



## MINUTS OF THE 35<sup>th</sup> SCHOOL BOARD MEETING OF THE SCHOOL OF VOCATIONAL EDUCATION AND TRAINING HELD ON 26 FEBRUARY, 2021 AT 12.00 PM THROUGH VIRTUAL MODE

---

The 35<sup>th</sup> Meeting of the School Board of the School of Vocational Education and Training held on 26<sup>th</sup> February, at 12.00 PM through virtual mode. The following members attended the meeting:

1. Prof. Ashok K.Gaba, <i>Director</i> , SOVET, IGNOU	<i>Chairman</i>
2. Prof. Sanjay Sehgal, Head, DFS, South Campus, Delhi University	Member
3. Prof. Harjeet Kaur Bhatia, Faculty of Education, JMI, New Delhi	Member
4. Prof. Banhi Jha, Professor, NIFT, New Delhi	Member
5. Prof. Saurabh Prakash, Professor, PSSCIVE, NCERT, Bhopal	Member
6. Prof. Rekha Sharma Sen, Professor, SOCE, IGNOU	Member
7. Prof. P.V. Suresh, Professor, SOCIS, IGNOU	Member
8. Dr. K.S. Arul Selvan, Associate Professor, SOJNMS, IGNOU	Member
9. Dr. Gaurav Singh, Assistant Professor, SOE, IGNOU	Member
10. Dr. R.S.P. Singh, Associate Professor, SOVET, IGNOU	Member
11. Dr. Geetika Johry, Assistant Professor, (Sr. Scale), SOVET, IGNOU	Member
12. Ms Urshala Kant, Assistant Professor, (Sr. Scale), SOVET, IGNOU	Member
13. Ms Asha Yadav, Assistant Professor, SOVET, IGNOU	Member
14. Dr. Rachna Agarwal, Assistant Professor, (Sr. Scale), SOVET, IGNOU	Special Invitee

The Chairman of the School Board welcomed all the members to the 35<sup>th</sup> meeting of School Board of School of Vocational Education and Training. The School Board welcomed new co-opted members under the Clause (2) (d) of Statute 10A of the University:

- (i) Prof. Rekha Sharma Sen, Professor, SOCE, IGNOU
- (ii) Prof. P.V. Suresh, Professor, SOCIS, IGNOU
- (iii) Dr. K.S. Arul Selvan, Associate Professor, SOJNMS, IGNOU
- (iv) Dr. Gaurav Singh, Assistant Professor, (Sr. Scale), SOE, IGNOU

The Chairman placed on record the valuable contribution made by the outgoing members who have completed their term and thanked them for their valuable contributions in the proceedings of the School Board:

- (i) Prof. Sunil Kuman, Director, SOPVA, IGNOU
- (ii) Prof. S.R.Jha, Professor, SOS, IGNOU
- (iii) Dr. Shubhangi Vaidya, Associate Professor, SOITS, IGNOU

The Chairman also informed to School Board about the NAAC team visit in IGNOU and has been awarded A<sup>++</sup> Grade to the University. Members congratulated to all the faculty members and staff of the university. Later, the chairman apprised to the School Board about the activities completed by the School since the last meeting of the School Board i.e. organised Counselling sessions through online/GY/GD (49), Evaluation of Assignments (347), conducted a need based survey and developed new programme proposal.  
for the new programme.

<b>Item No. 35.01</b>	<b>Confirmation of the Minutes of the 34<sup>th</sup> Meeting of the School Board held on 11<sup>th</sup> September, 2020 through virtual mode and to note the action taken there on.</b>
<b>SB: 35: 1.1</b>	The Chairperson informed that the minutes of 34 <sup>nd</sup> Meeting of the School Board of School of Vocational Education and Training held on 11 <sup>th</sup> September, 2020 were circulated to the members and no comments had been received. Therefore, he proposed that minutes may be confirmed. Later, he presented the ATR. Item No. 34.01 ATR: Noted Item No. 34.02 ATR: Forwarded to Research Unit Item No. 34.03 ATR: Forwarded to CIQA Item No. 34.04 ATR: Deferred Item No. 34.05 ATR: Noted
<b>SB: 35.1.2.</b>	<b>The School Board confirmed the Minutes of the 34<sup>th</sup> Meeting of the School Board through virtual mode and note of the action taken thereon.</b>
<b>Item No. 35.02</b>	<b>To consider and approve the Programme Development Form (PDF) for Certificate in Appliqué Craft Programme</b>
<b>SB 35.2.1</b>	Dr R S P Singh, Programme Coordinator apprised to the Board that a generic MOU has been signed between IGNOU and Handlooms, Textiles and Handicrafts Department, Govt. of Orissa on 9th August, 2019. Minutes of the 1 <sup>st</sup> meeting of JMIC held on 26th August, 2019 says that Programme in Appliqué Arts to be coordinated by SOVET and rest of the programmes will be coordinated by SOPVA. Minutes further stated that Director, SOPVA will be the nodal officer from IGNOU. PPF form for Certificate in Appliqué Crafts approved by 33rd School Board held on 6th December, 2019 and by APC in its 60 <sup>th</sup> meeting held on 22nd January, 2021. Programme coordinator also informed that School has convened Expert committee meeting through Virtual mode for finalization of Course structure of Certificate in Appliqué craft on 30 <sup>th</sup> December, 2020 and 29 <sup>th</sup> January, 2021.
<b>SB 35.2.2</b>	<i>Members raised some issues regarding medium of instruction, funding, practical weight age, states to be covered and number of students to be enrolled in the proposed programme.</i>  <i>Programme coordinator responded that these issues were discussed in the JMIC meeting and agreed upon that it will be IGNOU's programme and to be offered in English language and other states as well. Later, it can be translated into regional languages by respective RCs.</i>
<b>SB 35.2.3</b>	The School Board considered and approved the PDF of Certificate in Appliqué Craft programme and recommended it to the ACSC/AC for approval (Annexure 35.2.1)
<b>Item 35.03</b>	<b>To consider the revised eligibility criteria for admission to Advanced Certificate in Information Security (ACISE) programme</b>
<b>SB: 35.3.1</b>	The Programme Coordinator of ACISE programme informed to School Board that at present, the eligibility criteria for ACISE programme is 10 <sup>th</sup> Pass or its equivalent. The Admission Review Committee of Registration (SRD) had requested to School to review and standardize the eligibility criteria for ACISE programme as per other programme of the University. Accordingly, the School proposed the revised eligibility

	<p>criteria for the said programme 10+2 which also coincides with the UGC guidelines for admission to any Higher Education Institution irrespective of level of programme.</p> <p><i>Members deliberated on this item and raised the issue of revision of content as per the need for proposed revised eligibility criteria. Programme Coordinator responded that at the time of designing the Course, the Expert Committee designed the programme targeting for 10<sup>th</sup> and 12<sup>th</sup> pass students. Hence, there is no need for the revision of content.</i></p>
<b>SB: 35.3.2</b>	<b>The School Board considered the revised eligibility criteria for admission to ACISE programme and recommended to ACSC/AC for approval.</b>
<b>Item No. 35.04 .</b>	<b>To consider anapprove the Programme Proposal form (PPF) for M.A (Entrepreneurship) programme</b>
<b>35.04.1</b>	<p>Programme Coordinator informed that recently NAAC team visited to School and suggested that School should develop Master Level Degree Programme. In this regard, the SOVET proposed to design and develop Master Level Degree Programme in the area of ‘Entrepreneurship’. The School requested to P&amp;DD for the Need Based Survey. The said survey report will be shared among the members. In the meantime, the School developed and administered questionnaire to students for pilot survey. The Programme Proposal Form (PPF) alongwith preliminary report on the Need Based Survey presented to the School Board.</p> <p><i>Members deliberated on this item and appreciated to the School for initiation of Master Level Degree Programme. Members suggested that there is a need for industry involvement as well as collaboration with incubation Centres. Members felt that the nomenclature of the proposed programme should be MBA.</i></p> <p><i>Programme Coordinator responded that the nomenclature of the programme will be as per the UGC’s norms. The focus of the proposed programme will be on Vocational/Entrepreneur skills rather than management skills.</i></p>
<b>SB: 35.4.2</b>	<b>The School Board considered and approved Programme Proposal Form (PPF) for MA (Entrepreneurship) Programme and recommended it to the PB/APC for approval (Annexure 35.4.1).</b>
<b>Item No. 35.05</b>	<b>To consider the name of experts for the Programme Design Committee of MA (Entrepreneurship) programme</b>
<b>35.5.1</b>	<p>The School Board considered the following names for the Programme Design Committee of MA (Entrepreneurship) programme</p> <ul style="list-style-type: none"> <li>• Prof. Sanjay Sehgal, Head, DGS, South Campus, Delhi University</li> <li>• Sh. Anil Kumar Jain, Chief Executive Officer, National Internet Exchange of India (NIEI), New Delhi.</li> <li>• Mr. Vikas Gupta, Dy. Director O/o-Ministry of Micro, Small &amp; Medium Enterprise (MSME), GOI, New Delhi</li> <li>• Prof. Anil Kumar (Retd), NITTTR, Bhopal</li> <li>• Dr. Poonam Sinha, JD, NIESBUD, Noida</li> <li>• Dr. Satya Ranjan Acharya, Dept. of Entrepreneurship Education (EDI), Gandhi Nagar, Gujarat</li> <li>• Dr. Naveen J Sirohi, Indian Institute of Corporate Affairs (IICA), Ministry of Corporate Affairs, Manesar.</li> <li>• Dr. RSP Singh, Associate Professor, SOVET, IGNOU</li> <li>• Prof. Ashok K Gaba, Director, SOVET, IGNOU</li> </ul>
<b>SB: 35.5.2</b>	<b>The School Board considered the names of Experts for the Programme Design Committee of MA (Entrepreneurship) Programme and recommended it to the</b>

	<b>Vice Chancellor for approval.</b>
<b>Item No. 35.06</b>	<b>To consider and approve the Online Course Approval form of ‘Vocational Pedagogy’ Course for SWAYAM</b>
<b>SB: 35.6.1</b>	The Course Coordinator informed that the proposed new course i.e. ‘Vocational Pedagogy’ was submitted to COE for consideration to be offered through SWAYAM platform. The proposal was returned with remarks that it should be re-submitted after obtaining approval from all the statutory bodies. He also apprised the School Board that the said course was developed for B.Ed (VE) programme as per recommendations of the Expert Committee and was approved by the respective School Boards. At present, the said programme is not on offer.
<b>SB: 35.6.2</b>	<i>Member raised the issue of credit/non-credit based ‘Vocational Pedagogy’ course for SWAYAM. It was suggested that it should be credit based. Course Coordinator responded that it is 4 credits course.</i>
<b>SB: 35.6.3</b>	<b>School Board considered and approved the Online Course Approval Form of the ‘Vocational Pedagogy’ course (4 Credits) for the SWAYAM.</b>
<b>Item No. 35.07</b>	<b>To consider and approve the Online Course Approval form for ‘Basics of Pattern Making and Sewing’ for SWAYAM</b>
<b>SB 35.7.1</b>	Course Coordinator of CFDE Programme proposed course ‘Basics of Pattern Making and Sewing’ (BFDI-072) (4 credits) for SWAYAM. He apposed to the School Board that the said course is being on offer w.e.f. January 2019 onwards through ODL mode.
<b>SB.35.7.2</b>	<b>The School Board considered and approved the Online Course Approval Form of ‘Basics and Pattern Making and Sewing’ (BFDI-072) (4 Credits) for SWAYAM.</b>
<b>Item No. 35.08</b>	<b>To consider the arrangement of Academic Counsellors for Low Enrollment Programmes</b>
<b>35.8.1.</b>	The Chairman informed to the School Board that as per P&DD Notification under reference no IG/P&DD/VCO Meeting/2019/872 dated 22 November, 2019 communicated Academic council’s decision regarding low enrollment programme to be placed in School for providing technology enable support services. The DBPOFA, ACISE, PGDPSM, CFDE programmes of SOVET have been identified under the category of low enrollment programmes. Henceforth, the School is organizing counselling sessions through Gyan Vani/Gyan Darshan, Google Meet and also evaluating assignments for those courses where faculty is having specialization. But for some courses, it becomes difficult for providing technology enabled support services where faculty is not having relevant specialization. Therefore, the School proposed to arrange approved Academic Counsellors for online counselling session/GV/GD for those courses where faculty doesn’t have any specialization. The honorarium to be paid to as per existing norms of the University.
<b>SB: 35.8.2</b>	<b>The School Board considered for arrangement of Academic Counsellors for low enrolment programmes where faculty is not having specialization for providing technology enable support services and recommended it to the Vice Chancellor’s for approval.</b>
<b>Item No. 35.09</b>	<b>To consider and approve the name of Academic Associate (Fashion Design) internal adhoc faculty of SOVET as a Paper Setter/Moderator/Evaluator for the Certificate in Fashion Design (CFDE)Programme.</b>
<b>SB: 35.9.1</b>	The Chairman informed to the School Board that CFDE programme is being placed in the School for providing technology enabled support services to learners as per P&DD Notification dated 22 November, 2019. Dr. Divya Ojha, Academic Associate (Fashion Design) adhoc faculty member has been appointed for the course development and

	assistance to the Programme Coordinator. She is also taking online counseling sessions. She meets qualification as per programme's requirement for paper setter/moderator and evaluator. The School proposed her name as a paper setter, moderator and evaluator for term end examination, evaluation of assignments and practical purpose.
<b>SB: 35.9.2</b>	<b>The School Board considered Dr. Divya Ojha, Academic Assocate (Fashion Design) as a Paper Setter/Moderator/Evaluator for CFDE programme and recommended it to the Vice Chancellor for approval.</b>
<b>Item No. 35.10</b>	<b>Ratification of the names of Paper Setters/Moderators/Evaluators for the course BSSI-014 of DMOP programme as approved by Competent Authority.</b>
<b>SB: 35.10.1</b>	Programme Coordinator of DMOP Programme informed that the School received Question Papers for the Moderator of BSSI-014 course. Due to urgency, the School obtained approval from Competent Authority ( <b>Annexure 35.10.1</b> ).
<b>SB: 35.10.2</b>	<b>The School Board ratified the action taken by the Competent Authority for the moderators of Course BSSI-014 course of DMOP programme</b>
<b>Item No. 35.11</b>	<b>To consider the panel of paper setters/moderators/evaluators for the courses BSSI-011,012,013,014 &amp;015 of newly launched 'Diploma in Modern Office Practice (DMOP) programme (Annexure 35.11.1).</b>
<b>SB:35.11.1</b>	<b>The School Board considered the panel of paper setters/moderators/evaluators for the courses BSSI-011,012,013,014 &amp;015 of newly launched 'Diploma in Modern Office Practice (DMOP) programme and recommended it to the Vice Chancellor for approval.</b>
<b>Item No. 35.12</b>	<b>To consider the panel of Paper Setters/Moderators/Evaluators for the courses of PGDIS and ACISE programmes (Annexure 35.12.1) .</b>
<b>SB:35.12.1</b>	<b>The School Board considered the panel of paper setters/moderators/evaluators for the courses of PGDIS and ACISE programmes and recommended it to the Vice Chancellor for approval.</b>
<b>Item No. 35.13</b>	<b>To consider and approve the panel of Moderators/Paper Setters/Evaluators for the common course BPOI-007 of DBPOFA and CCITSK programme (Annexure 35.13.1).</b>
<b>SB: 35.13.1</b>	<b>The School Board considered the panel of paper setters/moderators/evaluators for the common course BPOI-007 of DBPOFA and CCITSK programme and recommended it to the Vice Chancellor for approval (35.13.1)</b>
<b>Item No. 35.14</b>	<b>Any other items.</b>
<b>SB: 35.14.1</b>	Programme Coordinator of Certificate in Applique Craft' programme presented the names for the Unit Writers, Content and Language Editors for course development of the proposed programme ( <b>Annexure-35.14.1</b> ).
<b>SB 35.14.2</b>	The School Board considered the names for the Unit Writers, Content and Language Editors for course development of Certificate in Applique Craft programme and recommended it to the Vice Chancellor for approval.

The Chairman ended the meeting with vote of thanks.

**(Ashok K. Gaba)**  
**Director & Chairman**