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INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
PLANNING & DEVELOPMENT DIVISION

No.IG/PLNG/99/  
Aug 17, 1999

**Minutes of the first meeting of the Academic Programme Committee held on 17.8.99  
at 11.00 A.M. in Block No.8, Board Room, IGNOU.**

The first meeting of the Academic Programme Committee was held on 17.8.199. The Agenda Items are given in the Appendix –I. The following members were present:

1.Prof. A.W. Khan	Chairman
2.Prof. V.S. Prasad	Member
3.Prof. S.S. Bhavikatti	Member
3.Dr. D. Gopal	Member
4.Prof. M.Aslam,	Member
5.Dr. Anita Dighe,	Member
6.Prof. S.C. Garg	Member
7.Dr. R. Sreedhar,	Member
8.Prof. Ram Pratap	Member-Secretary

The following attended the meeting as special invitees:

- 1.Prof. Shobhita Jain, SOSS
- 2.Prof. Madhulika Kaushik, SOMS
- 3.Prof. Prabha Chawla, SOCE
- 4.Mr. G.S. Vijaipal, MPDD
- 5.Dr. M.C. Sharma
- 6.Dr. M.L. Koul, SOE
- 7.Dr. R. Kuba, SOHS
- 8.Mr. Pankaj Khare, P&DD

At the outset, the Chairman welcomed the members to this first meeting of the Academic Programme Committee. Member Secretary welcomed the Chairman, the PVC and other members and gave the genesis of the Academic Programmes Committee. The agenda items were then taken in seriatim.

**Agenda Item No.1:** Bachelor Degree in Education (**B.Ed**) (School of Education)

Dr. M.C. Sharma, the Programme Coordinator highlighted the developmental stages of the B.Ed programme and reported that launch of programme had been announced after seeking the approval of the Competent Authority. The important points of discussion and decisions taken are given below:

(a) The Committee noted that the programme fee being charged from the students is only Rs.10,000 as compared to the cost of the programme Rs.15,000 per student per annum. The Committee pointed out that though IGNOU does not intend to commercialise educational programmes, the fee chargeable from the students should at least recover the unit cost incurred in developing and launching of programmes. The School of Education

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programme so that it is at least break-even.

(b) On the query raised by the members whether B.Ed programme would also be launched in Hindi medium, the Programme Coordinator informed the committee about the preparedness of the School to launch this programme in Hindi Medium in the year 2001.

(c) For the record, the coordinator has been requested to submit the letter/note of approval, for launching the programme, already sought from the Competent Authority.

(d) Committee gave ex-postfacto approval for the launch of programme.

**Agenda Item NO.2:** Certificate in **Participatory** Project Planning or SAVINI (School of Social Sciences).

The Programme Coordinator, Dr. Shobhita Jain, presented the essential features of the programme and reported that the programme had been launched after seeking the approval of the Competent Authority. The important points of discussion and decisions taken are given below:

(a) The Committee commended the Hindi construct 'SAVINI' for the programme 'Participatory Project Planning'.

(b) The Programme Coordinator was requested to submit a copy of the letter/note of approval already sought from the competent authority for launching the programme.

(c) The programme was given ex-postfacto approval for launch on pilot basis in two states – MP & Rajasthan – with the help of NGOs.

**Agenda Item No.3:** Certificate in Primary **teaching(CPT – Ist** Module of 3 Module DPE programme ) (School of Education)

The programme co-ordinator, Dr. M.L. Kaul presented the characteristic features of the programme. He also informed that the NCTE members visited the School and had discussion with the Academic Staff on 12/13 August 1999 and approved the proposal for launching the programme now country-wide. The important points of discussion and decisions taken are given below:

- (a) This is only **post-matric** Diploma Programme, but it **contains<sup>64</sup> 62 credits** while many other Diploma programmes have 32 credits, and PG Diploma programmes have 62 credits.

Chairman proposed and Committee agreed to request PVC, Prof. V.S. Prasad to constitute.? Committee to look into the matter and bring in, as much as possible, the parity in terms of credits assigned to various academic programmes at different levels.

- (b) The CPT is the first module of 3 module Diploma in Primary Education ~~DPE~~ (DDE) programme. Refemng to the fee structure for the modular course I,II &III of DPE programme respectively as Rs.1000/-, Rs.1000/- and Rs.1500/- given by the course coordinator, the Committee suggested that the fee structure for these courses should adequately recover the cost incurred in the development and launching of the programme.

- (c) The programme should be developed in other languages also.

- (d) A copy of the consent note from NCTE, yet to be received by School, should be sent to the Secretary, APC.

- (e) The Committee accorded **ex-postfacto approval** for the launch of CPTprogramme However. it was suggested that avoroval for launch of m \_\_\_\_\_ n \_\_\_\_\_.

**Agenda Item No.4:** Multi-colour printing of study material (MPDD)

The important points of discussion and decisions taken are given below:

The Committee felt that the multi-colour printing has visual impact and is necessary for SILM, but the judgement on whether certain text material requires a particular color-mix or font-mix should not be left to the publishers.. The Chairman proposed and the committee resolved that the consultants/professionals may be hired for standardizing the graphics and multicolor presentation of text.

Further, in principle it was agreed that, for new courses in future, standard paper size 58.5cm X 91cm should replace 61cm X 86cm size currently in use after the old stock is exhausted. Also, the positives of the programmes, subsequent to their useful period, should be prepared in the standard paper size.

**The Vice-chancellor left the meeting at 12.30 P.M. and the second session of the meeting was chaired by Prof. V.S. Prasad, PVC.**

### **Additional Items**

#### **Agenda Item No.5: Post Graduate Diploma in Geriatric Medicine: (School of Health-Sciences).**

Dr. Ruchika Kuba, the Programme Coordinator, traced the developmental stages of the programme. The important points of discussion and decisions taken are given below:

Dr. Kuba informed that formal group to undertake need-assessment survey could not be constituted. However, she alone had discussion with other institutions/organisations and collected some statistics. On the basis of information collected by her, she further informed that since the certificate level programme in Geriatric Medicine was given approval many years ago and could not be launched, the takers of such specialized programme at present are more interested in PG Diploma, hence the request for the approval for PG Diploma Programme.

The Committee accorded approval for the launch of PG Diploma in Geriatric Medicine.

#### **Agenda Item No.6: Certificate Programme in Empowering Self-Help Groups (SHG) (Women Empowerment Unit).**

Dr. Prabha Chawla, the Programmed Coordinator, presented the main features of the programme. The important points of discussion and decisions taken are given below:


The Committee approved the concept/proposal in principle but felt that for launching of the programme, Phase III & IV forms should also be processed through the concerned Bodies.

**General Decisions applicable to all new academic programmes:** Other related issues arising out of the discussions on various programmes were also deliberated, and following decisions were taken.

1. The Committee agreed to the suggestion of the Chairman and resolved that the study material of any new academic programme should under go readability test as a part of developmental testing/formative research before final print and dispatch; if need be, services of consultants may also be hired for this purpose.

2. The committee was of considered opinion that fee structure of the courses should be such as to recover at least the costs of development and processes involved in launching of the programme. The Committee also pointed out that the suggestions of subject-experts should not be taken as over-weighting in the matter, such as fee-structure etc that should concern Management/Administration only.
3. The Committee agreed to resolve that a committee comprising Prof. S.C. Garg, Director, School of Sciences and Mr. Pankaj Khare, Dy. Director, P&DD should re-examine the format of forms for Phase-I to Phase-IV and rephrase/ex-cogitate questions/queries more explicitly in order to elicit all the relevant informations and details needed for launching of an academic programme.
4. The Committee resolved that all stages of development of programmes - Phases I to IV are applicable to the launch of all academic programmes of IGNOU, certificate to Diploma to Degree levels, initiated from School or under individual project, and have to be processed through APC; however, the awareness programmes, the certificates of which are to be given by School Director or Project Director need not be routed through APC.
5. The Committee resolved that the Need Assessment Studies make an integral part of the concept formation stage of an academic programme. Before considering the clearance of Phase I&II of the programme, the APC will first consider the concept paper received from the School along with the findings of Need Assessment Studies' carried out by the Planning and Development Division in collaboration with the School. It was, therefore, suggested that soon after the concept paper on an academic proposal/programme is discussed in the school and given approval, the Director of School or the Programme Coordinator should inform the Director, Planning & Development Division to enable the latter to initiate measures for Need Assessment studies.

The meeting ended with a vote of thanks to the Chair.

  
(Ram Pratap)  
Director - P&DD  
Member Secretary