INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Planning & Development Division

Minutes of the third meeting of **the Academic Programme** Committee **held** on **18.1.2000** at **10.30** AM in Block No. **8, Board Room,** IGNOU.

The third meeting of the Academic Programme Committee (APC) was held on 18.1.2000. The following members were present:

1.	Prof. A. W. Khan	Chairman
2.	Prof. M. Aslam	Member
3.	Dr. Anita Dighe	Member
4.	Dr. S. C. Garg	Member
5.	Dr. R. Sreedhar	Member
6.	Prof. Ram Pratap	Member-Secretary

The following attended the meeting as special invitee.

1.	Dr. S. V. Choudhary
2.	Dr. Naryana Prasad

The member-Secretary welcomed the Chairman and members of the Committee. The agenda items were taken in seriatim.

Agenda Item No. APC 3.1 Confirmation of **the** minutes of the second meeting **held** on **29.10.99.**

APC 3.1.1   The Minutes were approved with an amendment in "Agenda Item No. 2 (c): New Flow Charts – " Programme Approval Process". The following may be added to the text of para 2 (c).

The Committee comprising Dr. S. C. Garg and Sh. Pankaj Khare, as constituted at the first meeting of the APC, would also submit an improved "Academic Programme Development Procedure Flow Chart" clearly illustrating the processing of Academic programmes initiated by the Schools, arising out of the extension programmes of the university and/or envisaged from the projects sponsored either by IGNOU or outside funding agencies.

(v)   Monitoring and Impact Evaluation of projects: ▪

In fact, the project document should contain in situ provision both for monitoring and impact evaluation. The mechanism should involve both internal and external agencies. Further, if desired, the impact study may be done by the outside organisation.

(vi)   Programme Development Process and Flow Chart:

The process of programme development for launching an Academic Programme conceived on the basis of related projects as undertaken by the respective School/Division, Centre for Extension Education/others unit of the university for short or long period should be properly developed and explained through a flow chart.

APC 3.2.2   The APC (Academic Programme Committee) appointed a sub-committee comprising the following members to submit the report in reference to this Agenda item, taking the above issues in account, within 8-week i.e. by 20th March 2000. The members are:

1.	Mr. C. Gopal	Consultant, Finance Division
2.	Prof. M. Aslam	Director, SOCE
3.	Prof. S. C. Garg	Director SOS
4.	Prof. Ram Pratap	Director, P & D Convener

The sub-committee should have consultations as much as possible with Directors of Schools/Divisions, Project Directors and Academicians and if required, may induct experts/consultants.

Agenda Item No. APC 3.3 Development of PG Diploma in Educational Technology: Phase I & II form.

APC 3.3.1.   Sh. S. V. Choudhary, who was invited, for presentation, gave a brief account of the programme proposal. He gave the important features of the programme and mentioned that this programme would be linked with the MA (Education Programme), which the School is proposing to launch soon. The members made the following observations.

Additional Agenda Item No. APC 3.5. Re-designing of New Academic Programme Development Phase Forms and Flow Chart.

APC 3.5.1   an additional item was tabled with the approval of the Chairman.

The committee comprising Prof. S. C. Garg and Sh. Pankaj Khare submitted – (a) new Academic programme development Phase forms and (b) New Programme Development Procedure Flow Chart. The APC appreciated the work done by the sub-committee. Some of the observations made by the members are as follows:

(i)   The word "School" should also appear in one of the boxes where the chart begins i.e. Concept initiated by the School.

(ii)   In the block preparation and submission of Phase II form in the flow chart, the Planning Board should be replaced by APC which is a Standing Committee of the Planning Board.

(iii)   Formation of Programme implementation committee to look into the details at the pre-launch stage, i.e. Phase IV form as now looked into by APC needs more deliberation.

(iv)   The Phase I to IV forms and flow chart need exhaustive discussion before finalisation.

APC 3.5.2.   The committee resolved:

(i)   All the new forms and the flow chart after incorporation of minor corrections may be circulated to Directors of Schools and Divisions for their comments and suggestions before finalisation.

(ii)   The newly designed forms and the flow chart shall be presented by the sub-committee in a wider forum (Academic Forum) for exhaustive discussion and participation of the academics of the university.

The meeting ended with thanks to the Chairman

(i) The 20% practical component seems much less for the course of this nature. It is desirable to increase the practical component reasonably comparable with the theory.

(ii) The column (11 of Phase II form) – use of multimedia delivery mechanism may be reviewed and the uses of Tele-conferencing and Television Broadcast may be included.

(iii) Course No. 2 – knowledge media, and Course No. 3 information technology should be properly perused and the contents should reflect the tittle of the papers.

(iv) The Number of Audio-Video programnics proposed to be developed are less.

(v) Delivery mechanism needs more elaboration. Involvement of Doordarshan Kendras and AIR stations may also be considered.

(vi) Programme costing details require supplementation of information.

(vii) Use of traditional media may also be included in view of the fact that education in a large part of the country and in majority of institutions is still crucially dependent upon traditional media.

APC 3.3.2. The committee approved in principle the proposal and Phase I form of PG. Diploma in Educational Technology, but the Phase II fomi of tlic programme is required to he modified and re-submitted to tlic committee.

Agenda Item No. APC 3.4 : Certificate Programme in Labour in Development: Phase IV Form "Programme Launch Approval Form".

APC 3.4.1. Dr. Narayan Prasad gave the current status of the programme. The committee expressed tlic concern over the following

(i) Instances have come to the notice of the committee that Pliase IV form are signed by the concerned divisional Directors without taking cognisance of the fact that many of the columns of the form do not contain tlic requisite information or are left unanswered. The concerned Directors are urged upon to ensure that Phase IV forms are duly completed in all respect and the clearance is given only after proper assessment.

(ii) The proposal must follow the Academic Calendar of the University for various activities printing of material, issuing of advertisement, admission dates etc. The committee would henceforth be monitoring this aspect, and hence the dates should be strictly adhered to.

(iii) The formal announcement of the programmes/courses should be made after tlie Phase IV form has been cleared and approved by tlic APC.

APC 3.4.2. The programme launch approval form Phase IV form for Certificate Progamme in Labour in Development was approved by the committee with an emphasis that the points mentioned above (APC 3.4.1) should be shared with all tlic Directors of the Schools and Divisions.

APC 3.2   Uniformity of procedure for initiating and launching of new academic programmes emerging out of projects.

APC 3.2.1.   The committee deliberated the matter and felt the need for standardizing the procedures in respect of academic, administrative and financial matters. The issues identified by the members in this context are:

(i)   Identification of priority areas for the projects to be undertaken from the outside sponsoring Agencies.

The Chairman pointed out that the university faculty should he enterprising, and should be encouraged to raise resources, but the main functions of the School and responsibilities of the individual staff should not be jeopardized while handling the projects. It is also important that the project relevant to the needs of the society and in line with meeting the objectives of the university should be first entertained.

(ii)   Development of a project document, and project appraisal by a university committee before any MOU is signed with outside Agency.

A University Committee would review the project proposal submitted in a Project Document form before any MOU is signed with outside ogency. There is a need to broadly classify the projects in view of their specific nature and operational conditions, and accordingly to elicit relevant information on such projects.   The requisite information must be obtained, while negotiating with any group or agency willing to collaborate with IGNOU and given in the document for appraisal by the committee. There should also be a nodal office within the University for such activity. Planning and Development Division or IGNOU Consultancy Services could be assigned this responsibility.

(iii)   Development of norms regarding projects expenditure and project funding.

Procedural norms regarding approval, expenditure and payment under various heads, and modalities for issue of utilisation certification should be set to avoid unnecessary delay in release of funds and completing the required formalities.

(iv)   Norms for involvement of Faculty and administrative staff.

The norms for involvement of faculty and administrative staff in various capacities need to be defined.   Norms for assessment of additional manpower and their recruitment are also to be evolved.