

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REPORT OF THE COMMITTEE FOR REVISING THE EXISTING PHASE FORMS AND PROGRAMME APPROVAL AND LAUNCHING PROCESS

The University Grants Commission had issued University Grants Commission (Open and Distance Learning) Regulations, 2017 detailing therein the procedure of Programme Launching process and approval. The 68th and 69th meetings of Academic Council had taken a decision on revising the existing Phase forms and simplifying the Programme approval process. Accordingly, the Vice Chancellor had constituted a Committee vide Notification F No. IG/IQAC/Prog.Devt./2018/2420, dated: 04th Sept. 2018, for revising the existing Phase Forms and Programme Approval and Launching Process in light of the UGC (ODL) Regulations, 2017. The Committee comprised of the following:

1. Prof Swaraj Basu, Director, SOSS : Chairperson
2. Prof Nawal Kishore, SOMS : Member
3. Prof Sudip Ranjan Jha, SOS : Member
4. Shri Sunil Kumar, P&DD : Member
5. Dr Dev Kant Rao, Director (I/c), ACD : Member
6. Prof Manjulika Srivastava, Director, IQAC: Convener

The Committee held two meetings, first meeting on 5th September, 2018 and, the second meeting on 10th September 2018, respectively. The Committee examined the existing Phase forms, UGC (ODL) Regulations, 2017; Statutes of the University; and the resolutions of the Academic Council and its Standing Committee, as outlined below.

1. The University Grants Commission (Open and Distance Learning) Regulations, 2017 notified vide Gazette Notification dated 23rd June 2017, had specifically provided under Part III:

"PART III ... 11. Programme Launching Process and Approval—

(1) Every Higher Educational Institution offering programme in Open and Distance Learning Mode shall publish on its website complete details of each programme on offer including fee structure, minimum eligibility condition for admission as prescribed by Commission from time to time, schedules of activities and academic calendar viz. dates for registration, re-registration, counseling sessions, assignment

submissions, receipt of feedbacks on assignments, examination, list of Learner Support Centres for different programmes.

(2) Before offering any programme, the Higher Educational Institution shall prepare a Programme Project Report for each programme which shall include the following, namely :— (i) information on relevance of programme to the Institution's mission and goals, objectives of the programme, nature of prospective target group of learners, and appropriateness of Open and Distance Learning mode for acquiring specific competencies or skills; (ii) instructional design which shall include duration of programme(s), faculty and support staff requirements, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems; (iii) procedure for admissions, curriculum transaction and evaluation; (iv) details of laboratory support required for the programme(s), if any; (v) library Resources; (vi) cost estimate of the programme and the provisions therefore, indicating the amount assigned for programme development, delivery and maintenance; (vii) quality assurance mechanism and expected programme outcomes; (viii) curriculum and detailed syllabi of the programme(s); and (ix) guidelines on launching programme(s) design, development and any such matters as specified by the Commission in Annexure IX and other regulatory bodies which shall be followed by the Higher Educational Institutions.

(3) The Programme Project Report shall be approved by the appropriate authority of the Higher Educational Institutions, which shall put in place a monitoring mechanism to ensure its proper implementation.”

2. In the existing procedure of planning, designing and development of academic programmes, there are three stages being followed, namely:

- (i) Stage I: *Programme Proposal Stage;*
- (ii) Stage II: *Programme Development Stage;* and
- (iii) Stage III: *Programme Launch Stage.*

For each of these stages, separate forms have to be filled up, namely:

- (i) Phase I: Programme Proposal Form,
 - (ii) Phase II: Programme Design and Detailed Report, and
 - (iii) Phase III: Programme Launch Approval Form.
- (iv) In addition, there is also a Phase Zero Form for minor and major revision of the existing Programme/ Course or addition to the existing Programme/ Course on offer.

These phase forms are approved by the Statutory Bodies of the University: Phase I by the School Board and the Planning Board; Phase II by School Board and Academic Council (by the Research Council for Research programmes), and Phase III by School Board and Planning Board. The Statutory Bodies are empowered to give direction and decide academic policies and earmark resources for the development and delivery of academic programmes.

3. The Act and Statutes of the University have due provisions with reference to the design and development of academic programmes, which are reproduced below:

3.1 Statute 9A. Powers of the Academic Council

(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation or research or improvement in academic standards;

(b) to consider matters of general academic interest either on its own initiative or on a reference from the Planning Board or a School of Studies or the Board of Management and to take appropriate action thereon.

3.2 Statute 10. The Planning Board

(3) It shall be the responsibility of the Planning Board to design and formulate appropriate programmes and activities of the University, and it shall, in addition, have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the University.

3.3 Statute 10(A). The Schools of Studies

(ii) To approve the course structure of the academic programmes of the School, in accordance with the directions of the Academic Council, in pursuance of Statute 9 A, on the recommendation of the Expert Committee(s) constituted by it;

(iii) To approve the syllabus in accordance with the course structure on the advice of Expert Committee(s) nominated by the Director of the School;

3.4 Lastly, the Committee also referred the decisions of the 68th Academic Council (Item no. 68.2.2) and 44th ACSC (Item no. 4.2.3) that took a decision to adopt a single Phase Form for Programme Development and Approval in order to simplify the process and save the undue hassles and delays in programme approval. While confirming the minutes of the 68th Academic Council the 69th Academic Council decided that a Committee be constituted to look into the revised Phase forms and thereafter the revised Phase form be placed before the Planning Board and Academic Council.

4. After going through the UGC (ODL) Regulations 2017, the existing Phase forms, Statutory provisions of the University, and the resolutions of the Academic Council and its Standing Committee, the Committee recommended the following:

There was a need to adopt the procedure spelt out in the UGC Regulations regarding Programme Launching Process and Approval and accordingly get the Programme Project Report (PPR) approved by the highest Academic Authority of IGNOU. Also, as per the provisions under Statutes 9A, 10, & 10A of the Academic Council, the Planning Board and the School Board, respectively; the approval of PPR has to be sought from the School Board and the Academic Council.

In addition to PPR, there would be two forms in place of existing three forms for development and launching of Academic Programmes. A separate form for revision/addition of courses to existing programme/ course on offer would also be developed. Accordingly, these Forms have been developed as under:

S. No.	Form	Purpose
1.	Programme Proposal Form (PPF)	The first Form for initiating the proposal for development of a New programme. This Form would require approval of the School Board followed by Planning Board or Academic Programme Committee.
2	Programme Development Form (PDF)	The second Form for development of the New programme. This Form would include all stages and details of programme development process including curriculum, courses, admission & evaluation criteria, time lines, etc. This Form would require approval of the School Board followed by Academic Council.
3.	Programme Project Report (PPR)	As a mandatory requirement for approval of UGC, this Form includes details emanating from Programme Proposal Form and Programme Development Form. This Form would accompany Programme Development Form and would require approval of the School

		Board followed by Academic Council.
4.	Programme Revision Form (PRF)	This Form is for revision or addition to existing Programme / Course. This Form would require approval of the School Board followed by Academic Council (only if the revision is more than 30%).

The above mentioned forms are annexed with the Report, as: Annexure I – PPF; Annexure II- PDF, Annexure III- PPR, and Annexure IV- PRF.

Sd/-
Prof Swaraj Basu
Chairperson

Sd/-
Prof Nawal Kishore
Member

Sd/-
Prof Sudeep Ranjan Jha
Member

Sd/-
Shri Sunil Kumar
Member

Sd/-
Dr Dev Kant Rao
Member

Sd/-
Prof Manjulika Srivastava
Convener