Institutional
OER POLICY for
Tamil Nadu Open University 2020

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TAMIL NADU OPEN UNIVERSITY

(A State Open University Established by Government of
Tamil Nadu, Recognized by UGC & DEB, Member in Asian Association
of Open Universities & Association of Commonwealth Universities)

No: 577, ANNA SALAI, SAIDAPET, CHENNAI, PIN: 600 015,
TAMIL NADU, INDIA.

Foreword

The 21st Century witnessed a drastic evolution in higher education system across the world. In India, the Indira Gandhi National Open University (IGNOU), has grown to a size over 3.5 million enrolled students. Open education, more than providing an occasional beneficial support for learners, has become an imperative for addressing the gap between demand for higher education and supply. The beginning of the decade was marked by the birth of OpenCourseWare (2001) and the subsequent formulation of Open Educational Resources by UNESCO (2002). There are various intiatives taken globally to integrate OER with the teaching and learning. The effective use of OER in teaching and learning required adoption of proper OER policies at the institutional level. For providing quality education in Open Universities at an offordable cost on at anytime and anywhere, OER provides the gateway for students to access the knowledge shared by various Universities and also for the reuse of study material by the Teaching professionals.

As defined by UNESCO, "Open Educational Resources (OERs) are any type of educational materials that are in the public domain or introduced with an open license. The nature of these open materials means that anyone can legally and freely copy, use, adapt and re-share them. OERs range from textbooks to curricula, syllabi, lecture notes, assignments, tests, projects, audio, video and animation". Open education is required because it is free (without cost), flexible (without significant use restrictions), and fair (accessible to all). However, making the case for open education requires a fourth component: educational efficiency

With the support from Commonwealth Media Centre for Asia (CEMCA), New Delhi, Tamil Nadu Open University (TNOU) created and adopted the institutional OER policy which will benefit the learners spread across various geographical location, and also actually develop OERs that can be used effectively for teaching and learning in the digital environment.

(K.Parthasarathy)
Vice Chancellor, TNOU

Contents

1. Preamble

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

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

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

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

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

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

The policy is consistent with and gives effect to Tamil Nadu Open University's position on intellectual property rights. The ownership of copyright as assigned to Tamil Nadu Open University, the creator. Tamil Nadu Open University's principle of open sharing as a default position recommends that the created materials will be open to public for the benefit of the society, as per the terms and conditions of this policy. This policy is also aligned with the requirements of the copyrights law of the country and the periodic amendments.

Tamil Nadu Open University understands that there will be times when it would be inappropriate to make research or other content openly accessible to the public or there may be ethical, commercial or cultural reasons for Tamil Nadu Open University to protect the materials it creates.

2. Definitions

2.1. *Open Educational Resources (OER):* Based on the 2012 Paris OER Declaration (UNESCO, 2012, p.1)[1], Tamil Nadu Open University (TNOU) interprets OER as teaching, learning and research materials in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. Open licensing is built within the existing framework of intellectual property rights as defined by relevant international conventions and respects the authorship of the work.

2.2. *OER Creation:* The development/production and online sharing of quality assured OER.

2.3. *OER Adoption:* A practice of adopting existing OER for use in a course without any change.

2.4. *OER Integration:* This is viewed as a logical and systematic approach to the "five Rs" (Wiley 2014)[2] of reusing, revising, remixing, redistributing and retaining of OER.

2.5. *OER Sharing:* Making OER freely accessible, especially online.

2.6. *Content Developer:* Any person (typically author) engaged in the development of teaching and learning materials used by the institution.

2.7. *Copyrights:* Laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work as per copyright law of India. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains the moral rights to assign the rights to any other person or legal entity, and share the materials with others in any other conditions he/she may desire.

2.8. *Open License:* "A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions".[3]

2.9. ***Institutional Repository:*** a set of services offered by an institution "to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution"[3].

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1   UNESCO. (2012). 2012 Paris OER Declaration. Retrieved from http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html

2   David Wiley(20124) Ref: The Access Compromise and the 5th R

3   Lynch, C.A. (2003). Institutional Repositories: Infrastructure for Scholarship in the Digital Age, ARL 226, Retrieved from http://www.arl.org/storage/documents/publications/arl-br-226.pdf

3. Policy

3.1. Policy Declaration

The Tamil Nadu Open University will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an Open Licensing framework.

3.2. Policy Statements

3.2.1. The management will promote, foster and reward all efforts towards the adoption, integration and sharing of OER in course design, development, quality assurance and delivery.

3.2.2. Tamil Nadu Open University, as publisher and copyright owner, will decide on the content to be published as OER in consultation with the relevant Faculty/Department/School/Centers.

3.2.3. Academic staff and technical professionals will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.

3.2.4. Academic staff and technical professionals will plan and implement suitable academic activities involving the creation, adoption, adaptation and integration of OER to offer courses and programmes for the learners to enable them acquire appropriate competencies for desired qualifications.

3.2.5. TNOU will maintain an OER repository extensively to share its own created resources/OER as well as the resources created by usingexisting OER and it will also ensure access to other available open repositories worldwide. Any such activity will be approved/monitored by the authorities of TNOU.

3.3. Policy Objectives

The objectives of the policy are to:

3.3.1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation and integration in the development/delivery of Academic and Research materials;

3.3.2. Develop awareness about the concept and practices related to OER among all staff;

3.3.3. Build capacity among academic staff and technical professionals of TNOU to use OER appropriately in their professional engagements and development of academic and research materials;

3.3.4. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration;

3.3.5. Establish an institutional repository to distribute OER;

3.3.6. Continuously monitor and ensure that the policy is implemented effectively;

3.3.7. Create an inside-out and bottom-up process to mainstream OER at TNOU

3.3.8. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections/changes during OER implementation; and

3.3.9. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.

3.4. Scope and Applicability

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

3.4.1. All academic and academic support departments/divisions/wings of the TNOU

3.4.2. All the Content Developers/Material Developers/Trainers and other Development Partners/Experts within the institution and those engaged by the institution on temporary/contract/outsource basis;

3.4.3 The Documents through which TNOU generates Revenue or Income may be outside the scope of this policy subject to consideration and the approval of the appropriate authorities of TNOU

3.4.4. All types of learning materials released in physical or electronic format;

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

3.5. Copyrights and Licences

3.5.1. Tamil Nadu Open University (TNOU) is the absolute owner of the copyright of any content created by it, unless otherwise specified.

3.5.2. The TNOU supports free and open access to all educational contents/materials it owns or co-owns (as mentioned in 3.5.1) and will make them available through the TNOU OER repository. The contents/materials created by TNOU will be released under a suitable open license. The open licenses to be considered at TNOUare the Creative Commons 4.0 international licenses. However, the license for TNOU OER is CC-BY-SA for the contents/materials like Research Reports, Conference/Meeting Proceedings/Minutes, Curriculum and Syllabus Framework, Lecture Presentations, Annual Reports, Edited Books, Examination Question Bank etc., further any other may be similar to this. In addition, TNOU chooses CC-BY-NC-SA license for the Self-Learning Materials (SLMs) of the programmes offered by TNOU through its Faculty/Schools/Centres of Study. The materials may be in different formats such as PDF, PPT, Image, Audio, Video etc.

3.5.3. The TNOU may make exceptions to the sharing of intellectual property it owns on a case by case basis.

3.5.4. Access to intellectual property of the TNOU that it considers to be commercially sensitive may also be restricted in the case of Self-Learning Materials.

3.5.5. The choice of license will be decided by the Faculties/Schools/Departments/Centres/sponsored Projects who have developed the contents/materials and will be vetted by the internal OER Quality Review Board of TNOU.

3.5.6. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.

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

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

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

3.6. Quality Assurance and Review System

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

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

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

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

1. Chairperson [Director of the CIQA]

2. Project Director

3. Four (4)Subject experts including 2 internal members

4. Three (3)Technical experts

5. Special invitees (need based)

3.6.5. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators which are aligned with the Institutional Policy of TNOU to help the faculties focus on the quality of OER.

3.6.6. The OER-QRB will have two years term and will submit annual reports to the Academic Council and the Syndicate

3.7. Liability

3.7.1. All OER materials in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the Tamil Nadu Open University absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by faculty of Tamil Nadu Open University or the external experts appointed by Tamil Nadu Open University do not necessarily reflect the opinion of the Tamil Nadu Open University.

3.7.2. An additional caveat will indicate that derivatives of this work are not authorized to use the Tamil Nadu Open University logo without prior written authorisation from the Tamil Nadu Open University.

3.7.3. The disclaimer will have the following format: Unless otherwise decided by the OER- QRB the disclaimer will have the following format:

The publication is released for educational purposes, and all information provided are in 'as is' basis. Although the author and publisher have made every effort to ensure that the information in this publication was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. Any Views expressed in the publication are that of the author, and do not necessarily reflect the views of Tamil Nadu Open University. All products and services mentioned are owned by TNOU's copyrights holders, and mere presentation in the publication does not mean endorsement by Tamil Nadu Open University. Derivatives of this work are not authorised to use logo of Tamil Nadu Open University.

3.8. Institutional Arrangements

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

3.8.2. Under the guidance of the TNOU OER-QRB, the IT department and library will be responsible for providing access, maintaining the repository and providing technical support.

3.8.3. Capacity building training/courses will be arranged by TNOU for stakeholders so they can be engaged comfortably in OER creation, adoption, adaptation and integration.

3.8.4. Regular updates/training on new developments in the field of OER will be provided by the staff training unit.

3.8.5. Strategies for OER mainstreaming will be designed and implemented by TNOU.

3.8.6. TNOU will make arrangement to collect and preserve OER related data carefully.

3.9. Review of OER Policy:

The TNOU authority will have the authority to review this Policy and its implementation and if appropriate, make revisions to the Policy.

3.10. Exceptions

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

3.10.1. be contrary to legislation, court order or specific government policy;

3.10.2. constitute a breach of contract or lead to disclosure of a trade secret; and/or

3.10.3. prevent the patenting of an invention.

4. APPENDIX-1:
Creative Commons Licenses

License Name	Acronym	Icon	Description
Attribution	BY		This license lets others distribute, remix, commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered, in terms of what others can do with your work.
Attribution - Share Alike	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 identical terms. This license is often compared to open-source software licenses. All new work based on yours will carry the same license, so any derivatives will also allow commercial use.
Attribution - Non-Commercial	BY-NC		This license lets others remix, tweak and build upon your work non-commercially, and although their new work must also acknowledge you and be non-commercial, they don't have to license their derivative work on the same terms.
Attribution-Non-Commercial Share Alike	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 identical terms. Others can download and redistribute your work, just as under the BY-NC-ND license, but they can also translate, make remixes and produce new stories based on your work. All new work based on yours will carry the same license, so any derivatives will also be non-commercial in nature.
Attribution - No-Derivatives	BY-ND		This license allows for redistribution, commercial and non-commercial, with be altered, transformed or built upon.
Attribution - Non-Commercial - No-Derivatives	BY-NC-ND		This license is the most restrictive of the six main CC license, allowing redistribution only. This license is often called the "free advertising" license because it allows others to download

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Policy Drafting Team

Chairman

Prof.K.Parthasarathy   -   **Vice Chancellor**
Tamil Nadu Open University, Chennai - 600 015
Tamilnadu, India

CEMCA Experts

Dr.Manas Ranjan   -   Senior Prog. Officer, Centre for Educational Media
Centre for Asia (CEMCA), 7/8 Sarv Priya Vihar
New Delhi 110016, India

Dr.Mostafa Azad Kamal   -   Dean, Bangladesh Open University, Board Bazar
Gazipur-1705, Bangladesh

External Experts

Dr.V.Ananthamoorthy   -   Syndicate Member, TNOU, 2/310, 5th Street, Kandasamy Nagar
Palavakkam, Chennai - 600 041

Mr.R.Subramani   -   Asst. Librarian
The Tamil Nadu Dr.MGR Medical University
69, Anna Salai, Rd, Guindy, Chennai- 600032

Internal Experts

Dr.K.M.Subramaniam   -   Former Controller of Examinations, TNOU
Dr.M.Murugan   -   Prof & Director, (Retd.) School of Sciences, TNOU
Dr.P.Thiyagarajan   -   Prof & Director
School of Continuing Education, TNOU

Dr.S.Balasubramanian   -   Prof & Director
School of Tamil and Cultural Studies, TNOU

Dr.M.V.Sudhakaran   -   Prof & Director, School of Social Sciences, TNOU
Dr.M.Manivannan   -   Prof & Director, School of Education, TNOU
Dr.S.Subramanian   -   Prof & Director
School of Management Studies, TNOU

Er.Meenambigai   -   Asst.Prof, School of Continuing Education, TNOU
Dr.Katturajan   -   Director, Admissions, Students Registration &
Evaluation Division, TNOU

Mr.R.M.Tamilselvan   -   Asst.Prof, School of Special Education and
Rehabilitation, TNOU

OER Project Director

Dr.P.Chitra   -   Director
School of Jorunalism and New Media Studies, TNOU

Tamil Nadu Open University
No. 577, Anna Salai, Saidapet, Chennai – 600 015
Tel: 044 - 24306600 | Web: www.tnou.ac.in