OPEN EDUCATIONAL RESOURCES (OER) POLICY

Central University of Himachal Pradesh

Supported by

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New Delhi

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Central University of Himachal Pradesh (CUHP)
Shahpur, KANGRA

An Initiative of School of Education

THE OER POLICY
OF
CENTRAL UNIVERSITY OF HIMACHAL PRADESH

"**N**otwithstanding with the Central University Act 2009, with mandate to disseminate and promote tertiary education avenues to the knowledge societies, Central University of Himachal Pradesh (CUHP) formulates its OER Policy, in consultations with experts, faculty, management and the stakeholders of the University and adopts through its Academic Council on confirmation by its Executive Council, shall be named as OER Policy of CUHP"

Preamble

The Central University of Himachal Pradesh, established under the Central Universities Act 2009, is committed to provide inclusive access to quality higher education through conventional means along with appropriate use of open knowledge resources, distance learning methods and lifelong learning opportunities. Providing quality learning materials is an important imperative for education and affordability of information and communication technologies including the Internet and World Wide Web has transcended spatial and temporal boundaries in making 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 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). It is expected to create a network of resources freely available for use of the human beings 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 Central University of Himachal Pradesh will create enabling environment for all stakeholders of Central University of Himachal Pradesh to create and use OER in production of educational resources and to enable them to share these under appropriate open licenses and thus, the University initiated the development of its OER Policy in support with Commonwealth Educational Media Centre for Asia, New Delhi. The Policy Development Team is Annexed.

Definitions

2.1 **Open Educational Resources:** Teaching, learning and research materials in any medium, digital or otherwise, that lie in the public domain released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

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 otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains/retain the moral rights to assign the rights to any other person or share the materials with others in any other conditions 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 have open licenses of six different types.

2.5 **Regulator OER:** is a person authorized by Central University of Himachal Pradesh for ensuring high quality content of OER. S/he will be the Head of the OER Development Wing equivalent to Dean of a School in the University.

2.6 **Content Manager(s):** is/are person(s) authorized by Central University of Himachal Pradesh for uploading and managing the content of OER on a digital platform on a consistent ongoing basis.

2.7 **_Content Editor(s):_** is/are person(s) authorized by Central University of Himachal Pradesh and are subject experts in a particular domain of knowledge for editing the content of OER on a digital platform on a consistent ongoing basis.

2.8 **_Language Editor:_** is/are person(s) authorized by Central University of Himachal Pradesh for editing of the language of the content of OER on a digital platform on a consistent ongoing basis.

2.9 **_Translators:_** is/are person(s) authorized by Central University of Himachal Pradesh for translating the content of OER in a particular desired language on a digital platform on a consistent ongoing basis.

2.10 **_Legal Expert:_** is/are person(s) authorized by Central University of Himachal Pradesh for looking into the legal issues related to the content before uploading and managing the content of OER on a digital platform on a consistent ongoing basis. She/he/they would be responsible for ensuring compliance of all dimensions related to cyber laws.

2.11 **_Format Designer(s):_** is/are person(s) authorized by Central University of Himachal Pradesh for format editing and ensuring aesthetic quality of content to be uploaded on a digital platform. Normally she/he/they will be software experts.

2.12 **_Digital Equipment Manager:_** is/are person(s) authorized by Central University of Himachal Pradesh for managing multimedia devices in order to help create digital contents.

2.13 **_Network Relationship Manager:_** is a person authorized by Central University of Himachal Pradesh for managing public relationship and liaising with institutions across multiple forums in academia/industry.

Production Team

3.1 *Director (Production):* is/are person(s) authorized by Central University of Himachal Pradesh for ensuring high quality production of the content of OER on a digital platform on a consistent ongoing basis. She/he/they will be Head of the production team equivalent to HoD/ Director of the Centre in Central University of Himachal Pradesh (CUHP).

3.2 *Coordinator (Visual Effects):* is/are person(s) authorized by Central University of Himachal Pradesh for ensuring high quality visual effects in the process of production of the content of OER on a digital platform on a consistent ongoing basis.

3.3   *Coordinator (Audio Effects):* is/are person(s) authorized by Central University of Himachal Pradesh for ensuring high quality audio and acoustic effects in the process of production of the content of OER on a digital platform on a consistent ongoing basis.

3.4   *Coordinator (Music):* is/are person(s) authorized by Central University of Himachal Pradesh for ensuring high quality foreground and background musical effects in the process of production of the content of OER on a digital platform on a consistent ongoing basis.

3.5   Coordinator (Art): is/are person(s) authorized by Central University of Himachal Pradesh for ensuring high quality foreground and background art effects in the process of production of the content of OER on a digital platform on a consistent ongoing basis.

Purpose of the Policy:

4.1   The purpose of this OER Policy is to:

4.1.1   Make materials available under Creative Commons licenses.

4.1.2   Support voluntary participation of Faculty and others in developing OER content.

4.1.3   Clarify publication rights and licensing issues.

4.1.4   Provide guidance in development and review of OER materials prior to sharing them on a worldwide scale. To adapt and customize Quality Assurance guidelines being followed by the premier institutions both at home and abroad.

4.1.5   Define collaborations within and without the university with the intent to allow access to the open content. The mandate of the University will be kept in view while undertaking collaboration.

Note: to achieve the above mentioned purposes/objectives, CUHP will encourage the adoption of Open Source Software (SSS) and Open Standard.

Applicability:

5.1   The OER policy is applicable to the following:

5.1.1   All content developers within the university and those engaged by the university for writing materials on short-term/medium-term basis as subject matter experts for payment of certain fees or for free;

5.1.2 All types of learning materials released in any physical or electronic format.

5.1.3 In cases where the material is developed in collaboration/ partnership with other 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.

Types of Licences:

1.1 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:

1.1.1 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 material. Such restrictions should be time dependent. While deciding on sharing, the University shall get copyright clearance from its Intellectual Property Rights (IPR) Cell.

1.1.2 Access to intellectual property owned by the University that it considers is commercially sensitive may also be restricted.

1.2 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) (Annexure A). 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:

1.2.1 Attribution (BY): The standard condition for CC license in which usage requires citing, referencing of the creator/source.

1.2.2 No Derivatives (ND): This condition mandates that no derivative works or adaptations may be made by users.

1.2.3 Non-Commercial (NC): This condition mandates that users do not sell or make commercial usage of the licensed materials.

1.2.4 Share-Alike (SA): Usage requires that any derivatives, remixes, or adaptations of the work be licensed under the same Creative Commons license.

1.2.5 Course Content developers can also opt for CCO (zero) licenses.

1.3   Six specific types of CC licenses are available at http://creativecommons.org/licenses/.

1.4   The choice of license will be decided by the faculty concerned who has developed the material and shall be vetted by the internal OER Quality Review Board. **Or** All materials developed by it and having exclusive rights shall be released on the University OER Repository site under CC-BY-SA.

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

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

1.7   The University shall establish an Intellectual Property Cell (IPR Cell)/OER Cell. This cell will take care of all the IPR needs and requirements of the University, while at the same time respecting the academic freedom of its faculty and researchers, including Copyright Clearance and assessing which IP of the university can be shared openly and which IP cannot.

Quality Assurance and Review System

1.8   The *University* OER Repository strives to provide resources of the highest quality. The reviewing process will be carried out at different levels.

1.9   *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. All other contributions will be peer reviewed within the department before uploading on the OER Repository.

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

1.11   At the University level, an OER Board will be created to review policy as well as the production, delivery and access processes of OER.

   1.11.1 Such a Board will constitute the following members: Chair of the Internal Quality Assurance Cell (IQAC), Registrar, Academic Dean/s, Head of the Departments, an External OER Expert (optional) and selected 2/3 OER experts from the staff on rotation basis.

   1.11.2 The OER Board shall have a three (3) years term, and will report annually to the Academic Council through the Vice Chancellor.

Liability

1.12   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.

1.13   All learning materials published under CC license should include the following information in the credit page: #Name of Creator/developer of OER, #Month and Year, #Name of the University, #Life span of contents, and #Statement "This learning resource is available under [*Specify the license with link to the legal code, as given at Annexure A*]". Original work shall carry University logo however, derivatives of the work are not authorized to use *University* Logo.

1.14   The University will have the copyright of OER course developed and this material will bear the seal/logo of the University.

1.15   The University will have the right to upload, update and withdraw any course content anytime without assigning any reason.

1.16   The uploaded content will be available for fair use for teaching, learning and research purpose only.

1.17   The University will impose heavy fine and legal action as per its regulations if any individual or businesses download the content for commercial use.

1.18   The University course content will have standard metadata for content retrieval.

Role of the Faculty/Teachers/Content Developers

1.19   Content developers will develop need based content that is relevant to teaching learning needs and is in alignment with major thrust areas and research priorities of the University.

1.20   Content developers will have the responsibility to check content with plagiarism defection tools made available by the University.

1.21   Content writers will ensure that content developed is worthwhile, supports self-learning and is interesting and engaging.

1.22   Content writers will sign a copyright form to transfer the copyright of the content to the University.

1.23   Content should support learning by example and evidence based learning.

1.24   Faculty members can also develop content in collaboration with faculty teaching a similar course(s) at other Universities with an understanding and clarify that copyright of the content will remain with CUHP.

1.25   University may develop in-house facilities, sign MoU with other institutions or outsource work, of adding value to content such as video-recording, animation etc. which may be required to facilitate enhanced learning.

1.26   Faculty member responsible for content writing will also be responsible for updating the content and continuously improving the content.

1.27   Content developers will provide adequate links to similar high quality web based resources for facilitating additional learning.

1.28   To encourage high quality of content and motivate the content developers, CUHP will have adequate budget to pay a reasonable amount to content developers.

1.29   In case content writer for a particular course is not available from within the University, the University may engage an outside expert.
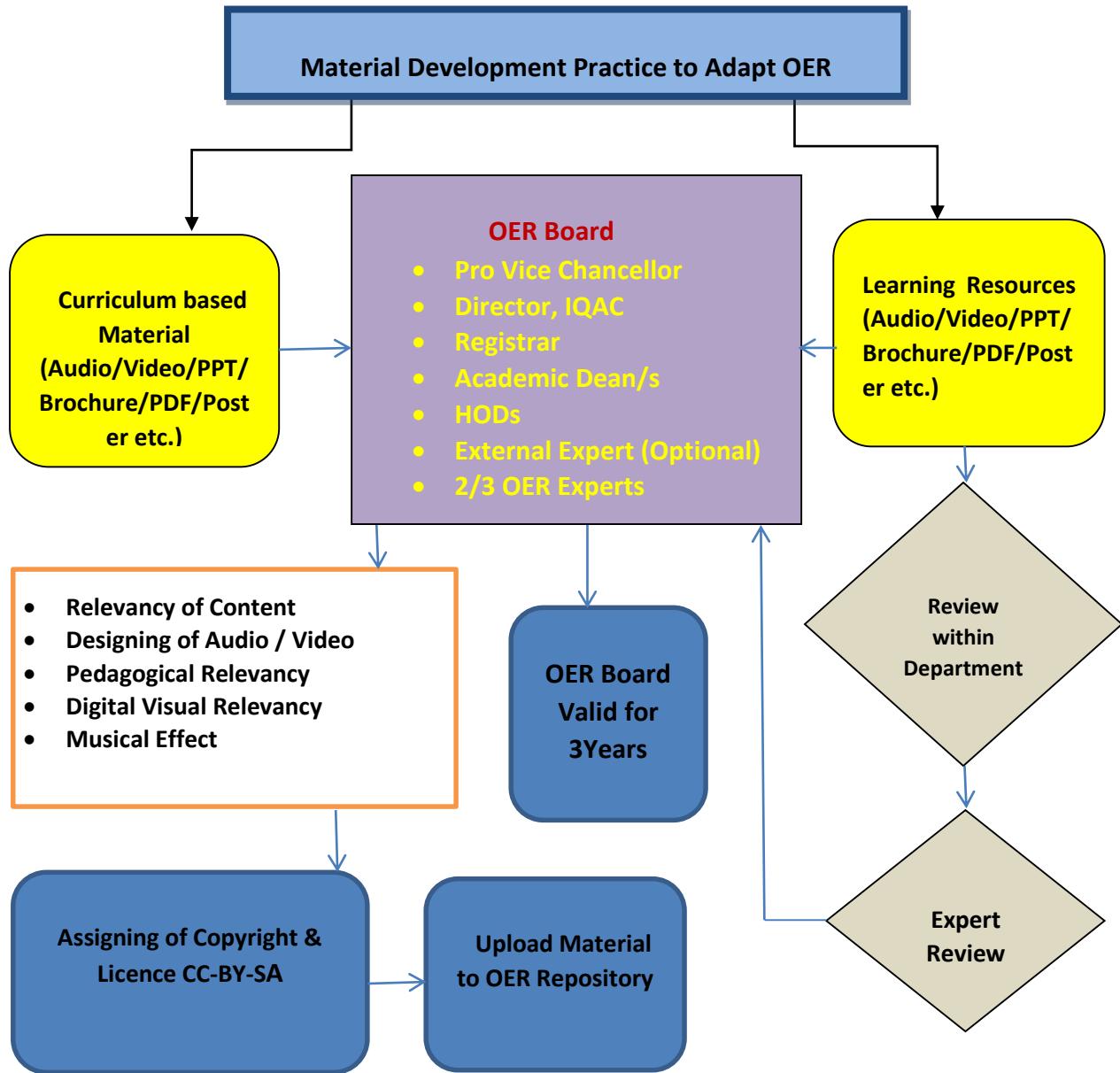

Institutional Arrangements

1.30   The teaching-learning materials produced by the university shall be shared in a suitable online platform.

1.31   The central IT department shall be responsible for providing access to all the stakeholders, and maintenance of the platform.

1.32   Faculty and staff members engaged in OER development shall be regularly provided with capacity building opportunity by the IT department to familiarize the stakeholders of the opportunities and technical feasible options of the platform.

1.33   Regular update on Copyrights, OER and Open License shall be organized by the IT department/staff training unit to promote the use of OER.

1.34   Facilities to create contents, in the form of infrastructure and specialist human resource shall be created by the University.

1.35   In order to assist the teachers to adopt OER, a workflow mechanism suitable to the course development practice in the University is at Appendix-B (to be developed locally).

Appendix A: Types of Creative Common Licenses

The Licenses	
 Attribution **CC BY** 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.	 **Attribution-ShareAlike** **CC BY-SA** 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.
 Attribution-NoDerivs **CC BY-ND** This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.	 **Attribution-NonCommercial** **CC BY-NC** 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.
 Attribution-NonCommercial-ShareAlike **CC BY-NC-SA** 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.	 **Attribution-NonCommercial-NoDerivs** **CC BY-NC-ND** 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.
Source: https://creativecommons.org/licenses/	

Appendix B: Workflow mechanism for the course development practice to adopt OER

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│          Material Development Practice to Adapt OER            │
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Curriculum based Material (Audio/Video/PPT/ Brochure/PDF/Poster etc.)

OER Board
- **Pro Vice Chancellor**
- **Director, IQAC**
- **Registrar**
- **Academic Dean/s**
- **HODs**
- **External Expert (Optional)**
- **2/3 OER Experts**

Learning Resources (Audio/Video/PPT/ Brochure/PDF/Poster etc.)

- **Relevancy of Content**
- **Designing of Audio / Video**
- **Pedagogical Relevancy**
- **Digital Visual Relevancy**
- **Musical Effect**

OER Board Valid for 3Years

Review within Department

Assigning of Copyright & Licence CC-BY-SA

Upload Material to OER Repository

Expert Review

Annexure: Draft OER Policy Development Committee(s)

1. Prof. Kuldeep Chand Agnihotri, Vice-Chancellor, Central University of Himachal Pradesh
2. Prof. Yoginder Singh Verma, Pro Vice-Chancellor, Central University of Himachal Pradesh
3. Prof. Arvind Agrawal, Dean, School of Fine Arts and Art Education, CUHP
4. Prof. I.V. Malhan, Dean, School of Mathematics, Computers & IS, CUHP
5. Prof. H. R. Sharma, Dean, School of Social Sciences, CUHP
6. Prof. A. K. Mahajan, Dean, School of Earth & Environmental Sciences, CUHP
7. Dr. Manas Ranjan Panigrahi, CEMCA, New Delhi
8. Brig. J. C. Rangra, Registrar, CUHP
9. Dr. Manoj K. Saxena, Convenor & Dean, School of Education, CUHP
10. Dr. Roshan Lal Sharma, Dean, School of Humanities & Languages, CUHP
11. Dr. OSKS Shastri, Dean, School of Physical & Material Sciences, CUHP
12. Dr. Pradeep Nair, Dean, School of Journalism, Mass Com. & New Media, CUHP
13. Dr. Asutosh Pradhan, Head, Department of Social Work, CUHP
14. Dr. Manukonda Ravindranath, Head, Department of JCW, CUHP
15. Dr. Bhagwan Singh, Head, Department of M&SCM, CUHP
16. Dr. Sanjeev Gupta, Head, Department of Accounting & Finance, CUHP
17. Dr. Navneet Sharma, Assistant Professor, SoE, CUHP
18. Dr. Anu, G.S. , Assistant Professor, SoE, CUHP
19. Dr. R. P. Rai, Assistant Professor, SoJMC&NM, CUHP
20. Dr. Rakesh Kumar, Assistant Professor, Department of Mathematics, CUHP
21. Dr. Dimple Patel, Assistant Professor, Department of Library & IS, CUHP
22. Ms. Prakrati Bhargava, Assistant Professor, SoE, CUHP
23. Ms. Renu Bhandari, Assistant Professor, SoE, CUHP
24. Mr. Kuldeep Singh, Assistant Professor, Department of JCW, CUHP
25. Mr. Keshav Ravat, Assistant Professor, Department of CS&I, CUHP
26. Mr. Girish Sharma, System Analyst, CUHP
27. Research Scholars, School of Education

The committee met on 1st September 2015 at Seminar Hall, Central University of Himachal Pradesh, TAB, Shahpur, KANGRA Himachal Pradesh, India and developed draft OER policy.

The Draft Policy was circulated to all stakeholders and finalization of the OER Policy was done on 8th January 2016 by the following Committee:

1. Prof. Yoginder S. Verma, Pro-Vice Chancellor, CUHP on Chair
2. Dr. Manas Ranjan Panigrahi, Programme Officer, CEMCA, New Delhi
3. Prof. Pradeep Vaidya, Director, ICDEOL, HP University, Shimla
4. Dr. Pankaj Khare, Registrar, Central University of Punjab, Bhatinda
5. Prof. Pradeep K. Mishra, Dean, Faculty of Education, CCS University, Meerut
6. Prof. I.V. Malhan, Dean, School of Mathematics, Computers & IS, CUHP
7. Prof. H. R. Sharma, Dean, School of Social Sciences, CUHP
8. Prof. A. K. Mahajan, Dean, School of Earth & Environmental Sciences, CUHP
9. Dr. Manoj K Saxena, Convenor & Dean, School of Education, CUHP
10. Dr. Roshan Lal Sharma, Dean, School of Humanities & Languages, CUHP
11. Dr. Pradeep Nair, Dean, School of Journalism, Mass Com. & New Media, CUHP
12. Dr. Ashutosh Pradhan, Head, Department of Social Work, CUHP
13. Dr. Manukonda Ravindranath, Head, Department of JCW, CUHP
14. Dr. Bhagwan Singh, Head, Department of M&SCM, CUHP
15. Dr. Bhag Chand Chauhan, Head, Department of Physics & AS, CUHP
16. Dr. Deepak Pant, Associate Professor, Department of E&ES, CUHP
17. Dr. Anu, G.S. , Assistant Professor, SoE, CUHP
18. Dr. R. P. Rai, Assistant Professor, SoJMC&NM, CUHP
19. Dr. Rakesh Kumar, Assistant Professor, Department of Mathematics, CUHP
20. Dr. Dimple Patel, Assistant Professor, Department of Library & IS, CUHP
21. Ms. Prakrati Bhargava, Assistant Professor, SoE, CUHP
22. Mr. Kuldeep Singh, Assistant Professor, Department of JCW, CUHP
23. Mr. Girish Sharma, System Analyst, CUHP
24. Research Scholars, School of Education