Open Educational Resources (OER) Policy
Madhya Pradesh Bhoj (Open) University, Bhopal

1. Preamble

The Madhya Pradesh Bhoj (Open) University (MPBOU), Bhopal, was established under an Act of State Assembly in 1991 with the following objectives:

- Extending and expanding Higher Education by reaching the unreached through various flexible means suited to the Open and Distance Learning (ODL) mode using emerging information and communication technology.
- To promote national integration and the integrated development of human personality for the well being of the community.
- To determine/maintain standards and promote Distance Education.

The foundation stone of the university was laid on October 19, 1992, by Dr. Shankar Dayal Sharma, the President of India.

Mission

- To make collegiate education accessible to students in Rural, Tribal, and underprivileged regions of the state;
- To develop a dynamic, effective, and sustainable system of higher education in an open mode;
- To offer need-based higher education for the socio-economic wellbeing of the society;
- To maintain higher education in a cost-effective and learner-centric manner;
- To make learning more accessible through systematic technological interventions;

Vision

Reaching to the unreached

Rationale

Open educational resources play a significant role in making education more accessible and cost-effective. Being an open university, having a policy on OER ensures the judicious use of educational content. It is about maintaining the academic integrity of content while its development, dissemination, ethical uses, and legal transparency. It keeps all the stakeholders informed about their rights to use content and helps the university manage its content.

2. Definitions

2.1. **Content Developer:** Any person (typically author) engaged in developing teaching, learning, and research materials used by the institution.

2.2. **Copyrights:** Laws that regulate the use of the work of a creator, such as an artist or author. It 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.

2.3. **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"[1].

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

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

2.6. *OER Integration:* This is viewed as a logical and systematic approach to the "five Rs" (Hilton, Wiley, Stein & Johnson, 2010)[2] of reusing, revising, remixing, redistributing and retaining OER.

2.7. *OER Sharing: Making OER freely accessible, primarily online.*

2.8. *Open Educational Resources (OER):* Based on the 2012 Paris OER Declaration (UNESCO, 2012, p.1)[3], Madhya Pradesh Bhoj (Open) University, Bhopal 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.

2.9. *Open License:* An open license granting permission to access, re-use and redistribute a work (whether text, sound, image or multimedia) with few or no restrictions.

3. **Policy**
   3.1. Policy Declaration
   The Madhya Pradesh Bhoj (Open) University, Bhopal, 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. Madhya Pradesh Bhoj (Open) University, Bhopal, as publisher and copyrights owner, will decide on the content to be published as OER in consultation with the concerened Faculty/Schools/Department/ Division/Centres.
   3.2.3. The academic and academic support staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective

[1] 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

[2] Hilton, J., Wiley, D., Stein, J., & Johnson, A. (2010). The four R's of openness and ALMS Analysis: Frameworks for open educational resources. *Open Learning: The Journal of Open and Distance Learning, 25*(1), 37-44.

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

creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.

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

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 courses;

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

    a. Voluntary participation of faculty and others in developing OER content;

    b. Advising on publication rights and licensing issues;

    c. Guide development and review of OER materials prior to sharing them publically;

    d. Define collaborations within and outside the university, with the intent to allow access to open content.

3.3.3. Build capacity among academic and academic support staff to use OER appropriately in their professional engagements;

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

3.3.8. Consider and incorporate changes to the process based on new developments in the OER field and the institution's circumstances.

3.4. Scope and Applicability

Unless notified by Madhya Pradesh Bhoj (Open) University, Bhopal as notable exclusion, this OER policy applies to:

3.4.1. All academic and academic support departments of the Madhya Pradesh Bhoj (Open) University, Bhopal;

3.4.2. All content developers within the institution and those engaged by the institution on a temporary/contract basis;

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

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

3.5. Copyrights and Licences

3.5.1. Madhya Pradesh Bhoj (Open) University, Bhopal is the absolute owner of the copyright of any content created by it;

3.5.2. Unless otherwise specified, the institution supports free and open access to all educational content it owns or co-owns and will make them available through the OER repository under a Creative Commons (CC) license[4].

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

3.5.4. Access to the intellectual property of the institution that it considers being commercially sensitive may also be restricted.

3.5.5. The choice of the license will be decided by the Faculty/School/Department/Division/Centre who has developed the material and will be vetted by the internal OER Quality Review Board. For derivatives and reproductions of other CC-licensed materials, the institution will respect the CC provisions and the licenses therein.

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

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

> © 20XX Madhya Pradesh Bhoj (Open) University, Bhopal. 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 **http://creativecommons.org/licenses/by-sa/4.0/**

3.5.8. Madhya Pradesh Bhoj (Open) University, Bhopal reserves the copyright of the institutional logo used in all of its materials and does not permit the use of its logo without written permission for derivatives of its works.

3.6. Quality Assurance and Review System

3.6.1. The OER repository will strive to provide quality assured resources.

3.6.2. Learning resources developed by the institution through peer reviewing and a strict quality assurance mechanism built in the course development process will not require further review prior to uploading to the OER repository. All other contributions will be peer-reviewed within the department before uploading on the OER Repository.

3.6.3. An OER Quality Review Board (OER-QRB) will be notified to review policy and the production, delivery and access of OER.

3.6.4. The OER-QRB will constitute the following members: Chair of the Internal Quality Assurance Cell, Registrar, Academic Dean/s, Head of the departments, and selected 1-2 OER experts from the staff on a rotation basis.

3.6.5. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators to help teachers focus on the quality of OER.

3.6.6. The OER-QRB will have a three-year term and report annually to the Vice-Chancellor and he/she will give updates on it to the Management Board/Executive Council of the university.

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. The Madhya Pradesh Bhoj (Open) University, Bhopal, absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by staff of the Madhya Pradesh Bhoj (Open) University, Bhopal,

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[4] https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/

do not necessarily reflect the opinion of the Madhya Pradesh Bhoj (Open) University, Bhopal.

3.7.2. An additional caveat will indicate that derivatives of this work are not authorized to use the institution's logo without prior written authorization from the institution.

3.7.3. 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 Madhya Pradesh Bhoj (Open) University, Bhopal. All products and services mentioned are owned by their respective copyrights holders, and mere presence in the publication does not mean endorsement by Madhya Pradesh Bhoj (Open) University, Bhopal. **Derivatives of this work are not authorized to use the logo of Madhya Pradesh Bhoj (Open) University, Bhopal.**

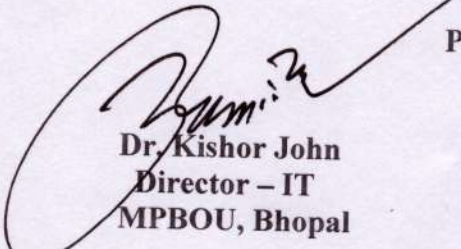### 3.8. Institutional Arrangements

3.8.1. The OER produced by the Madhya Pradesh Bhoj (Open) University, Bhopal, will be hosted in an online institutional repository.
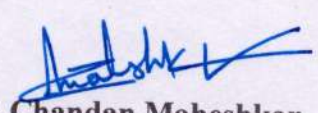
3.8.2. The IT department will be responsible for providing access, maintaining the repository and providing technical support.

3.8.3. Capacity building will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.

3.8.4. The staff training unit will provide regular updates/training on new developments in the field of OER.

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