nature.

➤ **Teaching-Learning Process**

1. Majority of the students get their SLMs before commencement of counselling sessions.
2. As a result of the survey of 306 students, they reported that they are allowed to learn at their own space.
3. According to the students, the study centre is cordial, sympathetic and helpful for their teaching learning process.
4. In terms of counselling provided by the university, students expressed that counselling sessions are beneficial. The counsellors are punctual to conduct the classes and their interaction with learner is considered to be good and helpful.
5. Students also revealed that they usually receive the study materials before the counselling sessions which can be utilized during the session.
6. The students expressed that the laboratory/ workshop sessions are about to their satisfaction.
7. Some of the students also need the help besides the counselling sessions for preparation of assignments.

➤ **Students' Attitude towards Mobile-Learning**

1. As per the survey, the respondents have expressed positive attitude towards M-learning.
2. They opined that their mobile device can help them to attain more ideas in learning and the audio-video lectures are more suitable for distance learning.
3. Furthermore, these audio-video lectures facilitates personalized learning as well.
4. They reported positively that the features such as graphics, pictures, and diagrams enhance the learning, therefore the mobile devices can be helpful for learning.
5. For them, the audio-video contents and lectures are more useful and relevant for present generation of digital learners as mobiles enhanced their desire to learn without time and space constraints.
6. Students agreed that they can interact with peers through mobile devices for discussion and learning.

➤ **Learning Outcomes**

1. There are about 13,091 and 12,093 students of Bachelor Degree Programme and Post Graduate Degree Programme, Vocational programme who have been awarded the degree during the last two years 2015-16 and 2016-17 respectively.
2. Among the 306 surveyed students, most of them reported that the assignments given as a part of program are based on learning outcomes.

3. The respondents reported positively that each unit of the course clearly describes the learning outcomes and has also a clear statement of expectations from the students.
4. Additionally, students expressed positive response that learning outcomes are also mentioned in the prospectus of different programmes and students reported that the specified workload on students are appropriate to achieve the mentioned learning outcomes.

The focus of the survey was to i) assess the ICT skills of the students, ii) know the attitude of the students' towards M-learning, iii) Students' attitude towards the ICT support including NSOU OER repository which is being provided by the University etc. for the benefit of the students. The result may be different, if the number of respondents would increase.

➤ **Recommendations upon Baseline Survey**

The university is doing a remarkable job in the area of skill development programmes specially in the rural areas where there is scope for youth to take training in a particular field. Now they realized that only vocational training can make them employable and job ready for the job market. The university offers various types of vocational training which meets the need of the employers' new skills set and competency. After successful completion of the training programme, one can easily find a job in the industry or can develop his own business. As per survey, the students are not aware of the services which the university provides to its students. Lots of initiatives have been taken by the university to reach the students with the help of ICT. But most of the students are not aware and not getting the benefits of the ICT support from the University. The university may take appropriate steps to inform the students about its latest initiatives like ICT support, A/V lectures, SD card google chat etc.

The present baseline study has explored the academic, and other areas to draw a clear picture of NSOU. The university provides all basic infrastructural facilities to its learners for quality education and training. The findings of the baseline survey reflected that though the study materials are voluminous in nature but its content is easy to understand with acceptable standards of quality and presentation as per ODL norms. At the same time, the university has mentioned the learning outcomes and objectives at each course unit. In addition, the university is providing relevant help to their learners with respect to teaching-learning process. Moreover, the university is keen to support through ICT at various level to reach the mass. Along with internet infrastructure, it facilitates the learners with e-Learning, OER, and other audio-video resources. Interestingly, majority of the students receive these academic contents and information from ICT platforms of the university website and SMS alert on their mobile phones. The results indicate that NSOU is using technology to contact their students directly. In terms of students' attitude towards M-learning, it was reported that they are comfortable in using mobile and computer devices for surfing internet and websites, downloading resources including software, using hyperlink, creating bookmarks etc. The positive attitude of students are useful as a reflection of implementing ICT related policy and initiatives by NSOU in a positive direction. The University may also address some of the issues in respect of which poor responses have been received viz. uploading more A/V lectures, course materials on the LMS as well as on OER repository so that they can access the academic resources/ content any where at any time. These steps may bring the education to the doorsteps of the students.

JOB FAIR

The objective of this three year project (2017-19) is to increase the access to different vocational courses of the university to increase the employability of the rural people specially for the disadvantaged and marginalized people. Every student expects that after successful completion of training they get suitable job in the industry. As the part of the project, the School of Vocational Studies has developed an online a platform "*Placement Facilitation Service*" for the vocational students. The vocational students can upload/ update their CV through this portal where a pool of employers are already registered. To facilitate this online service, the SVS, NSOU for the first time organized JOB FIAR/ JOB MELA at its Kalyani Campus on 12th March 2018.



The passed out and current students were invited to attend the fair. Around 213 students of different programs under School of Vocational Studies participated in the job fair. The students travelled long distances from Arambagh, Murshidabad, Lalgola, Asansol, Birbhum etc. to attend interviews/ counselling. The registration started at 10.30am and the interview session ended at 5.30pm.



The students mostly came from two vocational branches- Tailoring and Dress Designing and Pre Primary Teachers' Education, Export-Import Management, Travel & Tourism, Fire safety & Security management etc. Though the job openings available were not from matching trades, there was interest and enthusiasm among students to appear for the interview. The students were very happy to get the opportunities to interact with the industry people and also learnt the interview protocol and curtsy for appearing at the interview or face the interviewer for recruitment/ job.

Outreach Programme

Framework of Outreach Programme: Understanding of vocational education opportunities at NSOU

The School of Vocational Studies has organised four outreach Programme as an independent activity of the current project titled "Increase Access and Improve Institutional Capacity for Sustainable development through Vocational Education and Training" to increase enrolment and employability for the vocational learners of the University.

Objectives:

- To study the higher education system for vocational courses through ODL in the rural based Centre
- To increase enrolment by creating awareness for prospective learners of the marginalised communities.
- To find out role of Open University to increase enrolment in vocational courses in marginalised area for "equitable quality education".
- To increase accessibility of education through information and communication technology for widening up scope and coverages of educational system.

Venue of the Outreach Programmes:

Three outreach programmes will be organised in the following places:

Outreach Programme I: Bolpur 16th January 2018

Outreach Programme II: Basanti, 27th February 2018

Outreach Programme III: Moynaguri, 7th March 2018

Outreach Programme IV: Jalpaiguri, 8th March 2018

Participants:

Participants of the outreach program were existing and prospective learners, parents, and community members etc. The women participants were encouraged to participate.

Methodology:

The programme followed mixed method approach. It included Discussion, Presentation and Showcase. The programme addressed the issues of prospective learners, collected the information on learners interest, etc. using semi-structured interview schedule and structure questionnaire. The success stories of university learners were also showcased.

Resource Persons:

The university invited reputed academia/industrial professional/community leader for the purpose. Programme Officer (Education) from CEMCA also attended two outreach programme to make aware of NSOU vocational programme in international prospective. The other team members and faculty members of the NSOU participated to conduct counselling sessions on vocational education programmes of the university.

Dr. Manas Ranjan Panigrahi Programme Officer Education Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi e.mail: mpanigrahi@col.org Ph: 09650154010	Dr Anirban Ghosh Professor of Commerce School of Professional Studies & School of Vocational Studies Netaji Subhas Open University (NSOU), Kolkata. e.mail: anirban1972@gmail.com Ph: 9804317140
Barnali Roy Choudhury Assistant Professor, LIS School of Professional Studies Netaji Subhas Open University (NSOU), Kolkata. e.mail: barna.chakrabarti@gmail.com Ph: 09647490704	Prabir Biswas Assistant Professor, Spl. Education School of Education Netaji Subhas Open University (NSOU), Kolkata. e.mail: prabir2007_naskar@rediffmail.com Ph:9836536396

Output

210 participants participated in the three outreach programme

Three research based reports prepared showing the learners awareness and usefulness of vocational and professional courses of the NSOU;

Outcome

- These programs helped learners to know the facilities provided by the University;
- These programme helped the learners and stakeholders to understand the different kinds of vocational/professional courses offering by the university and employment opportunities in each and every courses.
- These programs helped University to know the learners' attitude towards the university courses and the delivery mechanism etc. for vocational and professional courses.

The *School of Vocational Studies, Netaji Subhas Open University*, Kolkata has undertaken a joint project with *Commonwealth Educational Media Centre for Asia* entitled “Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training”. The objective of this three year project is to increase enrolment in different vocational courses of the university so that the disadvantaged rural people can get access to skill development programmes of this university. The students may take the advantages of skill enhancement programme by which they can increase their skills and competencies in a particular trade. As a part the project the School organized four Outreach Programmes at three districts viz. Birbhum and 24Pargaas (South) and Jalpaiguri.

The first Outreach program was held on 16th January, 2018 at Sriniketan Santiniketan Development Authority (SSDA) centre, Prantik, Birbhum. 53 students attended this program out of which 35 were women. Two team members from NSOU along with three local resource person interacted with the participants. Dr Anirban Ghosh, Project Director elucidated the vision of vocational courses as a whole and acquainted learner about different types of courses being offered by NSOU. He also elaborated various scope and coverages of different courses. So that present learners may spread the awareness regarding said courses. Mrs. Barnali Roy Choudhury, Co-Project Manager in her deliberations pointed out three pillars of ODL system viz., Study materials, PCPs, and evaluation procedure. She also elucidated educational resources available in on-line mode and offline mode. She also highlighted NSOU OER repository. In this program NSOU team met all the participants individually to make them understand the accessibility of ICT and NSOU-OER repository.



SSDA, Prantik



JGVK, Basanti

The second Outreach Programme was held at Joygopalpur Gram Vikas Kendra (JGVK), Basanti on 27 March 2018. 67 participants out of which 39 girls students attended the programme. The Project Director along with other Co-Project Managers met the students and discussed the importance and prospects of vocational training in 21st century. They also helped the students to find out different training and academic modules available on line and NSOU OER Repository.

The 3rd Outreach program was held on 7th April, 2018 at Vivekananda Educational Institute, Moynaguri 45 students attended this program out of which 13 were women. Two team members from NSOU and Project Adviser along with the Secretary of the Organization were present during the interaction with the participants. Dr Anirban Ghosh, Project Director elucidated the vision of vocational courses as a whole and acquainted learner about different types of courses being offered by NSOU. He also elaborated various scope and coverages of different courses. So that present learners may spread the awareness regarding said courses. Dr Manas Panigrahi from CEMCA and the project adviser stressed upon the need of the vocational education in present day context for the purpose of sustainable development. Mrs. Barnali Roy Choudhury, Co-Project Manager in her deliberations pointed out three pillars of ODL system viz., Study materials, PCPs, and evaluation procedure. She also elucidated educational resources available in on-line mode and offline mode. She also highlighted NSOU OER repository.

In this program NSOU team met all the participants individually to make them understand the accessibility of ICT and NSOU-OER repository.



The 4th Outreach Programme was held at Ananda Chandra College, Jalpaiguri on 08th April 2018. 170 participants out of which 130 girls students attended the programme. The Project Adviser, Project Director met the students and discussed the importance and prospects of vocational training in 21st century along with the Project Manager. The Principal and Coordinator of the study centre were also present in the programmes and shared their views on vocational training. Ms. Barnali Roy Choudhury deliberated on the on-line resources specially on NSOU OER Repository.

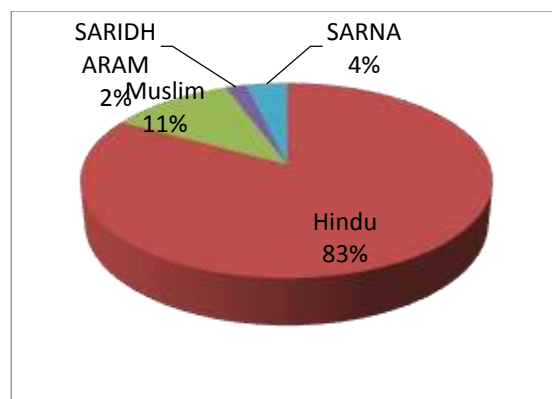
A structured questionnaire was circulated among the participants to get their response on different aspects of ODL, on-line learning, A/V lectures etc. for the feedback of the participants.

Analysis of students' feed back received during the Outreach Programme

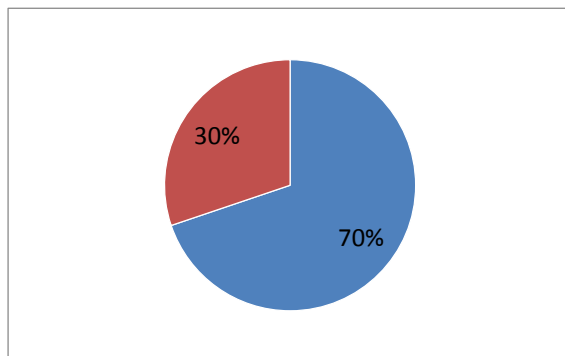
A. Outreach Programme at SSDA Study Centre, Birbhum

The outreach programme was conducted on 16/01/18 at the SSDA study centre. About 53 learners of tailoring and dress designing course attended the programme. Three courses viz. Basic, Advanced Certificate and Advanced Diploma of tailoring and dress designing are conducted at this particular centre which is situated in the district of Birbhum.

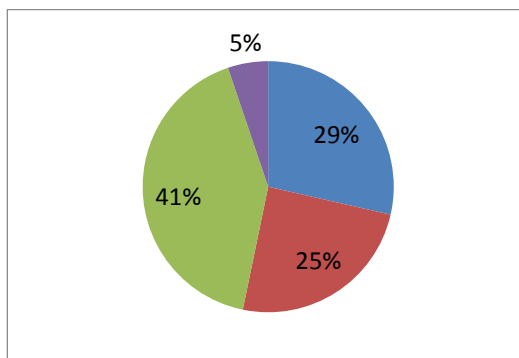
1. **Gender and Religion:** About 80% participants out 53 leaners were female. Out of total participnats 83% were Hindu and 11% were Muslim.



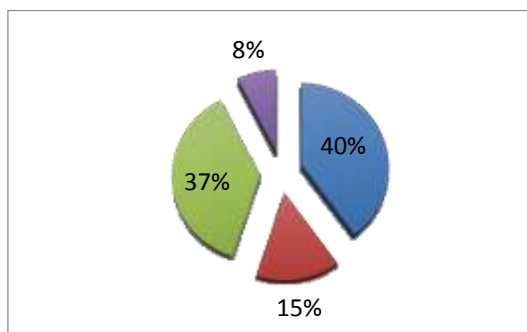
2. **Educational Qualification:** The basic eligibility of the said course is graduate under 10+2+3 system. The response received from the participants correctly reflects the educational qualification out which 70% are graduate and remaining have post graduate degree.



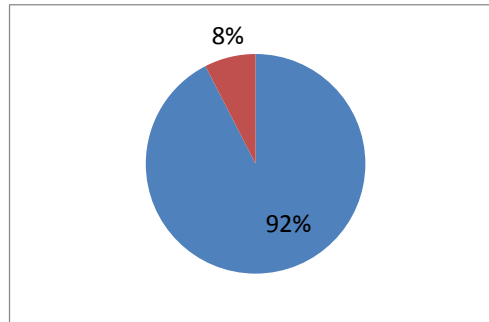
3. **Source of information about the course:** One question was set to know where from the learners got information about the course in which they are enrolled. We received a mixed response on this issue. Most of the learners (60%) received information from the advertisement in the newspapers and university website. 42% of the participants received the information from their friends. Most interestingly, 36% of the participants got the information from present students of this university.



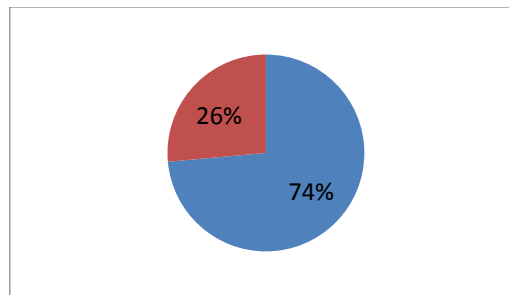
4. **Reasons for pursuing course through DE:** This response is very encouraging for the university because, 40% of the participants say that such type of courses are not offered by any institutions in their nearby locality. 37% says that the course fees of the university is affordable in compared to conventional system.



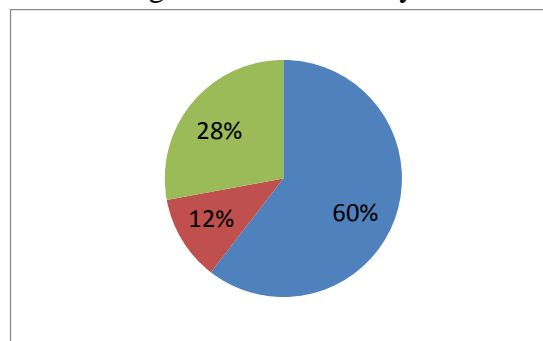
5. **Effectiveness classroom teaching:** 92% of the participants say that classroom teaching is effective and enjoyable.



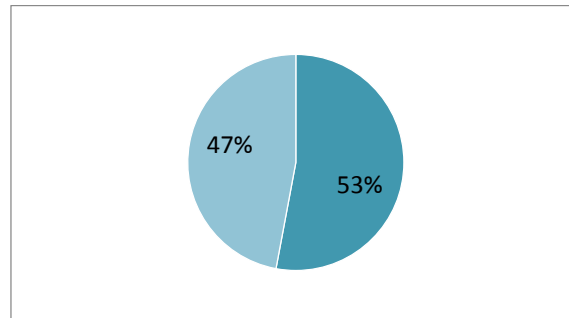
6. **Satisfaction on Workshop session / practical classes:** So far as the workshop/ practical sessions are concerned, learners (74%) are very happy to take part in the practical session at the student centres. It justifies that the vocational centres are well equipped with workshop/ practical equipment for the specific vocational course.



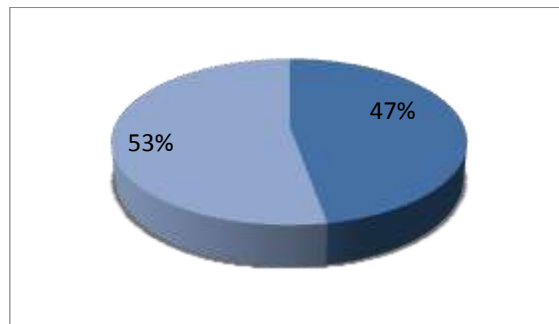
7. **Availability study materials (SLM) through online-offline mode:** 60% of the participants accessed the SLMs offline i.e. they depend on the printed form of SLMs. 28% of the participants access the SLM through online and off line. The figure shows that only 12% access the SLM online.



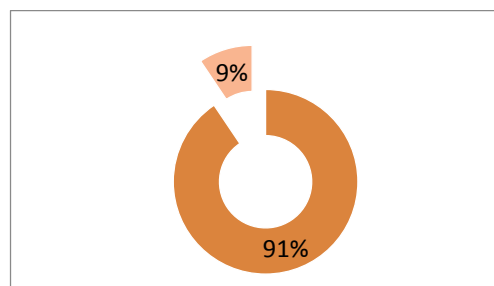
8. **Preference online lecture over F2F lectures:** The University has uploaded A/V lectures of vocational courses on its web portal/ LMS. The learners are also getting the benefit of any time any where learning through this online lectures. According to the survey, 51% of the participants prefer online lectures over F2F lectures.



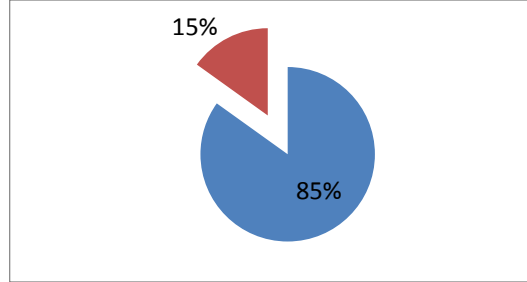
9. **Accessibility ICT support:** The university provides various ICT based support services to its learners. ICT based support services include SMS, phone in calls, A/V lectures, e-texts, grievance ticketing system etc. 47% of the participants have accessibility to ICT support of the university. 53% did not have the access to ICT support.



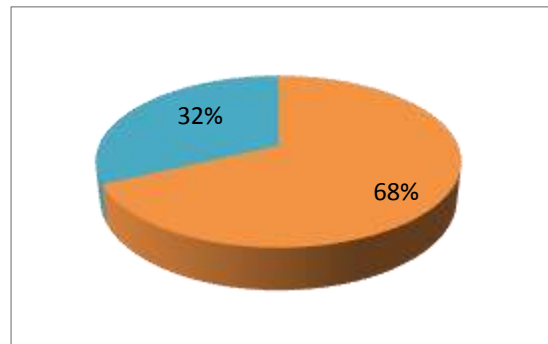
10. **Medium of Internet accessibility:** 91% of the participants access the ICT support through their smart phone.



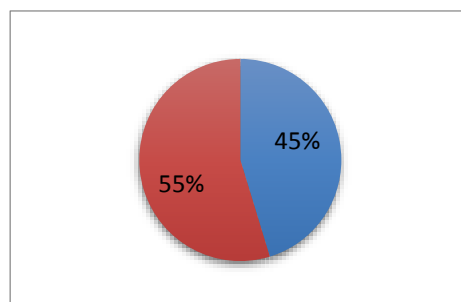
11. **Knowledge about searching & browsing:** 85% of the participants are well aware of the concept of searching and browsing. So they are very technology savvy.



12. **Audio/Video lectures enhances leaning skill in open & Distance learning environment:** 68% participants believe that the A/V lectures can enhance the learning skill under ODL system and it has positive effect on the learners because the learners can access these lecture when ever they need. Only 32% of the participants do nor think that A/V lectures do not increase the learning skills.

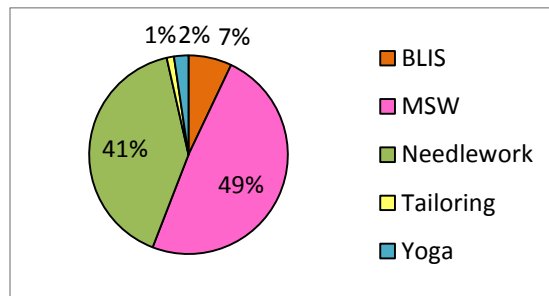


13. **Accessibility of NSOU OER Repository:** The University has developed the OER repository with the support of CEMCA in 2016-17. About 55% participants do not know the existence of OER repository of the University. Only 45% of the participants know about the repository but they did not access it for their academic purpose..

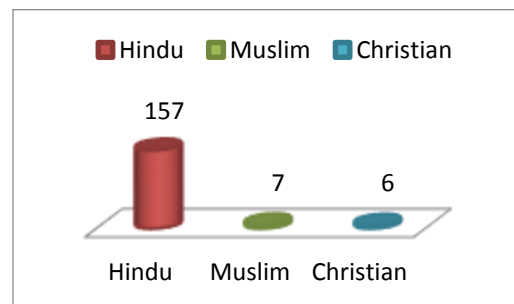
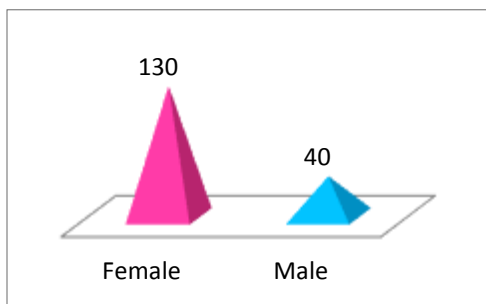


B. Outreach Programme at AC College, Jalpaiguri

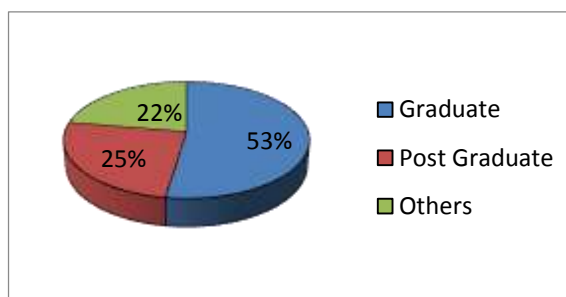
1. **Subject:** At Jalpaiguri study centre, 170 learners attended the outreach programme, out of which 12% and 49% belongs to BLIS and MSW respectively. 39% belongs to vocational course like Needlework, tailoring and yoga. AC college is a general study centre where BLIS and MSW courses are conducted. The other learners came from vocational centre located in the district of Jalpaiguri.



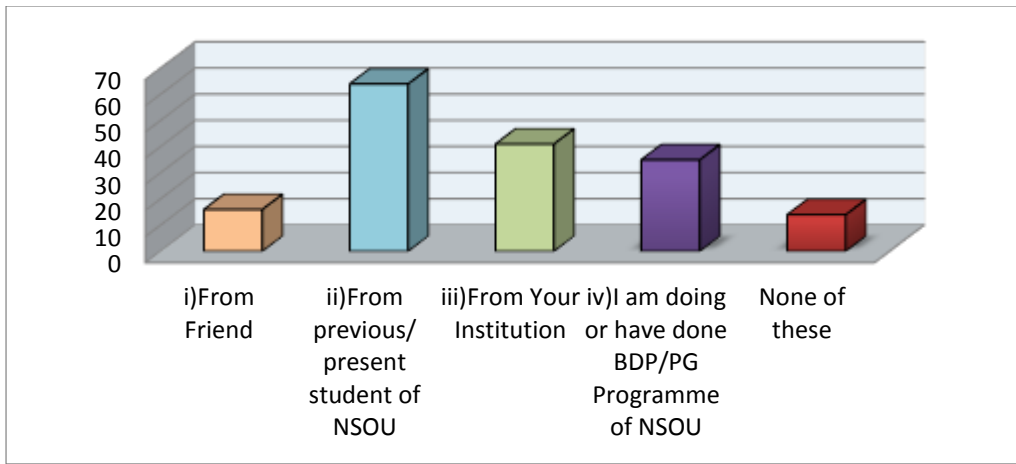
2. **Gender and Religion :** Out of the total participants, 76% of the total participants were female learners. as far as their religion is concerned, majority of the them are Hindu.



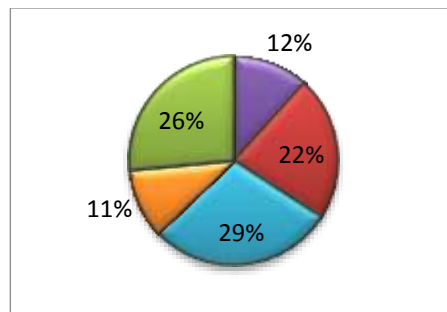
3. **Educational Qualification:** The educational qualification of the participants correctly reflects eligibility criteria for the courses of the University. The eligibility criteria for all the course under study is graduate in 10+2+3 system. The figure shows that 53% of the participants are graduate and 25% are post graduate.



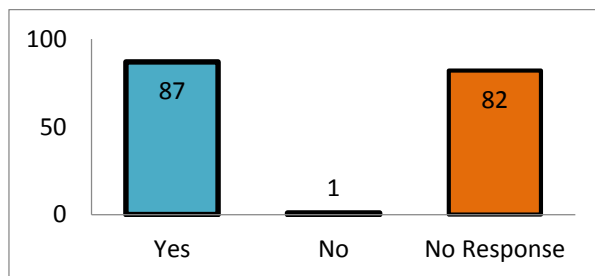
4. **Source of information about the course:** One question was set to know where from the learners got information about the course in which they are enrolled. We received a mixed response on this issue. Most of the learners (36%) received information either from alumni or from present learners of the university. Most interestingly, 21% of the participants have already completed a course under this university.



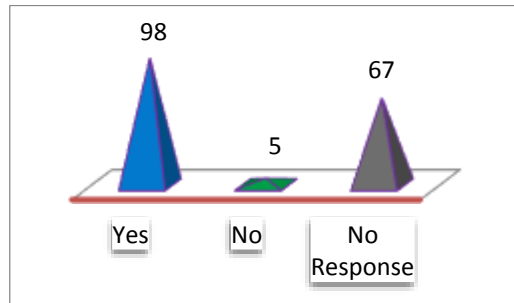
5. Reasons for pursuing course through DE: This response is very encouraging for the university because, 29% of the participants say that such type of courses are not offered by any institutions in their nearby locality. 22% says that the course fees of the university is affordable in compared to conventional system. 26% could not decide.



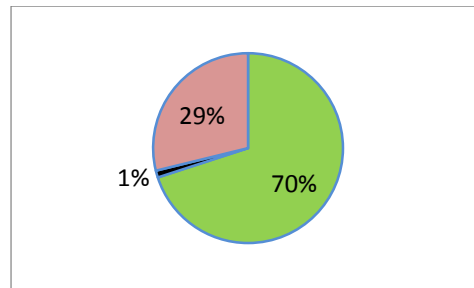
6. Effectiveness classroom teaching: 51% of the participants say that classroom teaching is effective and enjoyable. Since the attendance in the classroom under ODL system is not mandatory, 48% did not respond to the question.



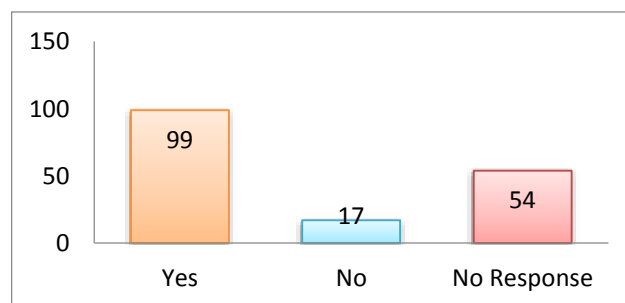
7. Satisfaction on Workshop session / practical classes: So far as the workshop/ practical sessions are concerned, students are very happy to take part in the practical session at the student centres. It justifies that the vocational centres are well equipped with workshop/ practical equipment for the specific vocational course.



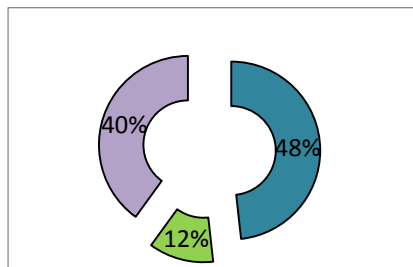
8. Availability study materials (SLM) through online-offline mode: 70% of the participants accessed the SLMs through online. It may be mentioned that the course materials of all the vocational have been made available on the University LMS/ website/ OER repository.



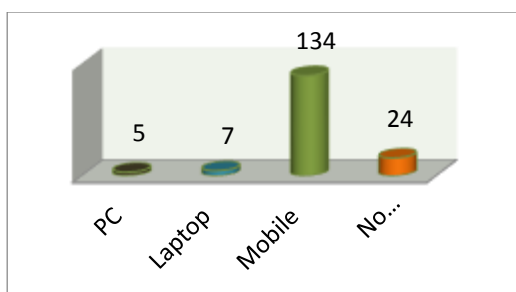
9. Preference online lecture over F2F lectures: The University has uploaded A/V lectures of vocational courses on its web portal/ LMS. The learners are also getting the benefit of any time any where learning through this online lectures. According to the survey, 58% of the participants prefer online lectures over F2F lectures.



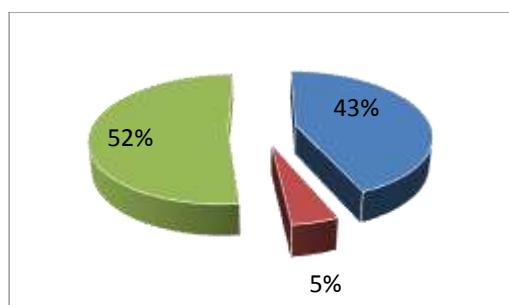
10. Accessibility ICT support: The university provides various ICT based support services to its learners. ICT based support services include SMS, phone in calls, A/V lectures, e-texts, grievance ticketing system etc. 48% of the participants have accessibility to ICT support of the university. 40% did not respond to this question.



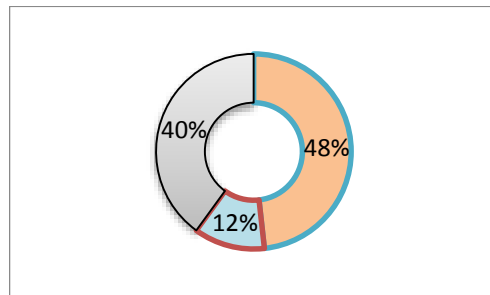
11. Medium of Internet accessibility: 79% of the participants access the ICT support through their smart phone.



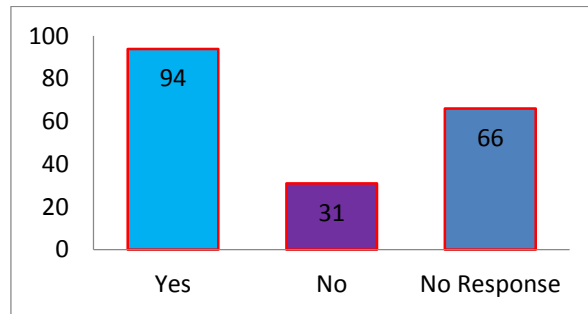
12. Knowledge about searching & browsing: 44% of the participants are well aware of the concept of searching and browsing.



13. Audio/Video lectures enhances leaning skill in open & Distance learning environment: 48% participants believe that the A/V lectures can enhance the learning skill under ODL system and it has positive effect on the learners because the learners can access these lecture when ever they need.

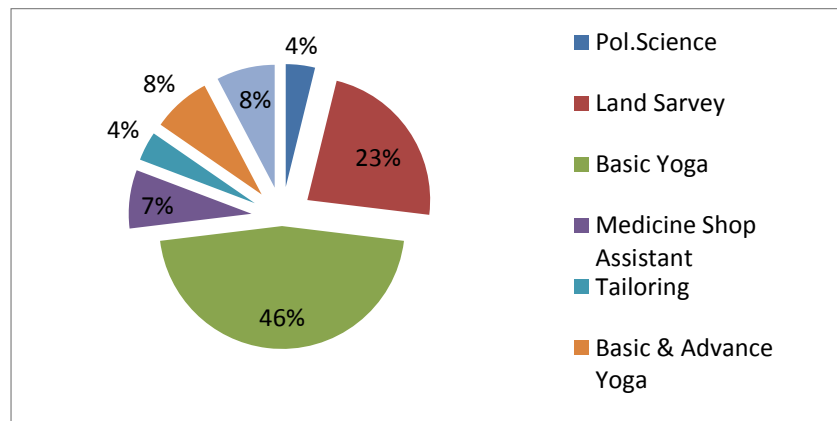


14. Accessibility of NSOU OER Repository: The University has developed the OER repository with the support of CEMCA in 2016-17. About 55% participants know the existence of OER repository of the University. They also access the repository for their academic content. 39% of the participants do not know about the repository.

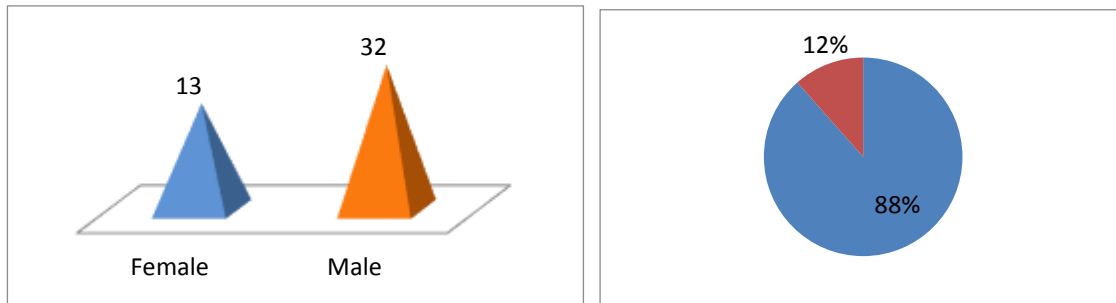


C. Outreach Programme at Vivekananda Educational Institute, Moynaguri

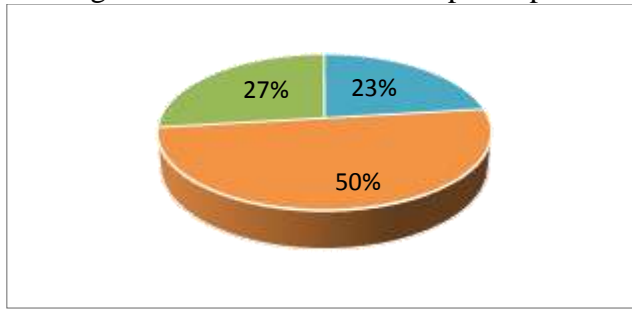
1. Subject: At Vivekananda Educational Institute, Moynaguri 45 learners attended the outreach programme. This is a new study centre which is operational ew.e.f January 2018 session. The learners are enrolled in vocational courses like yoga, land survey, medicine shop assistants etc. Out of the total participants majority 46% are enrolled in yoga.



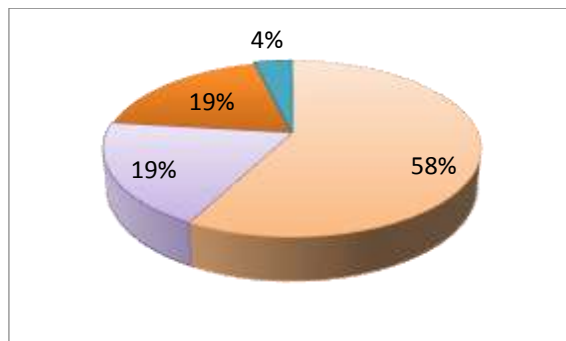
2. **Gender and Religion :** Out of the total participants, 71% of the total participants were male learners. As far as their religion is concerned, majority (88%) of the them are Hindu.



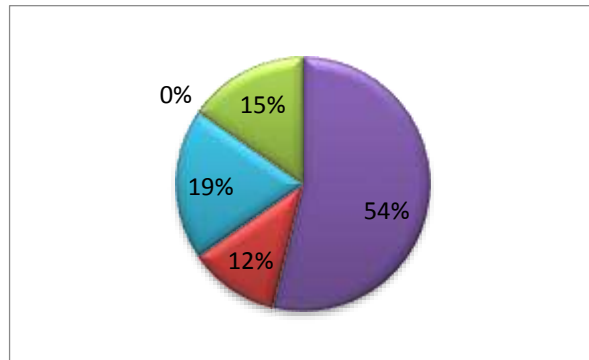
3. **Educational Qualification:** The educational qualification of the participants correctly reflects eligibility criteria for the courses of the University. The eligibility criteria for all the course under study is graduate in 10+2+3 system. The figure shows that 50% of the participants are graduate and 27% are post graduate.



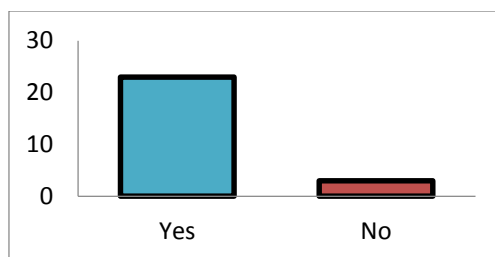
4. **Source of information about the course:** One question was set to know where from the learners got information about the course in which they are enrolled. We received a mixed response on this issue. Most of the learners (58%) received information from their friends. 19% both from present/ past learners and university website



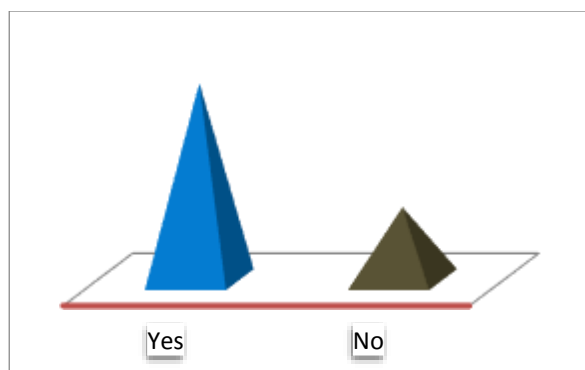
5. Reasons for pursuing course through DE: 54% of the total participants say that they do not have time to take the course in regular system, it may be inferred that most of the participants are working and they are doing the vocational course to upskill them. 19% of the participants say that such type of courses are not offered by any institutions at their nearby locality.



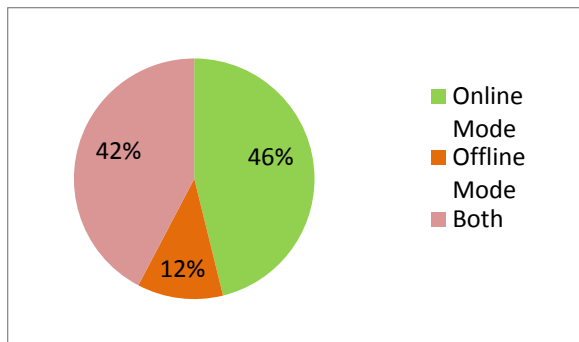
6. Effectiveness classroom teaching: 90% of the participants say that classroom teaching is effective and enjoyable.



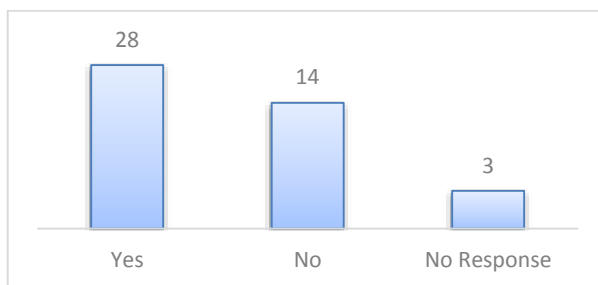
7. Satisfaction on Workshop session / practical classes: So far as the workshop/ practical sessions are concerned, learners (73%) are very happy to take part in the practical session at the student centres. It justifies that the vocational centres are well equipped with workshop/ practical equipment for the specific vocational course.



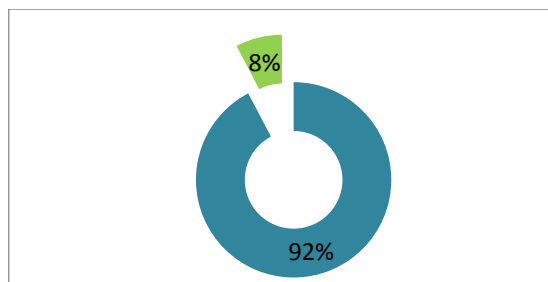
8. Availability study materials (SLM) through online-offline mode: 46% of the participants accessed the SLMs through online. It may be mentioned that the course materials of all the vocational have been made available on the University LMS/ website/ OER repository. 42% of the participants access the SLM in both mode.



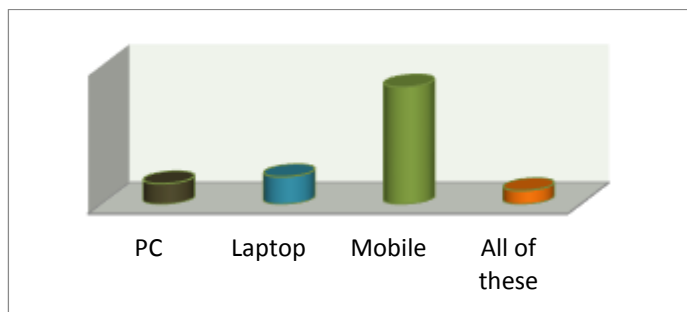
9. Preference online lecture over F2F lectures: The University has uploaded A/V lectures of vocational courses on its web portal/ LMS. The learners are also getting the benefit of any time any where learning through this online lectures. According to the survey, 62% of the participants prefer online lectures over F2F lectures.



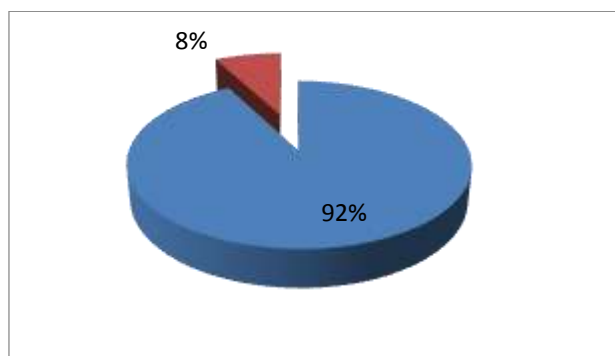
10. Accessibility ICT support: The university provides various ICT based support services to its learners. ICT based support services include SMS, phone in calls, A/V lectures, e-texts, grievance ticketing system etc. 92% of the participants have accessibility to ICT support of the University.



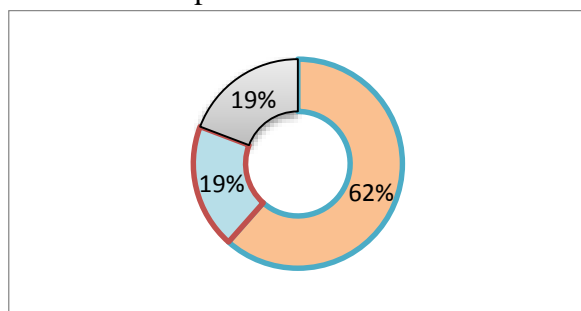
11. Medium of Internet accessibility: 65% of the participants access the ICT support through their smart phone.



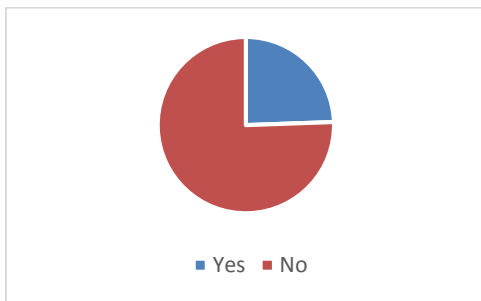
12. Knowledge about searching & browsing: 92% of the participants are well aware of the concept of searching and browsing. The learners are very technology savvy.



13. Audio/Video lectures enhances leaning skill in open & Distance learning environment: 62% participants believe that the A/V lectures can enhance the learning skill under ODL system and it has positive effect on the learners because the learners can access these lecture when ever they need. 19% do not think so. Another 19% did not response.



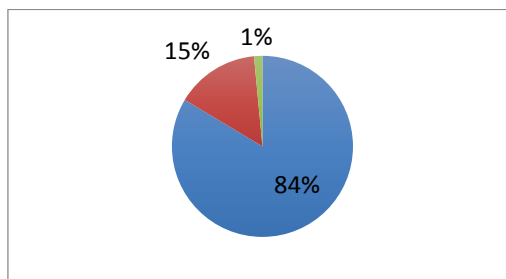
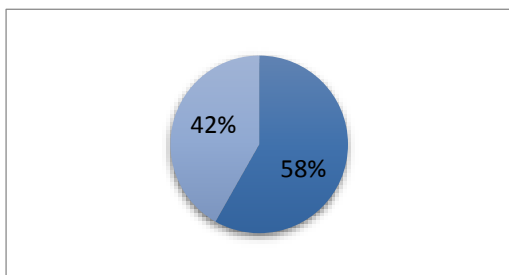
14. Accessibility of NSOU OER Repository: The University has developed the OER repository with the support of CEMCA in 2016-17. About 74% participants do not know the existence of OER repository of the University. Only 26% of the participants do not know about the repository.



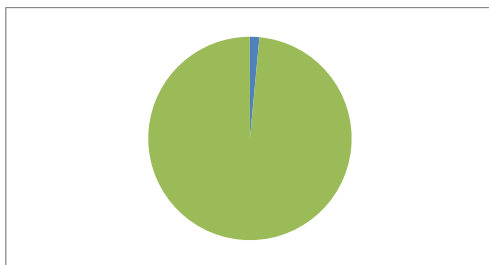
D. Outreach Programme at Joygopalpur Gramvikash Kendra , Basanti

The venue was selected considering its location in the district of 24 Parganas (S). It is one of the under developed area in Sundarban region. The target group of this outreach programme was different from that of other three programmes. The enrolled students of different courses participated in those three venues. At Bssanti the students of +2 level were invited to participate in the outreach programme. The objective was to acquaint these students about the importance of the vocational courses. After passing the public examination at +2 level, they may take any skill development training so that they can prepare them for the job market. On the basis of the feedback received from the students, following analysis has been made.

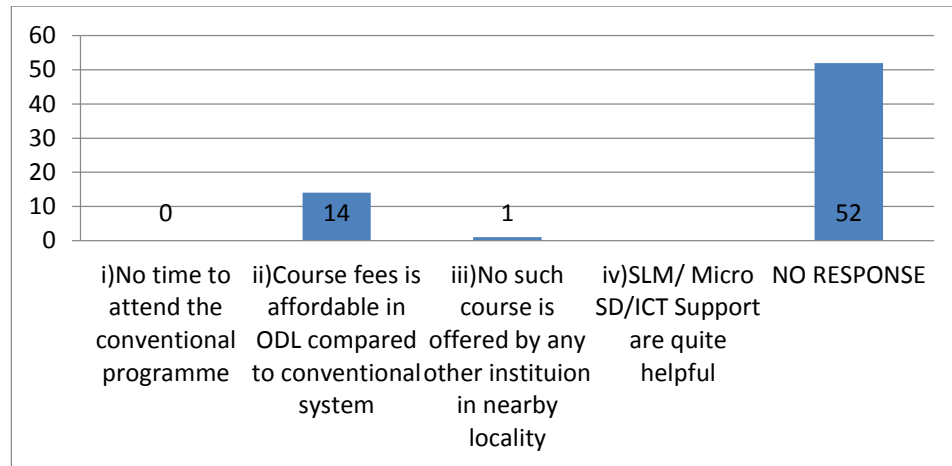
1. **Gender & Religion:** out of total 67 students, 39 girls students (58%) attended the programme. Out of the total participants 84% and 15% students were Hindu and Muslim respectively.



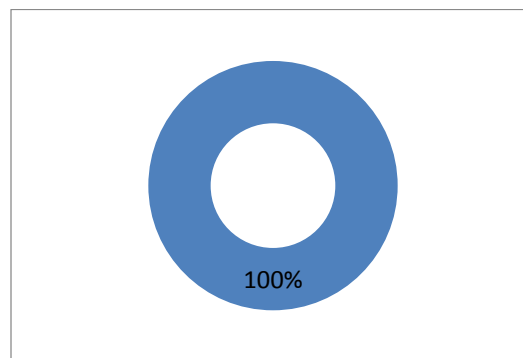
2. **Source of information about this programme:** One question was set to know where from the learners got information about this awareness programme named as outreach programme. All the students responded that they received the information from their schools. The vocational study centre of the university actually informed the Headmasters of the local school to participate in the programme.



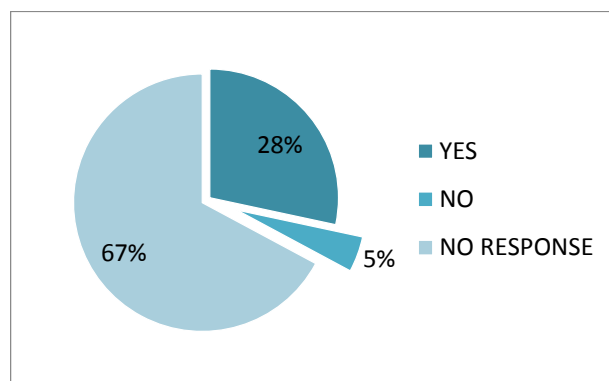
3. **Reasons for pursuing course through DE:** This question was not appropriate for this particular target group since they are now studying at +2level. That’s why all most all the students could not response.



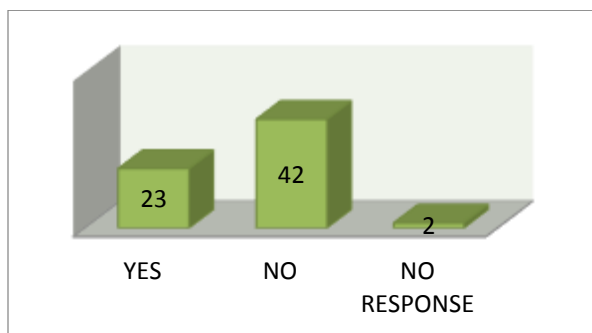
4. **Effectiveness classroom teaching:** All the participants say that classroom teaching is effective and enjoyable.



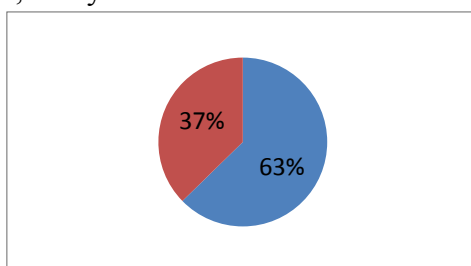
5. **Satisfaction on Workshop session / practical classes:** Most of the participants are studying the humanities and commerce at +2 level. So they do not have any experience on workshop/ practical. Naturally, 67% of the students did not respond.



6. **Medium of Internet accessibility:** The region is economically very poor. The students of +2 level do not have either PC/ Laptop or smart phone. Only 23 students say that their parents have smart phone.



7. **Knowledge about searching & browsing:** 63% of the total participants are well aware of the concept of searching and browsing. So, today's students



8. Accessibility of Audio/Video lectures online/ YouTube

Do you access Audio/Video lectures online/YouTube	YES	NO	NO RESPONSE
	14	45	8

9. Online lectures are preferred over attending classroom teaching

Online lectures are preferred over attending classroom teaching	YES	NO	NO RESPONSE
	9	42	16

10. Are audio/video lectures enhance your learning skill?

Are audio/video lectures enhance your learning skill?	YES	NO	NO RESPONSE
	3	60	4

The last three questions were not appropriate for the target group who are studying at +2 level. They do not have any idea about the recent development of teaching-learning methodology. However, the project team members tried to convince the students and teachers present in the programme to take the advantage of ICT for their learning process. They can get additional materials for their study. Different Repositories including NSOU OER Repository were demonstrated before them so that they can access them for their academic purposes. The participants also pointed out the non-availability of internet connectivity at this region.

Summary of the outreach programme

The same questionnaire were distributed at all the three venues except the venue of Basanti. The next section will describe the results obtained on the basis of the feed back received from participants of the three venues viz. SSDA, AC College and Vivekananda Educational Institute. The feedback received from the venue at Basanti may not be considered because the participants were the students at +2level. This programme was basically an awareness programme about the ODL programme, how the ODLI works etc.

Out of total 268 participants, 185 participants were female (69%). It shows that the vocational courses are popular among the female/ girls. They are interested to take the vocational course to become a skilled person for their livelihood. It helps them to become economically independent and in turn they may also contribute to their family.

The result shows that the most of the enrolled learners are graduate though a good number of learners have post graduate degree. It may be inferred that the learners are self-motivated to take a training in the skill development to make them employable.

Though majority of the learners under study depend of the advertisement published in the newspaper and website, a good percentage of learners get information from their friends/ pass out as well as present learners of the university. The alumni and current learners also play an important role in publicizing the courses for admission purpose.

A mixed response has been received in respect to the reason for pursuing DE courses. Some of the learners say that they have no time to pursue the course in regular mode, because they are employed, they are doing the DE course to upgrade their skills and competency in a particular trade. Some of the learners say that such type of vocational courses of NSOU are not offered by other institutions at their locality. Other group of participants say that the course fees of the university are affordable by them.

Regarding classroom teaching all most all participants prefer the face to face classroom teaching, though they did not have on-line learning experiences prior to this programme. During the outreach programme the participants were motivated to access the online academic content from various sources available online for their study purpose which may enhance their knowledge and skills.

The questionnaire was circulated among the enrolled learners who actually attended the programme. On the basis of the opinion it may be inferred that the vocational study centres of the university are well equipped with the laboratory/ workshop where the hands-on training is conducted. The learners are quite happy with the available infrastructure at the said centres for the purpose of practical sessions.

It was good know that learners of the university are taking advantage of online course materials. It was already pointed out that the course materials of all vocational courses are made available on the university web portal and LMS so that the learners can immediately access their course materials without any delay. In addition to the online resources the learners also get the SLMs through the study centres. The out reach programmes were conducted

at different corners of the state and the participants of all the venues opined that they can access the course materials online.

In case of classroom teaching, we have seen that all most all learners participated in the programme said they are familiar with the classroom teaching where they can interact with the teachers and peers. But half of the (50% approx.) participants also like to have online learning. According to the survey, this group of learners also prefer the online lecture over F2F lectures.

As per feedback of the participants, most the learners have internet accessibility through their smart phone. They can browse/ search their desire materials online, so today's learners are tech savvy. The University provides a number of ICT support services to its learners. The outreach programmes reveal that they are not aware of the existence of such ICT support services. Inaccessibility of internet is not the problem for them, only problem is the lack of information. This is the most challenging part the university to make aware of the support services which are being provided by the students. The LMS, OER Repository are in place, due to lack of awareness, the learners are not getting the benefit of such platform for their academic advancement. The University may take appropriate steps to popularize the support services among its students.

Workshop on LMS

The objective of this three year project is to increase enrolment in different vocational courses of the university so that the disadvantaged rural people can get access to skill development programmes of this university. The students may take the advantages of skill enhancement programme by which they can increase their skills and competencies in a particular trade. As a part the project the School has already organized workshop on e-content development for teachers, baseline survey and four Outreach Programmes at different districts in the State of West Bengal. For the first time, the School organized a Job Fair at its Kalyani Campus. The School organized one day workshop/ training on LMS for the academic Counsellors/ trainers of five selected vocational courses viz. i) Needlework and Knitting, ii) Travel & Tourism, iii) Export-Import Management, iv) Modern Office Management and v) Fire Safety & Security Management. Under the project, the A/V lectures have been developed as per guidelines and the question bank for each course has also been developed for the purpose of LMS.

The workshop on LMS (held on 28/5/18) organized with an objective to train the trainers/ academic counsellors so that they can guide the learners to access the e-content through LMS. 30 women participants out of 45 of different subjects (as stated infra) attended the workshop. The entire programme was divided into three parts viz. Introduction of the theme, functionality of the LMS and usefulness of OER Repository of the University.

Professor Anirban Ghosh, the Project Director in his introductory speech mentioned the broad objective of the project which is going on in association with CEMCA. He also opined that the academic counsellors/ trainers play an important role in ODL system who actually bridge the gap between the learners and ODLI. They can interact with the learners at the study centres during the F2F counselling. So it is their responsibility to motivate the learners to access the on-line academic content available on the LMS and OER Repository. The trainers can also guide the learners how they can increase the accessibility to the academic content available in the on-line environment. Dr. Ghosh also appraised the House that the university is providing number of ICT support services to its registered learners. But they are not aware of these services. Dr. Ghosh requested all the participants to train the other trainers who are engaged at their respective study centre and to inform about the ICT based support services. It will increase the awareness among the trainers as well as among the learners.

During the hands on training session, the step by step process was demonstrated about system of LMS e.g. with the user ID and Password, how a learner can access his or her academic content (A/V lectures, e-text, question bank etc.). Some A/V lectures on the above mentioned subjects were also screened before the house. The

participants appreciated the initiatives that the University is taking for the benefit of its learners. They also informed that the learners are very happy to access the content at their home.



Mrs. Barnali Roy Choudhury, Co-Project Manager in her presentation, described the usefulness of the NSOU OER Repository where one can access the A/V lectures and course materials any where any time free of cost. She also pointed out that the difference between the LMS and OER Repository is that the learners need user ID and P/W to access the content on the LMS which are not required in case of OER Repository of the University. Other than the registered learners, any person can access the academic content which are made available with an open license, CC-BY-NC-SA. Mrs. Choudhury made a live demonstration on the said Repository to give an idea about the functionality of the same.

Development of A/V Lectures

With the help of teachers/ subject experts, the A/V lectures have been developed following the SWAYAM guidelines. In the first year following five Post Graduate Diploma courses of School of Vocational Courses were selected for the purpose:

- i) Needlework and Knitting
- ii) Travel & Tourism
- iii) Export-Import Management
- iv) Modern Office Management and
- v) Fire Safety & Security Management

As per SWAYAM guidelines, the duration of each A/V lectures are maintained (approx. 15 minutes). A question bank for each of the above course has also been developed with the help of subject experts for the purpose of LMS.

Online Student Support Service

To address the employment issue, an online a platform “*Placement Facilitation Service*” for the vocational students has been developed. The vocational students can upload/ update their CV through this portal where a pool of employers are already registered. Currently, 266 learners registered their names online. In addition to this service, instant message service, phone-in-calls have been introduced. To facilitate the on-line teaching-learning process, the trainers/ counsellors have been trained on the LMS through workshop so that they can guide and motivate the learners to access online resources through LMS and/ or NSOU OER repository.

Outcome of the one-year activities linked to the objectives

- ✚ Enhanced capacity of internal faculty members, subject experts and trainers for development of quality learning materials (as OER) and online learning facilitation to learners.
- ✚ 50 A/V lectures on five vocational courses have been developed and uploaded on the NSOU LMS. Uploading on NSOU OER Repository is under process. The learners can access the e-content (text and A/V lectures with question bank) online.
- ✚ Upgraded the NSOU-OER repository for easy access to all learning materials.
- ✚ Formed NSOU OER Committee comprising all the Directors of Schools of Studies of the University.
- ✚ Improved online learner support system by introducing placement facilitation service, SMS, phone-in-call service etc.)
- ✚ Developed a network of prospective employers and linking the learners to the prospective employers online

In terms of clause 3 of the Agreement signed in the CEMCA, the following activities have been completed during 2017 – 2018 (July - June):

Activities	Compliance
3.1.1 Baseline survey	Report submitted on 28/2/18 Report has been published in May 2018 with ISBN – 978-93-82112-65-5
3.1.2 Web interface student support service	(i) Introduction of SMS to the Registered student (ii) Placement facilitation service (iii) Job fair organized on 12/5/18, report submitted on 16/3/18
3.1.3 Three Day workshop on Development of e-content	Workshop held on 30- 31 October & 1 November, 2017, Report submitted on 13/11/17.
3.1.4 Developing AIV lecture	A/V lecture of each of the following PG Diploma course have been developed during the period <ul style="list-style-type: none"> • Modern office Management • Needle work & knitting • Export Import Management • Safety skill & security Management • Travel & Tourism
3.1.5 Research, monitoring & Evaluation	Four outreach programmes were conducted at different district of the state. Feedback has been received through a structured questionnaire. Report submitted on 14/3/18 & 18/4/18.
3.1.6 Training on LMS for counselors	On 28/5/18, report submitted on 4/6/18
3.1.7 Final Report	Report for 2017 – 2018 submitted on 13/6/18

Appendix: Minutes of the Review Meeting (4 Nos.)

Minutes of the 1st Meeting of the NSOU OER Committee
Questionnaire of Outreach Programme



School of Vocational Studies
Netaji Subhas Open University
 (Established by WB Act (XIX) of 1997, Recognized by UGC)

Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training

1st Project team meeting

Date: 1 November, 2017

Venue: School of Vocational Studies, NSOU

*vc/11/1818
3-11-2017*

Participants

1. Dr Manas Ranjan Panigrahi
2. Dr Anirban Ghosh
3. Mr Prabir Naskar
4. Smt Barnali Roy Choudhury

Proceedings

First meeting of project entitled "Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training" was held on 1st November, 2017 at School of Vocational Studies, Netaji Subhas Open University. Following resolutions have been taken:

1. Baseline survey report is to be provided by the project team on the basis of collected data from different groups. Report contains research based analysis of the collected data with printable layout.
2. Project team will send a News item by 2nd November 2017 and detailed workshop report by 10th November 2017 to CEMCA.
3. At least one or two Outreach program may be finished by May 2018 out of 3 to 5 study centres, located at following places viz. North and South Kolkata, Siliguri and Purulia. For this purpose, heads of budget may be restructured with prior intimation to CEMCA.
4. After having discussion on Budget. Project team agreed to restructure heads of present budget to conduct outreach program. New structure may include maximum INR 50,000 for Development of Web Interface for Student Support Services and Upgradation of NSOU-OER repository. Rest INR 1,30,000 of INR 1,80,000 may be allocated for Outreach programs.
5. Project team will maintain students' database using excel sheet which includes data relating to student's enrollment and their development depending upon preset criteria of different courses of School of Professional Studies, School of Vocational studies and School of Education. Dr Manas R Panigrahi will prepare an excel sheet with different parameters and share with project team for their inputs. It will be finalise after agreed by the team commonly. Other schools may encourage to participate in the project activities and contribute to its outcomes.
6. One monthly meeting may be held with project team and minutes of the meeting should be prepared and share with CEMCA.
7. Project team have to submit quarterly report on progress of project to CEMCA for monitoring and evaluation.

The project director extends vote of thanks and wish all the best for achievement for the project.

Signature

1. Dr Manas Ranjan Panigrahi *MRS - jkh*
2. Dr Anirban Ghosh *A Ghosh 1/11/17*
3. Mr Prabir Naskar *Prabir Naskar 1/11/17*
4. Smt Barnali Roy Choudhury *Barnali*

Placed before Hon'ble Vice-Chancellor for kind perusal. A Ghosh 2/11/17.
nk: Remains in resolution (4, 6, 7) as aforesaid. The involvement or leaders fixed up their share to be strictly adhere to. Also high, for entire programme share, be made time-bound and targeted to the desired goal.

Room No. 503, DD-26, Sector-I, Salt Lake, Kolkata-700064, Ph-033 4066 3210; 033 6519 8972. Fax-033 4066 3225; E-mail: anirban1972@gmail.com; website: www.wbnsou.ac.in

*Dr. A. Ghosh
etc, sus, sops*
*Dr. Anirban
02/11/2017*



V/2



20/11/2018
5-1-2018

**Minutes of the 2nd Review Meeting of the CEMCA Project held on 28/12/17
 in the Office of the SVS, Salt Lake**

Members present:

Dr. Anirban Ghosh
 Mrs. Barnali Roy Choudhury
 Mr. Prabir Naskar

The meeting was convened to review the progress of the present COL-CEMCA project entitled **“Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training”**.

The following activities were reported in the meeting

- i) The Capacity Building Workshop was successfully conducted by the University on 30th Oct. to 1st Nov 2017. About 30 teachers/ trainers including NSOU teachers attended the workshop.
- ii) Questionnaire for Baseline Survey were prepared/ printed and circulated among the students through the study centre. The questionnaire in Google Form was also made available for online survey. Till date about 165 filled in questionnaires (online and off line) have been received. The survey form may be collected from 300 students to complete the study. It was also decided to finish the survey by end of January 2018.
- iii) As per agreement, the first outreach programme may be conducted at Bolpur College/SSDA centre, Bolpur. The Project team members may conduct the said programme on a mutually convenient date. The expenses may be incurred from the project fund.

Placed before Hon'ble Vice-Chancellor for kind approval/ direction.

VC

Anirban
3/1/18

(Dr. Anirban Ghosh)
 Officer-in-Charge, SVS

Encl: One page Questionnaire

Dr. Anirban
SVS, SVS

Approved as proposed above. Many please take necessary follow-up action (Pl. See the attachment).

Prabir
05/1/2018

P.T.O.



**Minutes of the 3rd Review Meeting of the CEMCA Project held on 25/1/18 at 11.30am
in the Office of the SVS, Salt Lake**

Members present:

Dr. Manas R. Panigrahi
Dr. Anirban Ghosh
Mrs. Barnali Roy Choudhury
Mr. Prabir Naskar

The 3rd meeting was convened to review the progress of the present COL-CEMCA project entitled "Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training".

The meeting was chaired by the Officer-in-Charge, School of Vocational Studies, NSOU and Project Director.

Proceedings:

Agenda 1: To review the progress of the project

It was reported that the filled in questionnaires from 265 learners have been received from different study centres. In the 2nd Review meeting it was decided to get about 300 questionnaires. Dr. Panigrahi suggested to collect data from the academic counsellors too on different areas relating to the project. A separate questionnaire will be prepared for this purpose. The Baseline Survey Report may be finalised by 15th February 2018 taking into consideration the enrolment data from NSOU central database.

Agenda 2: To Report on the 1st Outreach Programme

The 1st Outreach programme as the part of the project was organized at SSDA study centre on 16/1/18. Dr. Anirban Ghosh and Smt. Barnali Roy Choudhury conducted the programme along with the faculties of SSDA Centre. The objective of the programme was to make the learners aware of the different activities on student support services offered by the University. Out of 53 learners 39 were girls. A one page questionnaire (developed by the Project Team) was also circulated among them for their feedback. The detailed report is yet to be finalized.

Agenda 3: To screen A/V lectures

As per agreement, about 50 modules/ capsules of AV lecture on five vocational courses will be developed in the first year. Two capsules were screened before the members present in the meeting. Dr. Panigrahi suggested some modification in the presentation of the AV Lecture. It was also reported that the progress of development is satisfactory.

Agenda 4: To consider the budget for the remaining outreach programmes

In the first year of the 3-year project, another two outreach programmes may be conducted at (i) Joygopalpur Gramvikash Kendra, Basanti (February) and (ii) Siliguri College study centre (March). The date may be fixed in consultation with the respective coordinator. The students other than NSOU may be invited to attend the programmes. A detailed framework (objectives, target group, point of discussion, outcome etc.) for the outreach programme may be developed in consultation with Dr. Panigrahi (Project Adviser) before such outreach programmes preferably by 31/1/18.

As advised by the Project Adviser, the UC may be sent to CEMCA to claim the next instalment by end of February 2018

Agenda 5: To consider hosting of web-interface for student support services (placement facilitation service)

It was reported that Hon'ble Vice-Chancellor had already approved the proposal of providing **Placement Facilitation Service** for the Vocational Students free of cost through a link on the NSOU website. The facilitation service will be provided by M/s Schoolguru Eduserve Pvt. Ltd. with a disclaimer "The link provides an online platform for the NSOU students to upload their CVs for the prospective employers available on the same platform but NSOU is not involved in providing opportunities to students directly or indirectly. This platform doesn't provide any job guarantee. This venture is entirely run by M/S Schoolguru Eduserve with Manpower solution provider Teamlease"

Agenda 6: To the arrange JOB FAIR at Kalyani Campus

As the part of the project, one JOB FAIR may be organized at Kalyani Campus in the 2nd week of March for the vocational students of the University. The objective of such fair is to inform the students about the operational aspects of the *Placement Facilitation Service* link.

Placed before Hon'ble Vice-Chancellor for kind approval/ direction.

✓

Approved as reserved against
Agenda No 3 & 6 as aforesaid.

A Ghosh
30/1/18.

[Signature]
31/01/2018

Dr. A Ghosh
OIC, SVS STPS

Copy to: All members for
n.a. because,
A Ghosh
21/1/18.



Minutes of the **4th Review Meeting** of the Project (NSOU-SVS & COL-CEMCA) titled **"Increase Access and Improve Institutional Capacity for Sustainable Development through Vocational Education and Training"** held on 27th April 2018 in the Board Room of the University at 2.00pm

Members present:

Professor Subha Sankar Sarkar, Vice-Chancellor, NSOU
 Registrar, NSOU
 Finance Officer, NSOU
 Dr. Manas R Panigrahi, CEMCA
 Dr. Anirban Ghosh, NSOU
 Mrs. Barnali Roy Choudhury, NSOU
 Sri Prabir Naskar, NSOU

Hon'ble Vice-Chancellor took the Chair and Dr. Ghosh initiated the discussions on the project.

Proceedings:

1. Reviewing the progress of the project

The present 3-year project started with the joint signature of the Registrar, NSOU and Head-Administration & Finance, CEMCA on 15/9/17. Accordingly, the budget was sanctioned for the first year 2017-18 (July –June) on year to year basis. As the part of the project, till date the following activities have been carried out.

- i) Three-day Workshop on "e-content Development" was organized on 30-31 October and 1st Nov. 2017 at University Headquarters. Professor. Subha Sankar Sarkar, Dr. Manas R. Panigrahi, Dr. CK. Ghosh graced the Inaugural Session. Dr. Nisha Singh, IGNOU was the Resource Person for the three day workshop. About 28 faculties / trainers attended the workshop and took the hand on training. The detailed workshop report was submitted on 13/11/17.
- ii) The project team was actively engaged in the BASELINE SURVEY to collect the feedback from the students of both vocational and Special Education study centres. The students gave their feedback through a structured questionnaire (offline and Google form) which was circulated among the students during their counselling sessions. We received the filled in questionnaire from 306 respondents. The detailed survey report has already been submitted on 28/2/18. The report will be published with ISBN-978-93-82112-65-5.
- iii) The SVS took the initiatives to develop A/V lectures and e-SLM of five PG Diploma courses viz. i) Modern office Management, ii) Export-Import management, iii) Safety Skills and Security Management iv) Travel & Tourism, and v) Needlework during 2017-18. It was reported that the A/V lectures and e-SLM with question bank of first three courses are ready. The e-content of the remaining two courses may be completed by end of May 2018.
- iv) The School organized the first ever JOB FAIR at Kalyani Campus on 12/3/18 for the present and pass out vocational students of the University. About 213 students attended the Job Fair. The report was submitted on 16/3/18.
- v) As the part of the project, the School organized four Outreach Programmes at SSDA, Birbhum (16/1/18), Joygopalpur Gram Vikash Kendra, (S)24Parganas (27/3/18), Vivekananda Educational Institute, Moynaguri (7/4/18) and Ananda Chandra College, Jalpaiguri (8/4/18). The objective of such programmes were to make aware of the

importance of vocational courses and training in the present day context. The resource persons also guided and encouraged the participants in selecting various types of vocational training available in their region. All the project team members along with the local resource persons addressed the gathering. The students of vocational courses attended the first three programmes where as students of both vocational and professional courses attended the 4th programme at AC College. The reports of all the Outreach Programmes have been submitted 14/3/18 and 18/4/18.

- vi) During the current year for the first time, with the support of COL-CEMCA, the University is providing "Placement Facilitation Service" to both the pass out and present students of vocational courses free of cost. Till date 79 students have enrolled their names in the portal. Through this platform, the students will get an opportunity to upload their CV and can interact with the probable employers online. This initiative may give an opportunity to the students to get employment.
- vii) With the support of COL-CEMCA, the University has developed NSOU OER Repository to make available the academic content through the repository. The agreement with the vendor has been renewed for another one year for maintenance and improvement of the said repository. The OER Committee has been constituted with the Chairmanship of Vice-Chancellor, NSOU. The Directors/ Heads of the School of Studies are the other members of the OER Committee. Dr. Manas R. Panigrahi and Mrs. Barnali Roy Choudhury may be invited as invitee member. Extract of 36th AC meeting "...it was resolved that the said policy (OER) may now be extended to other courses by converting the relevant SLMs into OERs for the benefit of distant learners of the University, as and when required, following necessary formalities". The Committee may now take appropriate steps for the purpose.

2. Screening of A/V lectures on vocational courses

Some of the recorded lectures were screened before the members present in the meeting. Dr. Panigrahi suggested some changes/ correction in the e-content which may be taken care of before the finalization. A uniform inhouse style for each programme may be developed for standardization of the video production. He also suggested to follow the "multimedia toolkit of CEMCA" to ensure the quality of the e-content. It was resolved that the quality of the video production may be reviewed by the **Quality Assurance Cell (QAC) / OER Committee** comprising both subject domain experts and technical experts. The A/V lectures developed under the project may be placed before the QAC/ OER Committee for review.

3. Remaining Activities for 2017-18

As suggested by members, under the head of "online student support services" following activities may be carried out within the budget approved for the current year 2017-18

- i) Improvement of LMS by providing live chat system, observer tab etc., ii) Holding of 2-day Training of Academic Counsellors of Vocational courses under the project to facilitate online teaching-learning system, iii) Development of Online Alumni service

4. Reporting on expenditure on different activities under the project.

The SVS has submitted Utilization Certificate for Rs.2,55,707 vide UC against the first instalment of Rs.3,00,000/- dated 8/3/18. The 2nd instalment of Rs.3,00,000/- has already released by CEMCA on 13/3/18 for expenditure on remaining activities of 2017-18. Expenditure has been booked for job fair, outreach programme, development of A/V lectures etc. against the 2nd instalment. Balance amount of Rs.1,50,000/- is yet to receive.

Abhosh
16/5/18.
Officer-in-Charge, SVS &
Project Director



NETAJI SUBHAS OPEN UNIVERSITY

[Established by WB Act (XIX) of 1997, Recognized by UGC]

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Minutes of the 1st Meeting of the OER Committee of Netaji Subhas open University held on 24/5/2018 in the Board Room of the University at 12.30pm

Members present:

Vice-Chancellor, NSOU- Chairperson
 Registrar, NSOU- Convener
 Director, School of Sciences, NSOU
 Director, School of Social Science, NSOU
 Director, School of Humanities, NSOU
 Prof. Sanath Ghosh, representative of Director, School of Education, NSOU
 Officer-in-Charge, SPS & SVS, NSOU
 Dy. Registrar(Administration) -Invitee
 Dy. Registrar(Academic)-Invitee
 Dy. Director (RC) -Invitee
 Mrs. Barnali Roy Choudhury, Asst. Professor, LIS, NSOU - Invitee
 IT Officer, NSOU-Invitee
 System Analyst, Kalyani RC-Invitee
 Technical Assistant, NSOU-Invitee

Hon'ble Vice-Chancellor initiated the discussion and appraised the House that with the active support of COL-CEMCA, the university has developed Open Educational Resource (OER) Policy for releasing various academic content through the NSOU-OER Repository under a project of the School of Professional Studies, NSOU.

After initial discussions, Mrs. Barnali Roy Choudhury made a brief presentation on NSOU OER Repository and also show the usability of effectiveness of the said repository. She also emphasized on developing ICT policy for university.

Dr. Anirban Ghosh quoted the extract of 36th AC meeting for inclusion of all Schools of Studies of the University. To include other Schools, the provision of APPLICABILITY of existing OER policy (page 3) may be revised.

Extract of 36th AC meeting "...it was resolved that the said policy (OER) may now be extended to other courses by converting the relevant SLMs into OERs for the benefit of distant learners of the University, as and when required, following necessary formalities".

After threadbare discussions, the following resolutions were taken:

Resolution:

1. For ensuing NAAC visit, all Schools may upload their e-content (A/V lectures and SLMs) with appropriate license.
2. The School concerned may forward the e-content received from respective faculty to the OER committee for its review and quality check.

3. One Nodal Person may be nominated by Hon'ble Vice-Chancellor who may upload the OER materials on the Repository.
4. Professor M.K. Mandal opined that the Schools may decide the Open licensing policy for their e-content (CC BY-NC-SA or CC BY NC ND) depending on the subjects. This issue may be finalized in the next meeting
5. For ensuring the quality of video production (OER materials), the university may develop a quality Framework taking into consideration the TIPS framework of CEMCA and SWAYAM guidelines of UGC. Both the documents were circulated during the meeting. The School head may prepare a draft Quality Framework for finalization in the next meeting.
6. The A/V lectures developed as per SWAYAM guidelines under the School of Vocational Studies were screened before the members for review. The video productions were approved and the same may be submitted to CEMCA which were developed under the joint project of NSOU-CEMCA.

Placed before Hon'ble Vice-Chancellor for kind approval.

12.6.18
Registrar

Hon'ble V.C

The minute as serialised above (1 to 6) stand approved in principle. However, regarding implementation of the recommendations/resolutions taken therein maybe taken up subsequently.

Registrar

[Signature]
12/06/18

School of Vocational Studies
Netaji Subhas Open University
Outreach Programme under CEMCA project
QUESTIONNAIRE

1. Name of Study Centre:

- a. a)Subject: _____
- b. b)Name: _____
- c. c)Gender: Male/ Female
- d. d)Religion: _____

2. Highest Educational qualification :-

3. How do you come to know about this programme (Please ✓):

- i)From friend; ii) From previous / present student of NSOU; iii) From advertisement in newspaper/ NSOU Website; iv) I am doing or have done BDP/ PG programme of NSOU

4. Reason for pursuing education through distance mode(Please ✓):

- i)No time to attend the conventional programme; ii) Course fee is affordable in ODL compared to conventional system; iii)No such course is offered by any other institution in nearby locality; iv) SLM/Micro SD/ICT support are quite helpful

5. Teaching - learning process:

- a)Counseling session at the Study Centre are beneficial: Yes/ No
- b)Workshop session of practical classes are conducted to the full satisfaction.
- c) Access study materials in offline mode/ on line mode.

6. Online lectures are preferred over attending counseling session: Yes/ No

7. Do you have accessibility of ICT supports being offered by university: Yes/ No

8. Do you have internet accessibility at your own PC/Laptop/Mobile? Yes/ No

9. Are you acquainted with searching & browsing? Yes/ No

10. Are audio/Video lectures enhance your reading skill in open & Distance learning environment:

Yes/ No

11. Do you access NSOU OER repository? Yes/ No

12. Your opinion/ suggestions to improve the system (in 5 to 6 small sentences)