

Draft A

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Planning & Development Division

**Minutes of the Fourth Meeting of the Academic Programme Committee held on
 30.3.2000 at 10.30 AM in Block No. 8, Board Room, IGNOU.**

The fourth meeting of the Academic Programme Committee (APC) was held on 30.3.2000. The following members were present:

1.	Prof. A. W. Khan	Chairman
2.	Prof. V. S. Prasad	Member
3.	Prof. M. Aslam	Member
4.	Dr. S. C. Garg	Member
5.	Dr. Anita Dighe	Member
6.	Dr. R. N. Salhan	Member
7.	Dr. (Mrs.) Anju Sehgal Gupta	Member
8.	Prof. Ram Pratap	Member Secretary

The following attended the meeting as special invitee:

1. Dr. Rita Sarkar
2. Dr. A. S. Narang
3. Dr. Debal K. Singharoy

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

**Agenda Item No. APC 4.1. Confirmation of the minutes of the third meeting held on
 18.1.2000.**

APC 4.1.1 The Minutes were approved,

In reference to APC 3.2.2, the Member-Secretary APC presented before the Committee the Interim Report of the APC sub-committee constituted to recommend norms and procedures for the proposal for launching of New Academic Programmes arising out of the projects undertaken by the University staff. The report is scheduled to be discussed in the next meeting of the APC, though the consultation with many Project Coordinators is still going on to give this interim report a final shape. As the interim report has been circulated, the APC members have been requested to send their comments to the Member-Secretary, APC.

APC 4.2. Diploma in Nursing Administration- Phase I and Phase II Form

APC 4.2.1 Mrs. Rita Sarkar, Programme Coordinator, School of Health Sciences, who was invited for presentation, gave a brief account of the programme proposal.

APC 4.2.2. The Committee noticed that the proposal was not routed through the Pro-Vice-Chancellor (PVC) concerned. The Committee emphasized in this context that all the proposals being forwarded to APC should be routed through the Director and the PVCs of the concerned Schools.

APC 4.2.3. The Committee approved the Phase I and Phase II of the programme with the following observations:

- (a) There is a felt need for initiating the programme.
- (b) The Work Centres should be increased to cater to the large number of nurses in the country. The work centres may be chosen across the country and may even include approved private nursing institutions/training hospitals which in many cases are better staffed and equipped than the Government institutions/hospitals.
- (c) The approval of the programme by the APC at any stage does not mean the approval for the additional staff/ faculty requirement. There are other statutory bodies constituted to sanction the staff requirement. Provisions for part time faculty and consultants may be made to support the preparation, development and launching of the programme.
- (d) The Programme Coordinator must continue to pursue Indian Nursing Council to grant recognition to the programme as soon as possible.

APC 4.3. Certificate Programme in Technology Enhanced Learning (CTE) - Phase I Form.

APC 4.3.1. The item was postponed for the next meeting as the Programme Coordinator of the proposal from the School of Education could not attend the meeting hence could not make the presentation.

APC 4.4. Certificate Programme in Consumer Protection (CCP) -Phase IV form.

APC 4.4.1. Dr. Narang gave the status of the programme

APC 4.4.2. The Committee approved the Phase IV launch Form; and it was desired that audio-video cassettes on the programme should be prepared in adequate number to enrich the print material.

OBSERVATIONS TO BE SHARED WITH THE DIRECTORS

The Academic Programme Committee (APC), a Standing Committee of the Planning Board, has strongly desired that the following observations should be shared with the Schools/ Divisions:

- (i) The Schools should follow the procedures as presently in operation for processing the academic proposal through APC.
- (ii) All the proposals being forwarded to APC should be routed through Director and PVCs of the concerned School.
- (iii) All the Schools are requested to give complete information and the same should be neatly typed/word processed. The forms should not be incomplete in any respect.
- (iv) The concerned School Directors and Operational Division Heads are urged upon to ensure that Phase IV forms are duly completed in all respects and the clearance is given only after proper scrutiny. The columns should not remain unanswered.
- (v) The remarks of the Director, EMPC, with respect to the Centre's preparedness for Audios-Videos and Tele-conferencing should also be included in the Programme Launch Approval Form.
- (vi) 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.
- (vii) The formal announcement of the programmes/courses should be made only after the Phase IV form has been cleared and approved by the APC.
- (viii) This was reiterated that the fee chargeable from the students should at least recover the programme development and operating costs.

(Chairman)

APC 4.4.3. The Committee made the following observations across the board.

- (i) APC has taken a serious view of violating the procedural norm of first getting the approval of APC and then releasing the Advertisement for the programmes.
- (ii) It was remarked that the approval for Phase IV form should have been obtained prior to the release of Advertisement.
- (iii) All operational Division Heads may be invited in the next meeting to apprise them about the requirements for forwarding/endorsing the Phase IV form.

APC 4.5. Certificate Programme in women's Empowerment Development Programme launch Approval Form (Phase IV).

APC 4.5.1. Dr. Debul K Singh Roy, presented the status of the programme.

APC 4.5.2 The Committee approved the Phase IV form of the programme.

APC 4.6. Information about launching status of the programmes approved by the Academic Programme Committee (APC).

APC 4.6.1. The Committee expressed satisfaction over the launch of the programmes as per schedule after their approval in APC. It was noted that the Certificate in Primary teaching (CPT) would be launched from Jan. 2001.

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



(Chairman)