

OPEN EDUCATIONAL RESOURCES POLICY

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CENTRE FOR INTERNAL QUALITY ASSURANCE
UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY
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CEMCA

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Foreword

The Uttar Pradesh Rajarshi Tandon Open University (UPRTOU), Prayagraj established under the **Act. No. 10/1999 of the UP Government Legislature**. The era of the 21st century is often regarded as an era of information society and the wide spread diffusion of information technology in the field of education gives rise to new opportunities. Uttar Pradesh Rajarshi Tandon Open University (UPRTOU) is to provide quality education in a flexible mode to serve the aim of establishing an impartial hegemonic “knowledge ecosystem” and to make higher education affordable to the impoverished community. Open education, more than imparting an occasional beneficial hold up for learners, has become an imperative for addressing the gap between demand for higher education and supply. As importance of the sharing of educational materials in the developing countries, In 2002, the term “Open Educational Resources (OERs)” was first coined at UNESCO’s Forum on the Impact of Open Courseware for Higher Education in Developing Countries. Since then, there are various initiatives have taken globally to integrate and promote the adoption of OERs for teaching and learning to achieve education for all , which would be the best option to reach the mass. As defined by UNESCO, Open Educational Resources (OERs) are any type of teaching, learning and research related education of materials that are in the public domain. They are published under open licenses framework “**Creative Commons**” that specify perpetual permission to engage in the ‘5R’ activities i.e **Retain, Revise, Reuse, Remix and Redistribute**. OERs include full courses, course modules, syllabi, lectures, assignments, Lab and classroom activities, tests, Projects, audios, videos and animation and many more resources contained in digital media collections from around the world. Open education is required because it is freely available for all educators and learners in three dimension frames of references are **Anyone, Anytime and Anywhere** to create an unrestricted and accessible resource to all spheres of society.

Uttar Pradesh Rajarshi Tandon Open University (UPRTOU) frame and adopted the institutional (OER) policy in 2016, for the educational development of the state, which will benefit the learners for promoting innovations in teaching - learning process and to improve the socioeconomic condition and welfare of people across various geographical location of state.

Prof. Seema Singh
Vice Chancellor
UPRTOU,
Prayagraj.

U.P. RAJARSHI TANDON OPEN UNIVERSITY, PRAYAGRAJ

OPEN EDUCATIONAL RESOURCES POLICY

1. Preamble:

The U.P. Rajarshi Tandon Open University, Prayagraj (UPRTOU) established under the Act No. 10/1999 of UP Government Legislature is dedicated to increasing access to quality higher education through appropriate use of open and distance learning methods, including through provisions of open distance and lifelong learning opportunities. Provision of quality learning materials forms an important strategy in providing access to quality education, and the affordances of information and communication technologies including the Internet and World Wide Web has enabled anyone to gain access educational resources at anytime, anywhere. The objective of the University is to reach the un-reached through its moto "शिक्षा शिक्षार्थी के द्वार तक" and "सबको शिक्षा, सबको ज्ञान".

Number of platforms and resources are now available online for the learners, and due to the read-write abilities of the Web 2.0, teachers are sharing their works online more often than before. While educational materials are being shared online for personal use of the online users, most of the learning resources are available under default copyright requiring permission from the authors/creators to re-use, revise, re-mix, and re-distribute. To facilitate adoption and adaptation of existing learning resources, they must be available under open licenses, which is a legitimate provision under copyright law. Considering importance of the sharing of educational materials in the developing countries, the 2002 UNESCO Forum on the Impact of Open Course Ware for Higher Education in developing countries coined the term Open Educational Resources (OER) and expected to create a network of resources available freely for the use of the humanity as knowledge commons.

While the movement of OER has grown over the years with several platforms and projects, UNESCO and the Commonwealth of Learning (COL) in 2012 organized the World OER Congress that urged governments and educational institutions to adopt OER policies to promote the use of OER. Adoption of OER policy in the UPRTOU will create the enabling environment for all the stakeholders of UPRTOU to create and use OER in production of educational resources and enable them to share these under appropriate open licenses.

Objectives of the University

- (1) The University shall promote dissemination of learning and knowledge through distance education system to a large segment of the population and shall, in organizing its activities, have due regard to the objects specified in the schedule.
- (2) The University shall endeavour through education, research, training and extension to play a positive role in the development of the state, and, based on the rich heritage of the state, to promote and advance culture of the people of India and its human resources.
- (3) The University provide access to higher education for large segment of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, house-wives and other adults who wish to upgrade or acquire knowledge through studies in various fields.
- (4) The University promote acquisition of knowledge in a rapidly developing and changing society and continually offer opportunity for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours.
- (5) The University provide an innovative system of university level education, flexible and open, in regard to methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examination and operation of programs with a view to promote learning and encourage excellence in new fields of knowledge.

- (6) The University contribute to the improvement of the educational system by providing a non formal channel complementary to the formal system, by encouraging transfer of credits and exchange of teaching staff and by making wide use of texts and other software developed by the University.
- (7) The University provide education and training in various arts, crafts and skills of the country in general and the state in particular and simultaneously insure raising their quality and improving their availability to the people.
- (8) The University provide or arrange training of teachers required for such activities or institutions.
- (9) The University provide suitable Post-Graduate courses of study and promote research.

Mission and Vision of the University

- (1) To reach the un-reached.
- (2) To universalize opportunities of education.
- (3) To provide opportunities of higher education to the weaker sections.
- (4) To equalize opportunities in higher education.
- (5) To provide quality education to one and all.
- (6) To become a virtual university.
- (7) To provide knowledge for all

The Objectives, Vision and Mission laid down in the preamble shall provide provision of quality learning materials that may play an important role in providing access to quality education.

2. Definitions:

- 2.1. Open Educational Resources (OER):** Teaching, learning and research materials including software-based tools and services in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.
- 2.2. OER Creation:** This refers to the development/production of quality assured digital open content and its publication online with an open license.
- 2.3. OER Adoption:** This is viewed as a logical and systematic process of using, re-mixing, re-purposing and sharing of Open Educational Resources and engaging in practices for course development and delivery based on the nature of licensing of each material and terms and conditions laid down by the University time to time.
- 2.4 OER Integration:** This is viewed as the process of using and contextualising appropriate OER materials for within a given instructional environment
- 2.5 Knowledge Society:** This is viewed as a community or formal association of people who acknowledge the strength of knowledge creation and are committed to make effective use of networking of people with similar interests and in this process contribute to this knowledge
- 2.6 Content Developers:** Any person engaged in the development of teaching and learning materials used by the University.
- 2.7 Copyright:** It refers to laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains the moral rights to assign the rights to any other person or share the materials with others in any other conditions as he/she may desires.
- 2.8 Open License:** A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions. Creative Commons has open licenses in six different types as described in section 6.0.

3 Policy of the University

3.1 Policy Declaration

The **U.P. Rajarshi Tandon Open University, Allahabad** shall promote and implement the creation, reuse, remix, repurpose and redistribution of *Open Educational Resources (OER)* within an *Open Licensing framework and other terms and conditions as laid down by the University time to time.*

3.2 Specific Policy Statements:

- 3.2.1 The print and digitized content developed by UPRTOU through its faculty members or from outsourced academicians shall be available as *Open Educational Resources* with no or limited restrictions as decided by statutory bodies of the University time to time for creation, adoption, integration, sharing, re-arranging, re-using, re-purposing and translation of *Open Educational Resources* in course design, development and delivery in distance as well as an e-learning environment for achieving increased quality and cost-efficiency.
- 3.2.2 The following points shall be considered while OER creation:
- a) The guidelines as laid down by the University for preparing print SLMs and e-content shall be considered for creation of OER;
 - b) Any changes occurred during development of SLMs and e-content shall be equally applicable to OER policy;
 - c) The University shall publish the OER through its website with appropriate disclaimer (i.e. kind of OER license).
- 3.2.3 The adoption of OER shall be done through following means:
- a) The OER source shall be available without any additional charge to any bonafide individual learner enrolled in UPRTOU.
 - b) When other Universities/Institutions wish to use the existing SLMs or e-content in OER form, it shall be governed by licensing terms of UPRTOU.
- 3.2.4 Integration of OER with other Universities shall be considered in broad perspective. The following points shall be considered while integrating the OER.
- a) Different Universities shall come to the same platform by adopting common curriculum as far as possible for OER integration.
 - b) Course curriculum for compulsory and elective course may be same as far as possible, however, the skill-based courses may change according to the geographical conditions and local needs.
- 3.2.5 All members of academic and supporting staff will plan and implement suitable academic activities involving the creation and use of OER by learners and thereby helping them to acquire competencies required for a knowledge society.

3.3 Policy Objectives

- 3.3.1. To formulate the necessary strategic outputs, tasks and performance indicators to achieve OER creation and integration in the development and delivery of courses;
- 3.3.2. to develop awareness about the concept and practices related to OER among faculty and staff;
- 3.3.3. to build capacity among the academic and supporting staff for the creation, identification, storing and integration of OER in their professional engagements;
- 3.3.4. to prepare all required guidelines and manuals for OER creation and integration including open licensing procedures and other terms and conditions of the University.
- 3.3.5. to establish an OER repository in the public domain containing open licensed materials and an in-house repository of relevant OER for use of UPRTOU faculty and staff;

- 3.3.6. to procure/develop and install the required hardware and software infrastructure for OER creation and integration;
- 3.3.7. to monitor continuously and ensure that the policies are implemented effectively;
- 3.3.8. to develop and incorporate an effective feedback mechanism that will enable UPRTOU to take informed decisions for any mid-term corrections in the implementation of OER integration; and
- 3.3.9. to consider and incorporate approved changes in the process according to international developments in the field and the requirements of the University/Institution.

4.0 Strategic Outputs:

- 4.1 The design, development and production of course materials include the reusing and repurposing of available OER.
- 4.2 Commitment of the University in making available through a dedicated Website some selected content as OER for the greater use of the community.
- 4.3 Training and incentivizing faculty and staff and schools/departments who are actively demonstrating adoption of OER policies.
- 4.4 The University policy on copyright aligned to its commitment and practice for OER adoption and implementation.

5.0 Scope/ Applicability:

The OER policy of the University shall be applicable to the following:

- 5.1 This Policy applies to all academic and academic support schools/departments of the University/Institution as decided by the competent authorities of the University (indicate at item: **5.2 of this policy**).
- 5.2 All content developers within the university and those engaged by the University for writing materials on short-term basis as subject matter experts on payment basis as per the University policy.
- 5.3 All types of learning materials released in any physical or electronic format.
- 5.4 In cases where the material is developed in collaboration/partnership with other Universities/Institutions, the guidelines governing that collaboration as indicated in the MoU/MoC will prevail. However, any such agreement should duly consider the OER Policy before any deviation is agreed upon with justification approved by the competent authority of the University.

6.0 Licences:

- 6.1 While the University supports free and open access to all educational resources and will make them freely available on OER Repository through Creative Commons Attribution all contents it owns or co-owns subject to the decision taken by the competent authorities of the University on the recommendation of concerned schools of studies;
- 6.2 The University may make exceptions to the sharing of intellectual property it owns on a case-by-case basis with detailed reasons for limiting the free access to material. Such restrictions should be time dependent.
- 6.3 Intellectual property owned by the University that it considers is commercially sensitive may also be restricted.
- 6.4 The choice of license will be decided by the school/faculty concerned who has developed the material and shall be vetted by the OER Committee. Or All materials developed by it and having exclusive rights shall be released on the university OER Repository site under CC-BY <https://creativecommons.org/licenses/by/4.0/>



6.5 For derivatives and reproductions of other CC licensed materials, the University will follow respective CC provisions and the licenses therein.

6.6 While sharing the materials of the University in appropriate licenses, it does not permit derivatives to use University logo for differentiation from the original.

7.0 Quality Assurance and Review System:

7.1 The University OER Repository strives to provide resources of the highest quality. The reviewing process will be carried out at different levels. Centre for Online Education (COE) shall monitor the quality of print and electronic material time to time with the help of technical support staff.

7.2 University curriculum-based learning resources developed through peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further reviewing for uploading on the repository.

7.3 The OER committee will adopt a set of quality assurance guidelines and indicators to help teachers focus on quality of OER.

7.4 At the university level, an OER committee will be established under COE to review policy as well as the production, delivery and access processes of OER.

7.5 OER committee will be constituted with the following members:

7.5.1 OER committee

- (a) Vice Chancellor of the University – Chairperson;
- (b) Director, Centre for Internal Quality Assurance – Member
- (c) 2 Directors of Schools - Members (nominated by the VC)
- (d) 2 External OER experts - Members (identified by VC)
- (e) Director/ nomination from Centre for Online Education – Member Secretary;

7.5.2 The members at clauses (c) to (e) shall be nominated by the Vice- Chancellor of the University.

7.5.3 The membership of such nominated members shall be for a period of two years.

The OER committee shall meet at least once in a semester.

The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports on OER are to be documented with official signatures and maintained electronically in a retrievable.

8.0 Liability:

8.1 All OER materials shared at the University OER Repository to the world at large will carry a disclaimer indicating that the material is for educational purposes only and that the university absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by faculty and staff of the university and others does not necessarily reflect the opinion of the university.

8.2 All learning materials published under CC-BY license shall include the following information in the credit page:

9.0 Role of the Faculty/Teachers/Content Developers:

- 9.1 The faculty member responsible for development of a course shall be personally responsible for management and adoption of OER in the specific course. However, the discipline concerned shall take appropriate decision, on why a course will not be put on CC license, in a meeting and put the same on record.
- 9.2 In general, the concerned faculty should search for appropriate OER to adopt/adapt in a course, thereby reducing the cost of the course production, as well as reduce the time to produce such material, and improve student learning.
- 9.3 When an external writer is engaged, the material should be reviewed, and appropriate copyright assigned to the University with indemnity to the University for plagiarism, if any, so that the material can be released by the University under CC licence.

10.0 Institutional Arrangements:

- 10.1 The teaching-learning materials produced by the university (as described in section 6.1) shall be shared in a suitable online platform.
- 10.2 The Centre for Online Education (COE) shall be responsible for providing access to all the stakeholders, and maintenance of the platform.
- 10.3 Faculty and staff members engaged in OER development shall be regularly provided with capacity building opportunity by the Centre for Online Education (COE) to familiarize the stakeholders of the opportunities and technical feasible options of the platform.
- 10.4 Regular update/training programme on Copyrights, OER and Open License shall be organized by the Centre for Online Education (COE) to promote the use of OER.

Appendix I

Open licensing allows IP owners to modify the copyright on the intellectual property to facilitate openness. The most popular and well-known open license is the Creative Commons license (CC). Creative Commons licensing does not change the copyright ownership; it rather allows for affordances and sets stipulations for end-users based on the following license conditions:

- Attribution (By): The standard condition for CC license in which usage requires citing, referencing of the creator/source.
- No Derivatives (ND): This condition mandates that no derivative works or adaptations may be made by users.
- Non-Commercial (NC): This condition mandates that users do not sell or make commercial usage of the licensed materials.
- Share-Alike (SA): Usage requires that any derivatives, remixes, or adaptations of the work be licensed under the same Creative Commons license.





Six specific types of CC licenses to be used in the execution of the OER policy are as given below:

- Attribution CC BY Attribution Share Alike CC BY-SA
- Attribution No Derivatives CC BY-ND
- Attribution Non-Commercial CC BY-NC
- Attribution Non-commercial Share Alike CC BY-NC-SA
- Attribution Non-commercial No Derivatives CC BY-NC-ND

Please refer following section for further clarification of the conditions. Details of them are also available at <http://creativecommons.org/licenses/>

Creative Commons (CC) Licences

Conditions that you want to apply to your work:

Condition	Symbol	Explanation
Attribution		All CC licences require that others who use your work in any way must attribute it – i.e. must reference the work, giving you credit for it – the way you request, but not in a way that suggests you endorse them or their use of the work. If they want to use your work without giving you credit or for endorsement purposes, they must get your permission first.
Non-Commercial		You let others copy, distribute, display, perform and (unless you have chosen No Derivatives) modify and use your work for any purpose other than commercially. If they want to use your work commercially, they must get your permission first.
No Derivative Works		You let others copy, distribute, display and perform only original copies of your work. If they want to modify your work, they must get your permission first.
Share Alike		You let others copy, distribute, display, perform and modify your work, as long as they distribute any modified work on the same terms. If they want to distribute modified works under other terms, they must get your permission first.

Based on your choices, you will get a licence that clearly indicates how other people may use your creative work.



Attribution CC BY



Attribution Share Alike CC BY-SA



Attribution No Derivatives CC BY-ND



Attribution Non-Commercial CC BY-NC



Attribution Non-commercial Share Alike CC BY-NC-SA



Attribution Non-commercial No Derivatives CC BY-NC-ND

Process Guidelines for Open Educational Resources (OER) in UPRTOU Repository

Functions of Schools and Administrations		Remark
1.	Enlist and identify the educational resources to be share as OER through Repository	
2.	Assure the contents format (Text and A/V) and quality as per the University norms	Adopt and Finalize the A/V format
3.	In coordination with COE for technical, technological support in relation to the format and assigning of CC license.	
4.	Add Credit Page to each Resources using CC License as per the OER Policy of the UPRTOU.	
5.	Assure the resources (startup/Innovations/Patents/ any other) which is University to be share as Non OER.	
6.	Advise COE to upload the educational resources to the Repository and provide access to the learners	
7.	Share the Repository among the learners for wider access.	
8.	Advise LSS to share about the repository appropriately to access the educational materials as OER	
9.	Motivate teachers to contribute the educational materials/lecture notes/lecture audio-videos etc. as OER	
Role of Centre for Online Education (COE)		
1.	Review the received educational resources (as OER) and assist respective schools with technical and technological advise.	
2.	Prepare a user guideline (manual) for OER repository. Provide access it through university website, Prospectus, repository, etc.	
3.	Provide Conceptual materials on OER to Understand OER and its use.	
4.	Organise various awareness programme on OER to build capacity of stakeholder.	
5.	Update and trained the stakeholders with latest technology and legitimation by conducting the workshop.	
6.	Issue certificates of uploading the contents of the contributors.	
7.	Withdraw the uploaded content due to any discrepancy with the approval of respective school.	
8.	Use a mechanism to rank and highest contributor of OER and recommend for motivational award for recognition.	
9.	It is the responsibility of COE to regularly update & maintain the OER repository.	