



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

Minutes of the 60th Meeting of the School Board of SOCE held on 01st March, 2019

The 60th Meeting of the School Board of SOCE was held on 01st March, 2019 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. | Dr. Heena K. Bijli
Director, SOCE, IGNOU | Chairperson |
| 2. | Prof. Deeksha Kapur
Professor, SOCE, IGNOU | Ex-officio Member
[under 10A 2(a) & (b)] |
| 3. | Prof. Rekha Sharma Sen
Professor, SOCE, IGNOU | Ex-officio Member
[under 10A 2(a) & (b)] |
| 4. | Prof. R.P. Singh
Professor, SOCE, IGNOU | Ex-officio Member
[under 10A 2(a) & (b)] |
| 5. | Prof. Neerja Chadha
Professor, SOCE, IGNOU | Ex-officio Member
[under 10A 2(a) & (b)] |
| 6. | Prof. Farzana Alim
Department of Home Science
Faculty of Agriculture Sciences,
Aligarh Muslim University
Aligarh- 202002 | Member [under 10A (2) (e)] |
| 7. | Prof. Anjali Karolia
Dean, Faculty of Family and Community Sciences
&
Professor of Textiles and Clothing
The M.S.University of Baroda
Vadodara | Member [under 10A (2) (e)] |
| 8. | Prof. B.K.Pattanaik
Professor
School of Extension & Development Studies
IGNOU, New Delhi | Member [under 10A (2) (d)] |
| 9. | Dr. Praveen Kumar Jain
Assistant Professor
School of Agriculture
IGNOU, New Delhi | Member [under 10A (2) (d)] |

10. **Dr. G. Mahesh** Member [under 10A (2) (d)]
Assistant Professor
School of Social Work
IGNOU, New Delhi
11. **Dr. S.K.Palit** Member [under 10A (2) (c)]
Associate Professor, SOCE, IGNOU
12. **Ms. Santosh Tanwer** Member [under 10A (2) (c)]
Associate Professor, SOCE, IGNOU
13. **Dr. Gurupada Saren** Member [under 10A (2) (c)]
Assistant Professor, SOCE, IGNOU

Prof. S.P.Mishra, Former Vice Chancellor (DEVA Sanskrit Vishwavidyalaya, Haridwar), **Prof. Rita Singh Raghuvanshi**, Dean, College of Home Science, G.B.Pant University of Agriculture and Technology, Pantnagar, and **Prof. Vrinda Datta**, Director, Centre for Early Childhood Development and Research, Ambedkar University, Delhi could not attend the meeting.

At the outset, the Chairperson extended a warm welcome to all the members including the new External Members of the School Board. The Chairperson informed the School Board members that the terms of Prof. Sudesh Gandhi, Prof. Jagmeet Madan, Prof. Helarius Beck, Dr. Neerja Sharma and Dr. Veena Gupta ended on 30th October, 2018. On expiry of their terms, the following new members have been nominated to the School Board of SOCE under Clause 2(e) of the Statute 10A by the Competent Authority, vide Notification F.No.IG/ACD/SB-SOCE/2000/2905 dated 16th November, 2018 for a period of two years with effect from the date of issue of the notification or till they hold their respective positions in the University, whichever is earlier.

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This was followed by a brief round of introduction by all the School Board members present and a Power Point presentation by the Chairperson about IGNOU, and the various disciplines as well as programmes of study of SOCE. The Board acknowledged the same.

The following Agenda Items were then placed in the meeting:

Item No.1 To confirm the Minutes of the 59th Meeting of the School Board held on 05th October, 2018.

SB 60.1.1 The Chairperson informed the School Board that the draft minutes of the 59th Meeting of the School Board of SOCE, held on 05th October, 2018, were circulated to the members. The comments received with regard to the draft minutes were incorporated and the finalized Minutes were circulated to all the School Board members.

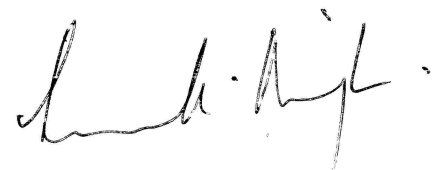
SB 60.1.2 The Board confirmed the Minutes of the 59th Meeting of the School Board.

Item No.2 To note Action Taken Report with respect to the decisions on the Agenda Items of 59th School Board Meeting.

SB 60.2.1 The School Board was informed about the Action Taken regarding the various activities approved during the 59th Meeting of the School Board, as follows:

SB 59.3 To consider and recommend the list of Course Writers and Content Editors for two Elective Courses in Rural Development under CBCS.

Prof. R.P. Singh, Programme Coordinator informed that notes for the course writers' meeting of two courses of Elective in Rural Development under CBCS have been initiated which are still in process.



SB.59.6 To consider and recommend the pre-submission seminar of Ph.D Scholar Ms. Meenakshi Garg (Enrol. No. 138000633) approved by the Doctoral Committee Meeting for Ph.D in Food and Nutrition (PHDFN), Discipline of Nutritional Sciences held on 21-08-2018.

Prof. Deeksha Kapur, Programme Coordinator informed that the same was forwarded to Research Unit for necessary action.

SB.59.7 To consider and approve the minutes of the Doctoral Committee Meeting for Ph.D in Food and Nutrition, Discipline of Nutritional Sciences held on 21stAugust, 2018.

Prof. Deeksha Kapur, Programme Coordinator informed that Research Unit was informed about the above.

SB 59.8 To consider and approve the List of External Evaluators for evaluation of Ph.D Thesis of Ph.D Scholar Ms. Meenakshi Garg, Enrol. No. 138000633.

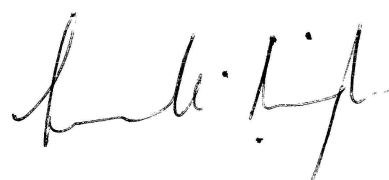
Prof. Deeksha Kapur, Programme Coordinator informed that the same is being taken up as Item No. 3 in the present School Board.

SB 59.9 To consider and approve the Minutes of the Doctoral Committee Meeting of the Discipline of Rural Development.

Dr. Gurupada Saren, Programme Coordinator informed that the case of Md. Ashraf , Noor Md. and Pradeep Singh Malhan who had submitted their progress reports was taken up and the same will be considered in the forthcoming Doctoral Committee Meeting of Rural Development.

SB 59.10 To consider and approve the Minutes of the Expert Committee Meeting for minor revision of PGDCFT and MSCCFT held on 12.10.2017 and 13.10.2017.

Prof. Neerja Chadha, Programme Coordinator informed that the Minutes of the Expert Committee Meeting for minor revision of PGDCFT and MSCCFT held on 12.10.17 and 13.10.17 were submitted to the authorities for being placed before the Academic Council Standing Committee. In response, the Academic Coordination Division advised that the revised Phase-o Form in the new format i.e. Programme Revision Form (PRF) be submitted. The Programme Revision Forms for PGDCFT, and for MSCCFT, were being placed in the present School Board Meeting as separate agenda items.



SB.59.14 **To consider and approve the Minutes of the Expert Committee Meeting for Ph.D. Course Work for Ph.D. in Home Science.**

Dr. Heena.K.Bijli, Programme Coordinator informed that the Minutes of the 59th Meeting of School Board, SOCE were placed in the 71st Academic Council Meeting held on 22nd January, 2019 for the launch of Ph.D. in Home Science. Minutes are awaited.

SB 60.2.2 School Board noted the Action Taken with respect to ATR Items.

Item No.3 To consider and recommend the list of External Evaluators for evaluation of Ph.D. Thesis of Ph.D. Scholar Ms. Meenakshi Garg, Enrol. No.138000633.

SB 60.3.1 Prof. Deeksha Kapur, Programme Coordinator informed that the list of External Evaluators for evaluation of Ph.D thesis is provided in a confidential cover for approval of the School Board of School of Continuing Education.

The Board observed that the same agenda was considered and approved in the previous School Board (59th School Board) of SOCE. The Programme Coordinator, Prof. Deeksha Kapur informed in response to this that in the previous School Board the list of External Evaluators that was approved consisted of five members, and as per the directions of the Research Unit thereafter, seven members had to be approved instead of five, in a sealed confidential envelope, by the School Board. Hence this was being put up for consideration and recommendation of the School Board.

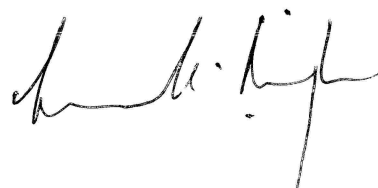
The School Board had detailed deliberations on the above matter and stated that some Schools in IGNOU followed the practice of not opening sealed envelopes in the School Board, while some Schools opened the sealed envelopes in their School Board meetings.

The members of the School Board suggested that there has to be a uniform policy by the Research Unit that can bring in clarity in the above practice, so that such discrepancies do not get repeated in future.

SB 60.3.2 With the above suggestions, the School Board considered and recommended the list of External Evaluators.

Item No.4 To consider and approve the Programme Revision Form for revision of Master of Science Programme in Dietetics and Food Service Management (MSCDFSM).

SB 60.4.1 The Chairperson informed the School Board that the 70th Academic Council in its meeting held on 25th September, 2018 revised and replaced the Phase Forms that were earlier used by the University for approval of programme proposals, programme development and programme revisions. The new Forms were notified by AC vide its notification dated 12th October, 2018. Therefore the approvals that happened in the earlier Phase Forms had to be transferred to the new Forms for approval of the School Board and other Statutory Bodies of the University.



Prof. Deeksha Kapur, Programme Coordinator presented the agenda item by informing the Board that the Discipline of Nutritional Sciences is in the process of revising the programme “Master of Science in Dietetics and Food Service Management” (MSCDFSM). In this regard Phase Zero Form of the MSCDFSM programme was approved (Item No.10) by the School Board in its 50th Meeting held on 28th October 2014.

The Programme Coordinator placed the prescribed new form (PRF) for revision of Master of Science Programme in Dietetics and Food Service Management (MSCDFSM) before the School Board for consideration and approval

SB 60.4.2 The School Board considered and approved the same.

Item No.5 To consider and approve the list of Course Writers for the Revision of the Course Material of the MSCDFSM Programme.

SB 60.5.1 Prof. Deeksha Kapur, Programme Coordinator presented the list of Course Writers for Revision of Master of Science Programme in Dietetics and Food Service Management (MSCDFSM) for consideration and recommendation of the School Board.

The School Board members observed that in the last row of the list it was mentioned “Any other expert as approved by Director (SOCE)”. The Board suggested that the same may be removed from the list.

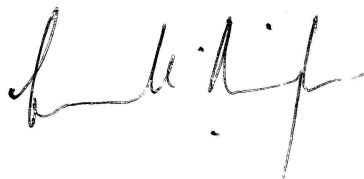
SB 60.5.2 The School Board considered and recommended the list with the above change.

Item No.6 To consider and approve the following online Programmes on offer by the Discipline of Nutritional Sciences, School of Continuing Education:

1. **Post Graduate Certificate/Diploma Programme in Pediatric Nutrition (PGDPDN/PGCPDN)**
2. **Certificate in Food Safety (CFS)**

SB 60.6.1 The Chairperson informed the School Board that the University Grants Commission vide its notification dated July 04, 2018 notified the University Grants Commission (Online Courses or Programmes) Regulations, 2018. Thereafter, the Board of Management at its 131st meeting held on 22nd December 2018 approved the adoption of the University Grants Commission (Online Courses or Programmes) Regulations, 2018 (vide BM 131.3.2). Vide their Public Notice F.No.7-2/2018 (OL) Amendment, dated 4th January 2019, the University Grants Commission has invited proposals from Higher Education Institutions for recognition of courses/programmes to be offered in online mode from the academic session 2019-20 & onwards. Subsequently, the 71st Meeting of the Academic Council held on 22nd January, 2019 approved the adoption of the University Grants Commission (Online Courses or Programmes) Regulations, 2018 by the University. In the light of this, Schools have started submitting proposals for Online Programmes.

Prof. Deeksha Kapur, the Programme Coordinator presented the agenda item by informing the Board that the CFS Programme has been on offer since January 2007 and PGDPDN/PGCPDN Programme has been on offer since July 2012. The



programmes were put on hold in January 2014 as per UGC Guideline. Now after due approval of the Statutory bodies based on the new UGC Guidelines for online programmes, the university is planning to launch these online programmes once again. Prof. Kapur placed the applications for offering CFS and PGDPDN/PGCPDN programmes online, before the School Board for consideration and approval.

- SB 60.6.2 The School Board considered and approved the offering of online programmes – PGDPDN/PGCPDN and CFS with the observation that updation of the content of these programmes is ensured before they are offered online.

Item No.7 To consider and approve the Programme Revision Form for minor revision of Post Graduate Diploma in Counselling and Family Therapy (PGDCFT).

- SB 60.7.1 Prof. Neerja Chadha, Programme Coordinator informed the Board that the Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) was launched in 2010, and thus it is important to update the programme of study based on contemporary developments in the field as well as feedback obtained from the stakeholders. The Phase-Zero Forms for minor revision of PGDCFT and MSCCFT were approved by the School Board of SOCE in its 56th meeting held on 24.7.2017 and by the ACSC in its 46th meeting held on 24.5.2018. The Expert Committee Meeting for Minor Revision of the Modular Programmes Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) and Master of Science in Counselling and Family Therapy (MSCCFT) was held on 12th and 13th October, 2017. The Minutes of the said Expert Committee Meeting for minor revision of PGDCFT and MSCCFT, including its recommendations, were considered and approved by the School Board of SOCE in its 59th Meeting held on 5th October, 2018.

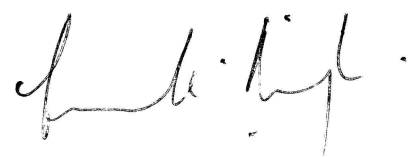
The Programme Coordinator, Prof. Neerja Chadha further apprised the Board that the information submitted in the earlier Phase-Zero Form, and the recommendations of the above Expert Committee Meeting, have been incorporated in the new Programme Revision Form. Prof. Chadha placed the new Programme Revision Form (PRF) for minor revision of the Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) for consideration and approval of the School Board.

The School Board suggested that within the Programme Revision Form (PRF), in the table displaying Details of Broad Course Structure, the number of Counselling Sessions also has to be mentioned along with hours, for each Course.

- SB 60.7.2 With the above additions in the Programme Revision Form (PRF), the School Board considered and approved the same.

Item No.8 To consider and approve the Programme Revision Form for minor revision of Master of Science in Counselling and Family Therapy [M.Sc.(CFT)].

- SB 60.8.1 Prof. Neerja Chadha, Programme Coordinator informed that the Master of Science in Counselling and Family Therapy (PGDCFT) was launched in 2010, and thus it is important to update the programme of study based on contemporary developments in the field as well as feedback obtained from the stakeholders. The



Phase-Zero forms for minor revision of PGDCFT and MSCCFT were approved by the School Board of SOCE in its 56th meeting held on 24.7.2017 and by the ACSC in its 46th meeting held on 24.5.2018. The Expert Committee Meeting for Minor Revision of the Modular Programmes Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) and Master of Science in Counselling and Family Therapy (MSCCFT) was held on 12th and 13th October, 2017. The Minutes of the said Expert Committee Meeting for minor revision of PGDCFT and MSCCFT, including its recommendations, were considered and approved by the School Board of SOCE in its 59th Meeting held on 5th October, 2018.

The Programme Coordinator, Prof. Neerja Chadha further apprised the Board that the information submitted in the earlier Phase-Zero Form, and the recommendations of the above Expert Committee Meeting, have been incorporated in the new Programme Revision Form. Prof. Chadha placed the new Programme Revision Form (PRF) for minor revision of the Master of Science in Counselling and Family Therapy (MSCCFT) for consideration and approval of the School Board

The School Board suggested that the number of Counselling Sessions also has to be mentioned along with hours, for each Course, in the Programme Revision Form (PRF).

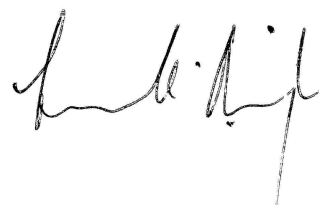
SB 60.8.2 With the above additions in the Programme Revision Form (PRF), the School Board considered and recommended the same.

Item No.9 To consider and approve Programme Proposal Form, Programme Development Form and Programme Project Report Form for the new programme under development – Advanced Diploma in Early Childhood Development and Education (ADECDE).

SB 60.9.1 Prof. Rekha S. Sen, Programme Coordinator presented the Programme Proposal Form, Programme Development Form and Programme Project Report Form for the new programme under development – Advanced Diploma in Early Childhood Development and Education (ADECDE). She explained that the Phase 1 and Phase 2 forms of the programme were approved in the 52nd meeting of the School Board held on 24th July, 2015, the 41st meeting of the Academic Council Standing Committee held on 3rd August, 2015, the minutes of which were confirmed in the 65th meeting of the Academic Council held on 21st March, 2016 and the Academic Programme Committee meeting held on 17th Nov, 2015.

Since the existing approval of development of new programme needs to be transferred to the new Forms, the new Programme Proposal Form (PPF), Programme Development Form (PDF) and Programme Project Report Form (PPR) for the new programme under development – Advanced Diploma in Early Childhood Development and Education (ADECDE) were being placed for consideration and approval of the School Board.

In addition to this, with permission of the Chairperson, the Programme Coordinator, Prof. Rekha S. Sen circulated the supplement to this agenda item. She explained that during the process of Course development, editing and Unit writing, some changes have been suggested by the experts, editors and Unit



writers who were approved by the School Board, in the nomenclature of Units and Blocks as well as in the sequencing of Units within the Block and Course, specifically with respect to the following:

- Block-6 – Curriculum Planning and Evaluation of Course-2 ‘Early Childhood Care and Education: Scope and Pedagogy’
- Course-6: Inclusive Practices.

Prof. Sen explained that there was no change in terms of syllabus content and that it was re-organization of existing Units. Specifically, following were the changes:

Course 2: Early Childhood Care and Education: Scope and Pedagogy: 8 credits

- a) There is renaming of the 6 Units of Block 6
- b) Shifting of earlier Unit 11 as Unit 31 in Block 6
- c) Unit 11 is renamed as “Educational Tenets of Some pioneers in ECCE – Part 2; with existing Unit 10 being Part 1.

Course6: Inclusive Practices: Credits-6

- a) There is deletion of existing Units 1,2 and 6
- b) There is addition of three new Units – Units 11, 12, and 15 in new Course outline
- c) There is re-naming of Block Titles
- d) There is re-arrangement of Units within Blocks

The School Board noted the above changes and agreed that there was no major change in terms of syllabus and content. The members suggested that the title of Block-6 of Course-2 should be expanded to ‘Curriculum Planning and Evaluation during Early Childhood’ and that the title of Unit-30 should be expanded to ‘Planning Weekly and Daily Schedule’.

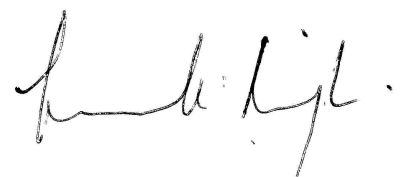
Prof. Sen also explained that payment for the Unit writers, Block editors and Course editors for Block 6 of Course 2 and for Course 6 were got approved in the 57th and 58th School Board meetings against earlier Unit, Block and Course names and that it was now necessary to transfer the approval of the same payment to these External Experts to these new names of Units, Blocks and Courses.

SB 60.9.2 The School Board approved the Programme Proposal Form, Programme Development Form and Programme Project Report Form for the new programme under development – Advanced Diploma in Early Childhood Development and Education (ADECDE), along with the above changes within the Courses as suggested by the experts, editors, and Unit writers, who were approved by the School Board.

SB 60.9.3 The School Board also approved that the payment approved in the 57th and 58th meetings of the School Board may be transferred against the new names of Units and Blocks.

Item No.10 To consider and approve Programme Revision Form for Major and Minor revision of various courses of the Diploma in Early Childhood Care and Education (DECE).

SB 60.10.1 Prof. Rekha S. Sen, Programme Coordinator explained that the revision of DECE had been approved by the School Board in its 51st meeting held on 30th March,



2015 and subsequently in the 39th meeting of the ACSC held on 21st May, 2015, the minutes of which were confirmed in the 64th meeting of the Academic Council held on 10th July, 2015. This approved Phase Zero form and the minutes of the School Board meeting, ACSC meeting and AC meeting were presented to the School Board.

Since the existing approval of revision needed to be transferred to the new Forms, the new Programme Revision Form (PRF) for Major and Minor revision of various courses of the Diploma in Early Childhood Care and Education (DECE) was being put up for consideration and approval of the School Board. The Programme Coordinator informed that the revision of the programme was underway.

It was advised by the Board to include the Course – DECE-4: Project Work, under minor revision as that would ensure that all the four Courses of the Diploma Programme would be revised.

SB 60.10.2 The School Board considered and approved the Programme Revision Form for Major and Minor revision of various courses of the Diploma in Early Childhood Care and Education (DECE) with the inclusion of the Course – DECE-4 in the Form.

Item No.11 To consider and recommend the evaluators for the programmes of SOCE, sent by Regional Centres/Regional Evaluation Centres.

SB 60.11.1 The list of evaluators for the programmes of SOCE, sent by Regional Centres/Regional Evaluation Centres was presented before the School Board for consideration and recommendation.

SB 60.11.2 The School Board consideration and recommended same.

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


DR. HEENA K. BIJLI
Chairperson

डॉ. हिना के. बिजली / Dr. Heena K. Bijli
निदेशक (स.शि.वि.) / Director (SOCE)