



COMMONWEALTH *of* LEARNING

Commonwealth Educational Media Centre for Asia

Institutional OER Policy

**Uttarakhand Open
University, Haldwani**



The Commonwealth of Learning (COL) is an intergovernmental organisation created by Commonwealth Heads of Government to promote the development and sharing of open learning and distance education knowledge, resources and technologies.



Commonwealth Educational Media Centre for Asia (CEMCA), 2016

© 2016 by the Commonwealth Educational Media Centre for Asia (CEMCA). ***OER Policy of Uttarakhand Open University, Haldwani*** is made available under a Creative Commons Attribution 4.0 International (CC BY 4.0) License:

<https://creativecommons.org/licenses/by/4.0>

For the avoidance of doubt, by applying this license Commonwealth of Learning and Commonwealth Educational Media Centre for Asia (CEMCA) do not waive any privileges or immunities from claims that they may be entitled to assert, nor do COL/CEMCA submit themselves to the jurisdiction, courts, legal processes or laws of any jurisdiction.

Published by

Published on behalf of Director, CEMCA
by Mr. R. Thyagarajan,
Head (Administration and Finance)
CEMCA, 7/8 Sarv Priya Vihar
New Delhi - 110016, India
<http://www.cemca.org.in>

Acknowledgement

The first and second draft of policy document was prepared using CEMCA's OER policy templet by [Dr. Jeetendra Pande](#), Assistant Professor, School of Computer Science, Uttarakhand Open University, Haldwani, Uttarakhand India as Coordinator (jpande@uou.ac.in) and [Dr. Manas Ranjan Panigrahi](#), Programme Officer (Education), Commonwealth Educational Media Centre for Asia (CEMCA), India (mpanigrahi@col.org) as part of the *OER Policy Development*. The final version was accepted by the top leadership of the Uttarakhand Open University, Haldwani, Uttarakhand India and edited by [Dr. Manas Ranjan Panigrahi](#), Programme Officer (Education), Commonwealth Educational Media Centre for Asia (CEMCA), India

This project is funded as part of the Higher Education component of Education initiatives of CEMCA, New Delhi

Open Educational Resources (OER) Policy



Uttarakhand Open University, Haldwani



**The policy is developed with the guidance of
Commonwealth Educational Media Centre for Asia
(CEMCA)**

UTTARAKHAND OPEN UNIVERSITY, HALDWANI

Minutes of 1st Meeting

A meeting was held at UOU Headquarter, Haldwani on 13/Jan/2016 to draft the recommendations for OER policy for UOU. The Following members of the committee were present:

- | | |
|---|-------------|
| 1. Dr. Jeetendra Pande, Assistant Professor- SOCS&IT | Coordinator |
| 2. Dr. Praveen Kumar Tewari, Assistant Professor- SOE | Member |
| 3. Mr. Sumit Prashad, Assistant Professor- SOC&MS | Member |

Following points were discussed.

1. The committee deliberated about the need of OER policy for Uttarakhand Open University. It was decided that the OER policy template provided by Commonwealth Educational Media Center for Asia(CEMCA), New Delhi should be adapted as per the UOU for preparing the draft of UOU OER policy.
2. After a detailed study of the OER policy template, it was decided that the following aspects need to be incorporated in the existing template:
 - a. The teaching-learning materials produced by the University shall be shared on a suitable online platform. This would be accomplished in three phases. In the first phase, only the material that is developed using OERs shall be offered as OER on the online platform of the University. In the second phase, all the teaching-learning material where copyright is owned by UOU **and** is duly edited in terms of language and content, shall be shared using online platform. It is also recommended that there is a need to establish a copyright clearance center in the University. This cell would be responsible for IPR of the University. This cell would also be responsible for obtaining copyrights of all the teaching-learning material of the University. The establishment of the cell will provide excellent opportunity to introduce new system for effective management of educational resources(SLM/SIM) as well as its Intellectual Property Rights. In the third phase, after obtaining the copyright for all teaching-learning material NOC shall be issued by copyright clearance center, the remaining materials shall be uploaded on the online repository as e-contents.
3. After detailed deliberations, it was also decided that the above material shall be offered under under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

The following format for the license is proposed for the econtents;

License



Uttarakhand Open University, 2015

© Uttarakhand Open University, 2015. This work by Uttarakhand Open University is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. It is attributed to the sources marked in the References, Article Sources and Contributors section.

4. It is recommended that the title for Reference Section as specified in each unit of e-contents developed under OER policy shall be modified to *References, Article Sources, Contributors*. Further, the reference source should also provide the complete details of the license of the source document. The citation for the source used under OER shall be provided as under:

Gallagher, S. (2013, Oct. 02). *We are not who we are*. Retrieved Sep. 26, 2015, from Security Blog: <https://securityblog.redhat.com/tag/two-factor-authentication/> available under a Creative Commons Attribution-ShareAlike 3.0 Unported License.

5. The following draft of OER policy of UOU recommended as adapted from the OER policy template provided by CEMCA.

UTTARAKHAND OPEN UNIVERSITY, HALDWANI

Minutes of 2nd Meeting

A meeting was held at UOU Headquarter, Haldwani on 19/March/2016 to finalize the recommendations for OER policy for UOU. The Following members of the committee were present:

1. Prof. R.C. Mishra- Director(Academics), Director- School of Mgm. Stu. & Commerce, School of Tourism, Hospitality and Hotel Management, School of Health Sciences
2. Prof. P.D. Pant- Controller of Examination, Director School of Sciences, Sirector School of Agriculture
3. Dr. Manas Ranjan Panigrahi- Program Officer, CEMCA, New Delhi
4. Dr. Jeetendra Pande, Assistant Professor- School of CS & IT and OER Cell
5. Mr. Balam Dafouti, Academic Associate- School of CS & IT

The meeting started with the welcome address by Prof. R.C. Mishra. Following recommendations were accepted and placed in record.

1. It was realised that the university should have two types of license.
 - a. Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.
 - b. Creative Commons Attribution- -ShareAlike 4.0 International License.
The mateials like blogs, ppt, lecture notes, statutes, OER policy, etc. Should be offered under Creative Commons Attribution -ShareAlike 4.0 International License.
2. The committee delibrated about the need of OER policy for Uttarakhand Open University. It was decided that the OER policy template provided by Commonwealth Educational Media Center for Asia(CEMCA), New Delhi should be adapted as per the UOU for preparing the draft of UOU OER policy.

The meeting ended with the thanks to the chair.

Prof. R.C. Mishra Prof. P.D. Pant Dr. Manas R. Panigrahi Dr. Jeetendra Pande

Institutional OER Policy for Uttarakhand Open University

1. Preamble: The **Uttarakhand Open University** established in the year 2005 under the Act of State 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 affordability of information and communication technologies including the Internet and World Wide Web has enabled anytime, anywhere and any place access to educational resources available online. Number of platforms and resources are now available online for the learners, and due to the read-write abilities of the Web 3.0, 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. The availability of contents in digital format helps in sharing and supports in adaptation, localisation and translatoin. However, 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 OpenCourseWare 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. In India , Govt. of India has been supporting opening access of educational resources for promoting inclusive education in the country. As per National Knowledge Commission report, OERs must be created online through a collaborative process, pooling in the efforts and expertise of all major institutions of higher education. Presently, across the globe, the Open Universities have begun to explore OERs with an intention to increase access to knowledge and educational oppourtunities by sharing educational contents. Therefore, adoption of OER policy in the Uttarakhand Open University will create the enabling environment for all the stakeholders of the Uttarakhand Open University to create and use OERs in production of educational resources and enable them to share under appropriate open licenses.

2. Definitions:

- 2.1. *Open Educational Resources* are defined as “etaching, learning and research materials in any medium, digital or otherwise, that are available 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.” – UNESCO
Thus, OERs are the educational contents that are freely shared among the educators, learners, researchers and the common masses under the open licensing. These materials are shared under creative commons or GNU license that enumerates on how the contents shall be used, adapted and shared.
- 2.2. *Content Developers:* Any person engaged in the development of teaching and learning materials used by the *University*.
- 2.3. *Copyrights:* refer 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, 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 desire.

- 2.4. *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.
- 2.5. *Creative common License*: It is a public copyright license that enables free distribution of copyrighted work. This license helps to share, use, reuse, build upon a work(derived work) that have been created bt the author. CC provides flexibility to the creator as well as the user as it is free from the concerns of copyrights infringement, as long users abide by the conditions as specified under the license.

3. Purpose of the Policy:

- 3.1. The purpose of this OER Policy is to:
 - Make materials available under Creative Commons licenses
 - Support voluntary participation of Faculty and others in developing OER content
 - Clarify publication rights and licensing issues
 - Provide guidance in development and review of OER materials prior to sharing them on a worldwide scale
 - Define collaborations within and outside the university with the intent to allow free access to the e-contents.

4. Applicability:

- 4.1. The OER policy is applicable to the following:
 - 4.1.1. All content developers within the university and those engaged by the university for writing materials on short-term basis as subject matter experts for payment of certain fees or for free;
 - 4.1.2. All types of learning materials released in any physical or electronic format.
 - 4.1.3. In case where the material is developed in collaboration/ partnership with other institutions, the guidelines governing that collaboration as indicated in the MOU/MOC shall 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.

5. Types of Licences:

- 5.1. 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 with the following exceptions:
 - 5.1.1. 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 such materials. Such restrictions should be time dependent.
 - 5.1.2. Intellectual property owned by the University that the University considers as commercially sensitive may also be restricted.
- 5.2 Open licensing allows IP owners to modify the copyright on the intellectual property for augmenting openness. However, 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:
 - 5.2.1 Attribution (By) The standard condition for CC license in which usage requires citing, referencing of the creator/source.

- 5.2.2 No Derivatives (ND) This condition mandates that no derivative works or adaptations may be made by users.
- 5.2.3 Non-Commercial (NC) This condition mandates that users do not sell or make commercial usage of the licensed materials.
- 5.2.4 Share-Alike (SA) Usage requires that any derivatives, remixes, or adaptations of the work be licensed under the same Creative Commons license.
- 5.3 Six specific types of CC licenses are available at <http://creativecommons.org/licenses/>
- 5.4 All materials developed by it and having exclusive rights shall be released on the university OER Repository site under *Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License*.
- 5.5 The materials like University/Schools blog contents, Lecture notes, PowerPoint presentations, acts & statute and ordinance of the University, etc. shall be release under *Creative Commons Attribution- -ShareAlike 4.0 International License*.
- 5.6 For derivatives and reproductions of other CC licensed materials, the University shall follow the respective CC provisions and the licenses therein.
- 5.7 While sharing the materials of the University in appropriate licenses, the derived work is not permitted to use University logo for differentiation from the original work.

6. Quality Assurance and Review System

- 6.1. The *University's* OER Repository strives to provide resources of the highest quality. Accordingly, the reviewing process shall be carried out at different levels to ensure quality standards.
- 6.2. *University's* 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. All other contributions will be peer reviewed within the department before uploading on the OER Repository.
- 6.3. The OER Board will adopt a set of quality assurance guidelines and indicators to help teachers focus on the quality of OERs.
- 6.4. At the University's level, an OER Board will be created to review policy as well as the production, delivery and access processes of OER.
 - 6.4.1. Such a Board will constitute the following members: [Director Academics (Chair of the Internal Quality Assurance Cell), Registrar, Director of the Schools, and selected 2/3 OER experts from the staff on rotation basis].
 - 6.4.2. The OER Board shall have a [3] years term, and will report annually to the Academic Council through the Vice Chancellor.
- 6.5 OER policy shall be subject to review at the interval of three years time cycle. But if the situation demands so, the Vice Chancellor may instruct to review it in between as well.

7. Liability

- 7.1. All OER materials shared under the *University* OER Repository will carry a disclaimer indicating that the material is for educational purposes only and that the university absolves itself of any practical misuse of the OER materials or their content. It shall also be placed in record that the OER materials authored and published by faculty members and other staff shall not reflect the opinion of the university.
- 7.2. All learning materials published under CC license should include the following information in the credit page: © Year, *Name of the University*. This learning

resource is available under <http://creativecommons.org/licenses/by-nc-sa/4.0/> . However, derivatives of the work will not be permitted to use *University* Logo.

8. Role of the Faculty/Teachers/Content Developers







- 8.1. The members of the faculty shall be responsible for the management, development and adoption of OERs in the various courses of the study. Further, the Director of the said School alongwith the programme coordinator shall take decisions whether to put educational contents as OERs or not. However, such decisions shall be placed on record.
- 8.2. 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.
- 8.3. If no OER is available in a topic, then that part of the content should be developed either by internal faculty or by engaging an appropriate expert from outside as per the normal procedure of the University.
- 8.4. 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, shall be ensured so that the material can be released by the *University* under CC licence.

9. Institutional Arrangements

- 9.1. The teaching-learning materials produced by the university shall be shared in a suitable online platform. This would be accomplished in three phases. In the first phase, only the material that is developed using OERs available on the Internet will be offered as OER in the online platform of the University. In the second phase, all the teaching-learning material whose copyright is owned by UOU and is duly edited in terms of language and contents shall be shared using online platform. In the third phase, after the copyright for all the teaching-learning material have been taken and NOC is issued by copyright clearance centre, such materials shall be uploaded in the online repository.
- 9.2. The ICT Cell shall be responsible for providing access to all the stakeholders, and maintenance of the platform.
- 9.3. Faculty and staff members engaged in OER development shall be regularly provided with capacity building opportunity by the IT department to familiarize with the opportunities and technical feasible options of the platform.
- 9.4. Regular update on Copyrights, OER and Open License shall be organized by the ICT cell/staff training unit to promote the use of OERs.
- 9.5. In order to assist the teachers to adopt OER, a workflow mechanism suitable to the course development practice needs to be fostered in the University.

Appendix A: Six Types of Creative Commons Licenses

The Licenses

 <p>Attribution CC BY</p> <p>This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.</p>	 <p>Attribution-ShareAlike CC BY-SA</p> <p>This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to "copyleft" free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.</p>
 <p>Attribution-NonCommercial CC BY-NC</p> <p>This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.</p>	 <p>Attribution-NonCommercial-ShareAlike CC BY-NC-SA</p> <p>This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.</p>
 <p>Attribution-NonCommercial-ShareAlike CC BY-NC-SA</p> <p>This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.</p>	 <p>Attribution-NonCommercial-NoDerivs CC BY-NC-ND</p> <p>This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.</p>

Source: <https://creativecommons.org/licenses/>