



**Indira Gandhi National Open University
(School of Continuing Education)**

Minutes of the 56th Meeting of the School Board of SOCE held on 24th August, 2017.

The 56th Meeting of the School Board of SOCE was held on 24th August, 2017 at 11:00 am in the Conference Room of SOCE, Block-G, New Academic Complex, IGNOU, Maidan Garhi, New Delhi-110068. The following members were present:

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| 1. | Prof. Neerja Chadha
Director, SOCE, IGNOU | Chairperson |
| 2. | Prof. Deeksha Kapur
Professor, SOCE, IGNOU | Ex-officio Member
[under 10A (2)(a) & (b)] |
| 3. | Dr. Veena Gupta
Associate Professor (Retd.)
Lady Irwin College
New Delhi | Member [under 10A (2) (e)] |
| 4. | Dr. Neerja Sharma
Associate Professor (Retd.)
Lady Irwin College
New Delhi | Member [under 10A (2) (e)] |
| 5. | Prof. M.K. Salooja
Director
School of Agriculture
IGNOU, New Delhi | Member [under 10A (2) (d)] |
| 6. | Prof. Neeti Agrawal
Professor
School of Management Studies
IGNOU, New Delhi | Member [under 10A (2) (d)] |
| 7. | Dr. Rashmi Sinha
Associate Professor
School of Social Sciences
IGNOU, New Delhi | Member [under 10A (2) (d)] |
| 8. | Dr. Neha Garg
Associate Professor
School of Sciences
IGNOU, New Delhi | Member [under 10A (2) (d)] |
| 9. | Dr. R.P. Singh
Associate Professor, SOCE, IGNOU | Member [under 10A (2) (c)] |

Neerja Chadha

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| 10. | Dr. Rekha Sharma Sen
Associate Professor, SOCE, IGNOU | Member [under 10A (2) (c)] |
| 11. | Dr. Heena K. Bijli
Associate Professor, SOCE, IGNOU | Member [under 10A (2) (c)] |
| 12. | Dr. Gurupada Saren
Associate Professor, SOCE, IGNOU | Member [under 10A (2) (c)] |

Prof. Sudesh Gandhi, CCSHAU; Prof. Helarius Beck, Centre for Community Organisation and Development Practice; and Prof.(Dr.) Jagmeet Madan, SNDT Women's University could not attend the meeting.

At the outset, the Chairperson extended a warm welcome to all the members of the School Board. Before presenting the agenda of the meeting, the Chairperson made a brief PowerPoint presentation on the School of Continuing Education, highlighting the school Disciplines and the Academic Programmes, with a main focus on the enrollment, in order to acquaint particularly the external School Board members with the same.

The following Agenda Items were then placed in the meeting:

Item No.1 Confirmation of the Minutes of the 55th Meeting of the School Board.

SB 56.1.1 The Chairperson informed the School Board that the draft minutes of the 55th Meeting of the School Board of SOCE, held on 15th February, 2017, were circulated to the members. The Chairperson further informed that the comments received with regard to the Minutes of the 55th School Board meeting were incorporated and the Final Minutes are placed herewith for confirmation. The School Board advised that the Final Minutes should be sent to all the members for information, regardless of whether or not they were present in the meeting. The Chairperson assured that the same shall be done henceforth.

SB 56.1.2 The School Board confirmed the Minutes of the 55th Meeting of the School Board.

Item No.2 Action Taken Report

SB 56.2.1 The School Board was informed about the Action Taken regarding the various activities approved during the 55th Meeting of the School Board, as follows:

SB 55.3 **To consider and approve the Phase-Zero Form for the development of two elective courses in Rural Development in compliance with CBCS.**

&

SB 55.4 **To consider and recommend the list of Experts for two elective courses.**

The School Board was informed by the Programme Coordinator, Dr. R.P.Singh that on the recommendation of the School Board of SOCE, an Expert Committee Meeting was organized on 6th April, 2017, which has finalized the course structure. The revised Phase Zero Form and Syllabus is being placed for kind consideration and approval of the School Board of SOCE, as a separate agenda item.

Dr. R.P. Singh

SB.55.5 To consider and approve the Minutes of the Doctoral Committee Meeting for Ph.D in Rural Development.

The School Board was informed by the Programme Coordinator, Dr. R.P.Singh that as per the advice of the School Board of SOCE the allotment of Supervisor to Research Scholar will take place after the completion of their course work as per IGNOU norms.

SB 55.6 To consider and approve new Phase Forms – 1 and 2 of Diploma in Apparel Merchandising.

The School Board was informed by the Programme Coordinator, Dr. Heena K. Bijli that the 55th SB approved the new Phase I and Phase II forms of Diploma in Apparel Merchandising that were already approved through the earlier version of Phase forms by statutory bodies of the university. The new Phase I and II forms were later approved by the 53rd APC (Phase – I Form) on 26th April 2017, and by 44th ACSC (Phase – II Form) on 9th May 2017 respectively. The programme development is currently in full progress.

SB 55.7 To consider and recommend additional Course Writers of Diploma in Apparel Merchandising.

The School Board was informed by the Programme Coordinator, Dr. Heena K. Bijli that the units were allotted to the respective course writers and have been received from them.

SB 55.9 To consider and recommend list of additional course writers for Advanced Diploma in Early Childhood Development and Education (ADECDE).

The School Board was informed by the Programme Coordinator, Dr. Rekha Sharma Sen that the additional course team members were got approved for course writing of Field Placement Manual for Course 10 and Practical Manual for Course 8, and that Manual writing is in progress.

SB 56.2.2 The School Board noted the Action Taken with respect to the various items.

Item No.3 To consider and recommend the list of additional Unit Writers for Advanced Diploma in Early Childhood Development and Education (ADECDE).

SB 56.3.1 Dr. Rekha Sharma Sen, Programme Coordinator informed the School Board that the Phase-II form of the **Advanced Diploma in Early Childhood Development and Education (ADECDE) along with the programme structure** had been approved by the School Board of SOCE in its 52nd meeting held on 27th July, 2015, followed by the approval by the Academic Council Standing Committee in its 41st meeting held on 03rd August 2015 and later in the 65th meeting of the Academic Council held on 21st March, 2016.



She further informed that the various courses of the Advanced Diploma which is a professional programme of study are under active development. Additional Unit Writers have been identified for Blocks 1 and 2 of Course 8. Of the 11 course writers identified for the 13 units of this Block, only two writers have provided an appropriate draft and another two are in the process of writing. Two units are being written in-house by the Programme Coordinator (Dr. Rekha S Sen).

The Programme Coordinator submitted that in view of the above, new unit writers need to be identified. Three new unit writers have been identified. The tentative work allocation for the two new writers is placed at **Annexure-III** of the Agenda Items. She informed that the work has not yet been allocated to the third writer. Since it is proving difficult to identify writers for these units and names are changed repeatedly, it is requested that the names of three new course writers who have been identified may be approved in principle for all the Units of Blocks 1 and 2 since often the work allocation changes during the process of writing as requested by unit writers and prior approval as per specific units becomes limiting. So while the tentative work allocation is being provided for two writers, the Programme Coordinator requested that she be permitted to change the units allotted to the three writers. Once the course writing is seen to shape appropriately, the final allocation of Units will be reported to the School Board.

SB 56.3.2 The School Board considered and recommended the same.

Item No.4 To consider and recommend name of additional translator and vettor for Hindi Translation and Vetting of the revised version of Diploma in Early Childhood Care and Education (DECE).

SB 56.4.1 Programme Coordinator, Dr. Rekha Sharma Sen informed the School Board that the revision of the above mentioned Diploma was approved in the 51st meeting of the School Board held on 30th March, 2015 followed by approval in the 39th meeting of the Academic Council Standing Committee held on 21st May, 2015 and then in the 64th meeting of the Academic Council held on 10th July, 2015. The revised course DECE-2 (English version) has been received. The revised course material is being translated in Hindi.

Dr. Rekha Sharma Sen further informed that the names of translators and vettors for Hindi Translation and Vetting of the revised version of the Diploma in Early Childhood Care and Education (DECE) were approved in the 53rd School Board Meeting. She presented the name of additional translator and vettor for consideration and recommendation of the School Board.

SB 56.4.2 The School Board considered and recommended the same.

Item No.5 To consider and recommend names of translators and vettors for Hindi Translation and Vetting of the Advanced Diploma in Early Childhood Care and Education (ADECDE).

SB 56.5.1 Dr. Rekha Sharma Sen, the Programme Coordinator informed that the School Board had approved the Phase-II form of the **Advanced Diploma in Early Childhood Development and Education (ADECDE) along with the programme structure** in its 52nd meeting held on 27th July, 2015, followed by the approval by the Academic Council Standing Committee in its 41st meeting held on 3rd August 2015, and later in the 65th meeting of the Academic Council held on 21st March, 2016.

She further informed that the various courses of the Advanced Diploma which is a professional programme of study are under active development. The English Version of Courses 1 & 7 i.e. Child Development; and Child Health and Nutrition are ready. It is proposed to begin the process of Hindi translation. Five translators and vettors have been identified for this purpose.

Dr. Rekha Sharma Sen presented the names of translators and vettors for Hindi Translation and Vetting of ADECDE for consideration and recommendation of the School Board.

SB 56.5.2 The School Board considered and recommended the same.

Item No.6 To consider and recommend the additional paper setters for ACC-1, DECE-1, 2 & 3, and CNCC-2 and Project File Evaluators for DECE-4.

SB 56.6.1 Dr. Rekha Sharma Sen, Programme Coordinator informed that the programmes and courses offered by the Child Development faculty include the following:

- Application Oriented Course 'Organizing Child Care Services' (ACC-1)
- Diploma in Early Childhood Care and Education (DECE)
- Certificate in Nutrition and Child Care (CNCC)

Dr. Rekha Sharma Sen presented the list of additional paper setters for ACC-1, DECE-1, 2, 3, and CNCC-2 and Project File Evaluators for DECE-4 for consideration and recommendation of the School Board.

SB 56.6.2 The School Board considered and recommended the same.

Item No.7 To consider and approve the Minutes of the Doctoral Committee Meeting for Ph.D in Rural Development.

SB 56.7.1 The Programme Coordinator, Dr. R.P.Singh informed that the meeting of Doctoral Committee for Ph.D in Rural Development was held on 28/07/2017. Prof. R.P.Singh placed the Minutes of the Doctoral Committee Meeting for consideration and approval of the School Board.

SB 56.7.2 The School Board considered and approved the Minutes, with the advice that "Computer Applications" and "Ethics in Research" should also be included in the pre-Ph.D course on Research Methodology.

Item No.8 To consider and approve Phase-Zero Form of Pre Ph.D Courses in Rural Development.

SB 56.8.1 The Programme Coordinator, Prof. R.P.Singh presented Phase-Zero Form of Ph.D Courses in Rural Development for consideration and approval of the School Board.

SB 56.8.2 The School Board considered and approved the Phase-Zero Form, with the advice that "Computer Applications" and "Ethics in Research" should also be included in the pre-Ph.D course on Research Methodology.

Item No.9 To consider and approve Phase-Zero Form for two Elective/Generic Courses in Rural Development in compliance with CBCS.

SB 56.9.1 Dr. R.P.Singh, Programme Coordinator presented Phase-Zero Form for two Elective/Generic Courses in Rural Development in compliance with CBCS for consideration and approval of the School Board.

SB 56.9.2 The School Board considered and approved the same in principle, advising the Programme Coordinator to ensure conformity with UGC and IGNOU norms with respect to CBCS.

Item No.10 To consider and approve the Minutes of the Doctoral Committee Meeting for Ph.D in Food and Nutrition, Discipline of Nutritional Sciences.

SB 56.10.1 The Programme Coordinator, Dr. Deeksha Kapur informed that the meeting of Doctoral Committee for Ph.D in Nutritional Sciences was held on 18/08/2017. Prof. Deeksha Kapur placed the Minutes of the Doctoral Committee Meeting for consideration and approval of the School Board.

SB 56.10.2 The School Board considered and approved the same.

Item No.11 To consider and approve the Phase-Zero Form for Ph.D Course Work in Nutritional Sciences.

SB 56.11.1 Prof. Deeksha Kapur, Programme Coordinator presented Phase-Zero Form for pre-Ph.D Course Work for Ph.D Nutritional Sciences for consideration and approval of the School Board.

SB 56.11.2 The School Board considered and approved the same.

Item No.12 To consider and approve the Phase-Zero Form for the revision of "Certificate Programme in Food Safety" (CFS).

SB 56.12.1 Prof. Deeksha Kapur, Programme Coordinator presented Phase-Zero Form for the revision of "Certificate Programme in Food Safety" (CFS) for consideration and approval of the School Board. She informed the School Board that the Programme CFS had been launched in 2007 adopting blended mode, with the course material provided to the learners online and the academic counseling provided through face-to-face/ web conferencing mode. Only a supplementary book was provided to the learners as a hard copy. She further informed that in 2014 the present programme, along with the other online programmes of the University were put on hold. The Programme Coordinator informed the School Board of the need to revise the programme of study in the light of the new Food Safety and Standard Act (2006). Further, she proposed that the revised programme of study now be launched through distance as well as online mode (as per IGNOU norms).

With regard to the Phase-Zero Form submitted, the Programme Coordinator informed of a correction in the details of Broad Course Structure (Item 9) stating that the course credits for the courses "Hazards to Food Safety" and "Food Safety and Quality Assurance" be read as "6" each instead of "8" each.

SB 56.12.2 The School Board considered and approved the Phase-Zero Form.



- Item No.13 To consider and recommend List of Experts for Moderation Board Meeting for the Nutritional Sciences Programmes.**
- SB 56.13.1 Prof. Deeksha Kapur, Programme Coordinator presented a list of Experts for Moderation Board Meeting for the Nutritional Sciences Programmes for consideration and recommendation of the School Board. As an addendum, the Programme Coordinator submitted that the name of Dr. Neha Garg, Associate Professor, School of Sciences, IGNOU be added to the list.
- SB 56.13.2 The School Board agreed to the addition of Dr. Neha Garg's name to the list. The members, however, were of the opinion that the name of Ms. Shipra Gupta, Ph.D Scholar, Discipline of Nutritional Sciences, SOCE, IGNOU be deleted given that she is a Ph.D Scholar in the same discipline.
- SB 56.13.3 With the above deletion, the School Board considered and approved the list.
- Item No.14 To consider and approve list of Course Writers and Editors for Internship Course and Practical Course of "Diploma in Apparel Merchandising".**
- SB 56.14.1 Dr. Heena K.Bijli, Programme Coordinator presented a list of Course Writers and Editors for Internship Course and Practical Course of "Diploma in Apparel Merchandising" for consideration and approval of the School Board. The School Board recommended that in the list of Editors (Practical Course and Internship Course), the name of Dr. Veena Gupta, Associate Professor (Retd.), Lady Irwin College, New Delhi be added.
- SB 56.14.2 With the above addition, the School Board considered and approved the list.
- Item No.15 To consider and approve remuneration payments to Course Writers and Editors, for Internship Course and Practical Course of Diploma in Apparel Merchandising.**
- SB 56.15.1 Dr. Heena K.Bijli, Programme Coordinator presented the remuneration payments to Course Writers and Editors, for Internship Course and Practical Course of "Diploma in Apparel Merchandising" for consideration and approval of the School Board. In the course of discussion, the Programme Coordinator was authorised to change/enhance the broad area/ activities that had been mentioned in the Annexure.
- SB 56.15.2 The School Board considered and approved the rates.
- Item No.16 To consider and approve the Phase-Zero Form for minor revision of Post Graduate Diploma in Counselling and Family Therapy (PGDCFT).**
- SB 56.16.1 Prof. Neerja Chadha, Programme Coordinator presented the Phase-Zero Form for minor revision of Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) for consideration and approval of the School Board. She informed the School Board that the process of obtaining feedback from the stakeholders including Students, Academic Counsellors, Programme Incharges, and Experts in the field has already been started by the Programme Coordinators, and that this feedback will be provided to the Experts participating in the revision. Thus, the revision exercise would take into cognisance the recent developments in the field as well as the feedback obtained from the stakeholders.



- SB 56.16.2 The School Board agreed with the above and the Phase-Zero Form was approved.
- Item No.17 To consider and approve the Phase-Zero Form for minor revision of Master of Science in Counselling and Family Therapy (MSCCFT).**
- SB 56.17.1 Prof. Neerja Chadha, Programme Coordinator presented the Phase-Zero Form for minor revision of Master of Science in Counselling and Family Therapy (MSCCFT) for consideration and approval of the School Board. She informed the School Board that the process of obtaining feedback from the stakeholders including Students, Academic Counsellors, Programme Incharges, and Experts in the field has already been started by the Programme Coordinators, and that this feedback will be provided to the Experts participating in the revision. Thus, the revision exercise would take into cognisance the recent developments in the field as well as the feedback obtained from the stakeholders.
- SB 56.17.2 The School Board agreed with the above and the Phase-Zero Form was approved.
- Item No.18 To consider and recommend the list of Experts for minor revision of PGDCFT and MSCCFT.**
- SB 56.18.1 Prof. Neerja Chadha, Programme Coordinator presented the list of Experts for minor revision of PGDCFT and MSCCFT for consideration and recommendation of the School Board. The School Board suggested that the names of Dr. Neerja Sharma, Associate Professor (Retd.), Lady Irwin College, New Delhi; Prof. Namita Ranganathan, CIE, University of Delhi; and Dr. Indu Kaura, Former Secretary, Indian Association for Family Therapy, New Delhi, may also be included in the list.
- SB 56.18.2 With the above addition, the School Board considered and approved the list.
- Item No.19 To consider and recommend the list of Experts for the Subject Expert Committee for Pre-Ph.D course work of Ph.D (Child Development).**
- SB 56.19.1 Prof. Neerja Chadha, Programme Coordinator informed the School Board that the University Grants Commission (Minimum Standards and Procedure for the Award of M.Phil/Ph.D Degrees) Regulations, 2016 were adopted by the Academic Council of IGNOU in its 66th Meeting held on 8th September, 2016. In the light of these Regulations, the University formulated the IGNOU Research Ordinances and IGNOU Regulations for conducting Research Degree Programmes. The same were approved by the Research Council in its 24th meeting held on 20th December, 2016, and by the Academic Council in its 67th Meeting held on 09th February, 2017. In consonance with the above, the discipline of Child Development proposes to develop the requisite 16 credit course work for the Ph.D (Child Development) programme.
- Prof. Neerja Chadha presented a list of Experts for the Subject Expert Committee for Pre-Ph.D Course Work of Ph.D (Child Development) for consideration and recommendation of the School Board. The School Board suggested that the names of Prof. Adarsh Sharma, Former Director, NIPCCD, New Delhi; Prof. Venita Kaul, Professor Emeritus, Ambedkar University, Delhi; and Dr. Darshan Narang, University of Rajasthan, Rajasthan, may also be included in the list.
- SB 56.19.2 With the above addition, the School Board considered and recommended the list.



Item No.20 To consider and recommend the Evaluators for the Programme(s) at SOCE, sent by Regional Centres/Regional Evaluation Centres.

SB 56.20.1 A list of Evaluators for the Programme(s) at SOCE, sent by Regional Centres/Regional Evaluation Centres was placed for consideration and recommendation of the School Board.

SB 56.20.2 The School Board considered and recommended the same.

The Chairperson appreciated the contribution of all the members in making the meeting a success.

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


(NEERJA CHADHA)
Chairperson