

**MINUTES OF THE 20<sup>TH</sup> SCHOOL BOARD MEETING OF THE SCHOOL OF MANAGEMENT STUDIES HELD ON OCTOBER 25, 2007 IN THE CONFERENCE ROOM, BLOCK-8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI 110068**

The following members were present:

1. Prof. N.V.Narasimham, Chairman
2. Prof. L.Venugopal Reddy, Vice Chancellor, Andhra University, Vishakhapatnam
3. Prof. M.B. Shukla, Dean, Faculty of Commerce & Management, Mahatma Gandhi Kashi Vidyapeeth, Varanasi
4. Prof. Badar Alam Iqbal, Dean, Deptt. of Commerce, Aligarh Muslim University, Aligarh
5. Prof. S.K.Kalra, Professor, Organisational Behaviour, Management Development Institute, Gurgaon
6. Prof. Uma Kanjilal, Professor, SOSS, IGNOU
7. Dr. Pushpalata Tripathi, Reader, SOS, IGNOU
8. Sh. Shashi Bhushan, Reader, SOCIS, IGNOU
9. Prof. B.B. Khanna, SOMS, IGNOU
10. Prof. Nawal Kishor, SOMS, IGNOU
11. Prof. G.Subbayama, SOMS, IGNOU
12. Prof. S.Srilatha, SOMS, IGNOU
13. Prof. Madhu Tyagi, SOMS, IGNOU
14. Prof. Kamal Yadava, SOMS, IGNOU
15. Prof. P.C.Basak, SOMS, IGNOU
16. Prof. M.S.S.Raju, SOMS, IGNOU
17. Dr. Anurag Saxena, SOMS, IGNOU
18. Dr. Kamal Vagrecha, SOMS, IGNOU
19. Dr. Subodh Kesharwani, SOMS, IGNOU
20. Dr. Rashmi Bansal, SOMS, IGNOU

Dr. Amit Chaturvedi, Regional Director, IGNOU Regional Centre, Lucknow and Dr. K.S. Divakaran Nair, Deputy Director, IGNOU Regional Centre, Cochin and Dr. Neeti Agrawal, Reader, SOMS, IGNOU participated as a Special Invitees.

Prof. N.S.Narasimhan, Indian Institute of Management, Bangalore, Prof. K Ravisankar, SOMS, IGNOU and Dr. Ajit Kumar, Reder, SOET, IGNOU could not attend the meeting.

The Chairman extended a very warm welcome to the members of the School Board for the meeting. The Chairman welcomed new member Dr.Kamal Vagrecha and particularly congratulated and welcomed the following faculty members on their promotion as professors and attending the first meeting of the School Board as ex-officio members.

Prof. G. Subbayamma

Prof. S. Srilatha

Prof. Madhu Tyagi

Prof. Kamal Yadava

Prof. M.S.S. Raju

The following agenda items were taken up for discussion and necessary decision.

**Item No. 1: To confirm the minutes of the 19<sup>th</sup> meeting of the School Board held on March 30, 2007 and to note the action taken.**

- 20.1 a) The Chairman informed that the minutes of the 19<sup>th</sup> Meeting of the School Board held on March 30, 2007 were circulated to the members; and comments were received from Sh. Shashi Bhushan and the same was placed before the Board as Annexure 5. The modified recommendation of the Management Faculty regarding Item 19.8 and action taken report on Items 19.9 and 19.10 were also circulated as Annexure 2, Annexure 3 and Annexure 4 to the members for consideration.

Minutes of the 19<sup>th</sup> meeting of the School Board held on March 30, 2007 along with the comments of Sh. Shashi Bhushan, modified recommendation of the Management Faculty regarding Item No. 19.8 and Action Taken report on Items 19.9 and 19.10 were confirmed by the Board.

- b) The list of moderators and paper setter for various courses of the Management Programmes was presented by circulation to members and the same was approved by all the members. It is informed by the Chairman that the list was forwarded to the SR&E Division after approval from the Vice Chancellor.

School Board approved the minutes and the action taken by the Chairman on this Item.

**Item No. 2: To consider and approve Phase I Form of Diploma in Accounting**

- 20.2 The Chairman informed that the Diploma in Accounting is proposed by IGNOU Regional Centre, Lucknow as a special initiative on the suggestion of the Vice Chancellor. This programme shall be offered through the Commerce Discipline and Prof. Madhu Tyagi shall be the Coordinator from the School.

Details of the Phase 1 Form were presented by Dr. Amit Chaturvedi, Regional Director, IGNOU Regional Centre, Lucknow, who is one of the proposers of the diploma programme. The following issues were raised and discussed:

- a) The issue regarding the target group and the focus of the Diploma Programme was raised. It may be clearly stated whether the diploma is focusing at the higher level accounting or at the lower levels of book keeping in business enterprises. Clear focus regarding Target group whether expected from small and cottage enterprises or from bigger enterprises, may also be specified.
- b) IGNOU is already offering a B.Com programme in which Accounting software packages like Tally are not included in the courses. It is felt that 10+2 students may prefer B.Com. degree, therefore demand for Diploma programme in accounting may not be able to attract sufficient number of students. Since the

existing B.Com. programme do not have the practical training component in accounting software packages, the Diploma programme with focus on accounting software packages and use of computers in office management may be more attractive and viable.

- c) In the existing B. Com. programme, there are courses relating to accounting and auditing. It is suggested that the relevant courses, wherever suitable, may be adapted from B.Com programme.
- d) SOMS is proposing a Diploma in Budgeting, Accounts and Finance for Panchayati Raj Functionaries in collaboration with the Institute of Public Auditors of India. Programme proposer is suggested to keep this in mind while designing the detailed structure of the proposed Diploma.
- e) Budget proposals of Rs. 2.5 lakh for need assessment and Rs. 2.5 lakh for the development of programme structure were made in the Phase I Form. It is suggested that the School Board has no authority in sanctioning the budget, therefore, the programme proposers have to get approvals from the appropriate authorities of the University.

Phase I Form of Diploma in Accounting is approved by the School Board with the above observations and comments.

**Item No. 3: To consider and approve Phase I Form and Phase III Form of Post Graduate Diploma in Teaching and Research in Management.**

- 20.3 The Chairman explained that the Post Graduate Diploma in Teaching and Research in Management (PGDTRM) is proposed by the IGNOU Regional Centre, Cochin as a special initiative in response to the suggestion from the Vice Chancellor. This programme is being developed in collaboration with Prof. M.V.Pyle and the Kerala Management Association. Two meetings of the experts from reputed management institutions and professions were already held under the Chairmanship of the Vice Chancellor with the purpose of need assessment and identifying the broad inputs of the programme. Prof. N. V. Narasimham, Prof B. B. Khanna and Dr. Anugag Saxena from SOMS attended these meetings. This programme shall be offered through the Management Discipline and Prof. G. Subbayamma shall be the coordinator from the School.

Dr. K. S. D. Nair, Deputy Director, IGNOU Regional Centre, Cochin who is one of the proposers of the programme, presented the salient features of the Phase I and Phase III Forms of the PGDTRM. He circulated a modified proposal which was revised in the light of the comments by Prof. Parvin Sinclair, PVC. The modified proposal incorporated the following changes:

- i) PGDTRM has been revised by reducing total credits from 40 to 32 Credits. In the revised programme structure there are 6 courses of theory and 2 courses of practicals. All the courses have 4 credits each. Thus, total credit load of the programme is 32 credits.

- ii) The Programme fee has been revised from Rs. 10,000 to Rs. 12,000. Thus, Rs. 6000 per semester shall be charged.

The School Board approved the above modifications. After discussing the proposal in detail, the following suggestions were made:

- i) Under the Target Group, the clause "students who are pursuing MBA can simultaneously join this programme" shall be deleted and the new target group "Professionals with 3 years experience can join the PGDTRM programme" shall be added in the phase I and phase III Forms.
- ii) Associate Studentship may be introduced for those learners who wish to take up one of the Courses.
- iii) Uniform evaluation scheme shall be introduced for all the courses keeping the norms 30% weightage for continuous evaluation and 70% for TEE.
- iv) Kerala Management Association may be also involved in developing the course materials so that there will be sharing of cost of development.
- v) The following suggestions regarding the course contents were also suggested:
  - a) In the course on 'Teaching Skills for Management Teachers (PGDTRM - 01)', the following is suggested: (1) Units 7 and 8 may be combined and titled as "Digital Libraries and Digital Resources". (2) One unit on "ICT Enabled Instructions Design" may be included.
  - b) Unit 11 of course on 'Institutional Management (PGDTRM - 02)' may be titled as "HRD for Institutional Management".
  - c) In the course on 'Management Research - I (PGDTRM -03), Unit 2 may be deleted and Unit 3 may be renamed as "Emerging Trends in Management Research". Unit 10 may be renamed as "Impact of Academic Research in Business".
  - d) In the course on 'Management Consultancy and Entrepreneurial Development (PGDTRM-05),' the Block III may be titled as "Functional Skills and Consultancy".
  - e) The course PGDTRM - 06 may be titled as 'Training and Development' In this course, Block I may be named as 'Training and Learning Process,' Block II as 'Design and Delivery of Training Programmes,' Block III as 'Methods and Techniques for Training Groups and Group Dynamics,' and Block IV as 'Soft Skills Development.'
  - f) Attendance in counselling sessions may be made compulsory for the evaluation scheme for PGDTRM -07 and PGDTRM - 08, as these two

courses will be based on practical assignments and Term-End practical examinations. There is no need for theory TEE.

- g) The practical Training on Software packages may be conducted in the II Semester.

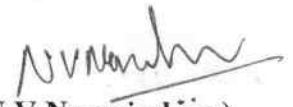
With the above suggestions, the School Board approved the Phase I and Phase III Forms of the Post Graduate Diploma in Teaching and Research in Management.

**Item No. 4: To consider and approve Phase III Form of Certificate Programme in NGO Management**

- 20.4 . The chairman informed that the Certificate Programme in NGO Management being developed with financial support from UNAIDS in India. Dr. Neeti Agarwal, the Programme Coordinator presented the details of the Phase III Form and clarified all the issues raised by the members.

The School Board approved the Phase III Form of Certificate Programme in NGO Management.

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

  
(Prof. N.V.Narasimham)  
Chairman