INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Planning & Development Division

10th Nov. 1999

Minutes of the Second meeting of the Academic Programme Committee (APC) held on 29.10.99 at 11.00 AM in the Board Room, Block No. 8, IGNOU.

The Second meeting of the Academic Programme Committee was held on 29.10.99. The Agenda Items are given in the **Annexure – I.** Prof. V.S. Prasad, Pro-Vice-Chancellor chaired the meeting. The following members were present:

1.	Prof. V.S. Prasad	Chair-Person
2.	Prof. S.S. Bhavikatti	Member
3.	Prof. M. Aslam	Member
4.	Prof. S.C. Garg	Member
5.	Dr. R. Sreedhar	Member
6.	Prof. Ram Pratap	Member-secretary

At the outset, Prof. V.S. Prasad, the Chair-Person welcomed the members at the second meeting of the Academic Programme Committee. He also informed that due to some unavoidable circumstances the Chairman, Prof. A.W. Khan would be joining later. The member-secretary welcomed the Chair-Person and other members. The agenda items were then taken in seriatim.

Agenda Item No. 1: Confirmation of the minutes of first APC meeting held on 17.8.99.

The following decisions were taken:

(i)   Agenda Item No. 1 of first APC meeting: Bachelor Degree of Education (B.Ed) (School of Education)

Para (a) The fee chargeable from the students should at least recover the unit cost incurred in developing and launching of programmes. The sentence may be read as: "The fee chargeable form the student should at least recover the developmental cost and operating cost".

The Committee accepted the proposed amendments and required that the same should also be reflected in general observations.

Para (b) B.Ed. programme in Hindi: The sentence may be read as: The programme co-ordinator informed that the School may complete the preparation to launch B.Ed. Programme in Hindi medium by Dec. 200?

The Committee resolved that the School of Education should send the details for launching of B.Ed programme (Hindi medium) as an agenda item in its next meeting.

(ii)   Agenda Item No. 3 of first APC meeting: Certificate in Primary teaching (CPT-1st Module of 3 Module DPE programme) (School of Education)

Para (a) The DPA programme contain 62 credits. The text may be read as: This is the only Post-Matric Diploma Programmes and contains 64 credits. Different programmes have different credit requirements. The programmes offered at Diploma/Postgraduate Diploma/Advanced course levels contain credits in the range 30 to 64.

The amendments proposed were accepted by the Committee.

Para (b) Para may be read as follows: The CPT is the first module of 3 module Diploma in Primary Education (DPE Programme). The fee for the CPT module has been fixed as Rs. 1000 and the fee structure for the modules 2 and 3 of the DPE have not been decided as yet. The committee Suggested that the fee structure for those courses should adequately recover the developmental and operating cost of the programme.

The Amendments proposed were accepted by the Committee.

(iii)   General Decisions of first APC meeting: Applicable to all new Academic Programmes.

Point 5: Need Assessment Studies in the last line may be replaced with 'Need Assessment Frame Work'. The last sentence may be read as '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 co-ordinator should inform the Director, Planning & Development Division to enable the latter to initiate measures for Need Assessment Frame Work.

"Frame work of Need Assessment studies may be submitted in the next meeting as an Agenda Item" resolved the Committee.

Agenda Item No. 2: New Flow Charts – " Programme Approval Process"

Dr. Ram Pratap, presented the genesis, logic and the essential features of the New Flow Charts Programme Approval Process. The important points of discussion and decision taken are given below:

(a)   The proposal requires more deliberations and should be made simple, clear and precise. Approval of requisite statutory authorities should not be by-passed. All

the Schools/Divisions should be informed that the present pattern of processing the academic programmes stands and there is no change in the procedure as yet.

(b)   A uniform pattern should be followed in respect of project activity to be offered as an academic programme of the University. Project implementation guidelines need to be developed.

(c)   There may be a need to develop different set of flow charts for approval of the programmes – i.e. (i) for academic programmes developed by the Schools, (ii) for extension programme, (iii) for programmes arising out of projects and (iv) for programme given by outside agencies.

(d)   Need Assessment mechanism will also vary from the programme to programme and the Planning & Development should propose the need assessment mechanism along with the proposal of School for consideration of APC

Agenda Item No. 3: Master in Tourism Management (MTM)

The Programme launch approval form – Phase IV for Master in Tourism Management was approved by the Committee.

Agenda Item No. 4: Certificate Programme in Empowering Self-help Groups (SHG) (Women Empowerment Unit)

The Programme launch approval form – Phase IV Certificate Programme in Empowering Self-help Groups (SHG) (Women Empowerment Unit) was approved by the Committee.

General Decisions: Following General decisions were taken:

(i)   The fee chargeable from the students should at least recover the developmental and operating cost.

(ii)   All the Schools may be requested to give complete information and the same should be neatly typed/word processed. The forms should not be incomplete in any respect.

(iii)   The Schools should follow the procedures as still in operation for forwarding the academic proposal to APC.

(iv)   The concurrence of Director, EMPC, with respect to the EMPC preparedness for Audios-Videos and tele-conferencing should also be included in the Programme Launch Approval Form.

The meeting ended with thanks to the Chair.