



MINUTES OF THE 37th SCHOOL BOARD MEETING OF THE SCHOOL OF VOCATIONAL EDUCATION AND TRAINING HELD ON 9th NOVEMBER 2021 AT 11.30 AM IN THE CONFERENCE ROOM OF SOVET, IGNOU MAIDAN GARHI, NEW DELHI.

The 37th meeting of the School Board of the School of Vocational Education and Training was held on 9th November at 11.30 AM. The following members were present in the meeting:

1. Prof. Ashok K.Gaba, <i>Director</i> , SOVET, IGNOU	<i>Chairman</i>
2. Prof. Harjeet Kaur Bhatia, Faculty of Education, JMI, New Delhi	Member
3. Prof. Banhi Jha, Professor, NIFT, New Delhi	Member
4. Prof. Saurabh Prakash, Professor, PSSCIVE, NCERT, Bhopal	Member
5. Prof. P.V. Suresh, Director, SOCIS, IGNOU	Member
6. Dr. K.S. Arul Selvan, Associate Professor, SOJNMS, IGNOU	Member
7. Dr. R.S.P. Singh, Associate Professor, SOVET, IGNOU	Member
8. Ms. Urshala Kant, Assistant Professor, (Sr. Scale), SOVET, IGNOU	Member
9. Ms. Asha Yadav, Assistant Professor, SOVET, IGNOU	Member

Prof. Sanjay Sehgal, Head, DFS, DU, Dr. Raj Agarwal, AIMA, New Delhi, Prof. Rekha Sharma Sen, SOCE, IGNOU, Dr. Gaurav Singh, Assistant Professor, SOE, IGNOU and Dr. Geetika S. Johry, Assistant Professor, SOVET, IGNOU, couldn't attend the meeting.

The Chairman of the School Board welcomed all the members to the 37th meeting of the School Board of School of Vocational Education and Training. He apprised the members about the activities completed by the School since the last meeting of the School Board. He informed that the school offered two Master level Degree programmes, i.e., Master of Information Science (Information Security) MSCIS and Master of Arts (Entrepreneurship) w.e.f July 2021 session. In this regard, meeting of the course design committee of both the programmes was organized, and the course structure/syllabus was finalised accordingly. He also informed that about six hundred students are enrolled in these programmes till today. In addition, faculty had taken sessions through SWAYAM Prabha, GY/GD, and evaluated assignments of their respective programmes. Members appreciated the activities initiated and completed by the school. Later, the chairman presented the agenda items.

Item No. SB 37.01	To confirm the Minutes of the 36 th Meeting of School Board held on 30 th June 2021 through virtual mode and to note the action taken there on
SB: 37: 01.1	The Chairperson informed that the minutes of 36th Meeting of the School Board of School of Vocational Education and Training was held on 30th June 2021 were circulated to the members and no comment had been received. Therefore, he proposed that minutes may be confirmed. Later, he presented the ATR. Item No. 36.01 ATR: Noted Item No. 36.02 ATR: Programmes were launched as per schedule. PPF of MSME approved by the PB. Item No. 36.03 ATR: Noted Item No. 36.04 ATR: Noted Item No. 36.05 ATR: Planning Board ratified the action taken by the CA in approved PPF in its 49th meeting held on 7th August 2021 under item No. 49.11.1 Item No. 36.06 ATR: Forwarded to ACD for the ratification and approval of ACSC/AC Item No. 36.07 ATR: Noted Item No. 36.08 ATR: Noted Item No. 36.09 ATR: Forwarded to ACD for the ratification and approval of ACSC/AC Item No. 36.10 ATR: Noted Item No. 36.11 ATR: Meeting conducted on 7th August 2021.
SB: 37: 1.2	The School Board considered and confirmed the Minutes of the 36th Meeting of the School Board and noted the action taken thereon.
Item No. SB 37.02	To report the action taken by the Vice Chancellor in approving names for the Course Expert Committee of B.A (Vocational Studies): MSME programme (6 Semester) under CBCS Scheme
SB: 37: 02.1	Dr. Rachna Agarwal (Programme Coordinator) MSME programme proposed the names of Course Expert Committee for finalization of course structure/syllabus of B.A (Vocational Studies) programme and it was subsequently approved by the Vice Chancellor (Annexure 37.02.01).
SB: 37: 02.2	The School Board noted the action taken by the Vice Chancellor in approving names for the Course Expert Committee of B.A (Vocational Studies): MSME programme (6 Semester) under CBCS Scheme
SB:37.03	To consider and approve the Minutes of the Course Design Committee for the design of syllabus/course structure of B.A (Vocational Studies): MSME programme
SB: 37: 03.1	Programme Coordinator informed that a meeting of the Course Design Committee for B.A (Vocational Studies): MSME programme was organized on 30 th September 2021 through Virtual Mode. The minute of the meeting is being placed for consideration and approval of the School Board (Annexure 37.03.01).

	<i>Members discussed this item in-depth and suggested that the course 'Environment Studies' to be shifted from 1st Semester to 2nd Semester, English 'Communication Skills' to be shifted from 2nd Semester to 1st Semester, 'Computer Application in Business' from 3rd Semester to 2nd Semester and Business Organization and Management' to be shifted from 2nd semester to 3rd.</i>
SB: 37: 03.2	The School Board considered the suggestion made by members and approved the Minutes of the Course Design Committee for the design of syllabus/course structure of B.A (Vocational Studies): MSME programme
SB:37.04	To report the School Board's recommendation (through circulation) for PPF of B.A (VS): MSME to APC/Planning Board for approval.
SB: 37: 04.1	Programme Coordinator informed that PPF of B.A (Vocational Studies): MSME programme was circulated to the School Board for the recommendation to APC and PB for approval dated 2 nd August 2021. She further informed that it was urgency since the meeting of Planning Board was scheduled on 7 th August 2021. She further informed that the School Board recommended this item through emails (Annexure-37.04.01) and subsequently it was approved by the Planning Board during its 49 th Meeting held on 7 th August 2021.
SB: 37: 04.2	The School Board noted the recommendation (through circulation) and approval of PPF of B.A (VS): MSME by the Planning Board.
SB:37.05	To consider and recommend the Programme Development Form (PDF) and Programme Project Report (PPR) of B.A (Vocational Studies): MSME programme under CBCS Scheme to ACSC/AC for approval
SB:37.05.1	Programme Coordinator informed that as per university norms, Programme Development Form (PDF) and Programme Project Report (PPR) of the proposed programme are to be recommended to the Academic Council Standing Committee (ACSC)/Academic Council (AC) for approval (Annexure 37.05.01). <i>Members discussed in-depth and suggested that the course structure mentioned in the PDF to be revised as suggested under Item No. SB 37.03.</i>
SB:35.05.2	The School Board considered the suggestion made by members and recommended Programme Development Form (PDF) and Programme Project Report (PPR) of B.A (Vocational Studies): MSME programme under CBCS Scheme to ACSC/AC for approval.
SB:37.06	To consider and approve the names of Unit Writers and Editors for writing and editing the courses of B.A. (VS): MSME programme.
SB:37.06.1	Programme Coordinator proposed the names of Unit Writers/Editors of B.A (VS) MSME programme as identified by the course design committee in its meeting held on 30 th September 2021(Annexure 37.06.01). <i>Members suggested that the name of Prof. Harjeet Kaur Bhatia, Faculty of Education, JMI, New Delhi and Prof. Banhi Jha, Professor, NIFT, New Delhi to be included in the list.</i>
SB:37.06.2	The School Board considered the suggestions made by members and approved the names of Unit Writers and Editors for writing and editing the courses of B.A. (VS): MSME programme.
SB:37.07	To inform and ratify the action by the Vice-Chancellor in approving the Minutes of the Course Design Committee of MSCIS programme
SB:37.07.1	Programme Coordinators informed that the school organized a meeting of the Course Design Committee of MSCIS programme on 26 th July 2021 for finalizing the course structure/syllabus including adoption, adaption and new units to be written for the

	proposed programme. Names of unit writers and editors were also identified during the meeting. A copy of the Minutes is placed at Annexure: 37.07.01 and subsequently approved by the Vice Chancellor.				
SB:37.07.2	The School Board noted and ratified the action taken by the Vice-Chancellor in approving the Minutes of the Course Design Committee of MSCIS programme.				
SB:37.08	To inform and ratify the action taken by the Vice Chancellor in approving names of Unit writers/Editors for the courses of MSCIS programme				
SB:37.08.1	Programme Coordinators informed that the names of Unit Writers and Editors for writing the units of MSCIS programme identified by the Course Design Committee in its meeting held on 26 th July 2021 and subsequently approved by the Vice Chancellor (Annexure 37.08.1).				
SB:37.08.2	The School Board noted and ratified the action taken by the Vice-Chancellor in approving names of Unit writers/Editors for the courses of MSCIS programme				
SB:37.09	To ratify the action by the Vice Chancellor in approving the Minutes of the Course Design Committee of MAER programme.				
SB:37.09.1	Programme Coordinator informed that the school organized a meeting of the Course Design Committee of MAER programme on 27 th July 2021 for finalizing the course structure/syllabus including adoption, adaption, and new units to be written for the proposed programme. Names of unit writers and editors were also identified during the meeting. A copy of the Minutes is placed at Annexure: 37.09.1 and subsequently approved by the Vice Chancellor.				
SB:37.09.2	The School Board noted and ratified the action taken by the Vice-Chancellor in approving the Minutes of the Course Design Committee of MAER programme.				
SB:37.10	To inform and ratify the action taken by the Vice Chancellor in approving the names of Unit Writers/Editors for the courses of MAER programme.				
SB. 37.10.1	Programme Coordinators informed that the names of Unit Writers/Editors for writing of fresh units of MAER programme for the courses identified by the course design committee in its meeting held on 27 th July 2021 and subsequently approved by the Vice Chancellor (Annexure 37.10.1).				
SB. 37.10.2	The School Board noted and ratified the action taken by the Vice-Chancellor in approving names of Unit writers/Editors for the courses of MAER programme.				
SB:37.11	To consider and approve the revised eligibility criteria for the registration in the PG Diploma in Information Security (PGDIS) programme				
SB:37.11.1	Programme Coordinator of PGDIS programme proposed the revised eligibility criteria for the registration in the PGDIS programme w.e.f July, 2022 session. It is proposed because Programme Design Committee of MSCIS Programme considered first year courses of PGDIS Programme as it is for its 1st and 2nd semester and subsequently approved by the School Board, Planning Board and Vice Chancellor. The minimum eligibility criteria for MSCIS Programme as suggested by the Programme Design Committee of MSCIS programme is 'any graduate' and it is different from eligibility criteria of PGDIS programme. For similar eligibility criteria, the Programme Coordinators of PGDIS programme proposed the revised eligibility criteria for the PGDIS Programme as per details given below: <table border="1"> <thead> <tr> <th>Existing Qualification of PGDIS Programme</th><th>Revised Qualification of PGDIS Progr</th></tr> </thead> <tbody> <tr> <td>A. B.Sc (Computer Science)/ B.C.A/ B.Tech (Computer Sc.)/ B.Tech (IT) or its equivalent or B. Bachelor Degree in any discipline or its equivalent from a recognized University/ Institute</td><td>Bachelor's degree in any discipline or its from a recognized University/ Institute.</td></tr> </tbody> </table>	Existing Qualification of PGDIS Programme	Revised Qualification of PGDIS Progr	A. B.Sc (Computer Science)/ B.C.A/ B.Tech (Computer Sc.)/ B.Tech (IT) or its equivalent or B. Bachelor Degree in any discipline or its equivalent from a recognized University/ Institute	Bachelor's degree in any discipline or its from a recognized University/ Institute.
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	with CIT/CIC/ACISE/CISE from IGNOU or a Certificate in Computer Science/Computer Application from a Govt. recognized institute with a minimum duration of 6 months or studied Computer Course as part of the curriculum in Bachelor/PG Degree. or C. bachelor's degree in any discipline or its equivalent from the recognized University/ Institute with 1 year working experience in Computer application/IT.	
	<i>Members discussed this item in-depth and suggested that option for later entry of those students who had already completed PGDIS programme should be considered for the registration of MSCIS programme in 3rd and 4th semester or their credits should be transferred as per the University norms.</i>	
SB:37.11.2	The School Board considered suggestion made by members and approved the revised eligibility criteria for the registration in the PG Diploma in Information Security (PGDIS) programme.	
SB:37.12	To consider and approve the 'Feedback Analysis Report of Subject Expert' on the curriculum of SOVET's programmes as per CIQA's requirement.	
SB:37.12.1	The Chairman informed that Centre for Internal Quality Assurance (CIQA), IGNOU required Feedback Analysis Report of Subject Expert' on the curriculum of SOVET's programmes. It is essential for the teaching-learning process and updating/restructuring the curriculum as per the needs of the learners. Hence, the SOVET developed a report on the 'feedback analysis report and is placed at Annexure 37.12.1.	
SB:37.12.2	The School Board considered and approved the 'Feedback Analysis Report of Subject Expert' on the curriculum of SOVET's programmes as per CIQA's requirement.	
SB:37.13.	To consider the Panel of Paper Setters/Moderators/Evaluators	
SB:37.13.1	The Chairman informed that Programme Coordinators of MSCIS, MAER and PGDPSM programmes proposed the list of Paper Setter, Moderators and Evaluators (Annexure 37.13.1).	
SB:37.13.2	The School Board considered and approved the Panel of Paper Setters/Moderators/Evaluators of MSCIS, MAER and PGDPSM programmes.	

The Chairman ended the meeting with vote of thanks.



(Ashok K. Gaba)
Chairman