
MINUTES OF THE 36TH MEETING OF THE SCHOOL BOARD OF SCHOOL OF COMPUTER AND INFORMATION SCIENCES IGNOU, HELD ON JULY 27, 2012

The 36th meeting of the School Board of School of Computer and Information Sciences was held on July 27, 2012 (Friday) at 11:00 a.m., in the Conference Room, SOH, Block 'F', New Academic Complex, Indira Gandhi National Open University (IGNOU), Maidan Garhi, New Delhi-110068.

The following members were present:

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| 1. Sh. Shashi Bhushan, Director, SOCIS, IGNOU | Chairman |
| 2. Dr. Deo Prakash Vidyarthi, Associate Professor, JNU | External Member |
| 3. Prof. Kamal Yadav, SOMS, IGNOU | Member |
| 4. Prof. Gurchain Singh, SOCE, IGNOU | Member |
| 5. Dr. M.K. Bhardwaj, SOET, IGNOU | Member |
| 6. Sh Akshay Kumar, SOCIS, IGNOU | Member |
| 7. Dr. P.V. Suresh, SOCIS, IGNOU | Member |
| 8. Dr. Naveen Kumar, SOCIS, IGNOU | Member |

Special Invitees

1. Prof. Uma Kanjilal, ACIL
2. Dr. V.S.P. Srivastav, Head, Computer Division
3. Sh. V.V. Subrahmanyam, SOCIS, IGNOU
4. Sh M P Mishra, SOCIS, IGNOU
5. Dr. Sudhansh Sharma, SOCIS, IGNOU

Prof. S. Arun Kumar, IIT Delhi, Prof. M.N. Doja, Jamia Millia Islamia University, Prof. Sonajharia Minz, Jawahar Lal Nehru University, Prof. S.K. Basu, BHU, Varanasi and Prof. S.B. Arora, SOHS, IGNOU could not attend the meeting.

At the outset, the Chairman welcomed all the members.

Item No. 36.1 Confirmation of the minutes of the 35th meeting of School Board of SOCIS held on April 20, 2012.

Discussion The minutes of the 35th meeting of School Board of SOCIS held on April 20, 2012 were duly circulated to its members. The Board approved the minutes after incorporating the observations made by some members against the Item No. 35.3.

Item No. 35.3 To consider and recommend the Lateral entry scheme Into 3rd semester of MCA programme after completion of a graduate degree in computer science/information technology/computer engineering.

Decision The Board resolved that the decision of the item No. 35.3 should be modified as: ***“After detailed deliberations, the School Board suggested to discuss the feasibility of lateral entry scheme in MCA programme for graduates in the School Council meeting.***

Item No.36.2 To consider and approve the empanelment of Question Papers Setters, Evaluators and moderators for the programmes M.Tech./MS/MBA/IT offered by I²IT Pune under ACIIL

Discussion: IGNOU under the MoU with I²IT (International Institute of Information Technology), Pune has setup a joint Centre for Excellence in advance education research in July, 2010.

As part of this agreement, this joint Centre for Excellence in advanced education and research is offering 23 academic programmes in Technology, Science and Management from August 2010. All these Masters level programmes are duly approved by Academic Council.

In order to conduct the term-end examinations for the students of these programmes running at this centre, the ACIIL has forwarded the names of Question Paper Setters and Moderators vide their letter No. I2IT/IGNOU/2012/019 dated June 13, 2012. A copy of the letter is placed below.

As directed by the Competent Authority, the list of paper setters, evaluators and moderators have been forwarded to SOCIS for consideration by the School Board of SOCIS.

Decision: The matter was deliberated and it was recommended that as an one time measure, the names of question paper setters, evaluators and moderators for the programmes M.Tech./MS/MBA/IT offered by I²IT Pune under ACIIL are recommended by the School so as to facilitate in conducting the examinations for the already registered students in these programmes.

Further, it was suggested that the list of paper-setters, evaluators, moderators are to be recommended only for Computer Science/IT related Courses by the School. Faculty of SOCIS should also be involved in paper setting and evaluation. The moderation of these courses should be done by faculty of SOCIS, as being done for MCA , BCA & Ph.D. programmes.

Item 36.3 To consider and approve the conduct of examination for failed students of Certificate in PC Hardware and Networking (CPHN) programme (1st batch) by the Computer Division

Discussion The first batch of CPHN programme was started on 15th September, 2010. Minimum duration for the programme (CPHN) is 6 months and maximum period is of 1 year. Term End Examinations (TEE) of this programme was conducted two times. 43 students had been admitted in the first batch and approximately 10 students have failed.

The matter was placed before the School Board to allow the failed students to give one more chance to appear for TEE.

Decision The matter was deliberated and it was recommended that only one time **Special Permission** on sympathetic grounds for the unsuccessful first batch students may be given for reappearing in the immediate next Term End Examination December, 2012. The Board also recommended that there is no need of taking readmission for the unsuccessful courses by the students.

Item No.36.4 To approve the minutes of School Board Standing Committee meeting held on 18 July, 2012 at 11:00 AM to consider the recommendations of the Doctoral Committee meeting held on 12 July, 2012

Discussion The Meeting of the Doctoral Committee of SOCIS was held on 12th July, 2012. The minutes of the same (*Annexure 'A'*) were approved by the 1st School Board Standing Committee held on 18 July, 2012. (*Annexure 'B'*) and all items were approved by the Research Council Standing Committee meeting held on 20 July, 2012.

The Minutes of the 1st School Board Standing Committee were placed for approval before the School Board.

Decision The School Board approved the minutes of the 1st School Board Standing Committee held on July 18, 2012.

Item No. 36.5 To consider and approve the revision of eligibility criteria for MCA

Discussion The MCA programme of IGNOU was launched in 1994 and revised in 2005. The eligibility criteria for admission into MCA programme as mentioned in the Student Handbook and Prospectus-2012 is:

“Any graduate from a recognized University. However, students who have not pursued Mathematics as a distinct subject at 10+2 are required to pursue and pass the CS-60 course concurrently”

CS-60 course is a *Foundation Course in Mathematics in Computing*. It is an 8 credit course that was offered in the 2nd Semester of the BCA pre-revised programme.

In the revised BCA programme, which was launched from July 2011, CS-60 has been dropped. The revised BCA consists a new mathematics course *BCS-012: Basic Mathematics* of 4 credits is on offer.

In addition, in the model syllabus (1996) given by AICTE the eligibility criteria for MCA programme is:

“..... The students entering MCA must have a B.C.A./B.Sc./ B.Com/B.A. degree with Mathematics as one of the subjects at 10+2 level or at graduation.”

Likewise the website <http://www.techeduhry.nic.in/engg/EligibilityMCA.pdf> allows those students to take admission to MCA directly who have completed mathematics as one of the subject at graduation level.

In addition, UGC from time to time has stated that for admission to masters programme, the graduation programme should be of three years duration.

The School Board noted that the language in point (ii) of proposal and second statement in final eligibility criteria is not conveying the changes that are suggested. The point (ii) should read:

- (ii) A graduate (3 years duration) who has not completed mathematics as a distinct subject at suggested in point (i) may be asked to pursue BCS-012 concurrently with IGNOU MCA programme.

Decision: The School Board approved the following eligibility criteria for IGNOU MCA programme:

“Any Bachelor’s degree of minimum 3 years duration from a recognized University.” AND “Mathematics as one of the subject at 10+2 level or graduation level; else the student is required to pursue and pass the BCS-012 course concurrently with IGNOU MCA.”

Item No. 36.6 To consider and approve the revision of Re-admission fee for BCA & MCA programme.

Discussion The BCA and MCA programmes of IGNOU are on offer since 1994 in distance mode. The present duration, fee and other details of these programmes are:

Programme	Duration		Fee	No. of courses and credits	Counselling Sessions	
	Minimum	Maximum			Theory (hours)	Practical (hours)
Master of Computer Applications (MCA)	3 Years (6 Semesters)	6 Years	Rs.8100/- 1st semester + Rs1000/- for CS-60 for non-Maths students. Rs.8000/- per Sem. (2nd Sem.onwards)	31 courses 108 Credits	270	540
Bachelor of Computer Applications (BCA)	3 Years (6 Semesters)	6 Years	Rs. 4600/- 1st sem. Rs. 4500/- 2nd sem. onwards	39 courses 99 Credits	332	510
A BCA student can opt for <i>BCA- MCA integrated</i> programme. In such as case the minimum duration is 5 Years (6 semesters of BCA followed by 3 rd to 6 th semesters of MCA) and <i>maximum duration is 8 Years</i> . S/he pays the BCA fee for BCA semesters and MCA fee for MCA semesters.						

In both BCA and MCA programmes, 70% attendance in practical counseling sessions is compulsory. A student, who fails to fulfill this 70% attendance requirement, has to re-register for the lab course by submitting the fee on pro-rata basis.

In case a student is not able to complete the programme in the stipulated **maximum duration**, then a student applies for **re-admission** to the left over courses (The courses that he could not successfully complete). The re-admission is given for a period of two years from the date of completion of maximum duration (irrespective of the date on which readmission is taken). In general, a student does not take major support from the University except s/he can appear for the term end examination during this period.

As per the academic council resolution, the fee for re-admission of BCA / MCA has been fixed on the basis of semester fee. However, it may kindly be noted that the fee of BCA / MCA programmes involve substantial practical components, resulting into a higher per semester fee. The present re-admission fee for MCA is Rs. 500 per credit and for BCA is Rs. 275 per credit on pro-rata basis. It may be noted that this fee is very high in comparison to any other programme of IGNOU.

Many students in the past have requested for bringing down the re-admission fee.

Considering all the details as above, **it is proposed to reduce the existing re-admission fee by about 50 % of the present re-admission fee (viz for MCA - Rs. 250 per credit and for BCA - Rs. 150).**

Decision The School Board approved the **proposed reduction of re-admission fee for MCA and BCA programmes by about 50 % of the present re-admission fee. The approved fee is - for MCA - Rs. 250 per credit and for BCA - Rs. 150 per credit.**

Item 36.7 **(i) To consider and approve measures proposed for MCA (old syllabus), BCA (Old syllabus), Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) that are to be placed in Academic Council or other statutory bodies.**

Discussion The Faculty meeting proposed that some remedial action is required for such students as the number is substantial. However, any remedial measure should be subject to the following criteria:

- 1) Student has completed all the registration, re-registration and re-admission formalities as per the norms to become eligible to appear up to December 2011 Term End Examinations.
- 2) There is no pending UFM case against the student. In case there is pending, UFM case then student will have to come out clean of those cases.

CASE 1: *Award of grace marks for the MCA (old Syllabus) students or Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) or BCA (Old Syllabus) students who could not complete due to ONLY one course's (subject) term end examination.*

It is proposed to award grace marks up to 30 % in the term end examination (theory or practical) result of that one course of the programme.

CASE 2: *Giving one opportunity for the MCA (Old Syllabus) students or Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) students or BCA (Old Syllabus) students who could not complete, ONLY the Project course (either CS-17 or CS-76 / CS-11) of the Programme.*

There are two types for such students:

- *Students who have submitted the project and appeared for viva:* Such students may be given grace marks up to 30 % either in project report or viva or both.
- *Students who have not submitted project report even once:* Such students may be given a chance to submit synopsis and project report after approval of synopsis and appear in viva-voice. After that no such cases should be entertained. Their synopsis should be submitted anytime and should be evaluated urgently. The report must be submitted latest by 30th March, 2013.

CASE 3: There are a number of students who could not complete two or more courses due to term end examination (theory and practical) results. School seeks guidance for such students from the School Board.

Decision:

CASE 1: *Award of grace marks for the MCA (old Syllabus) students or Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) students or BCA (Old Syllabus) students who could not complete due to ONLY one course's (subject) term end examination.*

School Board recommended that rather than giving 30% grace marks the students should be given grace marks such that student is able to pass the course. Thus following was approved by the School Board for CASE 1:

The students of MCA (old Syllabus)/ BCA (Old syllabus) / Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) who could not complete their programme as they could not obtain minimum passing marks in the term end examination (theory or practical) of ONLY one course of all the courses of that programme, should be given special grace marks so that these students are able to get minimum passing marks in that subject as a onetime measure.

CASE 2: *Giving one opportunity for the MCA (Old Syllabus) students or Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) students or BCA (Old Syllabus) students who could not complete, ONLY the Project course (either CS-17 or CS-76 / CS-11) of the Programme.*

The School approved the following for the CASE 2:

The students of MCA (old Syllabus)/ BCA (Old syllabus) / Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) who could not successfully complete ONLY the Project course (either CS-17 or CS-76 / CS-11) of all the course of the Programme, may be given a last chance to submit synopsis and project report after approval of synopsis and appear in viva-voce. After that no such cases should be entertained. Their synopsis should be submitted anytime and should be evaluated urgently. The report must be submitted latest by 30th March, 2013. All such Project Synopsis and Project Reports should be received and evaluated by SOCIS faculty. The payment may be made to faculty as per existing norms.

CASE 3: There are a number of students who could not complete two or more courses due to term end examination (theory and practical) results.

The School Board recommended that no provision can be extended for such student. They need to follow the rules as per University guidelines.

Item 36.7 (ii) Approval of measures that has been taken/proposed for immediate action on part of the School for MCA (old syllabus), Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) /BCA (Old Syllabus)/BCA (Pre-revised)

- Discussion**
- (a) **The MCA (old syllabus), BCA (old BCA pre-revised syllabus), Integrated {BCA (old and pre-revised syllabus)/BIT/ADIT }– MCA(Old Syllabus) students, who have passed the Term End Examination but could not successfully complete the course due to assignments, they may be permitted to submit the responses of latest assignments directly to Director, SOCIS, along with the copy of the Grade Card with a deadline till December 2012. Such cases will be examined case to case basis. After December 2012, no such cases should be entertained.**
- (b) There are representation from students Sh. Mukesh Kumar Saxena (MCA-041859620) whose synopsis was submitted in August 2011 but was approved in February 2012 and Sh. Neeraj Kumar Jha (MCA- 043206425) whose synopsis was approved prior to December, 2011.

In this context, it was noted that a letter dated 11th May, 2012 was sent by Director (SOCIS) to all RCs giving the clarification regarding conduct of viva voce of MCA (old syllabus) students who submitted the synopsis in Oct-Dec 2011 that got approved and finally submitted the project reports by

31st March 2012. However, most RCs did not allowed such students to submit the project report after 31st December, 2011 as the communication reached them in May 2012.

Thus, the following clarification may be sent to all the RCs in this context:

“All those students of MCA (old syllabus) or BCA(old or pre-revised),or Integrated BCA(old or pre-revised)-MCA(old syllabus) who have submitted the synopsis by 31st December 2011 which was approved subsequently, may be asked to submit the project report at the concerned Regional Centres at the earliest. The viva-voce for such students must be conducted at the earliest by the concerned Regional Centre. Student has to complete all the registration, re-registration and re-admission formalities as per the norms to become eligible to appear up to December 2011 Term End Examinations so that his/her result can be declared.”

Decision The School Board approved both proposed actions that is evaluation of assignment by school at (a) and submission of project report and conduct of viva voce at Regional centre for all the students whose case are as per (b) for immediate action on part of the School. In addition, the School Board suggested that for (b) School must keep timeline for RC as 31st December, 2012. The School Board also stated that evaluation cycle for these cases must be taken as December 2011.

Item 36.7 (iii) Reporting on the revised process of Conduct of Telephonic viva for MCA project courses.

Discussion The Project guidelines (MCSP-060) has the following information for the students about the telephonic viva:

*“Student will be duly intimated about the Viva-voce by a letter from the Regional Director of the concerned Regional Centre. Viva-voce will be held at the Regional centre concerned. In no case the vive-voce would be conducted at the work place or the residence of the Examiner. Viva-Voce will be conducted face-to-face only. **Viva through telephone, e-mail or online is not permitted.** No student is allowed to take telephonic viva, except for very exceptional cases, and that too **only after** taking due permission from the Director, SOCIS. The expenditure for the same would be borne by the student.”*

The telephonic viva was conducted with due permission of the Director (SOCIS). In the past the telephonic viva was conducted where students were asked to report to embassies or international partner institute or a place like University. This was done to enable the proper verification of the student. The school now proposes to revise the process for telephonic viva as:

- 1) Student requests for telephonic viva with justified reasons along with the necessary proofs and recent photograph to the concerned Regional Centre.

- 2) Regional Centre forwards all the documents after due verification including photograph to takes the permission for telephonic viva from the Director SOCIS.
- 3) In case the permission is granted then Regional Centre need to forward the report with valid PR number, Result sheet, Evaluation Sheet and Evaluation bill to SOCIS.

Viva will be conducted on a suitable date and time by the faculty of SOCIS using video conferencing mode (such as Skype or other tools) from Director SOCIS video conferencing account

Decision The School Board approved the proposed process of conduct of telephonic viva.

Item No. 36.8 To permit BCA (Pre-Revised) students who completed re-admission period to continue appearing in the unsuccessful courses in Term End Examinations

Discussion BCA was revised and BCA (Revised) was launched from July,2011 session. So, the last batch of students admitted to BCA (Pre-Revised) was for January, 2011 session. As the minimum and maximum durations of BCA are 3 and 6 years respectively with a re-admission period of 2 more years, IGNOU will conduct term end examinations in all courses of BCA (Pre-Revised) until December, 2018.

Hence, it is hereby proposed that students who could not successfully complete BCA (Pre-Revised) with in the re-admission periods may be permitted to appear for Term End Examinations in the unsuccessful courses until December,2018. It will benefit all such students who could not complete BCA(Pre-Revised) until June,2018 TEE and students who took admission to BCA(Pre-Revised) until July,2010 cycle.

A large number of requests from BCA (Pre-Revised) students were received by SOCIS and the file consisting of requests are available for reference during the meeting. The issue was also discussed in the meeting of School Council held on May 3rd, 2012 and it was decided to convene a meeting with Registrars of SED & SRD, Director(RSD) and faculty of SOCIS to review the issue and take necessary decisions (Minutes of School Council available for reference during the meeting).

In the absence of permission to appear in the unsuccessful courses in term end examinations, a student needs to take admission to BCA(Revised Syllabus), pay the fee for all the 6 semesters, then apply for credit transfer from successfully completed courses of BCA(Pre-revised) to BCA(Revised). The total number of courses in BCA (Pre-Revised) was 23 out of whom 18 are getting Credit transfer to BCA (Revised). But, there were a total of 39 courses in BCA (Revised). So, in the best case scenario, if a student of BCA (Pre-Revised) gets credit transfer for all the 18 courses and failed in only one course, then he needs to complete the remaining 21 courses of BCA(Revised). So, effectively, non-completion of one course is leading to requirement for completion of 21 courses which is not student centric. It may be reasonable to permit the students to appear in the unsuccessful

courses when exams are being conducted without asking them to apply for credit transfer for the reason that he completed re-admission period will be in the interest of the student. (Credit Transfer Scheme from courses of BCA (Pre-Revised) to BCA (Revised) attached)

Apart from considering the above proposal, the members of School Board may also give their inputs for replacing the current Credit Transfer Scheme which may not require student to do more courses than the number of courses in which he is unsuccessful.

Decision The members recommended that Students of BCA (Pre-Revised) who could not successfully complete all the courses within their re-admission periods should be granted 4 more chances to appear in Term End Examinations from the date of notification of the grant of this offer. This offer should be applicable only to those students of BCA (Pre-Revised) who took re-admission and could not complete the courses during the re-admission period. The offer is not applicable to those students who did not apply for re-admission after the completion of maximum period.

Item No. 36.9 To consider and approve the payment norms for counseling sessions for common MCS courses in BCA (Revised Syllabus) and MCA programmes.

Discussion The payment norms for BCA & MCA programme are different. However, there are common courses in both. The School has received communication from some of the RCs relating to payment norms for counseling sessions for Common MCS courses in BCA (revised syllabus) and MCA Programmes. The matter was discussed in detail in School Council held on 18/04/2012 and proposed that the Regional Services Division IGNOU, may take necessary steps to make payments to counselors of MCS courses as per existing MCA courses payment norms (*Annexure-A*), irrespective of whether counseling is done for BCA/MCA students.

All the courses of MCA (1st and 2nd semester) are adopted as it is in BCA (Revised Syllabus) programme. The programme structure of BCA (Revised Syllabus) and MCA are given in *Annexure B and C*.

The matter was placed before the School Board for consideration and approval of “the payment norms for counseling sessions for common MCS courses in BCA (Revised Syllabus) should be same as in MCA programme”.

Decision The matter of payment norms for counselling sessions for common MCS courses in BCA (Revised Syllabus) and MCA Programmes was discussed and the Board recommended that the payment norms for common MCS courses in BCA (revised syllabus) should be the same as in MCA programme.

Item No. 36.10 To consider and approve the nomination of the School Board members of SOCIS under Clause 2 (c) and 2 (d) of Statute 10A

Discussion In accordance with the provision of 2 (c) and 2 (d) of Statute A of the University, the term of the following existing School Board members *assigned to the School* and other *members from disciplines not assigned to the School* is going to expire on September, 2012.

Under Clause 2 (c) of Statute 10 A

1. Sh. Shashi Bhushan, SOCIS
2. Sh. Akshay Kumar, SOCIS
3. Dr. P.V. Suresh, SOCIS
4. Dr. Naveen Kumar, SOCIS

Under Clause 2 (d) of Statute 10A

1. Prof. S.B. Arora, SOHS
2. Prof. Gurchain Singh, SOCE
3. Dr. M.K. Bhardwaj, Reader, SOET
4. Prof. Kamal Yadav, SOMS

Decision In accordance with the provision of 2 (c) and 2 (d) of Statute 10 A of the University, the following names were recommended for the School Board of SOCIS for the next term.

Under Clause 2 (c) of Statute 10 A

1. Sh. V.V. Subrahmanyam, Associate Professor, SOCIS
2. Sh. M.P. Mishra, Assistant Professor, SOCIS
3. Dr. Sudhansh Sharma, Lecturer, SOCIS
4. Sh. Akshay Kumar, Associate Professor, SOCIS
5. Dr. P. V. Suresh, Associate Professor, SOCIS
6. Dr. Naveen Kumar, Reader, SOCIS

Under Clause 2 (d) of Statute 10 A

1. Prof. Nawal Kishor, SOMS
2. Prof. E. Vayunandan, SOSS
3. Prof. Uma Kanjilal, SOSS
4. Dr. Manoj Kulshrestha, Associate Professor, SOET
5. Dr. S.K. Yadav, Associate Professor, SOA
6. Dr. Biplab Jamatia, Assistant Professor, SOHS

The Board recommended the above names and it was decided to put up the recommendation of the Board to the Vice-Chancellor for consideration and approval.

Item No.36.11 To Consider and approve the names of Project Evaluators for BCA/MCA Projects of SOCIS

Discussion The list of project evaluators for BCA/MCA was placed for consideration and approval of the School Board as *Annexure-'A'*.

Decision The Board considered and recommended the list of project evaluators for BCA/MCA programme of SOCIS and it was decided to put up the recommendation of the Board to the Vice-Chancellor for consideration and approval.

Item No. 36.12 To Consider and approve the names of TEE Answer Script Evaluators for CIT/BCA/MCA Programmes

Discussion The list of TEE Answer Script Evaluators for CIT/BCA/MCA Programmes duly approved by the various disciplines was placed for consideration and approval of the School Board as *Annexure-'A'*.

Decision The Board considered and recommended the list of TEE Answer Script Evaluators for CIT/BCA/MCA programmes of SOCIS and it was decided to put up the recommendation of the Board to the Vice-Chancellor for consideration and approval.

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

(Shashi Bhushan)