

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**(Planning & Development Division)**

**Minutes of the Forty First (41st) Meeting of the Academic Programme Committee held on 30<sup>th</sup> January, 2012 (Monday) at 12:00 noon in the Conference Room, New VC Block, IGNOU, Maidan Garhi, New Delhi - 110068.**

The following were present:

Prof. M. Aslam, Vice Chancellor	Chairman
Prof. A. K. Singh, Director SOTST	Member
Prof. K. Elumalai, Director, SOL	Member
Prof. Pradeep Sahni, Professor SOSS	Member
Prof. B. K. Pattnaik, Director SOEDS	Member
Prof. Pushplata Tripathi, Registrar, SED	Member
Dr. C.K. Ghosh, Nodal Officer, CCU	Member
<b>Prof. A.K. Jha, Director, P&amp;DD</b>	Member-Secretary

Shri Pankaj Khanna, Dy. Director, P&DD and Dr. Tarun Pandeya, Sr. Consultant P&DD were present to assist the Member Secretary.

At the outset, **Chairman welcomed** all the members of the Committee. He also welcomed the new members namely **Prof. Pradeep Sahni, SOSS** and **Prof. K. Elumalai, Director, School of Law.**

The Chairman emphasized that the efforts should be made to prepare quality programmes with appropriate self learning materials reinforced by audio-video programmes. He apprised the committee about his serious concern over the recent information provided to him by **P&DD**, where programmes were approved in bulk for launch in the last APC and Planning Board, and that **most** of them have either zero or very low enrolment and do not qualify to be continued if minimum enrolment standards of University are kept in place. He also reiterated that it is important and necessary that programme **development process** should be made to pass through prescribed phases for ensuring quality control.

The Chairman then requested Member Secretary to present the agenda items.

**A.P.C. 41.1 To confirm the minutes of the 40th meeting of the Academic Programme Committee held on 15th September, 2011 and the Action Taken Report(s).**

**A.P.C. 41.1.1** Prof. A.K. Jha, Director, **P&DD** apprised the Committee that the minutes of the **40<sup>th</sup>** meeting of APC were circulated to the members. Comments on the **40th APC** minutes were received from **School of Tourism and Hospitality Service Sectoral Management (SOTHSSM)**. The committee discussed the question of low enrolment and non-adherence to the prescribed **process** of programme development and in the light of developments which have taken place since then, the Committee decided to review the decisions taken in **40<sup>th</sup> Meeting** for launch of various programmes.

The Committee deliberated over the Action Taken Reports (**ATRs**) in the **light** of above decision:

A.P.C. 41.1.3 Dr. **Sonia Sharma, Director (I/c), SOTHSSM** along with other **two** faculty **members** namely Dr. **Paramita Suklabaidya** and Ms. **Tangjakhombi Akoijam** presented the Action Taken Reports (ATRs) for eight agenda items of the previous meeting. They apprised the **committee members** about the detailed **status** report of these eight programmes **that are** being offered in collaboration with Federation of Hotel and Restaurant Association of India - Educational **Trust (FHRAI)-ET** and **Munnar Catering College (MCC)** respectively.

- (i) After going through the detailed status report presented by Dr Sonia Sharma and Dr. **Paramita Suklabaidya** , the Committee made the **following** observations:
- a) The basis of fee sharing **between** IGNOU and Collaborators was not found justified. In the case of **MoU with FHRAI-E**, the fee sharing ratio is **30:70 (30% to IGNOU)**; while in the **case of MoU with MCC**, the fee sharing ratio is **50:50** of the academic fee only.
  - b) Many of the programmes **are** yet to be launched and the programmes already launched have very low enrolment as compared to what **was** projected in the Phase forms.
  - c) All the programmes are offered only through one Centre respectively for each **MoU**; yet the investment by IGNOU in **terms** of time and money for admissions procedure and conduct of examination is disproportionate to the fee that is being given to IGNOU at present.

In the light of the above, the Committee recommended that **all MoUs** of the School may be placed before the **MoU Review Committee** already constituted to review **all the MoUs** entered into by the University. Further, it was also recommended that the fresh admissions be kept in abeyance till a final decision is taken by the University.

- (ii) Ms. **Akoijam** apprised the Committee that till date there is no formal approval of the Phase-4 form of **B.Sc. (Hons) International Hospitality Administration (B.Sc HIHA)** programme although it was placed twice before the **37<sup>th</sup>** and **40<sup>th</sup>** APC Meetings.

The Committee **recommended** that the School may comply with the directions of the Planning Board to come up with a standardized nomenclature for **all** the Bachelor's **Degree** Programmes in Hospitality, offered by the School and that the **MoU** be placed before the **MoU** committee. The **Committee** also recommended that IGNOU may constitute a **committee to fix** minimum **enrolment** for **various** programmes and the Chairman was authorized to constitute the same.

A.P.C. 41.1.3 Dr. RP. Singh. **Director-RSD** presented the Action Taken Reports (ATRs) on establishment of **Autonomous** Colleges by SELAQUI Educational Trust (**The Gurukul Trust**), IGNOU colleges in NCR After going through the details, the committee made the following **observations** and suggestions:

- (i) The Committee took note of the letters **issued** by **Planning** and Development Division (**P&DD**) to **two** organizations offering them **autonomous colleges** status with privileges under IGNOU, which was not desirable in view of the fact that the necessary **ordinances/approvals** are not in place.
- (ii) Since Statutory provisions have not been fulfilled in issuing these letters, the Committee suggested to keep on hold the **process** of establishing IGNOU colleges in NCR and enabling mechanism for academic activities at Regional Centres. It was further clarified that the Regional Centres are established as a part of delivery mechanism with a view to **providing** dedicated support services to the students, and that undertaking responsibility of launching academic programmes **will** badly hamper fulfillment of their primary role as delivery mechanism.

**A.P.C. 41.1.4** Dr. Arun Banik, Director-NCDS, submitted the ATR for the launch of Post Graduate Diploma in Rehabilitation Psychology (Distance Mode) in July 2011. He informed that Phase-IV form for its launch was presented as Tabled Item before the 40<sup>th</sup> APC in the month of September 2011.

The Committee after going through the above details suggested that no programme should be launched in advance without approval of APC. The Academic programmes may be processed and got approved at-least two months in advance of launch date by respective Coordinators, i.e. for programmes to be launched in January Session by October of previous year and for July session programmes by April of the respective year. The APC recommended that the Schools and Divisions be advised to adhere to this schedule and not create compelling circumstances for the APC to reject the launch of the proposed new programme for that session.

**A.P.C. 41.1.5** With above suggestions and changes the Minutes of the 40<sup>th</sup> Meeting of Academic Programme Committee were confirmed.

**A.P.C. 41.2** To consider the revision of Academic Programme Approval Phase forms (Phase-0 to Phase-4 forms) and subsequently the Manual for Programme and Course Coordinators (Planning Board Item No. PB 37.2).

**A.P.C. 41.2.1** The Committee was informed that the Planning Board in its 37<sup>th</sup> Meeting held on 13<sup>th</sup> April, 2010 vide Item No. PB 37.2 has approved the revision of Academic Programme Approval Phase form (Phase-0 to Phase-4 forms) and subsequently the Manual for Programme and Course Coordinators.

As per directions of the Planning Board, three Committees were constituted by the then Vice-Chancellor for revision of Phase forms and subsequently Manual for Programme and Course Coordinators vide notification dated 20<sup>th</sup> October, 2010.

In its 38<sup>th</sup> meeting held on 28<sup>th</sup> April, 2011, the Chairpersons of the above mentioned three Committees apprised the Planning Board about the progress of the work. Keeping in view that considerable delay had already taken place in finalizing the phase form, a new committee was constituted by the Vice-Chancellor vide ACD notification No. IG/TA/2/928/3409 dated 12<sup>th</sup> November, 2011 to go through the existing procedure being followed for programme development and, Phase forms suggested by the earlier three Committees and suggest/recommend various phases to be followed for Academic Programmes offered through Open and Distance Learning, Face to face and online modes.

Pmf. B.S. Saraswat, Chairman of the Committee presented the report of the committee as under:

The Committee agreed with the recommendations of earlier three Committees to reduce the number of Phase form from four to three and also Phase-Zero Form. These are:

- b Phase-I: Programme Proposal
- b Phase-a: Programme Design and Detailed Report
- b Phase-3: Programme Launch Approval Form

- The **Committee** suggested that **need assessment study** should **be done before the submission of the 'Phase-1: Programme Proposal'** to the Planning Board after its **due approval** by the respective School Board.
- It recommended that **exclusive budget** for **need assessment studies** for **every School of Studies** may be **provided** in their annual budget. Such a budget provision **will facilitate undertaking** need assessment studies before the Programme is proposed. The concerned Programme Coordinator and Planning & Development Division may jointly conduct such need assessment studies.
- Academic Programmes should be approved strictly in accordance with the provisions made in the Act and Statutes of the University. The Committee noted that Acts and statutes of the University empower only the School **Boards (Statute 10A)** to **initiate/conceptualize/recommend** Academic Programmes for the approval of the Academic **Council/Planning Board**.
- In order to facilitate and expedite the approval of Academic Programme, the Committee suggested that the **meetings** of the Statutory **bodies** or their **Standing Committees** involved in accordingsuch **approvals** be preferably convened at least once in a period of two months.
- It will be imperative for the Programme **Coordinator(s)** to approach the Planning & Development Division for obtaining the Programme Code and Course Codes. These codes are to be obtained after approval of **Phase-2 Form** by School Board and Academic Council.
- Before **submission** of the Phase Zero Form for addition of new courses in existing Programme, the Committee felt that the Programme **Coordinator(s)** should approach the Planning & Development Division for identifying the courses of similar nature to avoid duplication of the **courses** already on offer at IGNOU.
- The Committee felt that the methodologies for need assessment may also include the studies based on secondary **data**, reports from various **Commissions & Statutory bodies**, outcome of **brainstorming** sessions, **expert committees** and recommendations of government or other Statutory **bodies**. However, the Committee stressed that the outcomes of need assessment studies based on **any source** should be properly documented for **record** and reference purposes. The Planning & Development Division be made the **repository** of such studies.
- Phase forms be filled simultaneously in manual and online modes. Online version of the Phase forms be **used** only for the purpose of maintaining database.

The Academic Programme Committee deliberated upon the above report presented by Prof **Saraswat** including the Phase Forms suggested by the Committee.

**A.P.C. 41.2.2**

The committee wanted to know about the Manual for Programme and Course Coordinators that was to be prepared by the earlier committees. The committee was informed that the same is under **process** and shall be completed at the earliest.

**A.P.C. 41.2.3** The committee then adopted these Phase Forms for use by all the Schools/Centres/Divisions for design and development of new programmes. The committee also recommended adoption of above recommendations. It was also felt by the Committee that these Phase Forms should not be tempered frequently which has direct implications on the quality of programmes designed and developed by IGNOU. The Committee also recommended that the Phase Forms be put to implementation immediately with the approval of the Vice-Chancellor and reported to the Planning Board in the next meeting. The Phase Forms are given at (Annexurn-I).

**A.P.C. 41.3** To consider the Phase -4 (Programme Launch Approval Form) of Post Graduate Diploma in Women's & Gender Studies.

**A.P.C. 41.3.1** Prof. Anu Aneja and Dr. Himadari Roy, Programme Coordinator(s) from School of Gender and Development Studies presented the status of the readiness of the programme Post Graduate Diploma in Women's & Gender Studies with proposed launch w.e.f. July 2012.

**A.P.C. 41.3.2** The Committee after going through the details desired to know about the need assessment, expected enrolment, status of audio-video programmes and identification of Study Centres at the proposed locations.

The Programme Coordinators informed the Committee that on the basis of need assessment the number of students is expected to be around 100 on all India basis. The committee was further informed that the programme is expected to be launched on pilot basis in Metro cities and that the School is in the process of establishing centres at many places including Safia College and SNDT University, Mumbai. The audio / video programmes are being prepared and will be integrated into the learning process. The SLM is under printing and consent for programme launch has already been received from MPDD, SRD, SED and EMPC.

**A.P.C. 41.3.3** The committee took note of the readiness and accorded conditional approval for launch of the programme subject to activation of remaining study centres in consultation with Director (RSD). With this the Committee approved the Phase-4 form of Post Graduate Diploma in Women's & Gender Studies.

**A.P.C. 41.4** To consider the Phase-4 (Programme Launch Approval Form) of Post Graduate Diploma in Counselling.

**A.P.C. 40.4.1** Dr. Sanjoy Roy, Programme Coordinator presented the status of readiness of the material and audio-video programmes for launch of the Post Graduate Diploma in Counselling programme with proposed launch from July 2012 session. Dr. Sanjoy Roy, Programme Coordinator informed that the print material and audio-video programmes are being planned and prepared.

**A.P.C. 41.4.2** The Committee had a detailed discussion related to the need assessment, expected enrolment, status of print material, audio-video programmes and existence of a similar type of programme in SOCE.

**A.P.C. 41.4.3** The Committee took note of the above and decided to defer the launch of the programme. The Programme Coordinator was advised to get the Need Assessment Survey done to ascertain the programme potential and also have

detailed discussion with Programme Coordinators from SOCE who are offering similar programme and the outcome be placed before APC in the form of a Comprehensive Report for further necessary approval.

**A.P.C. 41.5 To consider the Phase-4 (Programme Launch Approval Form) of Post Graduate Diploma in Bio-Ethics (Online).**

A.P.C. 41.5.1 Prof. S.B. Arora, Coordinator of the Programme presented details of the programme launch form on Post Graduate Diploma in Bio Ethics (online). The Committee was informed that Phase-1 & a forms were approved in the 40<sup>th</sup> Meeting of the School Board held in March, 2010. The Phase-3 form of the programme was approved in the 46<sup>th</sup> Meeting of the School Board held in December, 2011, whereas the programme has already been launched in July, 2011.

The Committee took serious note about the programme having been launched in July, 2011 without getting Phase -3 form approved by the School Board and Academic Council and Phase-4 form (launch form) approved by the Academic Programme Committee/Planning Board. The Committee advised Director (P&DD) to examine the approvals and find out as to how this programme was launched and submit a report to the next APC.

  
(M. Aslam)  
Chairman

Academic Programme Committee