

IGNOU

Minutes of the second meeting of the Planning Board of the Indira Gandhi National Open University held in the University office at YMCA Cultural Centre, Jai Singh Road, New Delhi 110 001 on Friday, April 24, 1987 at 1100 Hours

The following were present:-

- Prof.G.Ram Reddy, Vice-Chancellor, Chairman
- Prof.E.V. Chitnis, Member
- Prof.M. Santappa, Member
- Dr. (Mrs) Jyoti Trivedi, Member
- Prof.E.V. Pylce, Member
- Shri K.Narasayanan, Member - Secretary

Prof.Shahid Siddiqui, Member could not attend.

Prof.B.S. Sharma and Shri S.C. Vajpeyi, Pro-Vice-Chancellors were present by special invitation.

The following matters were considered:-

Before taking up the formal agenda, the Planning Board noted that as a broad guideline only items requiring discussion at the meeting be placed before it, while other items of a routine nature be circulated.

Item No.1 To confirm the minutes of the first meeting of the Planning Board held on March 9, 1987

2.i.1.: The minutes of the first meeting of the Planning Board held on March 9, 1987, were confirmed, subject to the following correction:-

In para i.6.2. of the minutes the word "within" appearing in the last sentence after the words "Distance Education Institutions" and before the words "the Commonwealth" shall be substituted by the word "within."

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- 2.1.2. : While confirming the minutes, the Planning Board noted the collaboration between the Athabasca University, Canada and the Indira Gandhi National Open University, under which the IGNOU was to do a Course in Indian Arts, in response to a course in Computers by the Athabasca University. Such reciprocal arrangements could be part of the collaboration within the Commonwealth countries in the field of Distance Education.
- ~~2.1.3.~~ : As regards starting of the School of Technology, the Chairman mentioned that he was looking for a suitable person.
- ~~2.1.4.~~ : While on this subject, the Planning Board noted the broad details of the first course in Technology being launched by the University in collaboration with the Defence departments leading to M.Tech in Aeronautical Engineering for the Engineering graduates in the Air Force. The course was modular in nature and for which the laboratory etc. facilities would be provided by the Defence Department.

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Item No.2 To consider and approve the Bachelor's Degree Programme, the fee structure and other matters.

- 2.2.1. : The main features of the Bachelor's degree programme were explained by Prof. B.S. Sharma, Pro-Vice-Chancellor. The following observations made by the members were noted:-
- a) Communication skills are to be developed even at the preparatory course level, for which suitable language modules should be introduced.
  - b) The candidate doing preparatory courses should be given opportunity to repeat/resubmit those assignments in which he/she did not do well.
  - c) The best two of three assignments in each of the two preparatory courses should be reckoned for evaluation purposes.

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- d) The study hours and credits were fixed keeping in view the parity with the formal Universities in this behalf.
- e) If a candidate has passed Language Courses in other Universities, credit will be given therefor in the IGNOU - this will enable candidates to do a language course other than Hindi.
- f) The foundation course in Humanities and Social Sciences should include course on population for which material may be obtained from SNET or UGC.
- g) The elective courses should not be a repetition of the courses offered in the traditional Universities, but should be different.
- h) The elective course in Hindi should read as Hindi/Regional Language, though to begin with only courses in Hindi will be offered.
- i) Practical training/internship should be provided for application oriented courses.
- j) Application oriented courses of 8 or 16 credits may not give the desired degree of specialisation, if the earlier courses were done in a different discipline. However, award of certificate for application oriented courses may be considered.
- k) Information should be provided to students that if they are proposing to do a post-graduate course after their undergraduate programme in IGNOU, a certain number of credits in a particular discipline are to be earned to enable him to seek admission in other Universities undergraduate programmes.

2.2.2.: It was decided that samples of the lessons in various courses, syllabus, model question papers etc. be sent to the members of the Planning Board for their perusal and suggestion, if any.

2.2.3.: Subject to the above, the Planning Board approved the launching of the Undergraduate programme as indicated. The Planning Board also approved of the fee schedule as indicated below:-

Entrance Test Rs.25/- (only for candidates who do not have the requisite formal qualifications)

Registration Fee Rs. 20/-

Preparatory Course Rs.120/- (only for candidates who do not have the requisite formal qualifications)

Foundation Course - First Instalment Rs.180/-  
Second Instalment Rs.180/-  
plus Rs.120/- if a student takes an elective course, alongwith foundation course.

Elective and Application oriented courses

First Instalment Rs. 250/-  
Second Instalment Rs.230/-

Fees for the remaining elective courses and application oriented courses will be payable at Rs.15 per credit in two instalments, as above, at the commencement of the academic session and then in October.

Examination fee Rs.50/- for full examination and Rs.30/- for part of the examination.

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Item No.3 To consider and approve the examination fee for the Diploma in Management Programme

2.3.1. : The Planning Board considered the proposal and approved of the levy of examination fee of Rs.20/- per course for the Diploma in Management Programme, such fee being levied uniformly for this session for all candidates.

Item No.4 To consider co-option of members for constituting the Academic Council

2.4.1. : The Chairman informed the members that till the constitution of the Academic Council, the Planning Board will function as the Academic Council and for such purpose the Planning Board may co-opt such members as it considers fit. While the members authorised the Chairman to co-opt the desired number of members, the Chairman requested the members of the Planning Board to give him the names of a few persons in this behalf.

Other matters

✓ Item No.5 To note the various Schools of Study started in the University

2.5.1. : The Planning Board noted that the following Schools of study have been started in the University:-

1. School of Humanities
2. School of Management Studies
3. School of Sciences
4. School of Social Sciences
5. School of Adult and Continuing Education
6. School of Education

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

sd/-

(PROF.G.RAM REDDY)  
Vice-Chancellor  
Chairman.

## POLICY NOTE ON RECRUITMENT OF ACADEMIC STAFF

Keeping in view the charter of the University and the . . . gained so far, high . . . orientation in course material production is the critical element in the successful operation of this University. Course packages have to be meaningfully innovative, versatile and relevant. This will call for a very unique and dynamic recruitment policy so that the requisite expertise is timely available and course preparation goes resolutely. In the operation of this University the functional interdependency has to be very high and unless all functions are performed according to time schedules, the system may be in jeopardy.

### TYPES OF PERSONNEL REQUIRED

The production of materials both printed and audio-video is the basic and most critical aspect in visualising the personnel requirements. To a considerable extent the personnel recruitment has to be activity centred. In general, these requirements can be categorised as under:-

1. Since the course preparation both in terms of quantity as well as variety is going to be a huge affair, there will be need for a critical minimum core academic staff in each discipline for coordinating/liasoning the work of outside experts, alongwith in-house preparation of the materials, content editing, content auditing, linguistics editing and editing from the point of view of the requirements of educational technology. This work has to be done by the permanent staff at the . . . in the categories of Professors, Readers and Lecturers.
2. The charter of this University makes it an imperative that the University keeps constantly evolving and offering new course packages. This implies that the University should ensure ready availability of expertise of varied and versatile nature. It may recruit experts and specialists for short and long durations depending upon the nature of course. In . . . context, the University may appoint Visiting Professors, Fellows (both full-time as well as part-time), Consultants, Specialists for a specified duration ranging from three months to two years.
3. The University may also need certain artists, writers, editors, on the basis of the job based recruitment for the 'specified times' and in this context it may have to have people on consolidated salary basis, contractual basis, job basis or on deputation from a specialised institution.

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The University has also to offer certain nrra based programmes. It may also need persons depending upon the availability at various cadres, on deputation basis or on institutional collaboration basis.

#### FACILITATING MECHANISM

I. All permanent posts of Professors, Readers and Lecturers would be advertised according to the qualifications approved by the Board. However, in the advertisement for the posts of Professors and Readers it would also be stipulated that the University reserves the right to appoint any person on the recommendation of the Selection Committee even if he has not applied.

The following procedures will be followed while considering the applications for shortlisting of candidates to be called for interview:

- (a) All applications received by the University for a particular post would be placed before the screening committee which may be constituted by the Vice-Chancellor. The membership of the committee be both from the internal academic staff and those from outside.
- (b) The number of candidates shortlisted for interview be upto 15 for one post.
- (c) The Screening Committee while recommending persons to be called for interview will clearly indicate the criteria applied for the purpose.
- (d) A minimum of four weeks notice would be given to the candidates called for interview.

The experts shall be nominated as members of the Selection Committee by the Vice-Chancellor.

The Selection Committee while making recommendations would indicate if a candidate has to be given higher initial start.

II. The appointments to temporary vacancies of academic staff may be made on the following basis:

#### Temporary vacancies upto six months

The Vice-Chancellor may fill such vacancies as per the provision of statute 2(9)(iii).

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Temporary vacancies beyond six months but not more than a year

Applications may be invited locally and considered by Committee consisting of the following:

- (a) Pro-Vice-Chancellor
- (b) Director of School of Studies concerned.
- (c) One internal faculty member representing the specialisation to be nominated by the Vice-Chancellor.
- (d) An expert not connected with the University nominated by the Vice-Chancellor.

If the recommendations are unanimous the Vice-Chancellor is authorised to accept the recommendations and make appointment.

III. Appointments under Statute 7 may be made in the following manner:

- (a) The Board of Management may create a pool of posts of Visiting Professors, Fellows, Artists and Writers together with the terms and conditions for the same.
- (b) The appointment to these posts may be made for periods between six months and two years by the Vice-Chancellor on the recommendations of a Committee consisting of the following:
  - (i) Vice-Chancellor
  - (ii) Pro-Vice-Chancellor
  - (iii) One member of the Board nominated by the Board of Management on the recommendation of the Vice-Chancellor.
  - (iv) Director of the School of Studies concerned.
  - (v) One outside expert nominated by the Vice-Chancellor

For these posts, applications need not be invited and individual cases be brought before the Committee which may be suggested by the Vice-Chancellor or the members of the Board.

IV. Statute 13 - Special Mode of Appointment

If the Vice-Chancellor is of opinion that a person working in any other University or organisation be invited

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to serve the University for a specified period not exceeding two years, his case may be placed before the Selection Committee constituted under Statute 12 and on its recommendation may be appointed by the Board of Management. In such cases the terms and conditions of service will be the same as on deputation prescribed by the Central Government from time to time.

V. Statute 14 - Appointment for a fixed tenure

In a case where the Selection Committee constituted under Statute 12 recommends that a person be appointed for a fixed tenure, the matter be placed before the Board of Management. The Board of Management may after taking into account relevant considerations determine the terms and conditions on the basis of which appointment may be made.